~~1502~~
1407

FORMAT FOR
HAZARDOUS WASTE SPILL AND RELATED EMERGENCY
CONTINGENCY PLAN

6240
NHZAD
NOV 1-6-1986

From: Commanding General, Marine Corps Base, Camp Lejeune
To: Distribution List

Subj: HAZARDOUS WASTE (HW) SPILL CONTINGENCY PLAN

Ref: (a) BO 6240.5
(b) BO 11090.1D

Encl: (1) Format for HW Spill and Related Emergency Contingency Plan

1. The current edition of reference (a), requires that copies of reference (b) be readily available at each site where HW are routinely generated and handled. The purpose of this requirement is to provide a spill contingency plan for handling HW spill related emergencies. During recent inspections by the Environmental Protection Agency (EPA), and North Carolina Division of Health Services (DHS), Camp Lejeune was cited for failure to have adequate spill contingency plans posted. Essentially, EPA and DHS officials determined that merely having reference (b) available was not sufficient to satisfy regulations outlined in reference (a).

2. There are approximately 150 sites aboard Camp Lejeune and MCAS, New River, which require the subject plans. Enclosure (1) has been prepared to illustrate the types of additional information required. Supervisors have primary responsibility for ensuring the safety of personnel and facilities within their cognizance. The most difficult task in preparing the subject plans is determining what actions that shop personnel are required to take between the time a spill is reported and the time the Fire Department arrives on the scene. Experience shows that with proper equipment, timely spill containment action by shop personnel can significantly reduce the damage/cost of a spill. OIC's are cautioned that care should be taken to ensure that the plans do not require personnel to take any action for which they are not equipped and trained to perform safely.

3. Addressees are requested to take immediate action required to update and improve the subject plan at all facilities where HW are routinely generated and handled. By 1 December 1986, a spill contingency plan will be posted at all sites. The plans will follow the basic format outlined in the enclosure. Hopefully, the initial posting of plans per this request will satisfy EPA and DHS expectations. Regardless, Base environmental, safety and fire protection personnel will continuously work with OIC's in upgrading those plans. A copy of each plan will be forwarded to the Assistant Chief of Staff, Facilities for information.

6240
NREAD

Subj: HAZARDOUS WASTE (HW) SPILL CONTINGENCY PLAN

The copy should be routed via the chain of command. Requests for assistance from Base technical staff, should be routed through and coordinated by the cognizant Hazardous Material Disposal Coordinator for each major command. Point of contact with this matter is Mr. Danny Sharpe, Natural Resources and Environmental Affairs Division, extension 2083/1690.

T. J. DALZELL
By direction

DISTRIBUTION:
CG, II Marine Amp Force
CG, 2dMARDIV, FMF
CG, 2dFSSG(Rein) FMF
CG, 6th MAB
CO, MCAS (New River)
CO, Naval Hosp
CO, Dental
DRMO

HAZARDOUS WASTE SPILL AND RELATED EMERGENCY
CONTINGENCY PLAN FOR

Base Motor Transport. 1407 ~~148~~
(NAME OF FACILITY) BLDG. #

A. IN THE EVENT THAT A HAZARDOUS MATERIAL/HAZARDOUS WASTE SPILL, FIRE, RELEASE OF TOXIC FUMES OR SIMILAR EMERGENCY OCCURS, THE FOLLOWING ACTION WILL BE TAKEN:

-- FIRST, IMMEDIATELY ALERT EMPLOYEES/PERSONS IN THE IMMEDIATE AREA OF THE EMERGENCY AND BEGIN EVACUATION OF ANY PERSONS SUBJECT TO INJURY BY THE EMERGENCY. EVACUEES SHALL ASSEMBLE AT Dogwood St.

-- IMMEDIATELY, NOTIFY THE BASE FIRE DEPARTMENT, EXTENSION 3333. PROVIDE THE FIRE DEPARTMENT DISPATCHER WITH THE BEST ESTIMATE/AVAILABLE KNOWLEDGE OF THE AMOUNT AND TYPE OF HAZARDOUS SUBSTANCE SPILLED; LOCATION OF THE EMERGENCY; WHETHER OR NOT ANY PERSONS HAVE BEEN OR ARE LIKELY TO BE INJURED AND ANY OTHER INFORMATION HELPFUL TO EMERGENCY RESPONSE PERSONNEL. STAY ON THE LINE WITH THE DISPATCHER AND FOLLOW DISPATCHER'S INSTRUCTIONS IF YOU CAN SAFELY DO SO. CONTINUE TO ADVISE DISPATCHER OF CHANGING CIRCUMSTANCES.

-- ASSIGN ONE PERSON TO MEET THE EMERGENCY VEHICLE AND GUIDE FIRE DEPARTMENT PERSONNEL TO SPILL/EMERGENCY SITE.

-- BEGIN ASSEMBLING EMERGENCY SUPPLIES AND EQUIPMENT AVAILABLE AT THE WORK SITE. A LIST OF THESE ITEMS, THEIR LOCATION AND PERSONS RESPONSIBLE FOR PROVIDING THEM ARE CONTAINED IN ATTACHMENT (A).

-- IF THE CIRCUMSTANCES OF THE EMERGENCY PERMIT, BEGIN CONTAINMENT OF THE SPILL BY SHUTTING OFF VALVES, CONSTRUCTION OF EARTHEN DIKES AND APPLICATION OF ABSORBENT. ONLY PERSONNEL TRAINED AND AUTHORIZED BY THE OIC SHALL BE ALLOWED TO ENTER THE IMMEDIATE AREA OF THE SPILL. SECTION D PROVIDES A LIST OF PERSONNEL AUTHORIZED TO ENTER THE AREA AND ACTIONS THEY ARE EXPECTED TO TAKE. UPON ARRIVAL AT THE SCENE, THE FIRE DEPARTMENT WILL CONTROL ACCESS TO SITE.

-- UNDER NO CIRCUMSTANCES SHALL PERSONNEL UNDERTAKE ANY ACTION WHICH WOULD EXPOSE THEM TO TOXIC CHEMICALS, FUMES AND GASES UNLESS THE PROPER TYPE(S) OF WELL MAINTAINED PERSONNEL PROTECTIVE EQUIPMENT IS USED.

B. THE LATEST REVISION OF THE BASE SPILL CONTINGENCY ORDER, BO 11090.1 , IS PROVIDED AS ATTACHMENT (B). THE SENIOR FIRE DEPARTMENT OFFICIAL ON SCENE WILL SERVE AS THE NAVY ON-SCENE-COMMANDER. ALL MARINE CORPS, NAVY AND CIVILIAN PERSONNEL ON THE SCENE ARE EXPECTED TO PROVIDE AVAILABLE RESOURCES AS THE ON-SCENE-COMMANDER DEEMS NECESSARY TO ABATE THE EMERGENCY AND PROTECT LIFE AND PROPERTY.

C. OTHER OFFICIALS TO BE NOTIFIED:

-- OIC REPRESENTATIVE	R. W. Locke, Capt, OIC name/rank/title	2803 phone #
-- HAZARDOUS MATERIAL DISPOSAL OFFICER	J. Evans, Major, HMDO name/rank	2535/2507 phone #

D. ROSTER OF SHOP PERSONNEL AUTHORIZED AND TRAINED TO RESPOND TO HAZARDOUS MATERIAL AND WASTE SPILLS/EMERGENCIES:

NAME/RANK/TITLE OF INDIVIDUAL	HAZARDOUS MATERIAL/WASTE EMERGENCY RESPONSIBILITIES
W. L. Kidwell, SSgt, Section Head A. Coleman, SSgt, Section Head G. Martinez, SSgt, Section Head	1. Follow instructions contained in paragraph A. 2. Notify OIC and HMDO. 3. During absences of the Leader, follow instructions in paragraph A.
J. Evans, Maj, USMC, HMDO Mrs. Waters, Alternate HMDO	1. Ensure the above personnel are properly trained in the event of hazard waste spill. 2. Attend MCB training sessions on HW.

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

OIC REPRESENTATIVE
J. J. ANZALDUA, MAJOR, USMC

881005
DATE

ITEM DESCRIPITION/LOCATION/ NAME AND PHONE NO. OF PERSON RESPONSIBLE FOR MAINTAINING AND PROVIDING ITEM	TYPES OF HAZARDOUS MATERIAL AND WASTE TO BE USED ON
Absorbent Material (Ground Clay) Bldg 1407	POL Antifreeze
Broom Bldg 1407	

Inventory of available Hazardous Material/Waste Spill Response and Clean-up Equipment and Supplies

ATTACHMENT (A)

HAZARDOUS WASTE SPILL AND RELATED EMERGENCY
CONTINGENCY PLAN FOR

Base Motor Transport. 118
(NAME OF FACILITY) BLDG. #

A. IN THE EVENT THAT A HAZARDOUS MATERIAL/HAZARDOUS WASTE SPILL, FIRE, RELEASE OF TOXIC FUMES OR SIMILAR EMERGENCY OCCURS, THE FOLLOWING ACTION WILL BE TAKEN:

-- FIRST, IMMEDIATELY ALERT EMPLOYEES/PERSONS IN THE IMMEDIATE AREA OF THE EMERGENCY AND BEGIN EVACUATION OF ANY PERSONS SUBJECT TO INJURY BY THE EMERGENCY. EVACUEES SHALL ASSEMBLE AT _____.

-- IMMEDIATELY, NOTIFY THE BASE FIRE DEPARTMENT, EXTENSION 3333. PROVIDE THE FIRE DEPARTMENT DISPATCHER WITH THE BEST ESTIMATE/AVAILABLE KNOWLEDGE OF THE AMOUNT AND TYPE OF HAZARDOUS SUBSTANCE SPILLED; LOCATION OF THE EMERGENCY; WHETHER OR NOT ANY PERSONS HAVE BEEN OR ARE LIKELY TO BE INJURED AND ANY OTHER INFORMATION HELPFUL TO EMERGENCY RESPONSE PERSONNEL. STAY ON THE LINE WITH THE DISPATCHER AND FOLLOW DISPATCHER'S INSTRUCTIONS IF YOU CAN SAFELY DO SO. CONTINUE TO ADVISE DISPATCHER OF CHANGING CIRCUMSTANCES.

-- ASSIGN ONE PERSON TO MEET THE EMERGENCY VEHICLE AND GUIDE FIRE DEPARTMENT PERSONNEL TO SPILL/EMERGENCY SITE.

-- BEGIN ASSEMBLING EMERGENCY SUPPLIES AND EQUIPMENT AVAILABLE AT THE WORK SITE. A LIST OF THESE ITEMS, THEIR LOCATION AND PERSONS RESPONSIBLE FOR PROVIDING THEM ARE CONTAINED IN ATTACHMENT (A).

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C. OTHER OFFICIALS TO BE NOTIFIED:

-- OIC REPRESENTATIVE _____ _____
name/rank/title phone #

-- HAZARDOUS MATERIAL DISPOSAL OFFICER _____ _____
name/rank phone #

D. ROSTER OF SHOP PERSONNEL AUTHORIZED AND TRAINED TO RESPOND TO HAZARDOUS MATERIAL AND WASTE SPILLS/EMERGENCIES:

NAME/RANK/TITLE OF INDIVIDUAL	HAZARDOUS MATERIAL/WASTE EMERGENCY RESPONSIBILITIES

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

_____ _____
OIC REPRESENTATIVE DATE

ITEM DESCRIPITION/LOCATION/ NAME AND PHONE NO. OF PERSON RESPONSIBLE FOR MAINTAINING AND PROVIDING ITEM	TYPES OF HAZARDOUS MATERIAL AND WASTE TO BE USED ON

Inventory of available Hazardous Material/Waste Spill Response and Clean-up Equipment and Supplies

ATTACHMENT (A)

1502

FORMAT FOR
HAZARDOUS WASTE SPILL AND RELATED EMERGENCY
CONTINGENCY PLAN

6240
NREAD
NOV 1-6-1986

From: Commanding General, Marine Corps Base, Camp Lejeune
To: Distribution List

Subj: HAZARDOUS WASTE (HW) SPILL CONTINGENCY PLAN

Ref: (a) BO 6240.3
(b) BO 11090.1D

Encl: (1) Format for HW Spill and Related Emergency Contingency Plan

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3. Addressees are requested to take immediate action required to update and improve the subject plan at all facilities where HW are routinely generated and handled. By 1 December 1986, a spill contingency plan will be posted at all sites. The plans will follow the basic format outlined in the enclosure. Hopefully, the initial posting of plans per this request will satisfy EPA and DHS expectations. Regardless, Base environmental, safety and fire protection personnel will continuously work with OIC's in upgrading these plans. A copy of each plan will be forwarded to the Assistant Chief of Staff, Facilities for information.

6240
NREAD

Subj: HAZARDOUS WASTE (HW) SPILL CONTINGENCY PLAN

The copy should be routed via the chain of command. Requests for assistance from Base technical staff, should be routed through and coordinated by the cognizant Hazardous Material Disposal Coordinator for each major command. Point of contact with this matter is Mr. Danny Sharpe, Natural Resources and Environmental Affairs Division, extension 2083/1690.

T. J. DALZELL
By direction

DISTRIBUTION:
CG, II Marine Amp Force
CG, 2dMARDIV, FMF
CG, 2dFSSG(Rein) FMF
CG, 6th MAB
CO, MCAS (New River)
CO, Naval Hosp
CO, Dental
DRMO

HAZARDOUS WASTE SPILL AND RELATED EMERGENCY
CONTINGENCY PLAN FOR

Base Motor Transport. 118
(NAME OF FACILITY) BLDG. #

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C. OTHER OFFICIALS TO BE NOTIFIED:

-- OIC REPRESENTATIVE _____ _____
name/rank/title phone #

-- HAZARDOUS MATERIAL DISPOSAL OFFICER _____ _____
name/rank phone #

D. ROSTER OF SHOP PERSONNEL AUTHORIZED AND TRAINED TO RESPOND TO HAZARDOUS MATERIAL AND WASTE SPILLS/EMERGENCIES:

NAME/RANK/TITLE OF INDIVIDUAL	HAZARDOUS MATERIAL/WASTE EMERGENCY RESPONSIBILITIES

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

_____ _____
OIC REPRESENTATIVE DATE

ITEM DESCRIPITION/LOCATION/ NAME AND PHONE NO. OF PERSON RESPONSIBLE FOR MAINTAINING AND PROVIDING ITEM	TYPES OF HAZARDOUS MATERIAL AND WASTE TO BE USED ON

Inventory of available Hazardous Material/Waste Spill Response and Clean-up Equipment and Supplies

ATTACHMENT (A)

UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

IN REPLY REFER TO:
6240
LOG/HMDO
25 Nov 87

From: Assistant Chief of Staff, Logistics, Marine Corps Base, Camp Lejeune

Subj: HAZARDOUS WASTE PROCEDURES

Ref: (a) BO 6240.5A

Encl: (1) Proposed Logistics Operations Note (LON) 3-87

1. The reference requires that Base Logistics publish internal Hazardous Waste procedures. The enclosure is a first draft of proposed procedures. Solicit comments and recommendations to improve the enclosure by 10 December 1987.

2. Questions concerning this matter may be directed to Capt Peters/Mrs. Waters, ext. 2535/6.

W. Z. DEMENT
By direction

Distribution:
AC/S, FAC (NREAD)
TMO
BMTO
Contracting Off
DSSC
Printing Off

NOV 30 1987	INFO	ACT	INIT
BMTO			
OPS	✓		
FISCAL			
PRO CONTROL	✓	✓	
LIC/TRNG			
MAINT	✓		
MT CHIEF	✓		
FILE			

6240
LOG/HMDO

LOGISTICS OPERATIONS NOTE (LON) 3-87

From: Assistant Chief of Staff, Logistics
To: Distribution List

Subj: HAZARDOUS WASTE (HW) PROCEDURES

Ref: (a) MCO 4570.24A
(b) MCO 6280.8
(c) BO 6240.5A
(d) BO 11090.1B
(e) BO 11090.3

Encl: (1) Hazardous Waste (HW) Inspection Checklist
(2) Weekly Inspection Checklist
(3) Instructions for Completing DD Form 1348-1 (Disposal Document)
(4) Hazardous Material Control Work Site Procedures
(5) Hazardous Waste Generation Sites
(6) Hazardous Waste Spill and Related Emergency Contingency Plan

1. Purpose. To implement procedures for the disposal of Hazardous Waste per the references.

2. Definitions

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

b. Hazardous Waste (HW). Any discarded material or liquid, solid or gas, which meets the definition of Hazardous Material, or is designated as a Hazardous Waste by the Environmental Protection Agency (EPA) or state Hazardous Material control authority.

c. HW Generator. The unit that initially used a Hazardous Waste.

3. Background. The Logistics Department generates Hazardous Waste as well as provides transportation, contracting and supply support to host and tenant organizations. Federal and State laws govern the generation, handling, storage, transportation and disposal of HW. These requirements must be strictly complied with to avoid civil or criminal liability, as Congress has waived federal supremacy.

Hazardous Waste Management Goals

a. Prevent threats to human life and the environment caused by toxic substances.

b. Actively promote the reduction of volume and toxicity of HW produced by this Department.

c. Maintain a responsive, conscientious, knowledgeable and well-trained force of HW management personnel.

d. Document all HW management actions.

e. Comply with federal, state and base regulations relative to HW management.

5. Action

a. Overall responsibility for the Department's HW management program rests with the Assistant Chief of Staff, Logistics.

b. Hazardous Material Disposal Officer (HMDO)

(1) This duty will normally be assigned to the Supply Support Officer who may be reached at extensions 2535/2536.

(2) Coordinate the Department's HW program.

(3) Conduct quarterly inspections of HW generation sites using enclosure (1).

(4) Prepare and publish HW procedures.

(5) Update and distribute HW points of contact list.

(6) Process and forward completed HW documents (WID's, DD 1348-1's) to the appropriate sections. Retain copies for HW files.

(7) Maintain HW training records on all HW handlers and supervisory personnel for three years after they have ceased to served.

(8) Provide informal training to HW personnel.

(9) Coordinate formal training for HW personnel.

(10) Follow-up on noted violations.

c. Assistant Hazardous Material Disposal Officer (Asst HMDO)

(1) This duty will normally be assigned to a supply clerk within the Operations Divisions, who may be reached at extensions 2535/2536.

(2) Provide continuity and technical assistance to the Department's HW management program.

d. Base Motor Transport~~ation~~ Officer

(1) Responsible for Division's HW management program.

(2) Designate in writing key personnel and waste handlers for each HW generation site.

(3) Ensure all HW operations are supervised by properly trained personnel who have access to equipment and supplies for handling HW.

e. Base Printing Officer

(1) Responsible for Division's HW management program.

(2) Designate in writing key personnel and waste handlers for Base Printing.

(3) Ensure all HW operations are super~~vised~~ by properly trained personnel who have access to equipment and supplies for handling HW.

f. Officer in Charge, Direct Supply Stock Control

(1) Provide the local availability of HW handling supplies on a reimbursable basis.

(2) Ensure the Ammunition Supply Point maintains permission to dispose of munitions.

g. Contracting Officer

(1) Provide contracting services required to dispose of HW for which DRMO is not accountable.

(2) Ensure suppliers provide Material Safety Data Sheets (MSDS's) for all contractor furnished material that generates HW aboard the complex. One copy should be provided to the unit and the Base Safety Manager.

h. Traffic Management Officer

(1) Serve as the coordination agent in transporting HW.

(2) Monitor all HW transportation for compliance with federal, state and base regulations.

(3) Ensure all HW transportation operations are supervised by properly trained personnel who have access to equipment and supplies for handling HW.

(4) Provide transportation services and related record keeping which are not available from Defense Reutilization Marketing Office (DRMO) or the unit generating the HW.

(5) Ensure sufficient manifest certifiers are available and trained.

i. Hazardous Waste Key Personnel

(1) Inspect HW sites weekly. Use enclosure (2) to inspect and maintain completed forms on file for one year. All Safety-Kleen (contractor furnished) equipment is exempt from these provisions.

(2) Complete and forward HW documents (DD 1348-1) to Logistics HMDO 45 days after the accumulation start date. See enclosures (3) and (4).

(3) Ensure disposal of HW is accompanied by completed DD 1348-1 and performed before 90 days after the accumulation start date.

(4) Retain signed copies of the DD-1348-1's that transfer accountability to DRMO.

(5) Train and provide assistance to HW handlers. Maintain training files on all personnel three years after they have ceased to serve in a HW billet. Provide a copy of training records to the HMDO upon request. Use enclosure (3) of reference (c) as a source document.

(6) Maintain a desktop procedure containing:

(a) Points of contact.

(b) Copies of applicable orders, regulations and this Logistics Operations Note.

(c) Sample training records, inspection checklists, DD-1348-1's, HW labels, etc.. For each HW generated at a specific site, separate examples of DD-1348-1's and HW labels must be prepared for each HW within the desktop procedures. For each HW generated, a copy or sample of the WID, MSDS, DD-1348-1 and HW label must be filed together within the desktop procedure.

(d) Sketch of all HW generation sites as authorized in enclosure (5). Changes must be submitted to Assistant Chief of Staff, Logistics (HMDO).

(e) HW Spill Contingency Plans (See enclosure (6)).

(f) HW Waivers.

(g) HW generation, storage, paperwork, handling and disposal procedures.

(h) Current Hazardous Material Data File (microfiche).

(7) Ensure sufficient spill supplies (absorbent, safety equipment, etc.) is on hand.

(8) Monitor the contractor's pickup of HW and ensure contractor's personnel are properly licensed by the State of North Carolina.

(9) Ensure waste oils are kept separate from HW, antifreeze and other wastes.

(j) Violations

(1) Some examples of Class I violations are (not all inclusive):

(a) Bulging, rusty or dented drums.

(b) Non-compatible drums stored together.

(c) Drums improperly marked or labeled.

(d) Drums missing bung hole caps.

(e) HW not disposed of within 90 days.

(f) Transporting HW without authorization.

(2) When any violations are noticed, they should be made a matter of the record during the weekly/quarterly inspection cycle. The key is to document corrective action.

(3) For violations cited by inspectors from the EPA, the State of North Carolina, NREAD or Logistics HMDO, the Division must respond to the Assistant Chief of Staff, Logistics in writing within ten (10) days. The Logistics HMDO will physically verify that corrective action has been satisfactorily accomplished.

B. D. CHAMBLESS

Distribution:
HMDO (2)
TMO (2)
BMT (5)
DSSC
Contracting O

HAZARDOUS WASTE (HW) INSPECTION CHECKLIST

DIVISION: _____Date:_____

BUILDING #: _____Phone:_____

HMDO: _____

HW HANDLER: _____

DESCRIPTION OF HW

(1)

(2)

(3)

(4)

(5)

1. Desktop Procedure For Key Personnel

a. POC listing, to include HMDO/HMDC name/phone #.

b. Copies of BO's 6240.5A, 11090.1B, 11090.3.

c. Name, title, HW duties and HW training records for each employee.

d. WID's for each HW generated.

e. MSDS for all HW generated.

f. Copies of DD-1348-1.

g. Copies of HW labels.

h. Weekly inspections.

i. Location slated for each HW generation, accumulation and storage area.

j. Approved waivers.

k. Current Hazardous Material Data File (microfiche).

2. Collection/Storage/Turn-in Procedures

a. DOT approved containers?

(1) In good condition?

(2) Painted yellow (or distinctive contrasting color)?

(3) Prominently marked in block lettering with EPA HW number and words "HAZARDOUS WASTE"?

(4) Is HW Label affixed and properly completed?

(5) Are bung hole caps adequate to seal containers.

(6) Are containers closed/sealed except for pouring wastes into them?

Enclosure (1)

(7) Does the volume inside the containers allow for expansion of the HW without bulging the container?

(8) Are empty drums stored on their side?

(9) Are "full" drums stored upright?

b. Weekly inspections being conducted and documented?

c. Spill supplies (absorbent, safety equipment, etc.) on hand?

d. DD-1348-1 to Logistics HMDO 45 days after "accumulation start date" (ASD)?

e. HMDO notified when DRMO has not accepted accountability within 75 days after "ASD"?

f. Are 90 day turn-in deadlines being met?

g. Are discrepancies corrected promptly?

h. How are oil filters, rags, brushes, and litter being disposed of?

i. How is excess/used antifreeze disposed of?

3. Training

a. Are training records maintained/current? Are training records maintained at least 3 years after an individual ceases to serve?

b. What level training occurs?

c. Are job descriptions available for all personnel actively involved in HW management?

d. Are alternate personnel assigned to key positions?

e. Do HW personnel demonstrate an adequate knowledge of:

(1) Regulatory requirements.

(2) Criminal and civil penalties.

(3) Applicable Base Orders.

(4) Types of HW handled.

(5) Proper containers.

(6) Properly labeling.

(7) Weekly HW inspections.

(8) HW turn-in procedures.

(9) Spill response duties.

(10) Spill reporting procedures.

4. Facilities

a. Dates of inspections:

(1) Logistics HMDO

(2) NREAD HMDC

b. Are spills likely to reach soil or water?

c. Are HW containers protected from the weather?

d. Are HW contained stored out of direct sunlight?

e. Have oil/water separators been installed?

f. Has contaminated soil at the work site been removed?

g. Are waste oil collection tanks regularly pumped?

h. Is there evidence of spills or leaks on the ground?

. Contracted HW Services

a. Does the contractor provide the HW site with a list of individuals picking up HW?

b. Are contract personnel licensed by the State of North Carolina?

c. Is the contractor storing/transporting HW properly?

d. Is contractor compliance with the contract being monitored?

e. Does the contractor provide MSDS to the Division?

Enclosure (1)

HAZARDOUS WASTE
WEEKLY INSPECTION RECORD

DATE:_____ TIME:_____ INSPECTOR:_____

ITEM	OBSERVATIONS	DATE AND CORRECTIVE ACTIONS
CONTAINERS:		
___Construction		
___Compatibility		
___Segregation		
___Leaks/Closure		
___Labels		
___Ignitable Waste		
___Aisle Space		
___Accumulation Date		
DRUM DOLLY		
DRUM WRENCH		
FIRE EXTINGUISHER		
GATE LOCKED		
FENCE OK		
RESPIRATOR		
GLOVES		
ABSORBENT		

Enclosure (2)

INSTRUCTIONS FOR COMPLETING DD FORM 1348-1 (DISPOSAL DOCUMENT)

Card Column or Block	Block Description	Explanation
1-3	DIC	B7J
4-6	RIC	SY2
8-22	NSN	Use FSC for non-system items.
23-24	U/I	Usually "DR".
25-29	Qty	Usually "00001".
30-43	DocNr	
60-61	Pri	14
65-66	Adv	NA
70		K
A	From	Division Name, RUC, location and telephone number (Ex. BMT, AC/S, Logistics, MCB, Camp Lejeune, NC 28542 (M93052) Bldg 1502, ext. 1710)
B	To	DRMO, MCB, Camp Lejeune NC 28542 (SY2014) Bldg TP-451, ext 5613
C	M/F	HW
T		EPA Waste Number (Example: D001)
U		DOT Identification Number (Six character (two alpha, four numeric)) as shown in 49 CFR, Part 172

V		Request Removal of HW to DRMO
W	Remarks	Accumulation Start Date (Ex. ASD: 7/23/87)
X	Nomen	HW Nomenclature (Must be DOT Shipping Name).
1		Signature and date of HW handler having first hand knowledge of HW
AA, BB and CC		Leave Blank (Example: D001)
DD, EE, FF, GG		"This is to certify that the above named material is properly classified, packaged, marked, labeled and in proper condition for transporting per applicable regulations of DOT and EPA".

Notes

1. Above statement may be typewritten, computer generated or rubber stamped.

HAZARDOUS MATERIAL CONTROL WORK SITE PROCEDURES

1. Used Hazardous Waste will be collected and segregated to approved containers for a maximum of ninety days.

2. Provide approved containers for each waste that is routinely generated at the work site. Waste categories are the EPA Hazardous Waste Numbers (D001, D007, F001, F002, F003, and F005 are of particular concern).

3. Whenever possible, unused material with EPA HW numbers U080 - U239 should be disposed of in original containers and not mixed with other type Hazardous Waste or Material.

4. Containers for Hazardous Waste will meet the following requirements:

a. Meet applicable Department of Transportation (DOT) specifications and be in good condition.

b. Be prominently stenciled in lettering with the EPA waste number, the words "HAZARDOUS WASTE", DOT shipping name, the NSN (or FSC), and upon turn in, the disposal document number.

c. Have a legible Hazardous Waste label affixed. The Hazardous Waste label will be completed using indelible marker. The HW label will only be affixed to the container when the first drop of HW is generated. The following must be annotated on the HW label:

(1) DOT Shipping Name. See HW Summary Chart prepared by NREAD or 49 CFR.

(2) DOT UN or NA Number. May be left blank if not assigned by 49 CFR.

(3) For name, use Division and Department titles.

(4) For address, use Marine Corps Base, Camp Lejeune, NC 28542

(5) For EPA ID Number, use NC6170022580.

(6) EPA Waste Number.

(7) Accumulation Start Date.

(8) If uncertain as to the correct nomenclature or number, contact the Logistics HMDO, ext. 2535/6 for clarification.

d. Have bung hole caps adequate to seal containers.

5. Store containers so as to meet applicable fire and safety regulations. Bung hole caps must be tight.

6. Keep containers closed except when actually pouring waste into them.

7. Turn in of expired shelf life items in original unopened containers is permissible.

8. Dispose of empty paint containers as follows:

a. Paint cans with no liquid remaining (dried) and five (5) gallons or less in size may be put into solid waste dumpsters in small quantities.

b. Paint cans that have liquid remaining in them or large quantities of empty paint cans will be considered Hazardous Waste and must be disposed of via the provisions herein.

9. Dispose of other empty Hazardous Waste containers as follows:

a. All five gallon containers and larger will be triple rinsed with water and stenciled "Triple Rinsed".

b. One and five gallon cans with holes punched on top and bottom can be disposed of in dumpsters, vice the scrap metal disposal.

c. Drums will be sent to DRMO.

HAZARDOUS WASTE GENERATION SITES

Division	Bldg. #	Phone #
Printing	80	5919
Motor Transport	1502	5273
Motor Transport	AS-118	6705
Motor Transport	908	1718

Enclosure (5)

HAZARDOUS WASTE SPILL AND RELATED EMERGENCY
CONTINGENCY PLAN

_____ _____
(NAME OF FACILITY) BLDG. #

A. IN THE EVENT THAT A HAZARDOUS MATERIAL/HAZARDOUS WASTE SPILL, FIRE, RELEASE OF TOXIC OR SIMILAR EMERGENCY OCCURS, THE FOLLOWING ACTION WILL BE TAKEN:

-- FIRST, IMMEDIATELY ALERT EMPLOYEES/PERSONS IN THE IMMEDIATE AREA OF THE EMERGENCY AND BEGIN EVACUATION OF ANY PERSONS SUBJECT TO INJURY BY THE EMERGENCY. EVACUEES SHALL ASSEMBLE AT _____
_____.

-- IMMEDIATELY, NOTIFY THE BASE FIRE DEPARTMENT, EXTENSION 3333. PROVIDE THE FIRE DEPARTMENT DISPATCHER WITH THE BEST ESTIMATE/AVAILABLE KNOWLEDGE OF THE AMOUNT AND TYPE OF HAZARDOUS SUBSTANCE SPILLED; LOCATION OF THE EMERGENCY; WHETHER OR NOT ANY PERSONS HAVE BEEN OR ARE LIKELY TO BE INJURED AND ANY OTHER INFORMATION HELPFUL TO EMERGENCY RESPONSE PERSONNEL. STAY ON THE LINE WITH THE DISPATCHER AND FOLLOW DISPATCHER'S INSTRUCTIONS IF YOU CAN SAFELY DO SO. CONTINUE TO ADVISE DISPATCHER OF CHANGING CIRCUMSTANCES.

-- ASSIGN ONE PERSON TO MEET THE EMERGENCY VEHICLE AND GUIDE FIRE DEPARTMENT PERSONNEL TO SPILL/EMERGENCY SITE.

-- BEGIN ASSEMBLING EMERGENCY SUPPLIES AND EQUIPMENT AVAILABLE AT THE WORK SITE. A LIST OF THESE ITEMS, THEIR LOCATION AND PERSONS RESPONSIBLE FOR PROVIDING THEM ARE CONTAINED IN ATTACHMENT (A).

-- IF THE CIRCUMSTANCES OF THE EMERGENCY PERMIT, BEGIN CONTAINMENT OF THE SPILL BY SHUTTING OFF VALVES, CONSTRUCTION OF EARTHEN DIKES AND APPLICATION OF ABSORBENT. ONLY PERSONNEL TRAINED AND AUTHORIZED BY THE OIC SHALL BE ALLOWED TO ENTER THE IMMEDIATE AREA OF THE SPILL. SECTION D PROVIDES A LIST OF PERSONNEL AUTHORIZED TO ENTER THE AREA AND ACTIONS THEY ARE EXPECTED TO TAKE. UPON ARRIVAL AT THE SCENE, THE FIRE DEPARTMENT WILL CONTROL ACCESS TO SITE.

-- UNDER NO CIRCUMSTANCES SHALL PERSONNEL UNDERTAKE ANY ACTION WHICH WOULD EXPOSE THEM TO TOXIC CHEMICALS, FUMES AND GASES UNLESS THE PROPER PERSONAL PROTECTIVE EQUIPMENT IS USED.

THE LATEST REVISION OF THE BASE SPILL CONTINGENCY ORDER, 11090.1, IS PROVIDED AS ATTACHMENT (B). THE SENIOR FIRE DEPARTMENT OFFICIAL ON SCENE WILL SERVE AS THE ON-SCENE COMMANDER. ALL MARINE CORPS, NAVY AND CIVILIAN PERSONNEL ON THE SCENE ARE EXPECTED TO PROVIDE AVAILABLE RESOURCES AS THE ON-SCENE COMMANDER DEEMS NECESSARY TO ABATE THE EMERGENCY, AND PROTECT LIFE AND PROPERTY.

C. OTHER OFFICIALS TO BE NOTIFIED:

-- OIC REPRESENTATIVE _____ _____
NAME/RANK/TITLE PHONE #

-- HAZARDOUS MATERIAL DISPOSAL OFFICER _____ _____
NAME/RANK PHONE #

D. ROSTER OF SHOP PERSONNEL AUTHORIZED AND TRAINED TO RESPOND TO HAZARDOUS MATERIAL AND WASTE SPILLS/EMERGENCIES:

NAME/RANK/TITLE OF INDIVIDUAL	HAZARDOUS MATERIAL/WASTE EMERGENCY RESPONSIBILITIES

I HEREBY CERTIFY THAT THE ABOVE PERSONNEL ARE PROPERLY TRAINED AND AUTHORIZED TO CARRY OUT THE SPECIFIC RESPONSIBILITIES SHOWN ABOVE. THESE INDIVIDUALS SHALL ASSIST IN HANDLING HAZARDOUS MATERIAL/WASTE SPILLS AND RELATED EMERGENCIES TO THE EXTENT THAT THEY CAN DO SAFELY.

_____ _____
OIC REPRESENTATIVE DATE

SupSpt

ADMINISTRATIVE MESSAGE

ROUTINE

R 0216217 DEC 87 ZYB

FM CG MCB CAMP LEJEUNE NC

TO CG II MAF
CG SECOND MARDIV
NAVHOSP CAMP LEJEUNE NC
CG SIXTH MAB
CG SECOND FSSG
DRMO CAMP LEJEUNE NC

INFO MCAS NEW RIVER NC

UNCLAS //N06240//

SUBJ: MANDATORY TIME LIMITATIONS FOR HAZARDOUS WASTE STORAGE

A. BO 6240.5A
B. NCAC, 10F, NC HW MGT RULES

1. THE PURPOSE OF THIS MSG IS TO ENSURE COMPLIANCE WITH THE SUBJ LIMITATIONS IMPOSED BY STATE AND FEDERAL HAZARDOUS WASTE (HW) REGS APPLICABLE TO THE IMPLEMENTATION OF REF (A). THIS MSG DOES NOT APPLY TO MCAS NEW RIVER.

2. BACKGROUND.
A. EXCEPT AS PROVIDED IN PAR (B) OF SEC 262.34 OF RULE .0030 OF REF (B), ADDRESSEES MAY NOT ACCUMULATE HW ON-SITE FOR OVER 90 DAYS UNLESS A PERMIT OR INTERIM STATUS IS OBTAINED. THIS MEANS THAT HW BEING COLLECTED AND/OR STORED PER REF (A) MUST BE PHYSICALLY TRANSFERRED TO A PROPERLY PERMITTED HW TREATMENT, STORAGE OR DISPOSAL FACILITY (TSDF) WITHIN 90 DAYS OF THE DATE GENERATED. AS OF THIS DATE, THE ONLY TSDF ABOARD CAMP LEJEUNE AUTHORIZED FOR STORAGE OF HW AFTER 90-DAY TIME LIMIT, IS THE DEFENSE REUTILIZATION AND MARKETING OFFICE FACILITY (DRMO) AT THE TP-451/TP-463 COMPLEX.

DLVR:CG SIXTH MAB(7)...ACT
DLVR:NAVHOSP CAMP LEJEUNE NC(4)...ACT
DLVR:DRMO CAMP LEJEUNE NC(4)...ACT

NREA(2)...ORIG FOR CG MCB CAMP LEJEUNE(118) /13/
BFAC(1) OICB(1) BCUS(1) CEOA(1) BSDO(1) GCDR(14) GSTF(12) SSTF(85)

G-4(2)...ACT FOR CG II MAF(4) 06200/ 7/0116
CFU(1) S-S(1)

RTD:000-073/COPIES:0137

B. UNLESS SPECIFICALLY AUTHORIZED BY THE CG, MCB, IN WRITING, HW SHALL ONLY BE STORED IN CONTAINERS MEETING REQUIREMENTS SPECIFIED IN PAR 2B, ENCL (1) OF REF (A).

C. AS A MINIMUM, EACH CONTAINER SHALL BE MARKED WITH THE FOLLOWING AT THE TIME USED FOR STORAGE OF HW:

(1) THE WORDS "HAZARDOUS WASTE";

(2) THE DATE ACCUMULATION OF HW BEGAN, I.E., "ACCUMULATION START DATE";

(3) THE IDENTITY OF THE HW, I.E., CHEMICAL OR NOUN NAME, DOT SHIPPING NAME, AND IF AVAILABLE, THE NSN.

A PROPERLY COMPLETED HW LABEL EQUIVALENT TO THOSE PREVIOUSLY PROVIDED TO HAZARDOUS MATERIAL DISPOSAL COORDINATORS (HMDC) SATISFIES REQUIREMENTS OF THIS SECTION.

3. THE FOLLOWING STANDARDS ON TIME LIMITS FOR PREPARATION OF HW TURN-IN DOCUMENT(S) AND PROCESSING HW TURN IN'S ARE EFFECTIVE IMMEDIATELY.

A. FORM DD 1348-1 SHALL BE PREPARED AND SUBMITTED TO COGNIZANT HAZARDOUS MATERIAL DISPOSAL OFFICER (HMDO) NLT THE EARLIEST OF THE FOLLOWING:

(1) TEN CALENDAR DAYS OF THE DATE CONTAINER IS FILLED OR;

(2) BY 45 DAYS AFTER THE "ACCUMULATION START DATE" EVEN IF CONTAINER IS NOT FULL.

B. HMDO SHALL PROCESS FORM DD 1348-1 SUBMITTED PER PAR 3A ABOVE IN ACCORDANCE WITH ENCL (1) OF REF (A) AND HAND DELIVER TO DRMO WITHIN FIVE CALENDER DAYS OF THE DATE RECEIVED BY HMDO.

C. DRMO SHALL PROCESS FORM DD 1348-1 AND EITHER ACCEPT ACCOUNTABILITY FOR THE HW, OR PROVIDE HMDO WITH A WRITTEN REJECTION SPECIFYING DEFICIENCIES WITHIN 10 CALENDAR DAYS OF THE DATE FORM DD 1348-1 IS RECEIVED BY DRMO. DRMO SHALL PROVIDE COPY OF REJECTION NOTICE TO COGNIZANT HMDC, AND DIRECTOR, NREAD.

D. DRMO SHALL REQUEST AC/S LOG TO PICK UP HW AND TRANSPORT TO TP-451/TP-463 COMPLEX. DRMO WILL SUBMIT REQUEST WITHIN FIVE CALENDAR DAYS AFTER DATE DRMO ACCEPTS ACCOUNTABILITY FOR THE HW BY SIGNING FORM DD 1348-1.

E. AC/S LOGISTICS SHALL PICK UP AND TRANSPORT HW TO TP-451/TP-463 COMPLEX WITHIN TEN CALENDAR DAYS OF DATE DRMO REQUESTS TRANSPORTATION.

4. THE FOLLOWING REPORTS AND INTERNAL CONTROLS SHALL BE INITIATED IMMEDIATELY:

A. COMMANDERS HAVING PHYSICAL CUSTODY OF CONTAINERS OF HW, SHALL MONITOR ALL HW STORAGE AREAS WEEKLY AND SHALL NOTIFY HMDC VIA CHAIN OF COMMAND IN WRITING OF ANY CONTAINERS ON HAND THAT:

(1) HAVE ACCUMULATION START DATES OVER 50 DAYS OLD AND A FORM DD-1348-1 HAS NOT BEEN SUBMITTED TO DRMO;

(2) HAVE ACCUMULATION START DATES OVER 60 D6YS OLD AND DRMO HAS NOT ACCEPTED ACCOUNTABILITY; OR

(3) HAVE ACCUMULATION START DATES OVER 75 DAYS OLD.

B. COMMANDERS WITH PHYSICAL CUSTODY OF HW ARE RESPONSIBLE FOR

INITIATING CORRECTIVE ACTION IN EACH INSTANCE WHERE DRMO HAS NOT ACCEPTED ACCOUNTABILITY WITHIN 60 DAYS AFTER ACCUMULATION START DATE. [illegible]C. HMDC, DRMO AND AC/S LOG REPS SHALL NOTIFY THE DIRECTOR, NREAD BY TELEPHONE, CONFIRMED IN WRITING TO CG MCB, ATTENTION AC/S FAC, IMMEDIATELY UPON DISCOVERY OF A CONTAINER WITH ACCUMULATION START DATE OVER 75 DAYS OLD WHICH HAS NOT BEEN PHYSICALLY TRANSPORTED TO THE TP-451/TP-463 COMPLEX.

5. POC WITH THIS MATTER IS MR. DANNY SHARPE, NREAD, EX 2083/1690 OR 2195.

BT

UNCLASSIFIED

ROUTINE

R 181312Z DEC 87

FM DRMO CAMP LEJEUNE NC

TO MCAS NEW RIVER NC//GSO//

INFO COMCABEAST CHERRY PT NC//NREAD//
CG MCB CAMP LEJEUNE NC//NREAD//

UNCLAS //N044000//

SUBJECT: TIMELINESS OF REMOVAL OF HAZARDOUS WASTE (HW)

A. MCAS MSG 021631Z DEC 87, SUBJECT AS ABOVE.

1. REFERENCE 1 A CITED IN THE ABOVE REFERENCE WAS NEVER RECEIVED BY THIS ACTIVITY. REQUEST YOU PROVIDE A COPY OF SAME. WE RECEIVED REFERENCE 1 B, DATED 5 NOV 87, VIA GUARD MAIL ON 17 NOV 87. THERE WERE THREE ITEMS LISTED THAT HAD ONLY 9 CALENDAR DAYS LEFT TO REMAIN UNTIL THE 90 DAY DEADLINE AND ONE ITEM HAD ONLY 5 CALENDAR DAYS LEFT. THESE ITEMS WERE REMOVED BY THE TRAFFIC MANAGEMENT OFFICE ON 12 DEC

87.

2. IN ORDER TO PREVENT THIS OCCURRING IN THE FUTURE, REQUEST YOUR ACTIVITY HAND CARRY YOUR REQUEST FOR ACCOUNTABILITY OF HAZARDOUS WASTE TO THIS OFFICE 50 DAYS AFTER THE ACCUMULATION START DATE.

BT

DLVR:DRMO CAMP LEJEUNE NC(4)...ORIG

BLOG(2)...INFO FOR CC MCB CAMP LEJEUNE(11) 04400/ 7/0521
BCOS(1) BSDO(1) BSOI(1) DOST(1) DSSC(1) FSMO(1) MCEX(1) OICB(1)
RASC(1)

RTD:000-075/COPIES:0015

589072/352 1 OF 1 MATA0360 352/13:36Z 181312Z DEC 87
CSN:RXIA00043 DRMO CAMP LEJE

UNCLASSIFIED

MR. Ingram

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

BO 6240.5A
NREAD/st
10 Mar 1987

INFO ACT INIT
BMTO
OPS
FISCAL
PRO CONTROL
LICITING
MAINT
MT CHIEF
FILE
MAR 13 1987

BASE ORDER 6240.5A

From: Commanding General
To: Distribution List

Subj: HAZARDOUS MATERIAL DISPOSAL PROGRAM

Ref: (a) Resource Conservation and Recovery Act (Pub No. 94-580) (42 USC 6901-6987) (NOTAL)
(b) EPA Regulations contained in Code of Federal Regulations, Title: 40 Parts 260-265 (NOTAL)
(c) DOT Regulations contained in Code of Federal Regulations, Title: 49 Parts 100-179 (NOTAL)
(d) BO 11090.1B
(e) BO 11320.1G

Encl: (1) Procedures for Collection, Storage and Turn-In of Hazardous Material and Hazardous Waste for Disposal
(2) Responsibilities for Hazardous Material/Hazardous Waste Disposal
(3) Hazardous Waste Training Requirements and Guidelines

1. Purpose. To revise responsibilities, procedures and guidance for hazardous material (HM) and hazardous waste (HW) disposal and related environmental protection for the Camp Lejeune and Marine Corps Air Station, New River complex.

2. Cancellation. BO 6240.5.

3. Background

a. Congress and the state legislatures have responded to the threats to human life and the environment caused by mismanagement and illegal spilling and dumping of toxic substances by enacting laws which not only attempt to avert future threats but which impose civil and criminal penalties. In enacting many of these environmental laws, Congress waived federal supremacy, requiring federal agencies including the Marine Corps, to comply with federal, state and local environmental laws. Federal officers and employees now face the possibility that they may be personally liable for civil and criminal penalties and fines as well as imprisonment.

b. The Environmental Protection Agency (EPA) has authorized the State of North Carolina to enforce the requirements of references (a) and (b) through a state HW regulatory program. The Solid and Hazardous Waste Management Branch, Division of Health Services (DHS), is the primary enforcing agency within North Carolina. DHS enforcement personnel have authority to investigate HW spills and perform routine inspections of work sites where HW are handled and stored. These investigations and inspections can result in citations being issued to supervisors and/or personnel at the work site for civil and/or criminal violations of HW regulations.

c. State regulations promulgated under reference (a) and EPA regulations contained in reference (b) require both initial and annual refresher training for personnel involved in HW management and handling. The majority of discrepancies identified during EPA and DHS inspections can be directly, or indirectly, attributed to lack of adequate HW training. The relatively rapid rate of personnel turnover within the Camp Lejeune Complex requires that HW training be readily available. Publishing of this revised order is an essential step in strengthening the subject program. In addition to addressing the HW training issues, this revised order provides for the following: (1) better internal controls by organizations generating and handling HW; (2) improved availability of HW related supplies and equipment and; (3) formalizing efforts to reduce the volume and toxicity of HW generated within the Camp Lejeune Complex. Enclosures (1) through (3) outline revised procedures for managing HW and providing compliance with related requirements of references (a), (b) and (c).

d. This order formally establishes two collateral duty positions to coordinate and to assist with the implementation of the subject program. These positions are the Hazardous Material Disposal Coordinator (HMDC) and Hazardous Material Disposal Officer (HMDO). HMDC will be established within each major command and within Marine Aircraft Groups. HMDO's will be appointed at the Battalion, Separate Company and Squadron level (or equivalent). HMDC and HMDO responsibilities are outlined in enclosure (2). The appointment and training of qualified primary and alternate HMDCs and HMDOs are essential to implementation of the complex requirements of the subject program.

4. Action

a. Organizational commanders shall on a continuing basis take action required to implement the following HW management goals and objectives:

(1) HW operations will be supervised by properly trained personnel who have access to equipment and supplies required for handling HW.

(2) Written descriptions of HW duties will be developed for all HW managers and handlers, and appropriate records maintained to document that proper training is being provided to personnel in accordance with enclosure (3).

(3) OIC/NCOIC's will ensure that HW facilities are inspected weekly and timely corrective action is taken and properly documented per this Order and related instructions of HMDO/HMDC.

(4) OIC/NCOIC's will prepare a written HW management Standard Operating Procedure (HWMSOP) in cooperation with HMDO for each facility where HW are routinely handled and stored. SOP will be readily available at HW generation and storage sites.

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

b. Major commands will take action required to limit HW generation to the minimum number of locations practical, to identify HW handling and storage equipment and facilities requirements and to develop and implement a system of internal controls which provides satisfactory compliance with the requirements of this Order and related regulatory requirements. As a minimum the following action will be taken:

(1) Appoint a primary and alternate HMDC with authority and resources to implement duties outlined in enclosure (2).

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

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

(4) Require Commanding Officers of each Aircraft Squadron, Regiment, Battalion and Separate Company (or equivalent) to appoint a primary and alternate HMDO with authority to carry out the duties outlined in enclosure (2).

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

(6) Within 30 days of the date of this Order, and as requested thereafter, provide a current listing of Primary and Alternate HMDO's. The list shall contain name, rank, unit and phone number. The list will be provided to the Director, Natural Resources and Environmental Affairs Division, Marine Corps Base.

c. Director, Natural Resources and Environmental Affairs Division, will inspect all points of HW generation on an annual basis, or more frequently as required, to monitor and evaluate compliance with the order and related state/federal regulations. The results of the annual inspections will be provided in writing to the inspected activity via the chain of command.

d. The Assistant Chief of Staff, Logistics and Assistant Chief of Staff, Facilities will cooperate with the local Defense Reutilization and Marketing Officer in improving HW disposal services to organizations generating HW subject to this Order.

e. Officials responsible for the preparation, awarding and implementation of various types of contracts, shall ensure that all contractor activities are carried out in accordance with the requirements of this Order and related State and Federal regulations.

5. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group (Rein), FMF, 6th Marine Amphibious Brigade, FMF, and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital and the Naval Dental Clinic.

M. C. HARRINGTON
Chief of Staff

DISTRIBUTION: A
NREAD 300

PROCEDURES FOR COLLECTION, STORAGE AND TURN-IN OF HAZARDOUS WASTE (HW) AND HAZARDOUS MATERIAL (HM) FOR RECYCLING OR DISPOSAL

1. Hazardous Waste Management Standard Operating Procedures (HWMSOP). Each organization routinely generating or handling HW or disposing of HM will develop desk top procedures to be followed. As a minimum, the HWMSOP will provide the following:

a. Name and telephone number of cognizant Hazardous Material Disposal Officer (HMDO) and Hazardous Material Disposal Coordinator (HMDC).

b. A copy of BO 6240.5A, BO 11090.1B, BO 11090.3, and related local instructions.

c. Name, title, HW duties and HW training records for each employee per enclosure (3) of BO 6240.5A.

d. Waste Identification Document (WID) for each HW generated or handled. WID will be completed in accordance with attachment (A) of this enclosure.

e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies, i.e., HW Spill Contingency Plan.

f. Copies of weekly inspections of HW storage areas/containers.

g. Guidance provided by HMDO/HMDC's to implement HW/HM disposal program.

h. Location sketch for each HW generation, accumulation and storage area.

i. Material Safety Data Sheets, or hard copy of Hazardous Material Information Systems Data developed per MCO 5100.25 for all HW generated.

j. Sample copies of completed turn-in documents (Form DD-1348-1) and HW labels for each type of HW generated and disposed of.

2. HM/HW Collection and Storage Procedures/Requirements.

a. Possession of a properly completed and signed WID constitutes authorization to generate the specifically named HW. Failure to submit a WID to HMDC within 30 days of date HW first generated or handled or 60 days of the date of this Order (whichever is later) will be considered a violation of this Order. HMDC's are responsible for monitoring and enforcement of this requirement.

b. Only Department of Transportation (DOT) approved containers labeled per WID or HWMSOP will be used for storage of HW awaiting disposal. HMDO's are responsible for enforcing this standard.

c. All personnel routinely handling or responsible for HW management must be properly trained per this Order and references (a) and (b). OIC's are responsible for maintaining training records for personnel within their cognizance. HMDC's are responsible for enforcement of this requirement.

d. All HW containers and storage areas will be inspected weekly using format provided by cognizant HMDC/HMDO. A written record of corrective action will be maintained per HMDO/HMDC guidance. Director, Natural Resources and Environmental Affairs Division, (NREAD), MCB will assist HMDC/HMDO develop guidelines.

e. Spills of HW/HM will be promptly reported to the Base Fire Department at the Emergency Telephone Number 451-3333. OIC's are responsible for maintaining absorbents, safety equipment, and other supplies and equipment required for dealing with minor spills. HWMSOP's will give specific guidance in this area.

f. A Form DD-1348-1 will be completed and submitted to the cognizant HMDO not later than 45 days after the "accumulation start date" on the HW label on the container.

g. HMDC will be notified by telephone, confirmed in writing, of anytime DRMO has not accepted accountability of a HW within 75 days after the "accumulation start date" on any HW container.

3. Hazardous Material (HM) and Hazardous Waste (HW) Turn-in Procedures. The following steps will be taken to initiate final disposal of HM/HW. At any time that a major problem or controversy arises, the organization attempting to turn-in the item will immediately notify the responsible Hazardous Material Disposal Coordinator (HMDC). The HMDC will be responsible for coordinating efforts to resolve the problem/controversy and will utilize the assistance of the Director, Natural Resources and Environmental Affairs Division (NREAD), Facilities Department, Marine Corps Base, telephone extension 2083, 2195. Unresolved problems/controversies will be referred to the Assistant Chief of Staff, Facilities, Marine Corps Base. See Note 1 below.

STEP 1. The Officer in Charge (OIC) of the organization having physical custody of HM/HW is responsible for turn-in of HM/HW unless otherwise specified by HMDC. OIC will properly containerize the HM/HW and submit a Form DD 1348-1 to the cognizant Hazardous Material Disposal Officer (HMDO) per instructions in organization's HWMSOP. Questions not addressed by HWMSOP will be directed to HMDO.

STEP 2. The HMDO will physically inspect the HM/HW and determine if the Form DD 1348-1 is properly completed and the HM/HW is properly packaged. The HMDO will coordinate correction of any problems. Unresolved problems will be referred to cognizant HMDC for resolution. Once problem's resolved, HMDO will forward (preferably hand deliver) the Form DD 1348-1 to the Defense Reutilization and Marketing Office (DRMO) Headquarters, Bldg. 906. See Note 2 below.

STEP 3. The DRMO will inspect the HM/HW if necessary, and will determine if DRMO is accountable (i.e., responsible) for disposal of the HM/HW. If DRMO determines that the local activity, not DRMO, has responsibility for disposal of the HM/HW, the DRMO will so notify the cognizant HMDC in writing with a copy to the NREAD. The HMDC and NREAD will cooperate in developing case specific procedures for disposal of the item. Assistant Chief of Staff, Logistics, MCB, will provide contracting support.

STEP 4. If DRMO determines that DRMO is accountable for HM/HW, DRMO will determine where the HM/HW will be stored awaiting disposal. HW must be stored at the DRMO facility at TP-451 complex, unless otherwise approved by the Assistant Chief of Staff, Facilities, MCB. DRMO will submit a request to the Assistant Chief of Staff, Logistics to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. Assistant Chief of Staff, Logistics, in cooperation with HMDO, will determine if generating organization can safely, legally transport the item to DRMO designated facility. Assistant Chief of Staff, Logistics will supervise transportation of HW. Whenever practical, Command turning in a HM will provide transportation. Assistant Chief of Staff, Logistics will cooperate with the HMDC for the generating organization in promoting efficient, safe transportation. Spills or other emergencies will be promptly reported to the Base Fire Department at 451-3333. Drivers will be provided written spill prevention and response guidance.

STEP 6. When the HM/HW arrives at storage facility, DRMO will inspect prior to unloading. DRMO is authorized to refuse the HM/HW if any significant discrepancies exist. DRMO will immediately notify cognizant HMDC and NREAD of DRMO's refusal to accept the HM/HW. The transporting vehicle will be secured and will not be moved outside the immediate vicinity of DRMO facility except for emergency situations involving risk to public safety or to property. DRMO, HMDC and NREAD will cooperate in making an immediate decision on corrective action. If problems cannot be promptly resolved the HM/HW will be returned to the generating organizations facilities. When DRMO accepts physical custody of the HM/HW, turn-in is complete.

NOTE 1: Marine Corps Air Station, New River units will follow turn-in procedures set forth in Air Station Order 6280.1_.

NOTE 2: HMDO should maintain a log of documents showing date document accepted by DRMO, accumulation start dates, and the type and quantity of HW.

WASTE IDENTIFICATION DOCUMENT (WID)

DATE _____

WID # _____

1. GENERATING WORK CENTER INFORMATION

_____
Shop Contact Command Building Phone Ext.

2. WASTE IDENTIFICATION

a. WASTE NAME: Common _____ Chemical(s) _____

_____

b. PHYSICAL FORM: (CHECK) ___Liquid ____Solid _____Sludge _____Other (Specify)

_____

c. MANUFACTURER: _____ d. NATIONAL STOCK NUMBER: _____

e. CONTAINER: (TYPE AND SIZE) _____

f. GENERATION RATE: (e.g., gal/day, lbs/day) _____

g. FREQUENCY OF GENERATION _____

h. EXPECTED ANNUAL GENERATION: (GALS, LBS) _____

i. DESCRIBE WASTE GENERATION PROCESS: _____

_____

_____

j. HAS WASTE BEEN MIXED WITH ANY OTHER MATERIAL? _____ Yes _____ No If yes, specify _____

_____

3. REASON FOR DISPOSAL: (CHECK)

____Exceeded shelf life _____ Served intended purpose ____ Unused ____ Other (specify) _____

4. REQUEST FOR WASTE CHARACTERIZATION BY NREAD: I am unable to properly classify the above waste. NREAD assistance is requested. Cost of Laboratory Analysis should be charged to the following Cost Account Code. _____

_____
HMDO DATE
Signature

5. CERTIFICATION: I certify that the above named materials are the only compounds in the waste containers listed above and have not been mixed with any other materials.

_____
HMDO DATE
Signature

Appendix A to
ENCLOSURE (1)

TO BE COMPLETED BY THE HMDC AND COPIES SENT TO THE HMDO, DRMO, AND DIRECTOR, NREAD

6. WASTE CHARACTERIZATION: DATE COMPLETED _____ LAB REPORT # _____

7. WASTE CLASSIFICATION: _____ Hazardous _____ Nonhazardous

8. EPA WASTE NUMBER(S): _____

9. REASON FOR HAZARD CLASSIFICATION: _____

10. HANDLING INSTRUCTIONS: _____

11. DTID 1348-1 REQUIRED: _____ Yes _____ No

12. CONTAINER AND LABELING REQUIREMENTS:

a. DOT/DOD CONTAINER TYPE: _____

b. DOT PROPER SHIPPING NAME: _____

c. DOT HAZARD CLASS: _____

d. UN/NA NUMBER: _____

e. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14.

HMDC Signature _____ Code _____ Date _____

RESPONSIBILITIES FOR HAZARDOUS MATERIAL (HM)/HAZARDOUS WASTE (HW) DISPOSAL

1. Compliance with hazardous waste management and disposal regulations requires the cooperative effort of many functions within the Camp Lejeune complex. The following outlines the responsibilities of various officers and managers relative to hazardous waste management:

a. Hazardous Material Disposal Officer (HMDO) will:

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

(2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Inspection format developed per paragraph 1b(2) below will be used.

(3) Keep OIC's and key personnel informed of any changes in regulations affecting HW activities within the HMDO's cognizance and ensure that HW standard operating procedures (SOP) are up-to-date and readily available for review by personnel involved in HW management.

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

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

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

(7) Conduct surveys required to identify HW generation and storage sites within the HMDO's cognizance and provide periodic updates, as requested, to the HMDC.

b. Hazardous Material Disposal Coordinator (HMDC) will:

(1) Provide assistance to HMDO's in handling HW management problems. Serve as HMDO for organizations not having sufficient HW activity to justify appointment of a HMDO.

(2) Perform annual inspection of HW generation and storage sites and notify HMDO's of corrective action required. Inspection format will be developed in cooperation with the Director, Natural Resources and Environmental Affairs Division, (NREAD), Marine Corps Base.

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

(4) Serve as point of contact on matters pertaining to HW management and implementation of this order within the HMDC's command.

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

(6) Be responsible for identifying assistance required to provide HW training. Requests for assistance from MCB will be submitted in writing "Attention Director, NREAD."

c. Assistant Chief of Staff, Facilities will:

(1) Have overall responsibility for implementation of the subject program and maintaining compliance with requirements of references (a) and (b) and related local, state and federal regulations.

(2) Have overall responsibility for management of pollution abatement projects per latest revision of MCO P11000.8.

ENCLOSURE (2)

(3) Have overall responsibility for local implementation of Marine Corps programs to correct environmental discrepancies associated with past HM/HW disposal sites.

(4) Ensure that plans and specifications for new facilities provide adequate facilities and collateral equipment for the handling and storage of HM/HW.

d. Director, Natural Resources and Environmental Affairs Division will:

(1) Provide a staff specialist to serve as HMDC for Marine Corps Base.

(2) Provide a command point of contact with state and federal agencies on matters pertaining to the subject program.

(3) Monitor ongoing activities as required to identify, evaluate and provide up-channel reporting of environmental deficiencies related to the subject program.

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

(a) Laboratory support, if required, for HW identification.

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

(c) Guidance on HM/HW SOP preparation.

(d) Guidance on HM/HW spill prevention, control, cleanup and related HW disposal.

(e) Coordination of HM/HW recycling/minimization program.

(5) Coordinate development and implementation of HW Training Program required for compliance with references (a) and (b).

e. Base Maintenance Officer will:

(1) Collect and dispose of used POL's and oily wastes from collection tanks and other oil pollution abatement facilities in a manner consistent with this Order and references (a) and (b).

(2) Unless otherwise provided, operate and maintain industrial waste collection, pretreatment and disposal facilities within the Camp Lejeune complex in a manner consistent with this order, references (a) and (b) and related State regulations.

(3) Provide HM/HW spill response services in accordance with reference (d).

f. Base Fire Chief will:

(1) Provide HM/HW spill and related emergency services per references (d) and (e) and related HW/HM Spill Contingency Plans.

(2) Provide routine inspections of facilities where HM/HW are stored and handled, and report all discrepancies to cognizant HMDC. Elimination of the following hazards will be stressed:

(a) HM/HW stored in defective containers or containers which are not properly marked with the chemical name, NSN (if appropriate) and hazard label of the contents.

(b) Incompatible HM/HW are stored in a manner with significant potential threat of fire, explosion, or release of toxic fumes or gases due to chemical reaction during spills or leaks.

(c) HM/HW stored in a manner likely to result in a significant discharge to the environment.

g. Assistant Chief of Staff, Logistics will:

(1) Appoint an officer to serve as HMDO for the Logistics Department.

(2) Ensure that suppliers provide hazardous material safety data sheets for all HM procured through open purchase and will provide one copy to unit ordering HM and one copy to the Base Safety Manager.

(3) Ensure local stocking and availability of the following on a reimbursable basis: empty containers; labels; labeling equipment; absorbents; frequently used minor equipment and HM/HW handling supplies required to implement this Order and reference (d).

(4) Provide contracting services required to dispose of HM or HW for which DRMO is not accountable.

(5) Serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

(a) Monitoring all HW transportation for compliance with requirements of references (a), (b) and (c) and related state and federal regulations.

(b) Providing transportation services and related record keeping required for implementation of this Order and which are not available from the Defense Reutilization and Marketing Officer or the organization generating the HM/HW.

h. Assistant Chief of Staff, Manpower will:

(1) Coordinate for Marine Corps Base the development of a Hazardous Material Information System, per MCO 5100.25. Assist NREAD in providing safety data and related technical support to HMDC's, HMDO's and other cognizant officials as required to implement this Order.

(2) Provide HM related safety training required to implement HW training plans developed in accordance with paragraph 1d(5) of this enclosure.

i. Officer in Charge, Preservation, Packaging (PP&P) Section, 2dFSSG will provide PP&P support (in accordance with established regulations and procedures) to HMDO's, HMDC's, and other HW managers required to accomplish the following:

(1) Identification of type of containers and labeling required for compliance with reference (c) and this Order.

(2) Packaging of HM/HW required for safe storage and transportation during disposal per this Order.

(3) HM transportation certification required for compliance with reference (c).

j. Defense Reutilization and Marketing Officer (DRMO) will:

(1) Operate the base Long-Term Hazardous Waste Storage Facility at the TP-451 complex in accordance with state permit issued under regulations promulgated under references (a) and (b).

(2) Provide HM and HW disposal services to organizations within the Camp Lejeune/MCAS, New River complex in accordance with DOD regulations, references (a) and (b), and related state and federal regulations.

(3) Receive and process HM/HW turn-in documents in a timely manner and provide prompt notification to HMDO's of any document not satisfying applicable turn in criteria or which contain HM/HW for which DRMO is not accountable.

(4) Maintain records of DRMO HM/HW storage and disposal activity in a manner which provides information required for preparation and timely submittal of required reports to state and federal regulatory agencies.

(5) Keeps HMDC's, HMDO's and other cognizant officers informed of changes in DRMO policies and procedures which affect local implementation of the subject program.

k. Commanding Officers of the following Base Commands/Organizations will designate a Primary and Alternate HMDO to carry out duties outlined in 1a and 1b above: Marine Corps Engineer School; Rifle Range Detachment; Field Medical Service Support School; Marine Corps Service Support School; Reserve Support Unit; Infantry Training School; Support Battalion; Headquarters Battalion; Assistant Chief of Staff, Morale, Welfare and Recreation; Assistant Chief of Staff, Logistics, and Base Maintenance Officer within their respective commands/organizations.

HAZARDOUS WASTE TRAINING REQUIREMENTS AND GUIDELINES

1. Hazardous waste (HW) training is a specific requirement of state and federal regulations promulgated under the Resource Conservation and Recovery Act (RCRA). A review of RCRA requirements and the actual HW activity aboard the Camp Lejeune/Marine Corps Air Station, New River complex indicates that a relatively small percentage of personnel require highly specialized HW training. Generally, the requirements for the remaining personnel involved in HW management are satisfied by routine on-the-job training and related safety and fire-prevention training readily available locally. Providing this training will have minor impact on organizational commanders, in that training required is directly job related. Appendix (A) Part II identifies the minimum HW training required, for personnel identified in Section 2d below.

2. Initial and annual refresher HW training is required for all personnel in this Section. For the purpose of these guidelines, only those personnel directly involved in HW handling, storage and disposal will be subject to the HW training documentation requirements of RCRA. A special HW training record, i.e., Appendix (A) Part I will be developed for the following personnel:

a. All Hazardous Material Disposal Officers (HMDO), Hazardous Material Disposal Coordinators (HMDC), and alternate HMDO's and HMDC's.

b. Defense Reutilization and Marketing Officer (DRMO) and subordinate personnel routinely involved in HW handling, storage, turn-in and disposal.

c. Activity personnel involved in transportation of HW required for the implementation of this Order.

d. Personnel assigned to work places meeting the definition of HW generators, HW accumulation areas or satellite HW accumulation areas and involved in one or more of the following:

(1) Collection, handling, storage and transportation of HW.

(2) Inspection, and related follow-up, of HW handling/storage areas.

(3) Response to HW spills and related emergencies.

(4) Preparation and submittal of HW turn-in documents.

3. Other activity personnel providing professional and technical support to HW management include the following:

a. Fire Protection personnel

b. Safety specialists

c. Environmental staff

d. Industrial hygienists

Preparation of Appendix A for these staff specialists and emergency personnel is not required. Duties and training provided to these individuals will consist of standard position descriptions and civilian personnel records.

4. Responsibility for providing specialized HW training required for compliance with RCRA is assigned to Assistant Chief of Staff, Facilities. The following officials are responsible for notifying Assistant Chief of Staff, Facilities of specialized training requirements of their subordinates and other personnel as shown.

a. The DRMO for self and subordinates

b. The Assistant Chief of Staff, Logistics for subordinates.

c. HMDC's for personnel shown in 2d above within HMDC's cognizance

d. Director, Natural Resources and Environmental Affairs Division (NREAD) for subordinates and primary and alternate HMDC's and HMDO's.

5. Organizational commanders are responsible for developing and implementing plans and procedures to provide RCRA required training and maintain records outlined in Appendix A. Organizational commanders will ensure that all new/newly assigned personnel are provided appropriate HW training and close supervision required to comply with RCRA and applicable personnel safety fire prevention and occupational health standards. Organizational commanders will notify HMDC's of HW training requirements. Notification will include names and addresses of persons to be trained and an accurate description of the training required. HMDC and Assistant Chief of Staff, Facilities representative will coordinate the scheduling and funding of specialized HW training.

6. Records of HW training must be maintained for each employee for three years after employee transferred or terminated, except as follows: if an employee is transferred to a HW related position within the Camp Lejeune/Marine Corps Air Station, New River complex, the HW training records will be transferred to the new organization. Responsibility for maintaining official files of HW training records are as follows:

a. HMDC's will maintain records of HW training for HMDC's, HMDO's and alternate HMDC's and HMDO's within their cognizance.

b. DRMO will maintain HW training records for all employees identified in paragraph 2b above.

c. Assistant Chief of Staff, Logistics will maintain HW training records for all subordinates involved in activities identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 2(a) - 2(d) will be maintained on Appendix A, Part I. HMDO will maintain HW training records for personnel identified in paragraph 2(d) above. A copy of training records for personnel identified in paragraph 2(d) above will be maintained in HWMSOP.

PART I

RECORD OF HAZARDOUS WASTE TRAINING

1. Employee Name: _____

2. Job Title/MOS: _____

3. Name of Organization: _____

4. Date this Record Established: _____

5. Description of HW Duty: _____

6. Description of HW Training Completed:

a. Date	b. Description of Training/Name of Trainer	c. Signature and Date

PART I - Description of HW Training Completed - (continued)

a. Date	b. Description of Training/Name of Trainer	c. Signature and Date

PART II

MINIMUM LEVELS AND RECORD KEEPING FOR HAZARDOUS WASTE MANAGEMENT ORIENTATION TRAINING

Personnel routinely handling HW will be provided sufficient on-the-job training to ensure adequate awareness to the items listed below:

(1) The types and characteristics of HM/HW handled.

(2) Applicable activity oil and hazardous substance spill prevention and contingency plan contained in BO 11090.1_.

(3) Organizational procedures and policy for implementation of BO 6240.5.

(4) Procedures to follow in protecting personal safety during HM/HW emergencies.

(5) The HW Standard Operating Procedure for the organization.

(6) The employees specific HW handling responsibilities.

HAZARD SEVERITY CLASSIFICATION CHART

1. Hazard Severity. The hazard severity is an assessment of the worst possible consequence, defined by degree of injury, occupational illness or property damage which is likely to occur as a result of a deficiency. Hazard severity categories shall be assigned by Roman numerals according to the following criteria.

a. Category I - Catastrophic: This hazard may cause death or loss of a facility.

b. Category II - Critical: May cause severe injury, severe occupational illness, or major property damage.

c. Category III - Marginal: May cause minor injury, minor occupational illness, or minor property damage.

d. Category IV - Negligible: Probably would not affect personal safety or health, but is nevertheless in violation of NAVOSH standard.

2. Mishap Probability. The mishap probability is the probability that a hazard will result in a mishap, based on an assessment of such factors as location, exposure in terms of cycles or hours of operation and the affected population. Mishap probability shall be assigned an Arabic letter according to the following criteria:

a. Subcategory A - Likely to occur immediately or within a short period of time.

b. Subcategory B - Probably will occur in time.

c. Subcategory C - May occur in time.

d. Subcategory D - Unlikely to occur.

3. Risk Assessment Code (RAC). The risk assessment code is an expression of risk which combines the elements of hazard severity and mishap probability, i.e., IA, IIIB, etc. Using the matrix shown below, the RAC is expressed as a single Arabic number that can be used to help determine hazard abatement priorities.

		Mishap Probability				RAC
		A	B	C	D	1 - Critical
	I	1	1	2	3	2 - Serious
Hazard Severity	II	1	2	3	4	3 - Moderate
	III	2	3	4	5	4 - Minor
	IV	3	4	5	5	5 - Negligible

4. Imminent Danger. A hazardous situation for which a risk assessment code of Category IA or IIA has been assigned.

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