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BO 6240.5A

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

BO 6240.5A  
NREAD/st  
10 Mar 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.

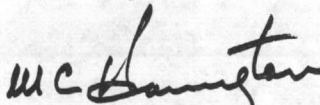
(6) Within 30 days of the date of this Order, and as requested thereafter, provide a current listing of Primary and Alternate HMDO's. The list shall contain name, rank, unit and phone number. The list will be provided to the Director, Natural Resources and Environmental Affairs Division, Marine Corps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

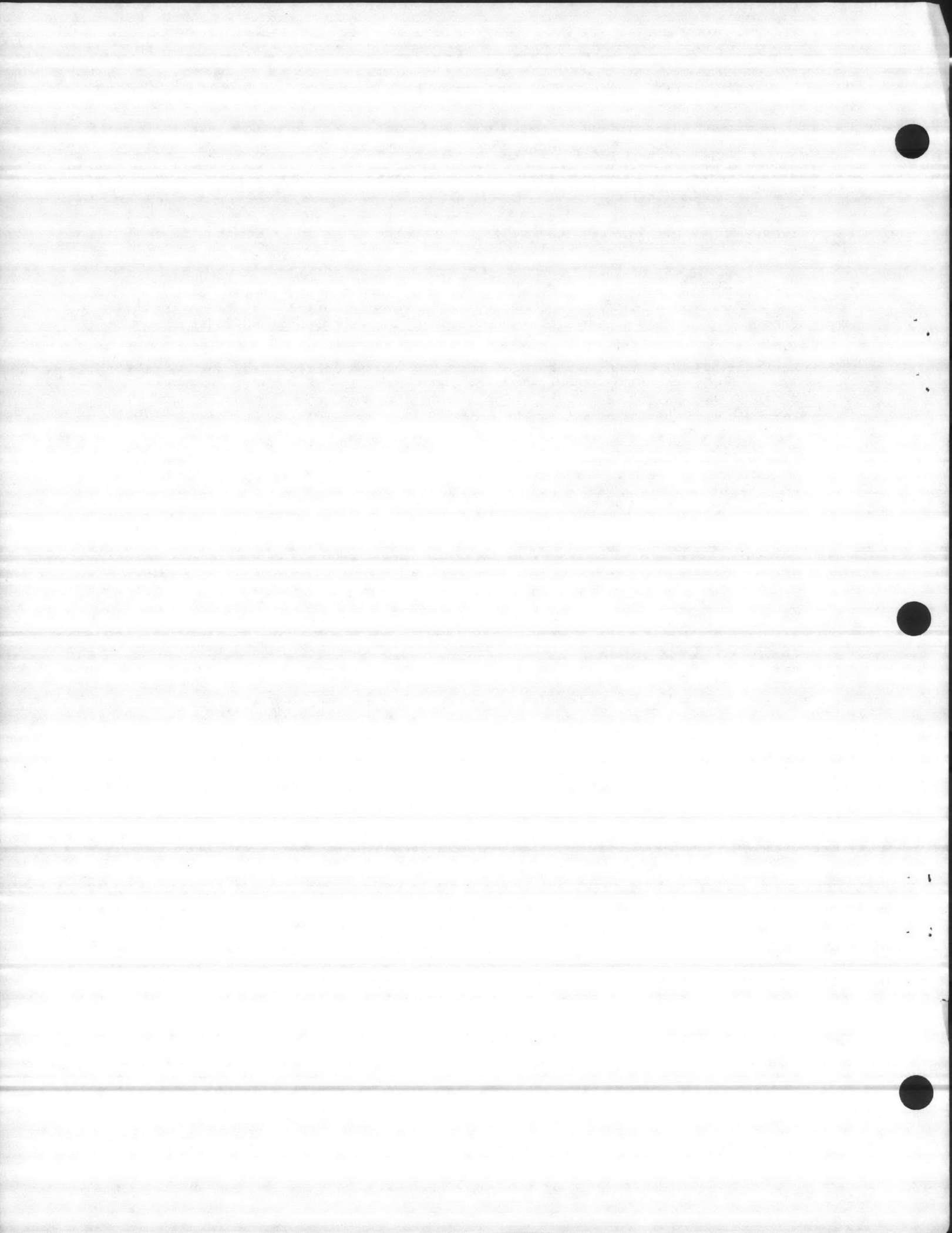
d. The Assistant Chief of Staff, Logistics and Assistant Chief of Staff, Facilities will cooperate with the local Defense Reutilization and Marketing Officer in improving HW disposal services to organizations generating HW subject to this Order.

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.

ENCLOSURE (1)

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.

ENCLOSURE (1)

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)



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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 Code Date  
Signature

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.

ENCLOSURE (2)

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(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.

ENCLOSURE (2)

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.

ENCLOSURE (3)

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.

BASE ORDER 5090.2

From: Commanding General  
To: Distribution List

Subj: HAZARDOUS WASTE AND HAZARDOUS MATERIAL MANAGEMENT PROGRAM

Ref: (a) Resource Conservation and Recovery Act (42 USC 6901-6987)  
(b) North Carolina Administrative Code Title 15, Chapter 13, Subchapter 13A  
(c) MCO P5090.2 (NOTAL)

Encl: (1) Common Terms and Definitions  
(2) Comprehensive Environmental Training Format

1. Purpose

a. To establish procedures and general responsibilities for the disposal of hazardous material (HM) and hazardous waste (HW) under environmental permits and authorizations held by the Commanding General, MCB, Camp Lejeune, and the Commanding Officer, MCAS, New River.

b. These requirements are applicable to all organizations aboard the Installation, to include: any command, active, or reserve component; staff organization; supporting agency which are affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense. This section also applies to organizations organic to or tenanted aboard the Installation, and those in transit or otherwise temporarily resident because of training or mobilization commitments.

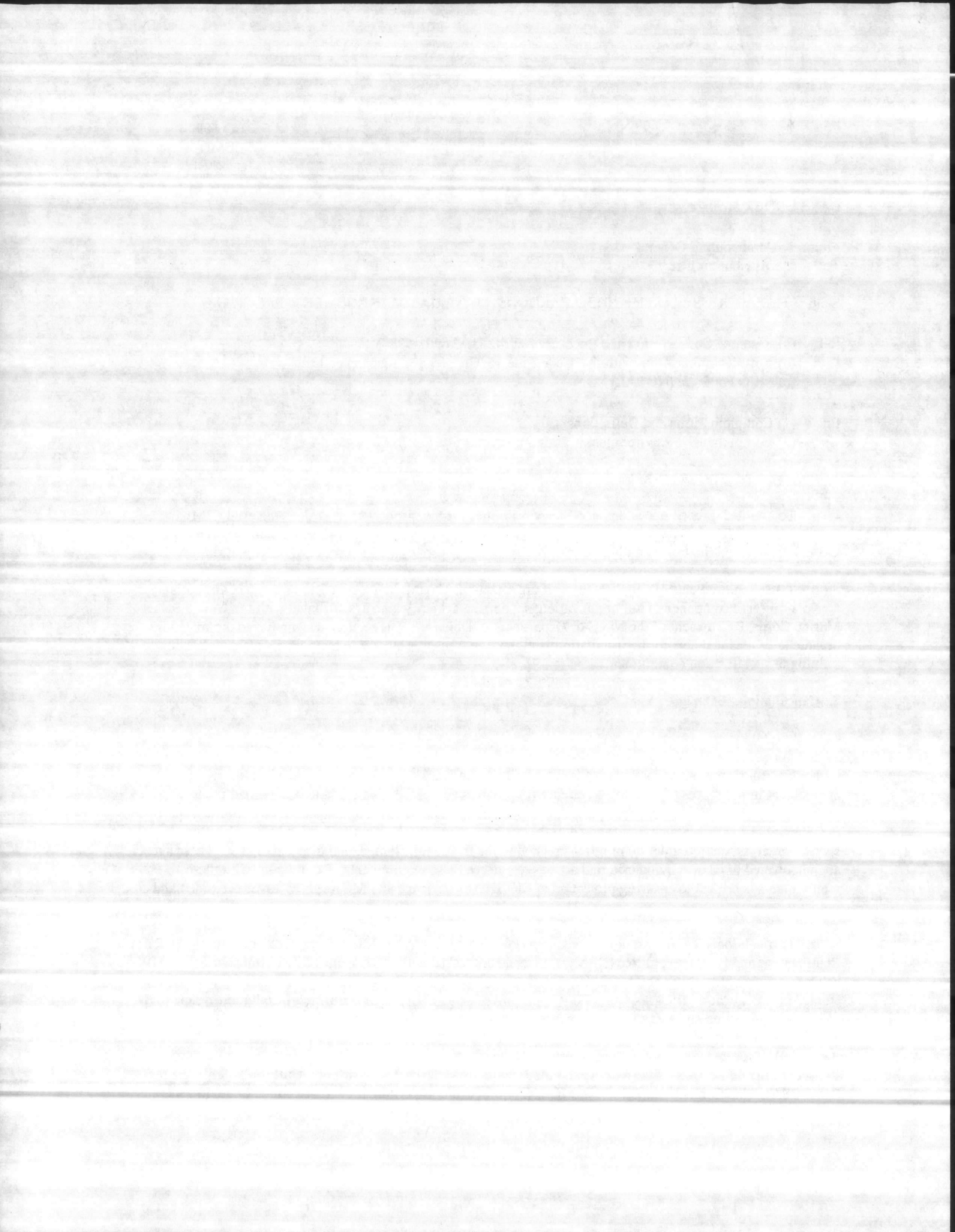
2. Cancellation. BO 6240.5A.

3. Background

a. Environmental management entails the administration and supervision of the interrelated programs enumerated in references (a) and (b). Reference (c) provides comprehensive guidance on a broad range of environmental laws and regulations applicable to the management of hazardous materials within the Department of Defense. The United States Environmental Protection Agency (EPA) and the State of North Carolina administer specific environmental regulatory programs related to the treatment, storage, and disposal of HW. These agencies are empowered to take civil and criminal actions to enforce these requirements. Compliance with these requirements is critical to ensuring protection of MCB, Camp Lejeune and MCAS, New River personnel and property.

b. Through logistics support agreements and HW disposal contracts, MCB, Camp Lejeune, and the Defense Reutilization and Marketing Office (DRMO) -Lejeune are tasked with the responsibility of transporting all HW between MCAS, New River and MCB, Camp Lejeune. The DRMO is also tasked with providing long-term storage of HW awaiting final disposal. For the purposes of this Chapter, the term "the Installation" refers to the MCB, Camp Lejeune and MCAS, New River complex.

c. HW is a sub-category of both solid waste and hazardous material as is regulated under the Resource Conservation and Recovery Act (RCRA) and the Hazardous Material Transportation Uniform Safety Act (HMTUSA). The Commanding General, MCB, Camp Lejeune, is permitted by EPA and the State to generate, store, and transport HW. The Commanding Officer, MCAS, New River, is also registered with EPA and the State



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as a generator of HW. MCB, Camp Lejeune, through the DRMO, operates a long-term HW storage facility which supports HW disposal aboard the Installation.

d. As EPA/State permit holders, the Commanding General, MCB, Camp Lejeune, and the Commanding Officer, MCAS, New River have the responsibility and authority to establish regulations for the management of several HW management programs. The Installation and tenant commands must comply with this Order and all Federal and State regulations pertaining to HW management. Violation of Federal and State HW laws is punishable by severe civil and criminal penalties. This order deals with that aspect of environmental management related to the management, storage, and disposal of hazardous materials and associated waste.

#### 4. HAZARDOUS WASTE PERSONNEL TRAINING REQUIREMENTS

a. Federal and State regulations promulgated under the RCRA require military and civilian personnel involved in any aspect of HW management be provided HW training enabling them to carry out assigned HW duties safely and in compliance with HW regulations.

b. All personnel filling HW positions will be assigned in writing by the organizational commanding officer within one week of assignment.

#### 5. TRAINING RECORDS AND CERTIFICATION REQUIREMENTS

a. Training records will be maintained for each individual and shall be retained for a period of at least three years upon closure of a HW generation or storage facility or at least three years following reassignment from HW duties or end of active service of subject individual.

b. Supervisor will conduct a quarterly review with each individual in hazardous waste positions to identify required refresher training.

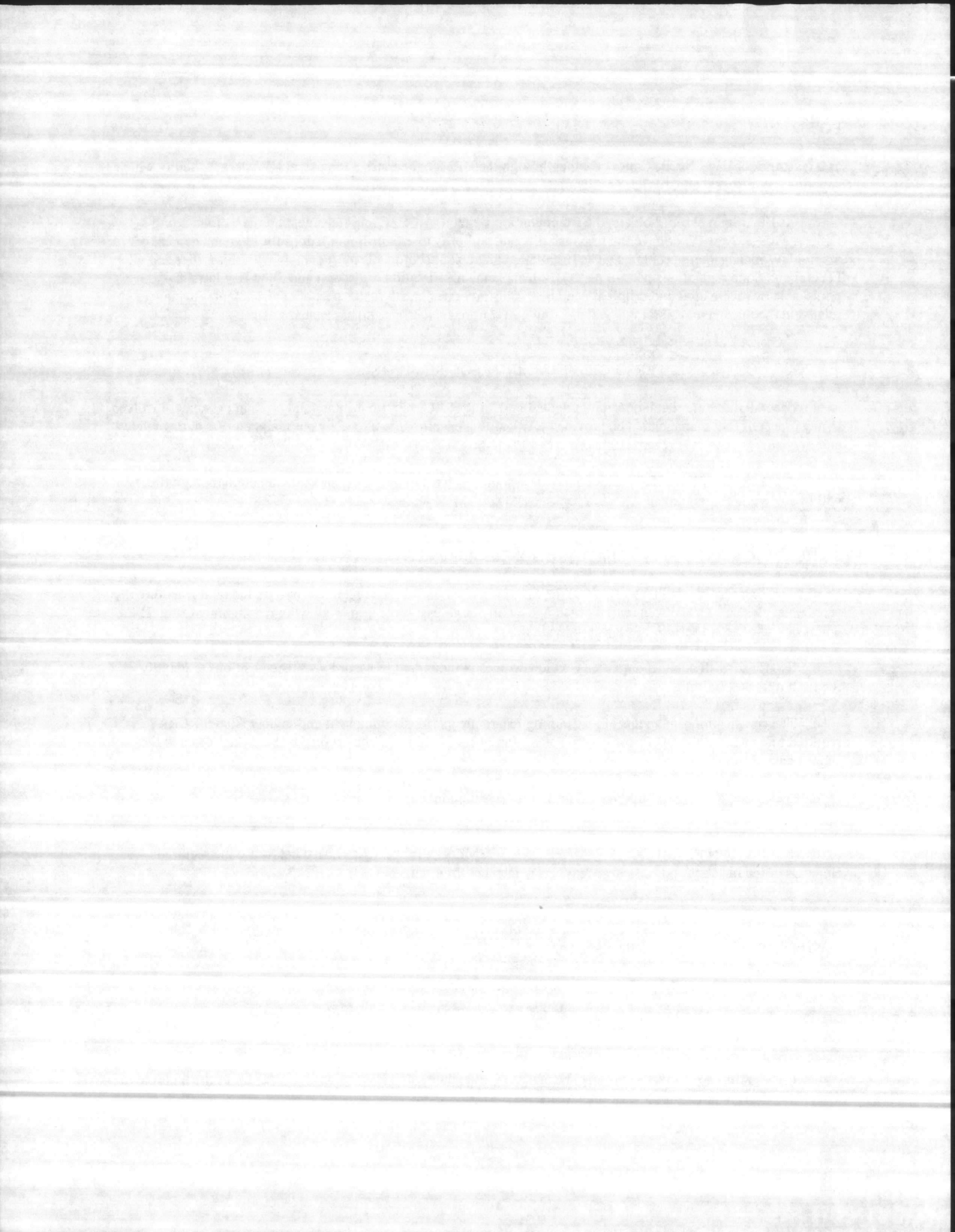
c. The certification statements of the training record are a critical component and indicate that a RCRA required review has been satisfactorily completed. Initial certifications will be signed by both the ECO and the subject named individual.

d. Enclosure (2) is the training record format for Installation use.

#### 6. INSTALLATION HAZARDOUS WASTE MANAGEMENT PROGRAM. Listed below are the required elements of the Installation Hazardous Waste Management Program.

a. Standard Operating Procedures (SOP). Each major subordinate command and organizational element routinely generating or handling HW or disposing of HM will develop an SOP for HW management. At a minimum, the SOP will provide the following:

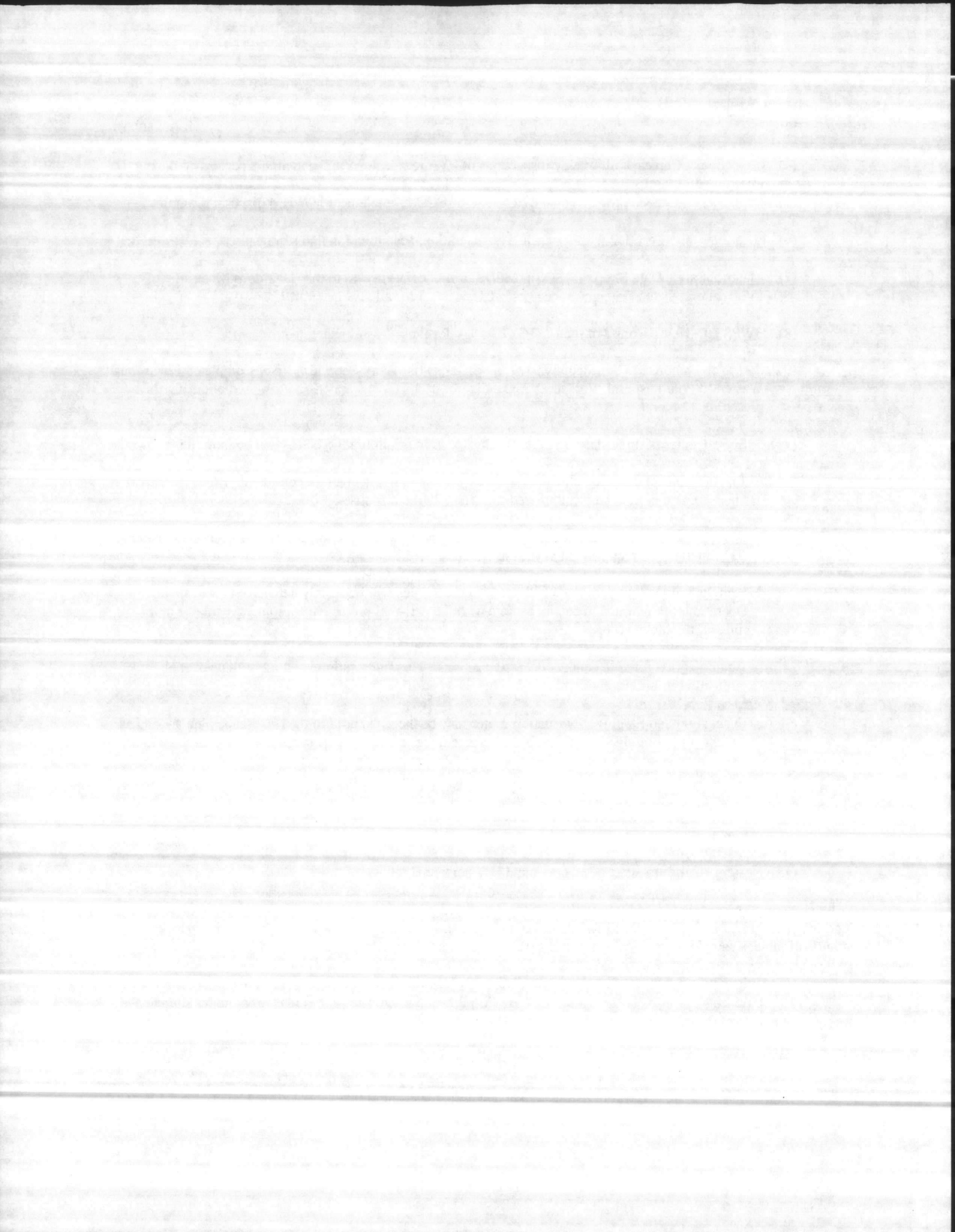
- (1). Names and telephone numbers of the cognizant ECC and ECO.
- (2). Training records (Current). Name, rank, title, duties and HW training records for each current employee.
- (3). Training records (Archived). Name, rank, title, duties and HW training records for each employee in a HW billet for the past three years.



- (4). Inspections. Copies of all weekly inspections of HW storage areas and containers performed during the preceding 36 months.
- (5). Guidance. Guidance provided by the ECC and/or ECO to implement HW/HM disposal program.
- (6). Location Map. Location map for each HW generation, accumulation and storage area.
- (7). Material Safety Data Sheets (MSDS). MSDS or immediate access to the Hazardous Material Information System Data developed per MCO 5100.25 for all HW generated.
- (8). HWPS DD-1930. Copies of the HWPS DD-1930 for those wastes generated.
- (9). Copies of Completed Hazardous Waste/Material Disposal Worksheet. Copies of Completed Hazardous Waste/Material Disposal Worksheet Appendix for each HW generated and disposed of during the preceding 12 months.
- (10). USCP. Copies of up-to-date USCP for each site. At a minimum the USCP will contain the following:
  - (a) List of points of contacts, phone numbers of personnel in the chain of command. ECC, ECO, and those local unit personnel authorized to partake in the response.
  - (b) Arrangements with local authorities. For USCP purposes contacting the Fire Protection Division at 911 satisfies this requirement at the unit level.
  - (c) Actions trained unit personnel will take. These actions will be strictly defensive (1st Responder Operations) in nature and commensurate with the personal protective equipment available at the time of the incident.
  - (d) Equipment required to conduct defensive actions. This information is found in the personal protection information section of the chemical specific material safety data sheet.
  - (e) Evacuation and Staging. Evacuation routes may be the same used in the fire escape plan as long as access is not impinged by the hazardous waste/materials release. A staging area is defined as a predesignated area out of the potential area of danger where personnel will assemble in the event of an emergency. The USCP must state a minimum of two staging areas in the event of an emergency.
- (11). Hazardous Waste Accumulation/Storage Areas List. A current list of all Hazardous Waste Accumulation/Storage Areas within each command.
- (12). Rosters. Current rosters of all command HW personnel.

b. Unknown Chemicals. In addition to the liability associated with improperly identified HW, DRMO-Lejeune is prohibited from accepting any HM or HW that cannot be identified by NSN or chemical name. If HW/HM is unidentifiable, a sample must be collected and sent to a laboratory for analysis.

- (1). Units with containers of unidentified, potentially hazardous chemicals, should immediately contact EMD, the cognizant safety office and the Base Fire Prevention Division for guidance in proper storage and handling of the materials until identification is accomplished.
- (2). If a need exists to have a material sampled and analyzed, a written request should be sent to the Commanding General, MCB, Camp Lejeune (Attn AC/S, EMD) via the chain of command. The request for analysis will cite everything that is known about the material, to include where and when it was found,



possible contents, and the results of any investigations conducted. Unidentified wastes are an indicator of improper hazardous waste management. Because of the severe civil and criminal implications of improper

management of HM/HW the highest level of command attention must be given to ensure that such incidents do not occur.

7. Hazardous Waste, Universal Waste, and Silver Storage Recovery, Accumulation and Storage Areas

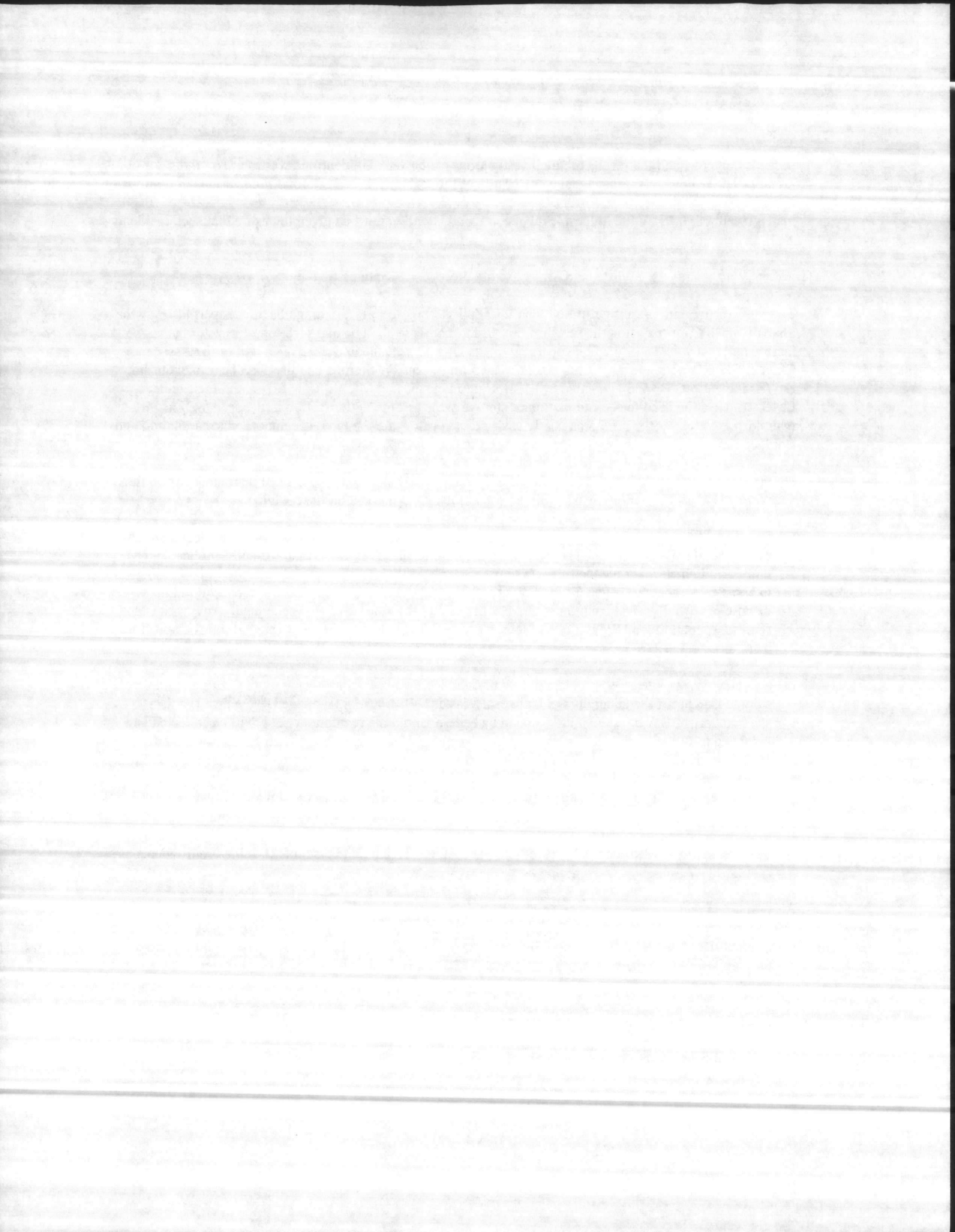
a. Types of Accumulation/Storage Areas. The Installation Long-term HW Storage Facility is permitted by the State of North Carolina. It is the intent of this Order that there shall be one such long-term storage facility and that such facility will be operated by the DRMO-Lejeune under the oversight of the Assistant Chief of Staff, Environmental Management. The Long-term HW Storage Facility shall be utilized to store HW/HM awaiting disposal generated by MCB, Camp Lejeune and MCAS, New River, and their tenants. EMD validates the need for accumulation or storage areas prior to authorization issuance as well as reauthorizes/validates the need on a yearly basis. Listed below are the types of temporary accumulation and storage sites:

- (1) 90-Day Site. An EMD authorized area used to temporarily store HW. HW must be removed from the 90-day HW accumulation areas within 90 days of the ASD marked on the container.
- (2) Satellite Accumulation Area (SAA). SAA is a term developed by EPA to designate a work site which may generate and accumulate HW without regard to the 90-day storage limit normally applicable to non-permitted HW storage facilities. The purpose of establishing this special category of HW storage is to assist those generators generating HW at a slower rate. Previously generators were required to dispose of partially filled containers, thereby increasing the volume of HW generated. Any work site routinely generating a HW at a rate of less than one full container per 60 day interval may benefit from being designated as a SAA.
- (3) Universal Waste Site (UWS). The purpose of establishing a special sub-category of hazardous waste storage is to assist the generators of Universal Waste (UW) track and manage UW. Since UW is a sub-category of HW and remains regulated by Federal and State regulations, UW will be collected and managed in the same manner as HW with the exception of the terminology used for identification. UWS are subject to the same HW inspection and personnel training requirements as standard HW Sites.
- (4) Silver Recovery Site (SRS). The purpose of an SRS is to centrally collect and manage silver particles from silver generating processes. Although Silver is a regulated HW in excess of 5.0 mg/l, by virtue of a compliant Silver Recovery Program, Silver residues and solutions are exempted from Federal and State regulations. SRS's are subject to the same HW inspection and personnel training requirements as standard HW Sites.

b. Accumulation and Storage Areas Authorization and Operation

- (1) Each 90-Day Site, SAA, UWS, and SRS existing aboard MCB, Camp Lejeune, must be authorized by and registered with the Commanding General MCB, Camp Lejeune. Establishment of new sites requires prior approval of the Commanding General, MCB, Camp Lejeune.
  - (a) Lists of currently authorized sites are available from EMD or SEA Office, MCAS, New River.
  - (b) Establishment of new or temporary accumulation area or storage area will require prior approval as follows:





1. The initial recommendation for designating a new accumulation area or storage area will be made by the ECO in consultation with the cognizant ECC.
2. Proposals for temporary accumulation area or storage area aboard MCB, Camp Lejeune, shall be submitted in writing via the chain of command to the Commanding General, MCB, Camp Lejeune (Attn AC/S, EMD).

(c) The number of accumulation areas or storage areas should be limited to the minimum number practical within mission constraints.

(d) Access to sites/areas will be limited to properly trained personnel to the maximum extent practicable.

c. Container Selection

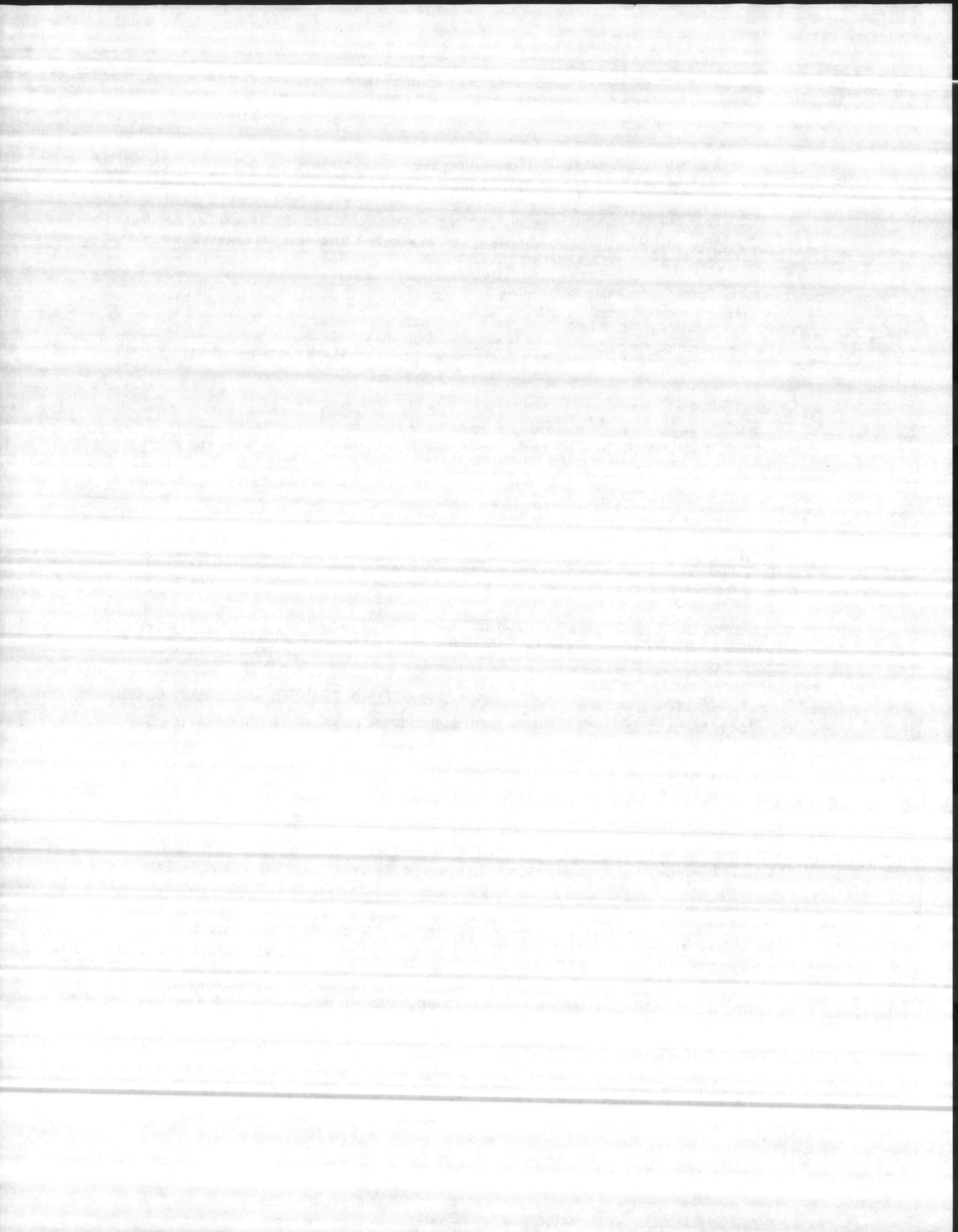
- (1) Only Department of Transportation (DOT) or mil-spec approved containers will be used for accumulation and storage of HW. DOT approved containers are those that have successfully passed rigorous testing requirements established by DOT. Subject containers are identified as such by the container manufacturing markings.
- (2) HW generators are responsible for providing the proper DOT approved container for the accumulation of HW.

d. Container Management for HW or UW

- (1) Ensure containers are not damaged, dented, bulged or have deep pitted rust. Contents of damaged containers holding HW or UW must be transferred to serviceable DOT or mil-spec approved containers.
- (2) Bungs and caps must be serviceable and include serviceable gaskets, ring, nut, and bolt.
- (3) Containers must always be closed (wrench tight) during storage, except when it is necessary to add or remove waste.
- (4) Containers filled with aqueous solutions, liquids, or sludges will have proper outage to allow for expansion.
- (5) Containers will be stored in a manner precluding damage by rainwater or flooding, excessive heat, etc.
- (6) Containers will be stored in a manner restricting access except to properly trained personnel.
- (7) Containers in EMD authorized accumulation areas or storage areas will be checked weekly for proper closure, container condition, and evidence of leaks or spills. Discrepancies will be corrected and promptly reported and noted to the command ECO.

e. Required Marking on HW or UW Containers. Every container of HW or UW will have the following markings affixed to the container in a permanent manner in contrasting color to the original container utilizing paint markers, medium or large points, or stencils using permanent paint/ink :

- (1) Generating Unit HW/UW Container Marking Requirements



- (a) Words: HAZARDOUS WASTE or UNIVERSAL WASTE.
- (b) Content: Noun name found on the specific Hazardous Waste Profile Sheet (DRMS Form 1930) provided by EMD.
- (c) Accumulation Start Date (ASD). If the HW is accumulated in a SAA, the ASD will only be affixed once the container is filled. If the HW is collected in an area other than an EMD authorized SAA, the ASD must be marked on subject container the moment a hazardous waste is placed into the HW container (e.g. 90 Day Site, HW Sites established during operations in tactical situations).
- (d) Number of Containers. The number of containers marking reflects the total number of containers disposed of within the current document (e.g. 1 of 1, 2 of 3, etc.).

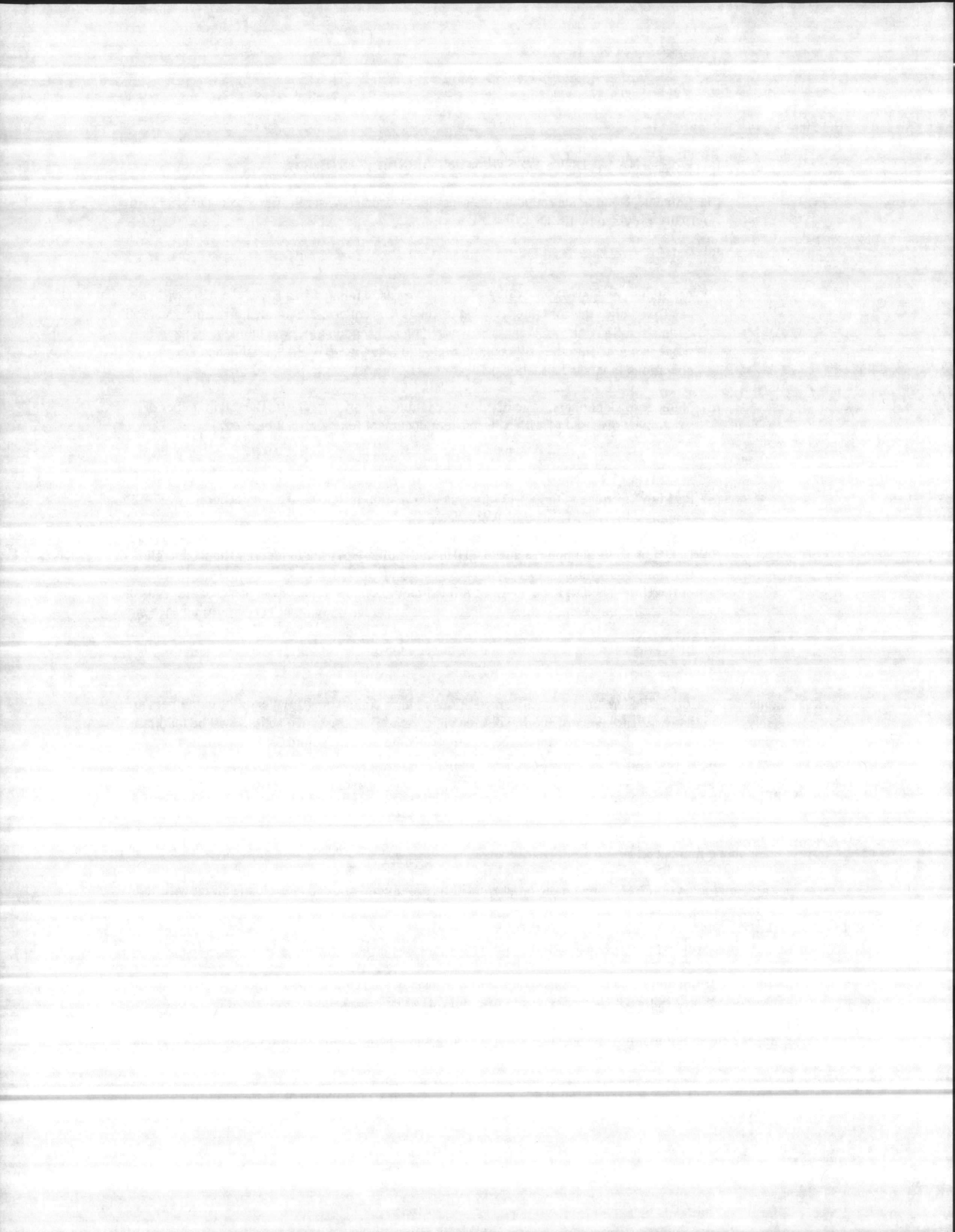
(2) EMD HW or UW Container Identification Requirements

- (a) Packing Envelope with DD-1348. This information is derived from an accurately completed HW/HM Disposal Worksheet.
- (b) DOT Label. A diamond shaped DOT identification tool used to identify the hazard class of the contents by means of a specific color, class number, and pictorial representative symbol of the HM. The DOT label will be affixed on the same surface of the package and near the proper shipping name marking. DOT Labels are at least 3.9 inches (100 mm) on each side.
- (c) EPA Waste Number. The EPA identification designator of the type of HW contained.

f. Mandatory Inspections. Federal and State HW regulations require containers of HW storage containers/areas to be inspected weekly. Written records noting discrepancies as well as corrective actions will be maintained for a period of three years. Inspections should be accomplished by the cognizant HW Site Manager or properly trained alternate if the Site Manager is unavailable.

g. Spill Reporting and Response

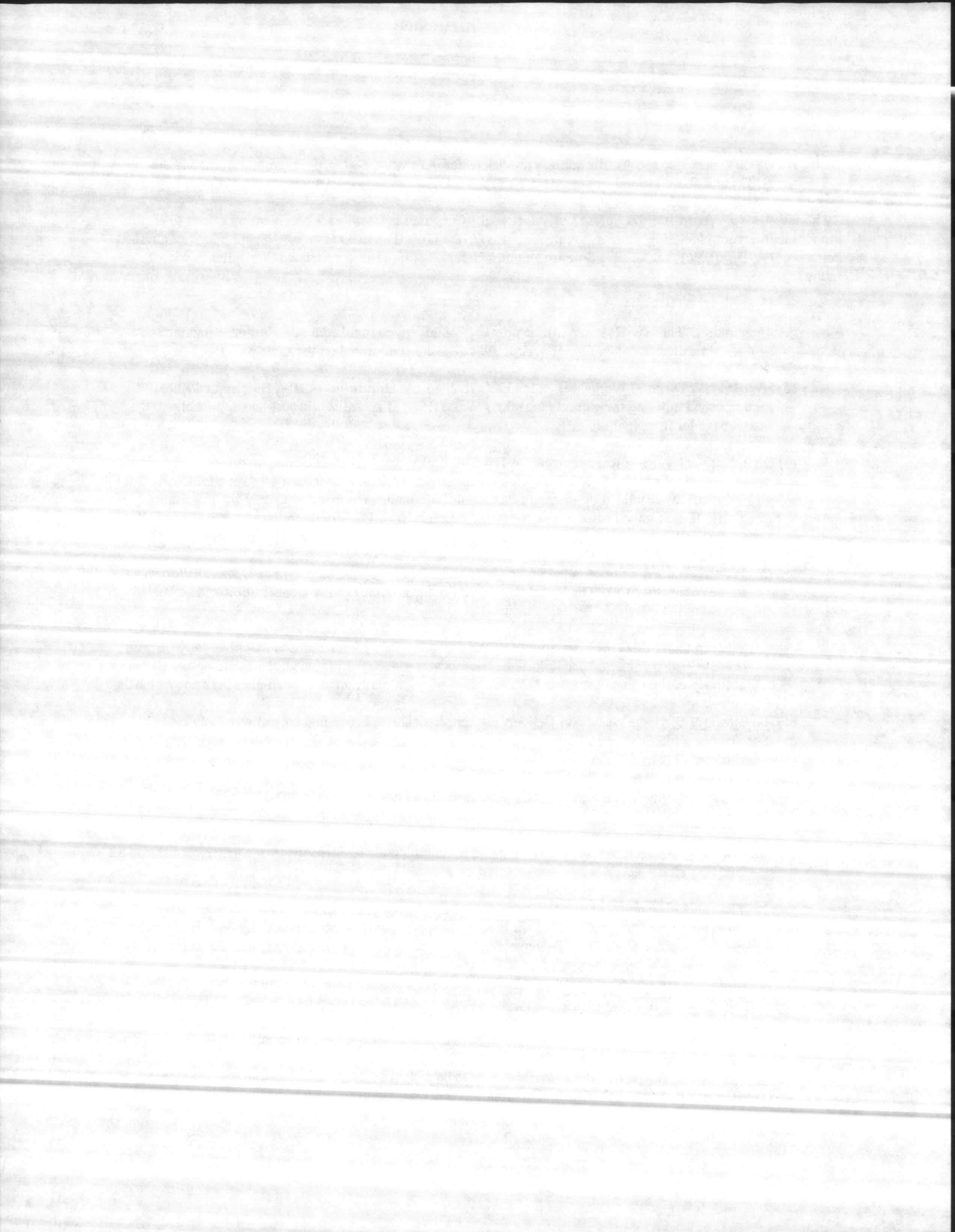
- (1) All spills of HW/HM will be immediately reported to the Fire Protection Division at the emergency telephone number 911.
  - (a) Emergency spill reporting phone numbers will be prominently posted at each site along with "No Smoking", "Authorized Personnel Only" signs.
  - (b) Signs will be posted at each entrance to the site and will be legible from a distance of 25 feet.
- (2) Spill reporting and response actions required of Site Managers, Handlers, and other personnel should be documented in the USCP for each site where HW/HM/UW are handled and stored.
  - (a) The generating unit is responsible for developing and posting a site specific USCP which ties into the Installation response plan.
  - (b) Plans will be made readily available to personnel at each accumulation area or storage area.



- (3) USCP's must also specifically address provisions for POL storage sites, underground storage tanks (UST) and above ground storage tanks (AST).

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

- (1) Preparation. The HW/HM/UW will be properly containerized, marked and placed on a standard size (40" x 48") pallet. Incompatible HW/HM/UW will not be collocated on the same pallet.
- (2) HW/HM/UW Disposal Worksheet. Each ECO shall ensure all turn-ins of HW, HM, and UW are accomplished utilizing the current Hazardous Waste (HW) Disposal Worksheet and applicable instructions for its preparation.
- (3) Organizational Turn-In Requirements. A HW Disposal Worksheet shall be prepared for each container or batch of containers of the same waste, and delivered to EMD not later than 45 days after the ASD for all HW/HM/UW generated by Base and Base tenant commands requiring storage at the Installation Long-term HW Storage Facility. The following procedures will be strictly followed for turn-in of all Installation HW/HM/UW requiring disposal:
  - (a) Properly trained unit personnel will prepare and submit the Hazardous Waste Disposal Worksheet to the cognizant ECO. The signature will certify the accuracy of the identification and estimated weight of the HW/HM/UW being turned-in.
  - (b) The cognizant ECO (or his/her properly trained authorized representative) will physically inspect the HW/HM/UW and take appropriate action in accordance with these guidelines to ensure the accuracy of the identification and the adequacy of containers and associated markings and/or labels.
- (4) HW/HM/UW Disposal Worksheet Delivery. After physical inspection and correction of any discrepancies, the ECO or authorized representative will ensure the ECC receives the worksheet. Electronic mail delivery of the worksheet is acceptable.
- (5) EMD Responsibility. Upon receipt of the worksheet, EMD will prepare the DD-1348 and coordinate delivery of the HW/HM/UW to the DRMO-Lejeune or other appropriate disposal authority.
  - (a) Normally, all discrepancies in marking and packaging must be corrected by the generator prior to DRMO-Lejeune acceptance.
  - (b) The generating unit will properly store and perform weekly inspections of all containers until deficiencies are corrected and the wastes are transported to the Installation Long-term HW Storage Facility or pickup by a DRMO-Lejeune contractor or other disposal authority.
  - (c) EMD will arrange for the transportation of the HW/HM/UW to the Installation Long-term HW Storage Facility if required.
  - (d) Under no circumstances will HW be transported on public highways by Installation units.
- (6) DRMO Refusal Authority. If a HW/HM/UW is to be picked up by the DRMO contractor or other HW/HM/UW disposal authority directly from the generator facility, DRMO-Lejeune or other



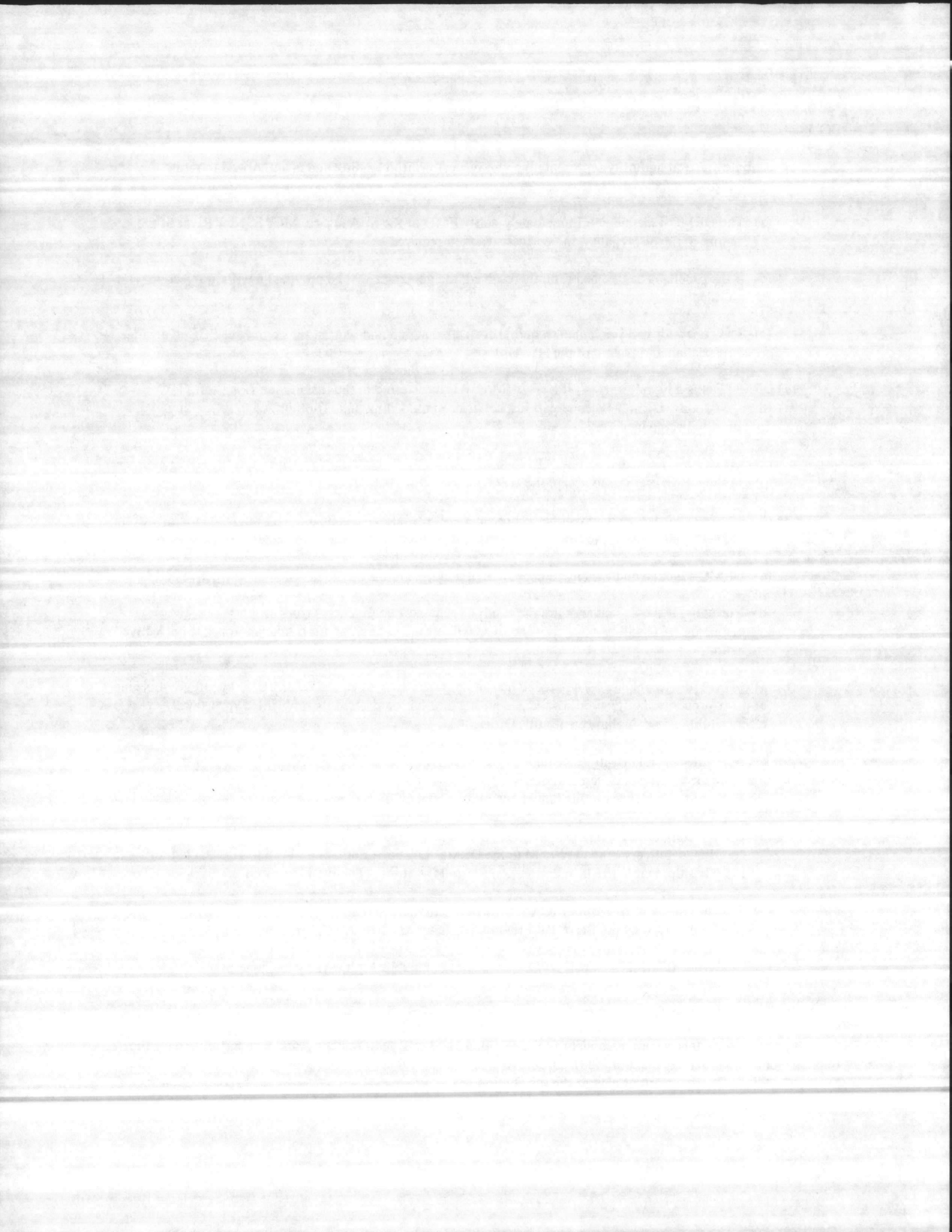
appropriate disposal authority representative will inspect prior to loading and is authorized to refuse any container if discrepancies exist.

- (a) The DRMO-Lejeune will immediately notify EMD or the SEA Office, MCAS, New River of the nature of the discrepancy and corrective action required.
  - (b) If the problems cannot be promptly resolved, the generator will be provided a written rejection notification.
  - (c) The generator will implement required corrective action and request the cognizant ECC to arrange reinspection and pickup of the HW/HM.
- (7) DRMO Refusal Requirements. If a HW/HM/UW is transferred to the Installation Long-term HW Storage Facility, DRMO-Lejeune will inspect prior to unloading and is authorized to refuse any container if discrepancies exist.
- (a) DRMO will immediately notify EMD or the SEA Office, MCAS, New River and the HW generator of the DRMO refusal to accept the HW.
  - (b) The transporting vehicle will be secured and will not be moved outside the immediate vicinity of the DRMO facility except for an emergency situation involving risk to public safety or to property.
  - (c) DRMO-Lejeune and EMD will cooperate in making an immediate decision on corrective action.
  - (d) Normally, if the deficiencies are the result of generator negligence, errors or omissions, the cognizant ECC will be notified. The ECC will ensure generating units take appropriate corrective action.
- (8) HW/HM/UW Acceptance. The acceptance and physical custody of a HW/HM/UW by DRMO-Lejeune or other proper authority signifies the generating unit has completed its HW/HM/UW disposal responsibilities in compliance with this Order.
- (9) MCAS, New River Turn-In Procedures. If the HW/HM is generated by MCAS, New River or a tenant, the worksheet will be delivered to the Safety and Environmental Affairs (SEA) Office, MCAS, New River. Specific guidance on this matter should be obtained from the SEA Office.
- (a) Upon receipt of the worksheet, the SEA Office will prepare the appropriate turn-in document and coordinate delivery of the HW/HM to the DRMO-Lejeune or other appropriate disposal authority, to include shipment to the Installation Long-term HW Storage Facility if required.
  - (b) Transportation of HW from MCAS, New River, to the Installation Long-term HW Storage Facility will be provided by the Base HW Program Manager or DRMO assigned contractor.
  - (c) Under no circumstances will HW be transported on public highways by the generator.

## 8. RESPONSIBILITIES

a. The purpose of this section is to identify the command and staff requirements, and responsibilities for the implementation and management of the Hazardous Waste and Hazardous Material Management Program aboard the Installation. All organizations aboard the installation shall:



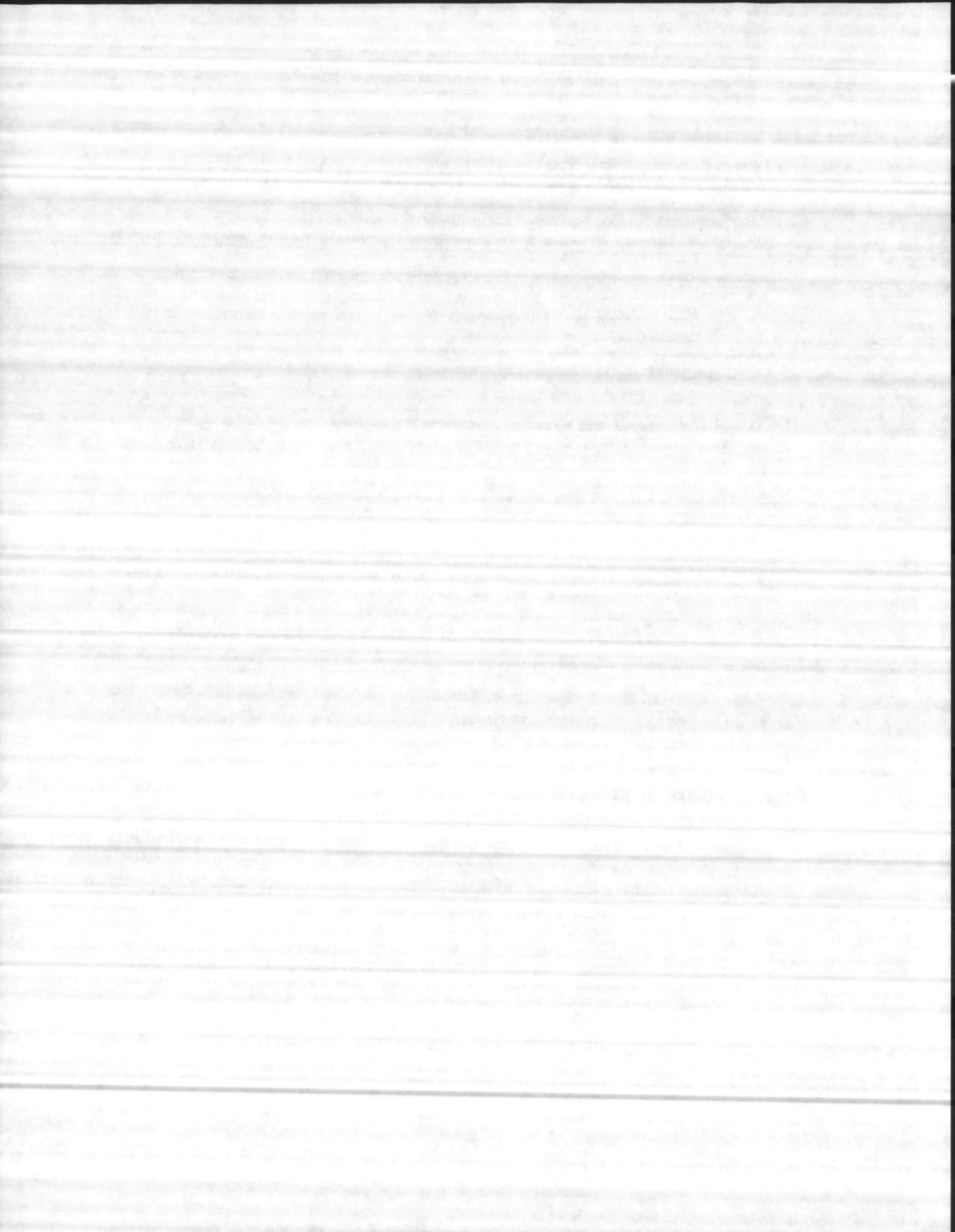


- (1) Conduct all operations and training aboard the Installation in compliance with the mandates of environmental law applicable to the prevention of pollution of the environment by HW/HM.
- (2) Ensure commanders, officers-in-charge, and managers place priority on proper disposal of HW/HM/UW, minimize the volume of HW generated, and prevent and report HW/HM/UW spills.
- (3) Appoint all personnel with environmental responsibilities in writing no later than one week after assignment. Positions of environmental responsibility include but are not limited to the following; ECC, AECC, ECO, AECO, Hazardous Waste Site Manager, Hazardous Waste Handler.
- (4) Ensure cognizant ECC's and ECO's have sufficient rank, authority, and resources to properly manage the organization's HW/HM/UW Management program.
- (5) Ensure all HW personnel (primary and assistant ECC's, ECO's, HW Site Managers and Handlers) are appointed in writing by the organizational commanding officer. Appointment letter must be kept on file and a copy forwarded to AC/S EMD within one week of assignment.
- (6) Ensure training of HW personnel is accomplished within 6 months of assignment.
- (7) Implement an environmental awareness training program in accordance with this Order.
- (8) Maintain a current listing/directory of facilities where HW is generated, handled and stored and ensure each facility is operated in compliance with this Order.
- (9) Require ECO's to develop and implement a written SOP for each accumulation and storage facility.
- (10) Ensure the HW SOP is readily available to all HW personnel and personnel participating in emergency response.

b. COMMANDING GENERAL, MCB CAMP LEJEUNE. Provide guidance for the Installation to comply with Federal, State, Marine Corps hazardous waste regulations through the Installation HW/HM management program.

c. ASSISTANT CHIEF OF STAFF, ENVIRONMENTAL MANAGEMENT

- (1) Serves as the principal staff assistant to the Commanding General, MCB, Camp Lejeune, on HW/HM management issues.
- (2) Ensures proper Installation registration with and/or permitting by the EPA and the State for generation, transportation, and storage of HW/HM at MCB Camp Lejeune and MCAS New River.
- (3) Coordinates the approval of HW generation sites and temporary storage areas within the cognizance of the Commanding General, MCB, Camp Lejeune. Provides technical assistance to ensure the operation of these sites/areas is in compliance with applicable regulations.
- (4) Publishes base bulletins and other directives and provides technical assistance to organizations aboard the Installation as required to ensure safe, efficient HW/HM disposal in compliance with MCO P5090.2 and related Federal, State and local environmental regulations.



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

(6) Exercises staff cognizance over the review and environmental approval of proposed and ongoing actions and projects.

(a) Projects and actions are normally reviewed to identify and prevent potential HW violations and to promote hazardous material pollution prevention.

(7) Oversees the development and implementation of a plan for the establishment, training, and operation of a hazardous substance spill response team and will ensure the following:

(a) The plan addresses HW operations of MCB, Camp Lejeune; and all installation and tenant organizations.

(b) On-Scene Commanders are kept informed of the HW management and compliance implications of spill containment and clean-up activities.

(c) The plan provides a system for collection and disposal of non-RCRA waste petroleum products and monitoring for water and air pollution.

(d) Timely submittal of required reports to outside regulatory agencies and higher headquarters.

(8) Participates in the implementation of a hazardous substance spill contingency plan by serving as On-Scene Commander in the event of the absence of the AC/Staff, Installation Security and Safety (or representative) or by providing or directing others who provide professional and technical advice to other senior command officials serving in the capacity of the designated On-Scene Commander.

(a) Ensures The On-Scene Commander is kept informed of the HW management and compliance implications of spill response and clean-up activities.

(b) Ensures timely submittal of required reports to outside regulatory agencies and higher headquarters.

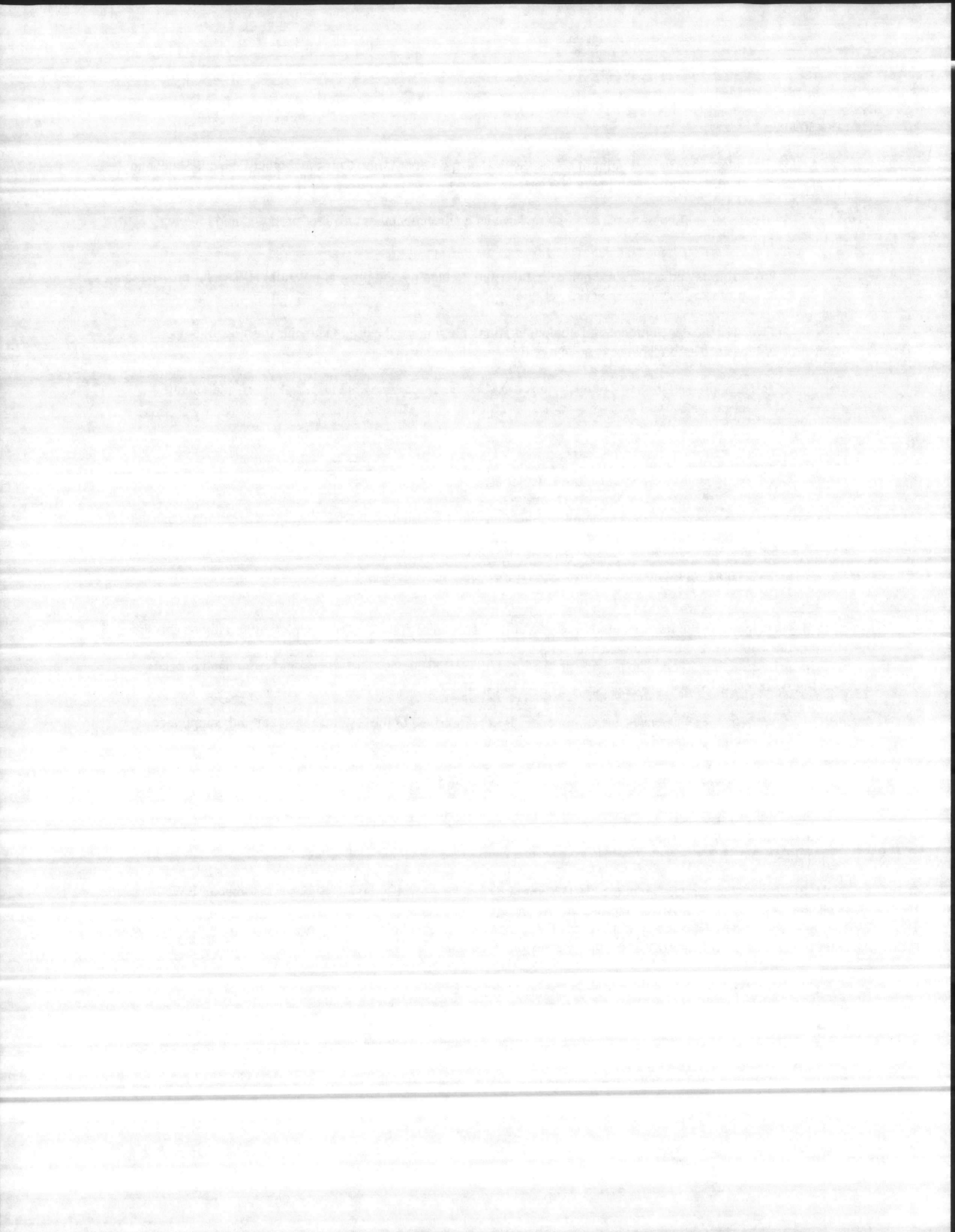
(9) Maintains necessary agreements with DRMO-Lejeune for the disposal of HW/HM and initiates action to obtain contract services for the recycling, treatment, and disposal of HW/HM not otherwise available from the DRMO-Lejeune.

(10) Ensures the availability of the MCB, Camp Lejeune long-term storage facilities for storage of HW generated by MCAS, New River, consistent with the applicable support agreements and RCRA permits and provide technical assistance in all phases of HW management (to include sampling and analysis) on the same basis and terms as is provided to MCB, Camp Lejeune tenant commands.

(11) Reviews and updates this Order periodically to ensure compliance with new regulations.

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

(a) Provide a primary and assistant Base HW Program Manager.



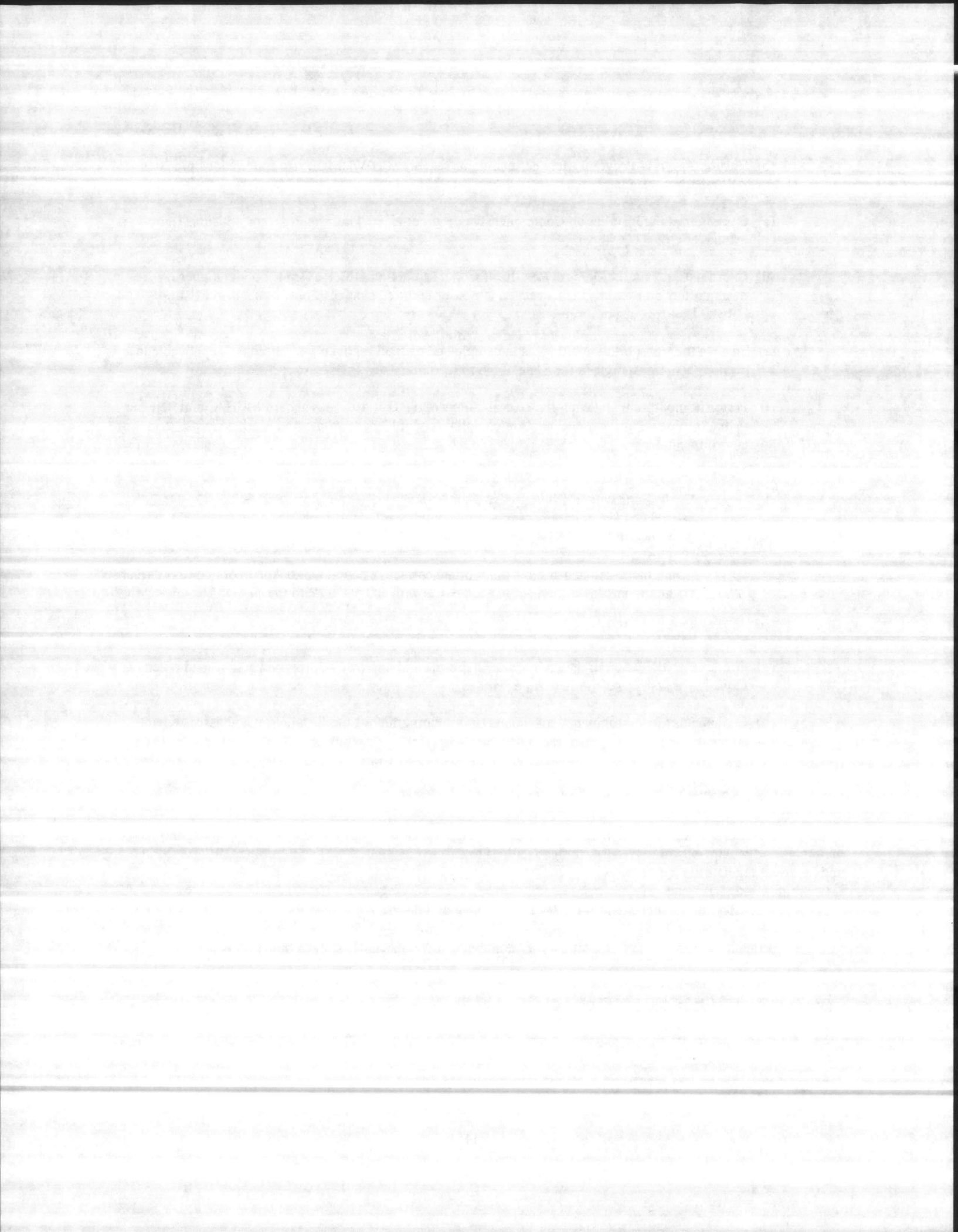
- (b) Ensure Base HW Program Manager maintains records of HW/HM turn-in transactions prepares HW reports to regulatory agencies.
- (c) Oversight of the Installation Comprehensive Environmental Training Program. Ensures training is available.
- (d) Coordination with the Defense Reutilization and Marketing Office-Lejeune and its higher headquarters on routine matters related to new or required changes/improvements to existing DRMO HW/HM disposal services.
- (e) Ensures the transportation of HW is in compliance with all regulatory requirements applicable to a licensed HW transporter in the State of North Carolina.
- (f) Performs environmental compliance evaluations of the HW activities aboard MCB, Camp Lejeune to determine and improve the status of compliance with Federal, State and Marine Corps environmental laws.
  - 1. Evaluations will be scheduled, conducted, and reported in accordance with BO 5041.2R, and related Headquarters Marine Corps environmental compliance evaluation guidance contained in MCO P5090.2A.
  - 2. Compliance deficiencies and appropriate corrective action will be incorporated into formal written reports and provided in accordance with BO 5041.2R to the Base Inspector and the inspected organization.
- (g) Oversees participation in the review and environmental approval of proposed actions and other requests for assistance and NEPA procedures.
- (h) Implements an environmental awareness training program for the Installation and assists tenant commands with the conduct of their respective awareness programs.

**d. ASSISTANT CHIEF OF STAFF, FACILITIES**

- (1) Designs and constructs new facilities with adequate provisions for HM and HW management and maintains and repairs existing HW/HM storage facilities to ensure compliance with appropriate HW/HM storage and handling regulatory requirements.
- (2) Provides contractual support for HW management and disposal when required.
- (3) Provides manpower and equipment for oil and hazardous substance spill response and clean up.

**e. ASSISTANT CHIEF OF STAFF, INSTALLATION SECURITY**

- (1) Participates in response and cleanup of spills of HW through implementation of the oil and hazardous substance spill contingency plan and related spill prevention.
  - (a) Serves as On-Scene Commander and directs others who serve as On-Scene Coordinator.



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

(2) Responds to reported incidents of unauthorized disposal or abandonment of solid waste, hazardous waste, and hazardous material aboard the Installation and conducts preliminary investigation. Makes notification of findings to the Commanding General. When directed refers such incidents to the Naval Criminal Investigative Service or other appropriate law enforcement agencies.

(3) Oversees the operation of the Base Safety Division and ensures safety support is provided relative to implementation of the Installation HW and HM disposal program and related emergency response. Provides support to the HW training programs of respective commands relative to the OSHA and Marine Corps safety standards for HM handling and storage and related emergency response. Conducts annual safety inspections of command HW/HM long term storage facilities and notifies cognizant officials of unsafe HW/HM storage and handling incidents that are in violation of applicable OSHA or other safety standards.

(4) Provides safety specialists to serve on the Installation OHS spill response team as provided in this Order, applicable logistics support agreements with MCAS, New River, and other pertinent regulations.

(5) Oversees The Fire Protection Division, provides personnel to serve as On-scene Commander for OHS spill response aboard MCB, Camp Lejeune and outside flight line areas aboard MCAS, New River.

(6) Coordinates the training of the OHS spill response team and maintains associated training records.

(7) Assists in the prevention of HW/HM spills and related emergencies by inspecting work sites and notifying cognizant officials of incidents of improper storage and handling of HW/HM likely to result in a spill, explosion, fire, or similar imminent threat to human health, environment, safety, or property.

f. ASSISTANT CHIEF OF STAFF, LOGISTICS. Serves as the principal agent on matters pertaining to the transportation of HM regulated by DOT.

g. ASSISTANT CHIEF OF STAFF, RESERVE AFFAIRS/RESERVE SUPPORT UNIT. Ensures that reserve units conform to the requirements of this Order.

h. ASSISTANT CHIEF OF STAFF, TRAINING, EDUCATION AND OPERATIONS

(1) Informs the AC/S, EMD a minimum of 180 days prior to the arrival of any unit scheduled to conduct training or participate in exercises, which is not organic to or tenanted aboard the Installation.

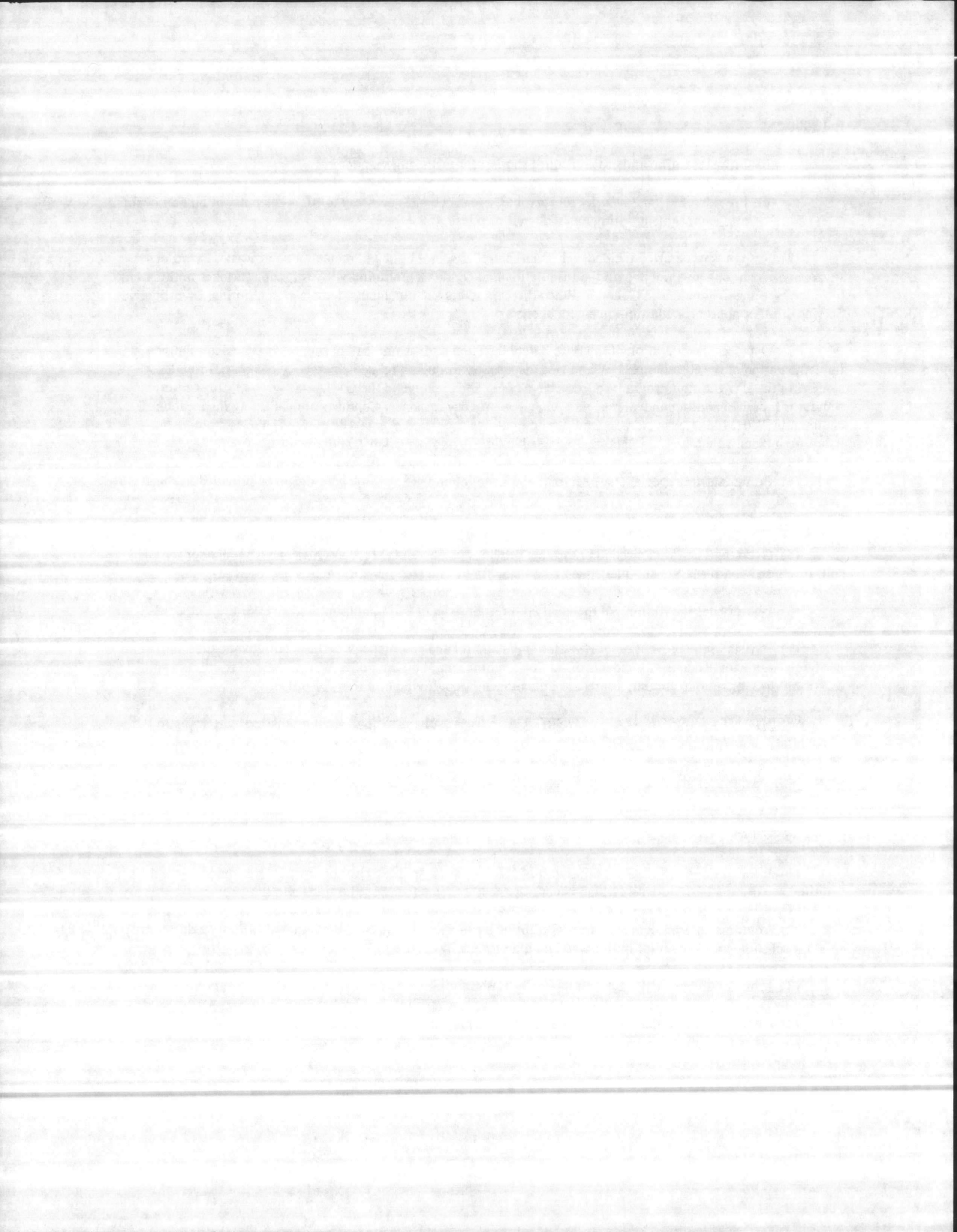
(2) Programs environmental awareness training as an annual subject in Professional Military Education sessions scheduled for the senior military and civilian leadership of the Installation.

(3) Provides audiovisual training support for HW training.

(4) Coordinates emergency planning and response programs with EMD OHS plan.

i. NAVAL HOSPITAL





(1) Provides ambulances and related emergency health care support to OHS spill response actions within the Installation and industrial hygienists to serve on the OHS spill response team.

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

j. Defense Reutilization and Marketing Office (DRMO)

(1) Ensures compliance with Treatment Storage Disposal Facility (TSDF) RCRA Part B permit. Furnishes all information required for EPA/State reporting requested.

(2) Provides MCB, Camp Lejeune safety representative access to the TSDF upon request.

(3) Maintains records of HW lab analysis results applicable to the turn-in of HW and the operation of the TSDF.

(4) Inspects HW and accepts physical custody in accordance with DRMS instructions.

(5) Operates the TSDF aboard Camp Lejeune in accordance with applicable Federal and State RCRA part B permit conditions and Marine Corps Hazardous Waste management requirements.

(6) Immediately reports all HW spills to FPD by calling 911.

(7) Tests and maintains emergency preparedness and prevention equipment.

(8) Ensures training of personnel in the handling, packaging, and storing of HW. Notifies EMD staff in advance of any changes in personnel working at the TSDF.

(9) Prepares and signs as generator, all Federal and State manifests for shipping hazardous property and tracking waste from the Installation to the disposal site. Ensures copies of all manifest transactions for shipment from the TSDF to the disposal site are provided to EMD/SEA, including final certificates of disposition or destruction.

k. COMMANDING GENERALS OR COMMANDING OFFICERS OF TENANT COMMANDS

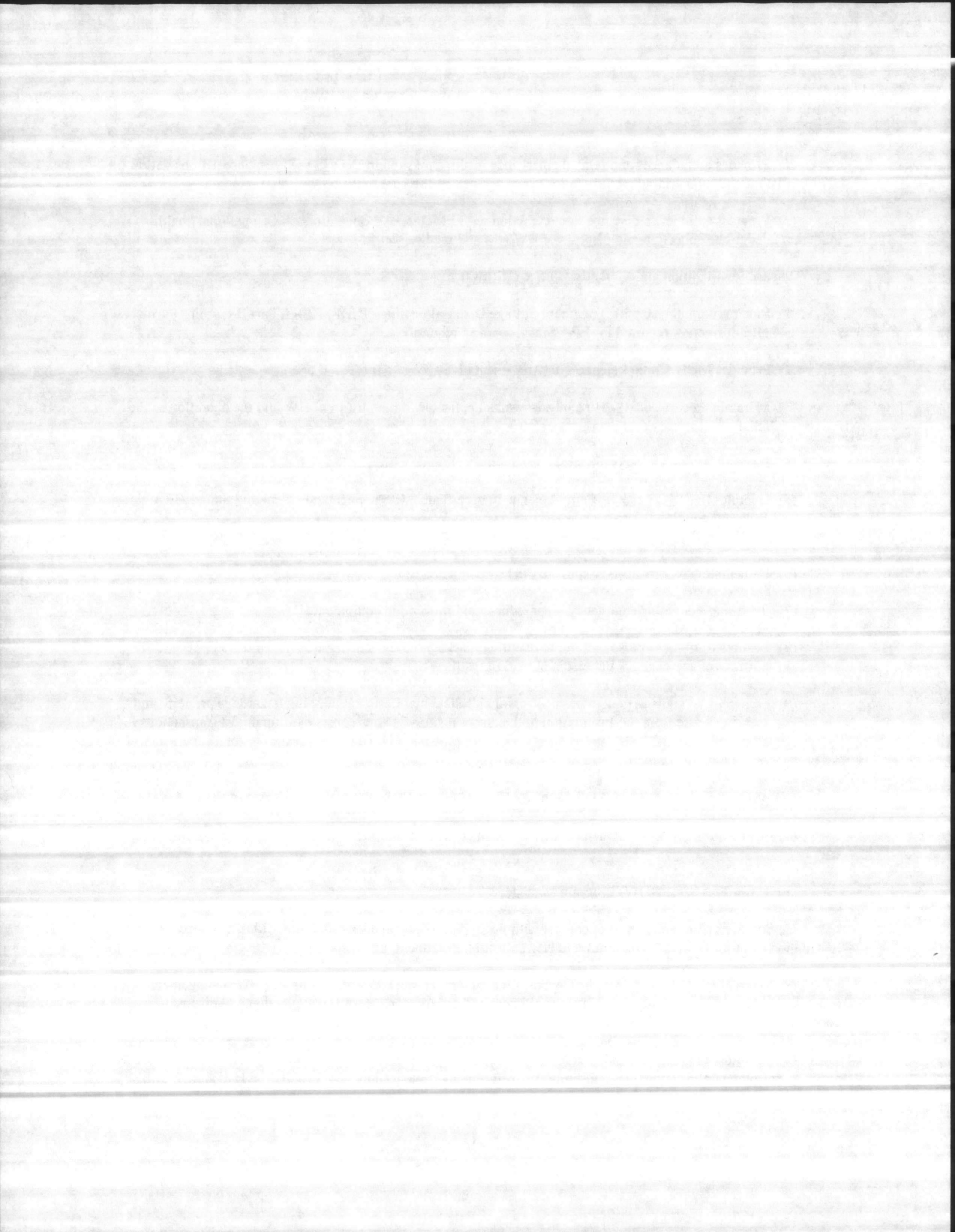
(1) Ensure all organizational elements within each command complies with all requirements of this order.

l. Base Hazardous Waste (HW) Program Manager

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

(2) Keeps abreast of emerging Marine Corps, Federal and State HW regulations and HW management technology and initiates action required for the efficient and orderly conduct of HW collection and disposal operations.

(3) Monitors ongoing HW collection, treatment, and disposal activities as required to identify, evaluate and provide environmentally sound, efficient program operation and timely support to Installation HW generators.



(4) Assists Director, ECD, in the preparation and submittal of periodic budget projections for HW disposal costs and associated handling equipment and facilities improvements to the Assistant Chief of Staff, Environmental Management for inclusion in the Annual Operations Plan and/or other appropriate budgetary submittals.

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

- (a) Provides Installation HW management policies and procedures to the Environmental Training Branch, Environmental Compliance Division.
- (b) Carries out those ECC HW duties outlined in this order relating to HW operations of the commands and organizations of MCB, Camp Lejeune.
- (c) Receives, processes, and maintains records of HW/HM Disposal Worksheets delivered by Base ECO's, tenant command ECC's in accordance with this order.
- (d) Coordinates HW transportation services required to transfer MCAS, New River, Base, and Base tenant command HW to the Installation long-term HW storage facility and HW management and disposal service contracts administered by MCB, Camp Lejeune.
  - (1) Complies with Federal and State HW manifesting and/or associated recordkeeping requirements,
  - (2) Provides, or otherwise ensures, a properly trained and authorized individual signs manifests as the HW generator and HW transporter for shipments to off-site contractor facilities.
- (e) Coordinates the acceptance of all HW by DRMO and, for MCAS, New River, subsequent transportation to the Installation long-term HW storage facility.
- (f) Participates in the development of HW/HM site specific HW spill contingency plans and associated HW spill prevention, control, clean-up, and disposal activities.

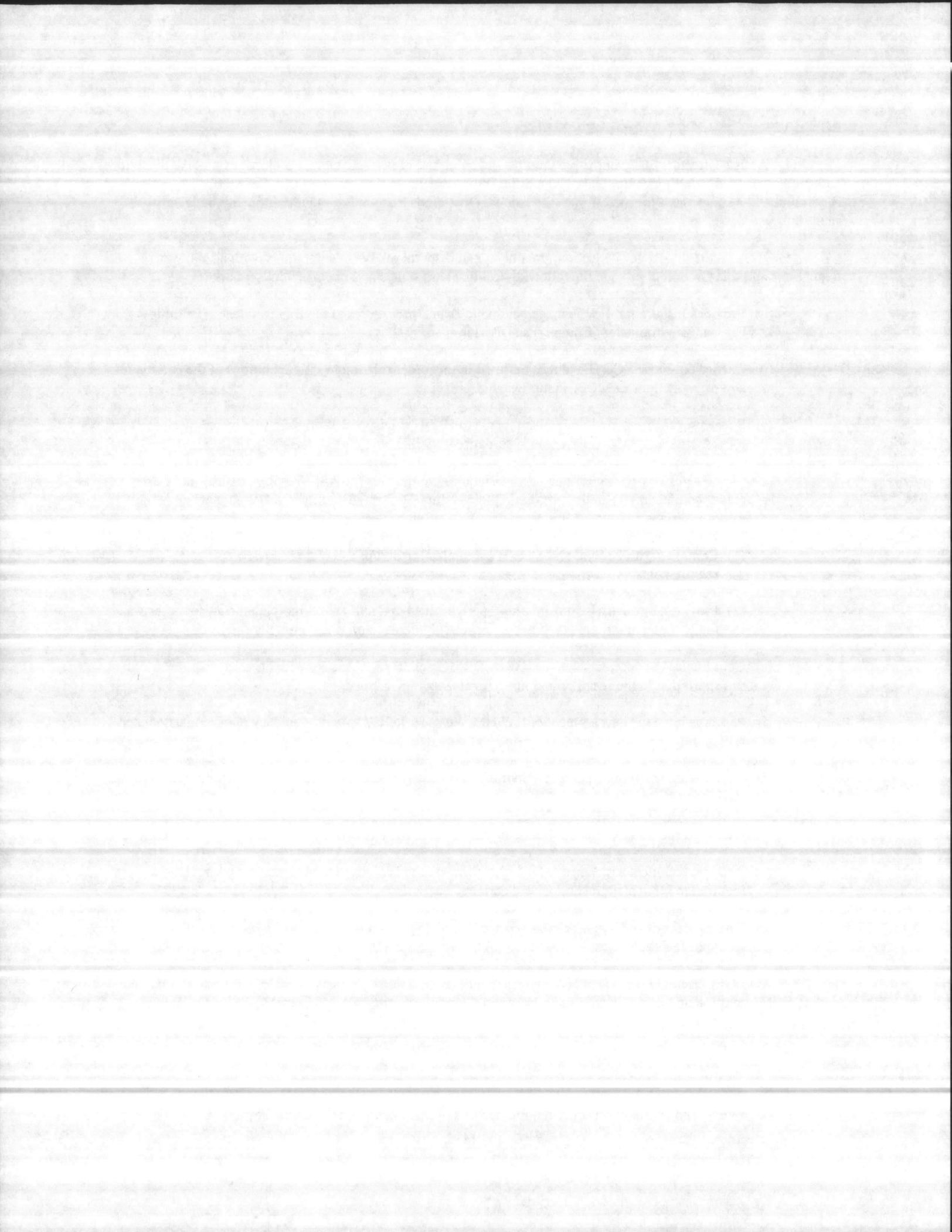
(6) As required, assists in the conduct of environmental compliance evaluations and other inspections of HW generation and storage sites.

- (a) Assists in the development and implementation of corrective actions.
- (b) Provides technical assistance to HW generators and to HW management support organizations required to implement recommended corrective actions.
- (c) Participates with HW generators in correcting HW management and related environmental compliance deficiencies.

(7) Maintains accurate records of HW management activities and prepares annual HW reports and related routine HW generation and disposal submittals as required for compliance with MCO P5090.2, this Order, and other pertinent regulations.

m. HW GENERATOR

(1) Develops and maintains command SOP in accordance with this order to implement the HW management program and command specific requirements. HW management efforts should promote HW



minimization and other pollution prevention objectives to the maximum extent practicable within mission and resource constraints.

(2) Ensures HW generation and storage are limited to those types of HW for which the Installation is authorized to generate and store and for which a HWPS has been issued by EMD or the SEA Office, MCAS, New River.

(a) ECO's and HW Site Managers should continuously review HW generation and update changes in waste stream composition.

(b) Any new HW stream generated for which no HWPS should be reported immediately to the Base HW Program Manager or the SEA Office, MCAS, New River.

(3) Ensures that ECO's, HW Site Managers, HW Handlers, and other environmental staff required are appointed in writing and trained.

(a) All HW personnel will be furnished a written description of their HW duties.

(b) Enclosure (2) will be utilized to document HW training.

(4) Ensures HW generation sites, (e.g. 90-day, UW and SAA's) are registered with the AC/S Environmental Management or with the SEA Office, MCAS, New River, as appropriate.

(5) Base tenant HW generators should send appointment letters to the Assistant Chief of Staff, Environmental Management.

(6) HW generators aboard MCAS, New River, should send letters to the Commanding Officer, MCAS, New River (Attn SEA Office).

n. ENVIRONMENTAL COMPLIANCE COORDINATORS

(1) Serves as command point of contact for matters involving environmental issues to include management of HW, UW, or Silver Recovery operations and compliance with this order.

(2) Schedules and participates in the conduct and follow up of environmental compliance evaluations of HW operations in accordance with this Order, MCO P5090.2, and Federal and State regulations.

(3) Ensures discrepancies identified through environmental compliance evaluation(s) are corrected.

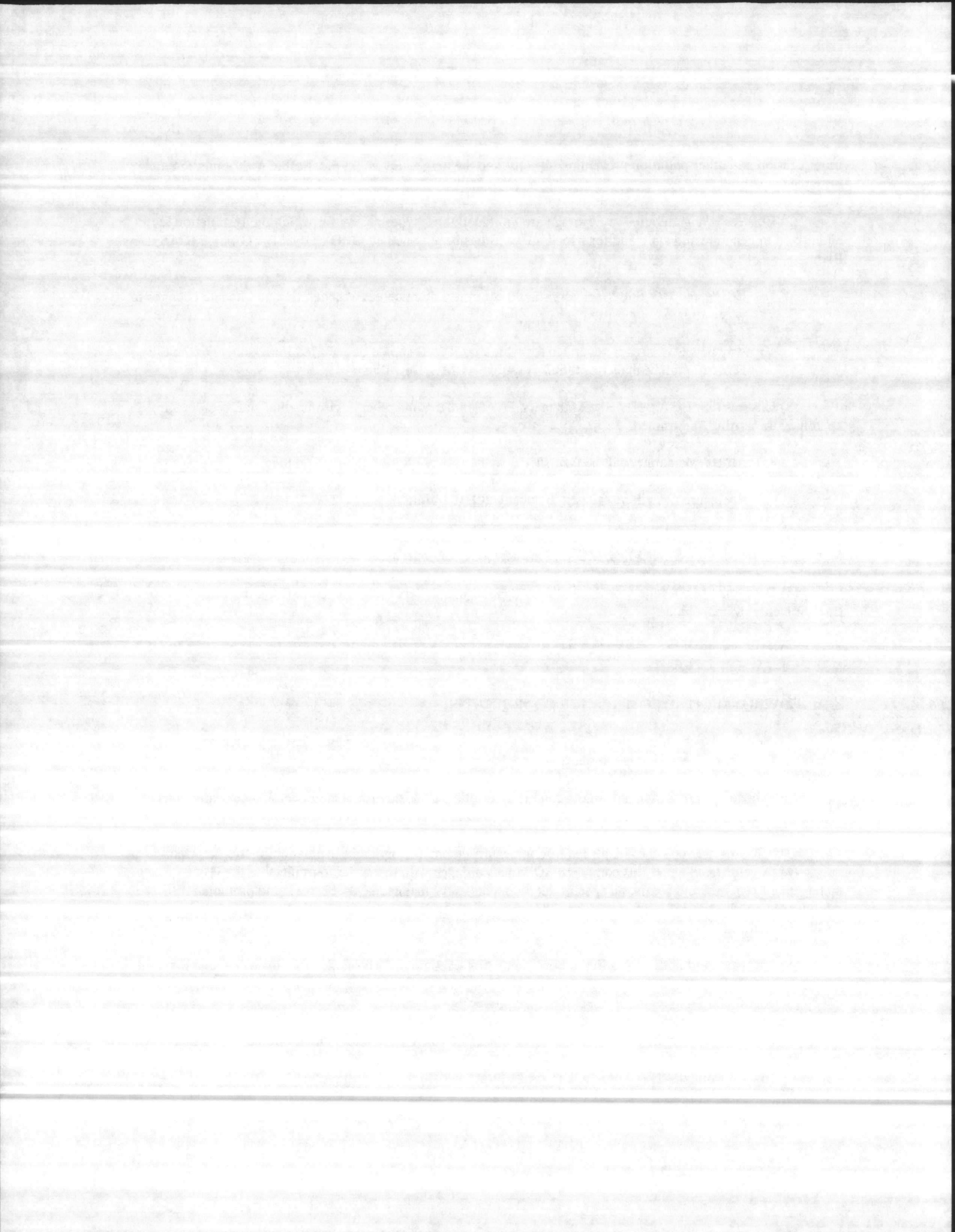
(4) Develops and maintains command SOP in accordance with this order to implement the HW management program and command specific requirements. HW management efforts should promote HW minimization and other pollution prevention objectives to the maximum extent practicable within mission and resource constraints.

(5) Oversees and participates in the implementation of command HW collection, handling, and disposal and ensures all HW operations are carried out in strict compliance with the requirements of this order, MCO P5090.2, Federal and State regulations.

(a) Coordinates the review and authorization of new HW generation and accumulation areas by EMD.

(b) Consolidates HW Turn-In Disposal Worksheets from generating units.

(c) Ensures HW Turn-In Disposal Worksheets are complete and accurate.



- (d) Inspects contents against HW Turn-In Disposal Worksheets
- (e) Ensures submission of HW Turn-In Disposal Worksheets to EMD.
- (f) Maintains appropriate records of HW/HM Disposal Document submissions.
- (g) Monitors progress of removal of HW/HM and notifies EMD when HW remains on-site in excess of 75 days of ASD on any container.
- (h) Provides assistance to ECO's and Site Managers in resolving HW management problems affecting disposal.
- (i) Ensures all required HW inspections are conducted. In the absence of unit ECO, HW Site Manager, or HW Handler conducts required inspection.

(6) Monitors the respective environmental training program to ensure personnel in positions of environmental responsibility are trained in accordance with the Installation Comprehensive Environmental Training Program (CETP).

- (a) Participates and ensures those personnel in positions of environmental responsibility attend HW training sessions and workshops conducted by the command ECC and the Base Environmental Management Department.
- (b) Reviews annually ECO HW duties and training, and submits requests for additional HW training to EMD.
- (c) Assists command Environmental Compliance Officers' review of HW Site Managers' HW duties and HW training at intervals of not more than twelve months, and submits requests for additional HW training to EMD.
- (d) Submits training requests in accordance with CETP enrollment procedures for subordinate organizations within their respective commands.
- (e) Maintains current HW training records for themselves, ECO's and AECO's within their command.
- (f) Retains former command HW personnel HW training records in accordance with Federal, State and Marine Corps Orders.

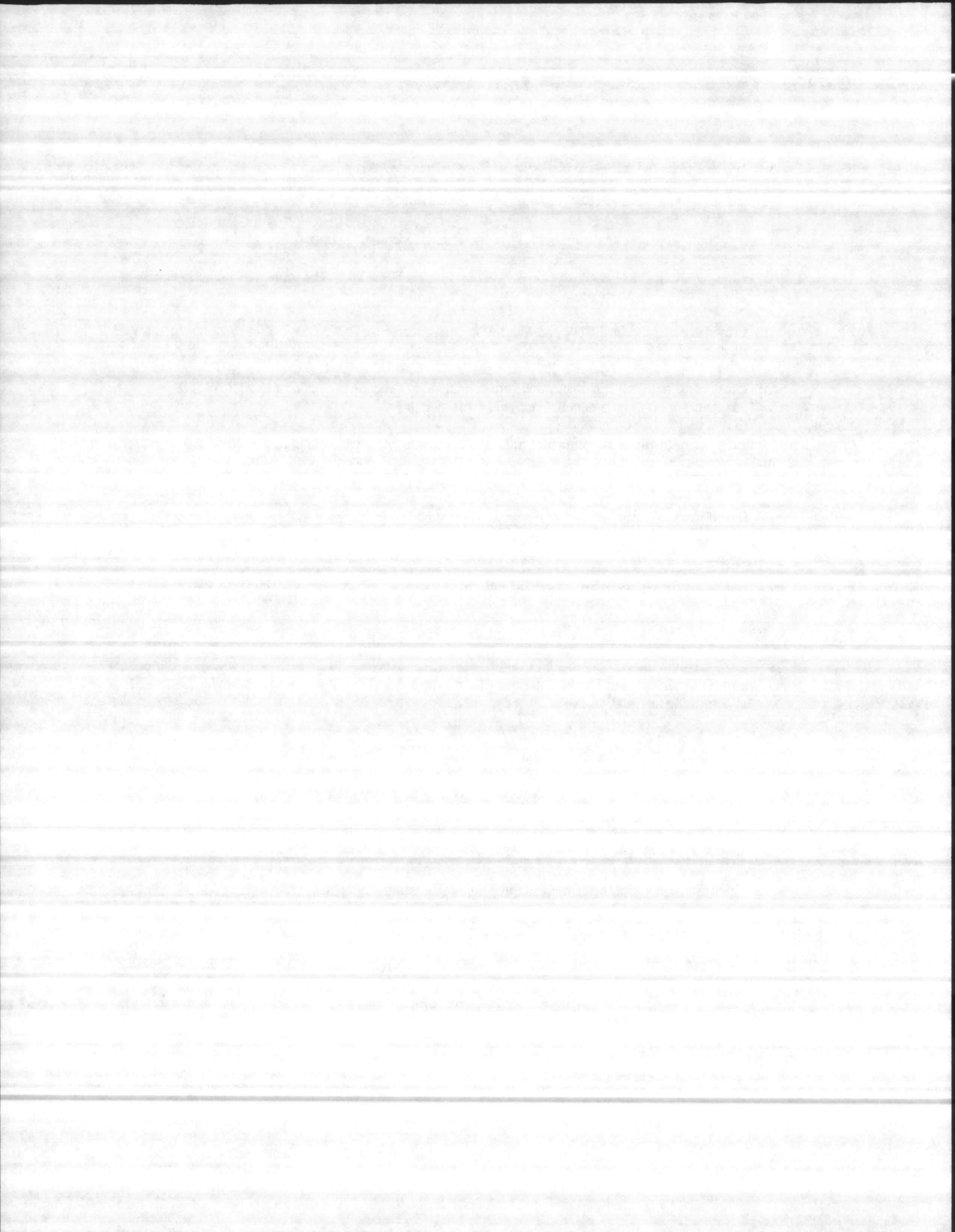
(7) Identifies facilities deficiencies to the appropriate Installation authorities.

o. ENVIRONMENTAL COMPLIANCE OFFICERS

(1) Serves as command point of contact for matters involving environmental issues to include management of HW, UW, or Silver Recovery operations and compliance with this order.

(2) Develops and maintains command SOP in accordance with this order to implement the HW management program outlined in this Chapter and command specific requirements. HW management efforts should promote HW minimization and other pollution prevention objectives to the maximum extent practicable within mission and resource constraints.





(3) Keeps HW Site Managers and key personnel informed of any changes in regulations affecting HW activities within the ECO's cognizance and ensures that HW SOP's and USCP's are up-to-date and readily available for review by personnel involved in the HW management.

(4) Maintains a list of the location of all HW generation sites, SAA's, Universal Waste Sites, 90-day Sites, and Silver Recovery Sites within the command. Provides a current copy of this list to the cognizant organizational ECC, Base HW Program Manager, or SEA Office, MCAS, New River, on a monthly basis.

(5) Conducts quarterly inspections of HW and Universal Waste inventories in command 90-day sites and performs and documents follow-up actions required to ensure correction of container management deficiencies and timely removal of HW.

(6) Informs ECC when unavailable to conduct required inspection.

(7) Ensures all required inspections are conducted when Site Managers or Handlers are unavailable.

(8) Oversees and participates in the implementation of command HW collection, handling, and disposal and ensures all HW operations are carried out in compliance with the requirements of this order.

(9) Notifies cognizant ECC by telephone with written follow-up anytime HW or Universal Waste remains in the 90-day Site in excess of 75 day of ASD on any container.

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

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

(12) Oversees the management of organization HW training program including but not limited to the following:

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

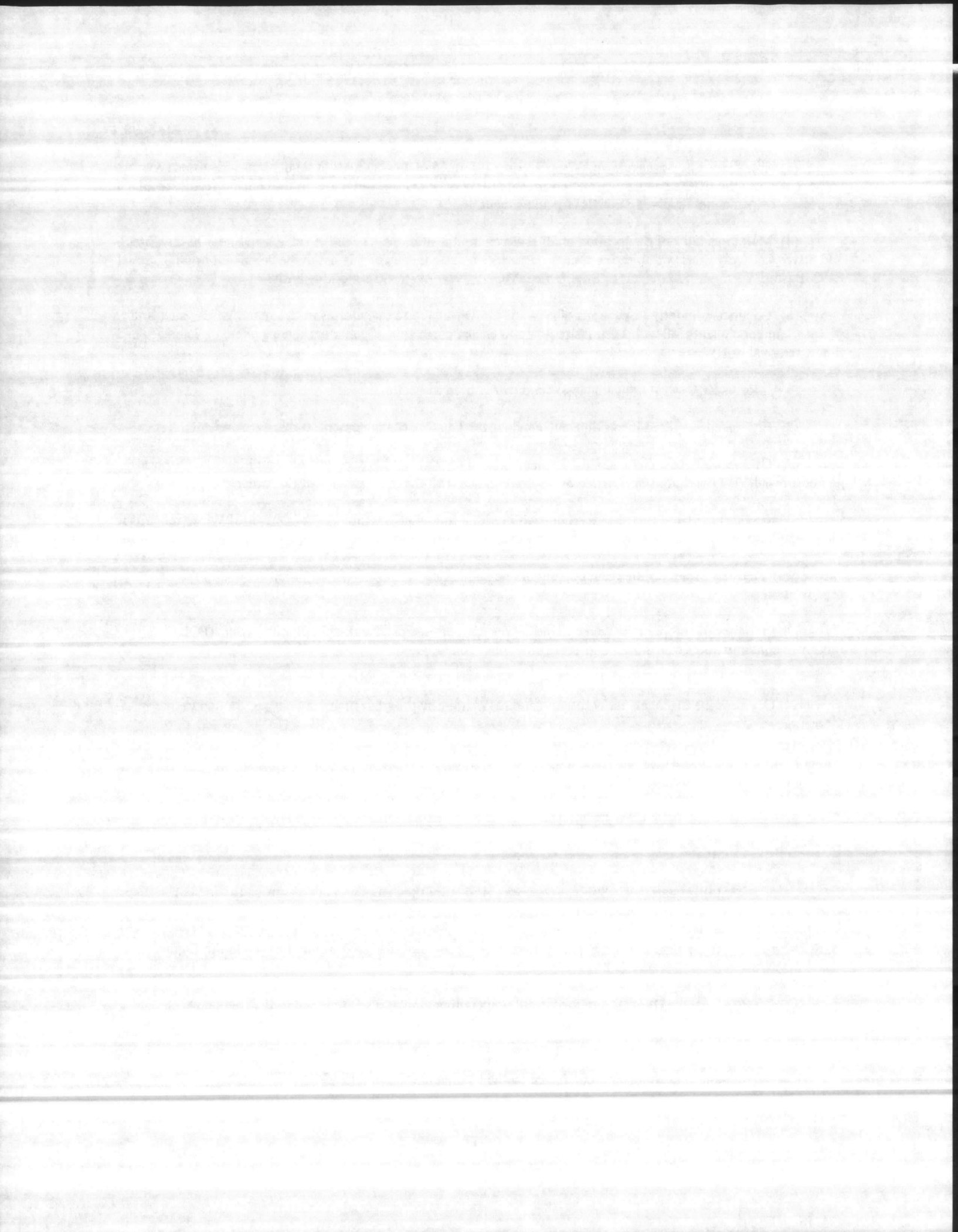
(1) Ensures that HW training records for HW personnel transferring to another installation or being released from active duty are transferred to the appropriate official for retention per RCRA regulations:

(a) Aboard MCAS, New River, the HW training records will be forwarded to the SEA, Office, MCAS, New River.

(b) Tenants of MCB, Camp Lejeune, will forward the HW training records to the cognizant command ECC.

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

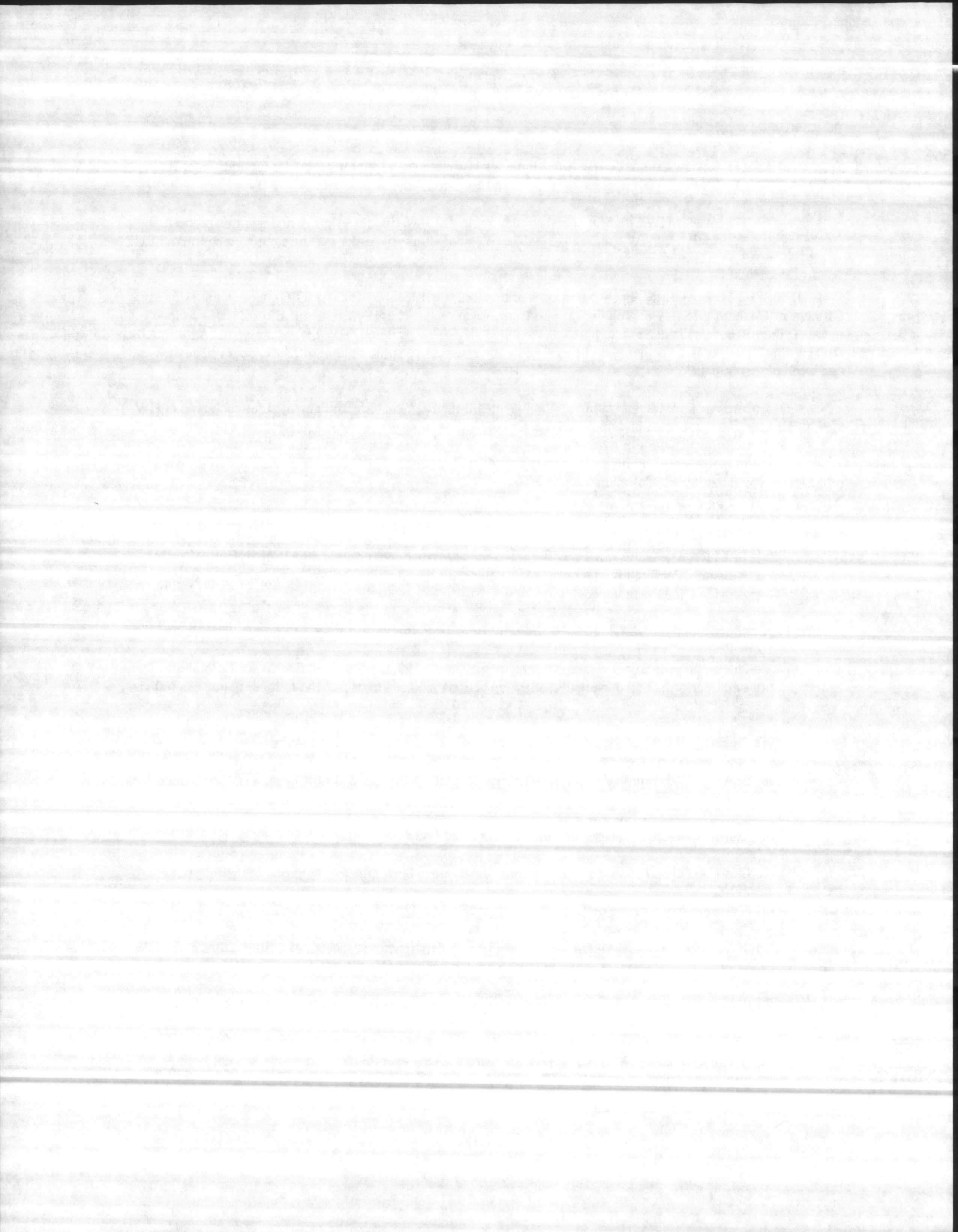
(b) Participates in and ensures HW Site Managers and HW Handlers participate in regular HW training sessions and workshops conducted by the command ECC and EMD.



- (1) Reviews annually HW Site Managers HW duties, and submits requests for additional HW training via the cognizant command ECC to EMD.
- (2) Assists HW Site Managers' annual review of HW Handlers duties, and submits requests for additional HW training per guidance contained in this order via the cognizant command ECC to EMD.

p. HW SITE MANAGERS. For the purposes of this Order, Officers-in-Charge (OIC), Noncommissioned Officers-in-Charge (NCOIC), and civilian supervisors of work sites where HW, Universal Waste, or precious metals (Silver Recovery) is generated, handled, or stored shall be considered "HW Site Managers". Additionally, the HW Site Manager must be assigned in writing by their respective commanding officer or supervisor within one week of assignment.

- (1) Ensures Installation and command management requirements are implemented for each type of HW, UW, or HM routinely collected and managed for disposal.
- (2) Ensures that only authorized, properly trained and supervised HW personnel are allowed to handle HW or perform associated inspections and record keeping:
  - (a) Schedules initial HW training for each newly assigned assistant HW Site Manager or HW Handler.
  - (b) Provides, or ensures other qualified, trained HW personnel provide direct supervision of each assistant HW Site Manager or HW Handler until adequate initial HW management training is provided and documented.
- (3) Conducts annual reviews of HW training records for unit HW personnel.
- (4) Conducts and properly documents weekly inspections of 90-day Sites and SAA's per Federal and State HW regulations and performs and documents follow-up actions required to ensure the following are accomplished:
  - (a) Ensures all containers are clearly marked with appropriate marking requirements.
  - (b) Ensures HW containers comply with requirements of this order. In the event a HW container does not meet the noted requirements corrective action will be taken.
  - (c) Ensures all leaks, releases or spills are managed according to this order.
- (5) Notifies immediate superior and ECO immediately upon becoming aware of one of the following:
  - (a) The generation or the proposed generation of a new type of HW or Universal Waste.
  - (b) Existing or potential violations of this Order or deficiencies suspected of posing a threat of a HW spill, fire, explosion, or other danger to human health and safety or to property.
  - (c) Visits or proposed visits to the work place by a representative(s) of Federal or State environmental agency.
  - (d) The presence of HW in the 90 Day Site with an ASD over 75 days old which has not been processed for removal.



(6) Ensures the day-to-day collection and storage of HW and excess HM awaiting disposal. Initiates action to dispose of accumulated HW or excess HM.

(7) Provides instructions and supervision required to ensure all HW and HM disposal activities shall be carried out in compliance with this order.

(8) Ensures that all HW and special wastes are managed in a manner which prevents contamination by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health, or the environment.

(9) Checks HW generation sites and HW storage containers weekly for deficiencies and perform follow-up when required to ensure that problems are corrected.

(10) Ensures containers of HW are confined to authorized and approved SAA's and 90-day accumulation areas.

(11) Ensures mandatory weekly inspections are completed and that inspection follow up action is taken and documented.

(12) Initiates disposal of HW/HM in accordance with guidelines provided in this order.

(a) HW/HM/UW Disposal Worksheet will be properly prepared and submitted to the cognizant ECO within five working days after a container of HW/HM becomes full.

(b) HW/HM/UW Disposal Worksheet will be delivered to the command ECO.

(c) Provides personnel, equipment, and supplies required to repackage the contents of unserviceable containers of HW/HM/UW.

q. HW HANDLERS. All personnel handling HW for the purposes of storage, transportation, or treatment, not assigned as a HW Site Manager, ECO, or ECC. Additionally, all Handlers must be assigned in writing by their organizational commanding officer or supervisor with-in one week of assignment. Duties of the HW Handler include:

(1) Properly preparing HW for containerization, storage, and transportation.

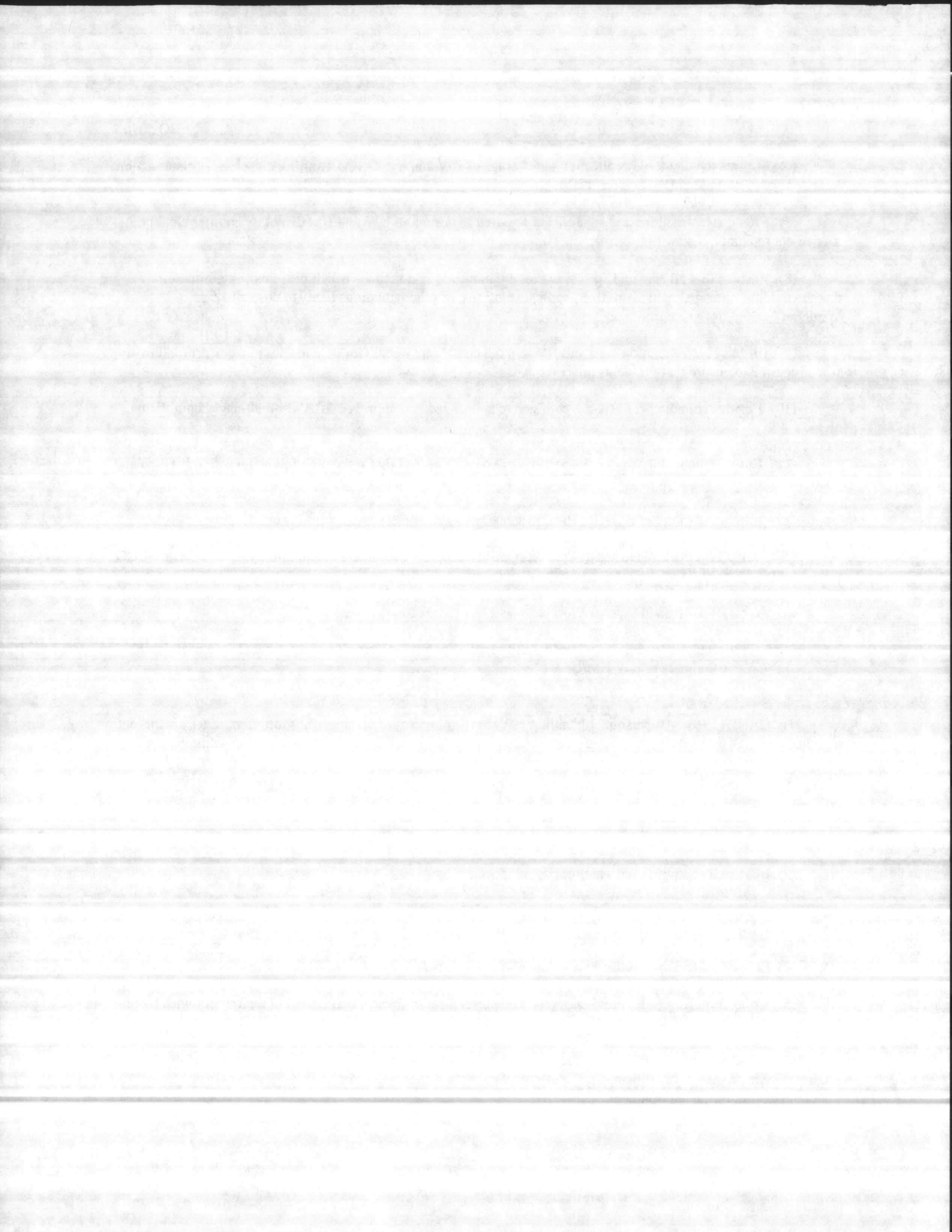
(2) Marks all containers with appropriate markings.

(3) Transfers or overpack contents of unserviceable HW containers to serviceable DOT or approved mil-spec containers.

(4) Reports all leaks or spills in accordance with this order.

(5) Collects and stores HW and excess HM awaiting disposal in accordance with direction provided by Site Manager.

(6) Handles, stores, or other wise prevents HW and special wastes from becoming contaminated by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health, or the environment.



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(7) Inspects HW generation sites and HW storage containers weekly for deficiencies and reports all discrepancies to the HW Site Manager.

(8) Informs HW Site Manager or ECO if unable to conduct mandatory weekly inspection.

(9) Stores containers of HW in authorized and approved SAA's and 90-day accumulation areas.

(10) Informs HW Site Manager when a container of HW becomes full and requires disposal.

r. COMMANDING OFFICER, MCAS, NEW RIVER

(1) Consistent with existing logistics support agreements and the requirements of other pertinent directives, will oversee the promulgation and implementation of directives and programs necessary to ensure the management of HW aboard MCAS, New River.

(2) Maintains current notifications to and authorizations from the U.S. EPA and State for generation of HW subject to regulations promulgated under the Resource Conservation and Recovery Act and 15A NCAC 13A.

(3) Assists, as required, in implementing area-wide Facility Response Plan, SPCC Plan, and HW Contingency Plan to include furnishing manpower requested by the cognizant On-Scene Coordinator for spill response and related clean-up at MCAS, New River.

(a) Provides an On-Scene Coordinator and clean-up crew for spills.

(b) Conducts investigations of spills and submits appropriate reports.

(4) Oversees the operation of the grounds safety function and ensures safety support is provided relative to implementation of the MCAS, New River, HW and HM disposal program and related emergency response.

(5) Ensures commanding officers and heads of organizations aboard MCAS, New River, implement HW management programs to include appointment of primary and assistant environmental personnel with the authority and resources to carry out the requisite duties.

(6) Appoints a Station environmental compliance manager with authority to represent both the Station and Station tenant commands on matters related to environmental management and natural resource protection with the following HW management responsibilities:

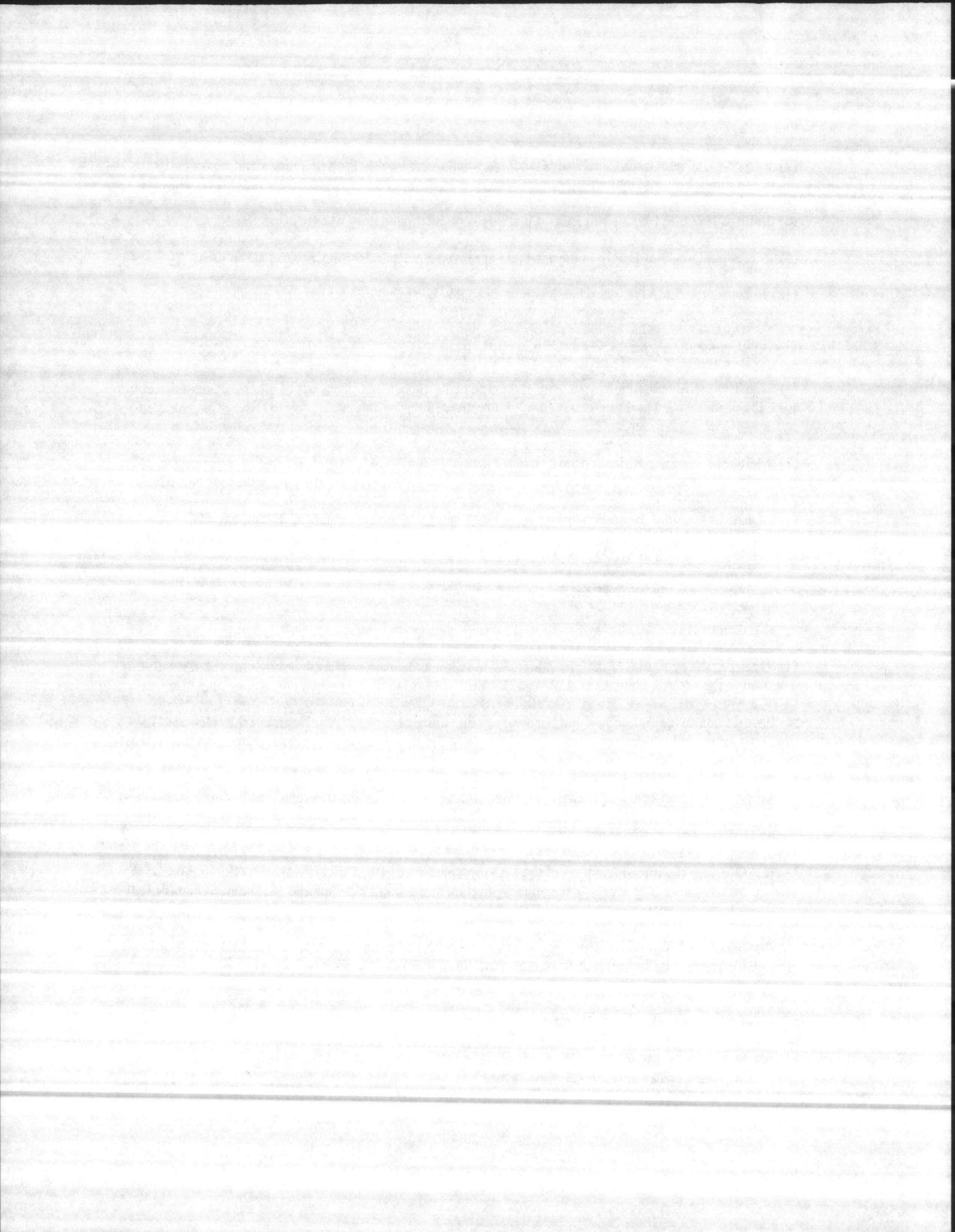
(a) Oversees the implementation of the MCAS, New River, HW, Universal Waste, HM, and precious metals (Silver Recovery) Management program and monitors compliance with requirements of all relevant regulations.

(b) Serves as MCAS, New River, point of contact with Federal and State agencies, and other Marine Corps installations on routine matters pertaining to HW management.

(c) Budgets for HW disposal costs.

(d) Serves as the MCAS, New River, ECC and carries out those duties for all commands and organizations aboard MCAS, New River.





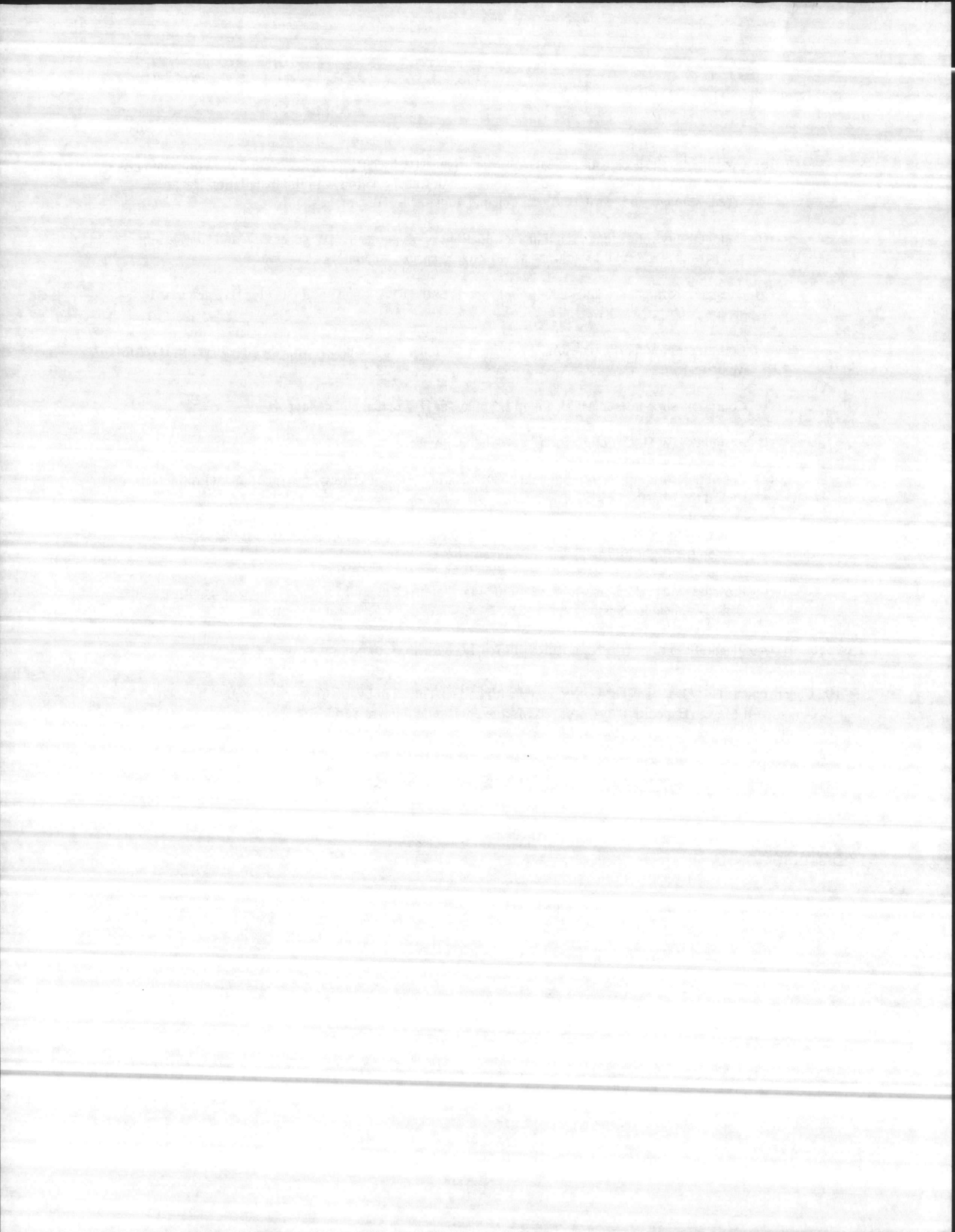
- (e) Coordinates the acceptance of MCAS, New River, HW by DRMO-Lejeune or other appropriate HW management authority, to include coordination of transportation with the Installation Hazardous Waste Manager to the MCB, Camp Lejeune, long-term HW storage facility.
- (f) Conducts environmental compliance evaluations of all points of HW generation and storage area and performs informal spotchecks as required to ensure regulatory compliance.
- (g) Oversees maintenance and submittal of reports to the EPA, State , and DoD for HW generated aboard MCAS, New River.
- (h) Coordinates and participates in HW training for tenants and units at MCAS, New River in HW/HM Management.
- (i) Coordinates requests to MCB, Camp Lejeune, for HW management support.
- (j) Promotes HW/HM minimization, recycling and reuse,
- (k) Coordinates initiatives to promote management of household HM within quarters and residences aboard the MCAS, New River.
- (l) Provides Crash Fire and Rescue personnel to serve as On-Scene Coordinator for OHS spill response on the flight line areas at MCAS, New River.
- (m) Provides safety specialists to serve on the Installation OHS spill response team consistent with this Order, applicable logistics support agreements, and other pertinent regulations.

9. Reserve Applicability. This order is applicable to the Marine Corps and Naval Reserve.

10. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; 2d Force Service Support Group; and the Commanding Officer, Marine Corps Air Station, New River.

R. L. SMITH

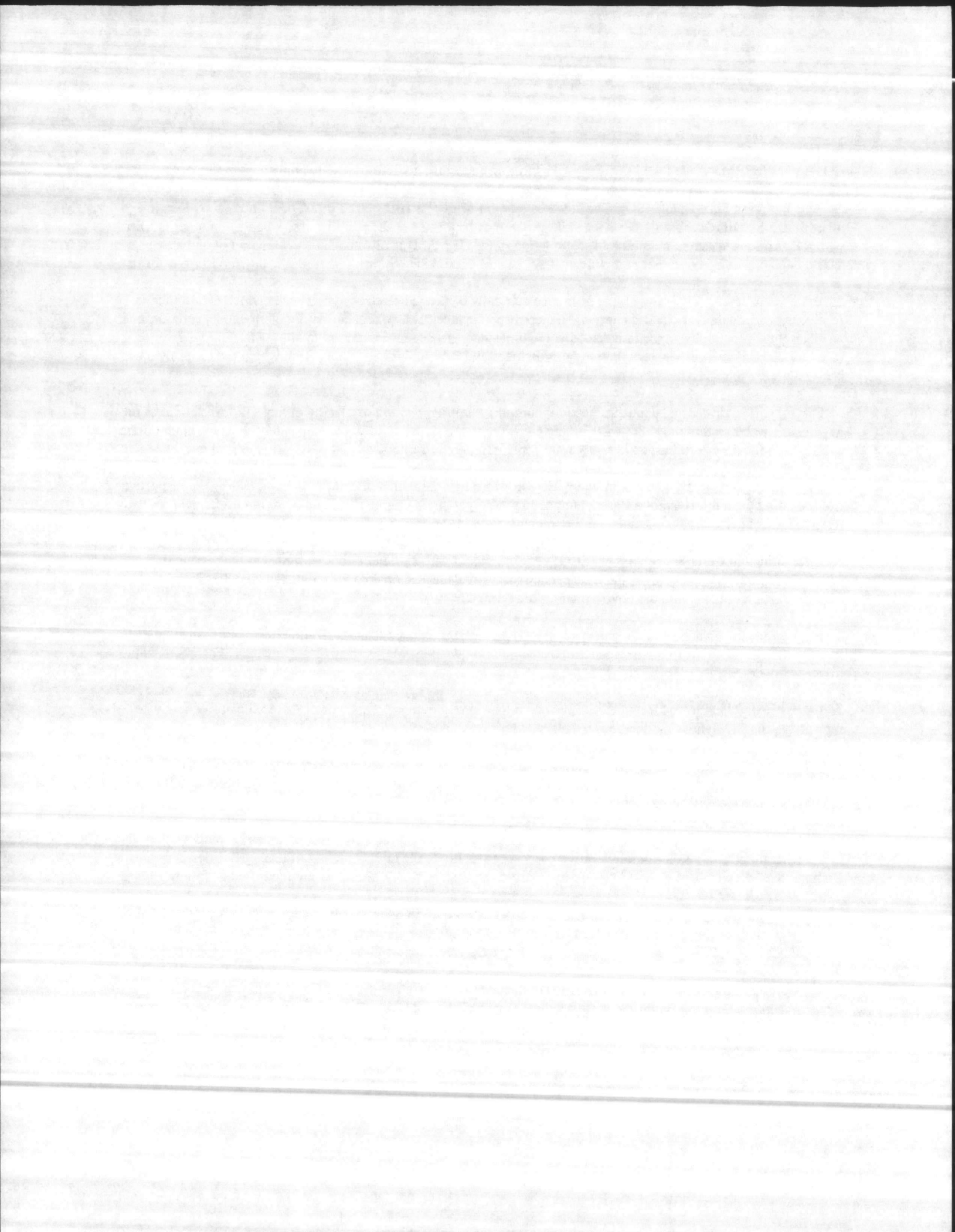
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**COMMON TERMS AND DEFINITIONS.** The following terms and definitions are applicable to this order:

1. **Accumulation Start Date (ASD).** The date any amount of HW is first placed into a container at any location other than a Satellite Accumulation Area. The ASD must be affixed at the point in time when a container is filled with a Hazardous Waste in a Satellite Accumulation Area. The ASD is also the date any amount of Universal Waste is placed into a container at a Universal Waste site. The ASD will be marked in the day/month/year format.
2. **Battery.** A device consisting of one or more electrically connected electrochemical cells which is designed to receive, store, and deliver electric energy. An electrochemical cell is a system consisting of an anode, cathode, and an electrolyte, plus such connections (electrical and mechanical) as may be needed to allow the cell to deliver or receive electrical energy. The term battery also includes an intact, unbroken battery from which the electrolyte has been removed.
3. **Disposal.** The discharge, deposit, injection, dumping, spilling, leaking or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any water, including groundwaters.
4. **Environmental Compliance Coordinator (ECC).** An individual with sufficient rank, assigned by the respective Commanding General, Head of a Base tenant command/organization, or by the Commanding Officer, MCAS, New River responsible for the management and implementation of the command environmental program.
5. **Environmental Compliance Officer (ECO).** An individual with sufficient rank, assigned at the regimental, battalion, separate company level and base agency (or equivalent) responsible for the management and implementation of the command environmental program.
6. **Environmental Management Department (EMD) Authorization.** A site authorization document issued by EMD identifying specific areas to include: Satellite Accumulation Area (SAA), 90 Day Site, Universal Waste Site, and Silver Recovery Site.
7. **Excess HM.** Unused HM for which its custodian has no requirement. This type of material can frequently be returned to the supplying organization, redistributed, or recycled.
8. **Generator.** Generator means any person, whose act or process produces hazardous waste or universal waste identified or listed in 40 CFR parts 261 and 273, or whose act first causes a hazardous waste to become subject to regulation. The Commanding General, MCB, Camp Lejeune and the Commanding Officer, MCAS, New River are registered with the EPA as the generators of HW produced aboard their respective installations. For purposes of implementation of this Order aboard MCB, Camp Lejeune and MCAS, New River complex (hereafter referred to as the Installation), and for administrative purposes to facilitate the understanding of responsibilities of Commanders, Department Heads, Officers-in-Charge, and Supervisors, Generators are identified as follows:
  - a. Commanding Officers of Marine Air-Ground Task Forces, regiments, battalions, separate companies, or comparable organizations within Headquarters Marine Corps Forces, Atlantic, II Marine Expeditionary Force, FMF; 2d Marine Division, FMF; 2d Force Service Support Group, FMF
  - b. Commanding Officers of the Naval Hospital, Naval Dental Center, Marine Corps Engineer School, Weapons Training Battalion, Field Medical Service School, Marine Corps Service Support Schools, Reserve Support Unit, School of Infantry, MCB, Camp Lejeune Headquarters and Support Battalion, MCB, and any subordinate organization require an ECO.

ENCLOSURE (1)



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- c. Heads of the following MCB Camp Lejeune organizations: Facilities Department, Base Maintenance Division; Logistics Department; Morale, Welfare and Recreation Department; Training, Education and Operations Department; Manpower Department; Environmental Management Department; Management Support Department; and any subordinate organization requiring an ECO.
- d. Group and Squadron Commanding Officers at MCAS, New River.
- e. The Resident Officer in Charge of Construction, Jacksonville, Officer in Charge of Facilities Support Contracts, Jacksonville, and other installation contracting officers are considered the HW generator for any waste generated by contractors operating under their cognizance.
- f. Commanders or chief supervisors of any organization aboard the Installation, not otherwise listed, who generate, handle, or store HW.

9. Hazardous Material (HM). A chemical compound or combination of compounds posing or capable of posing a significant risk to public health, safety, or the environment due to its quantity, concentration, or physical/chemical, and/or infectious properties, and/or characteristics.

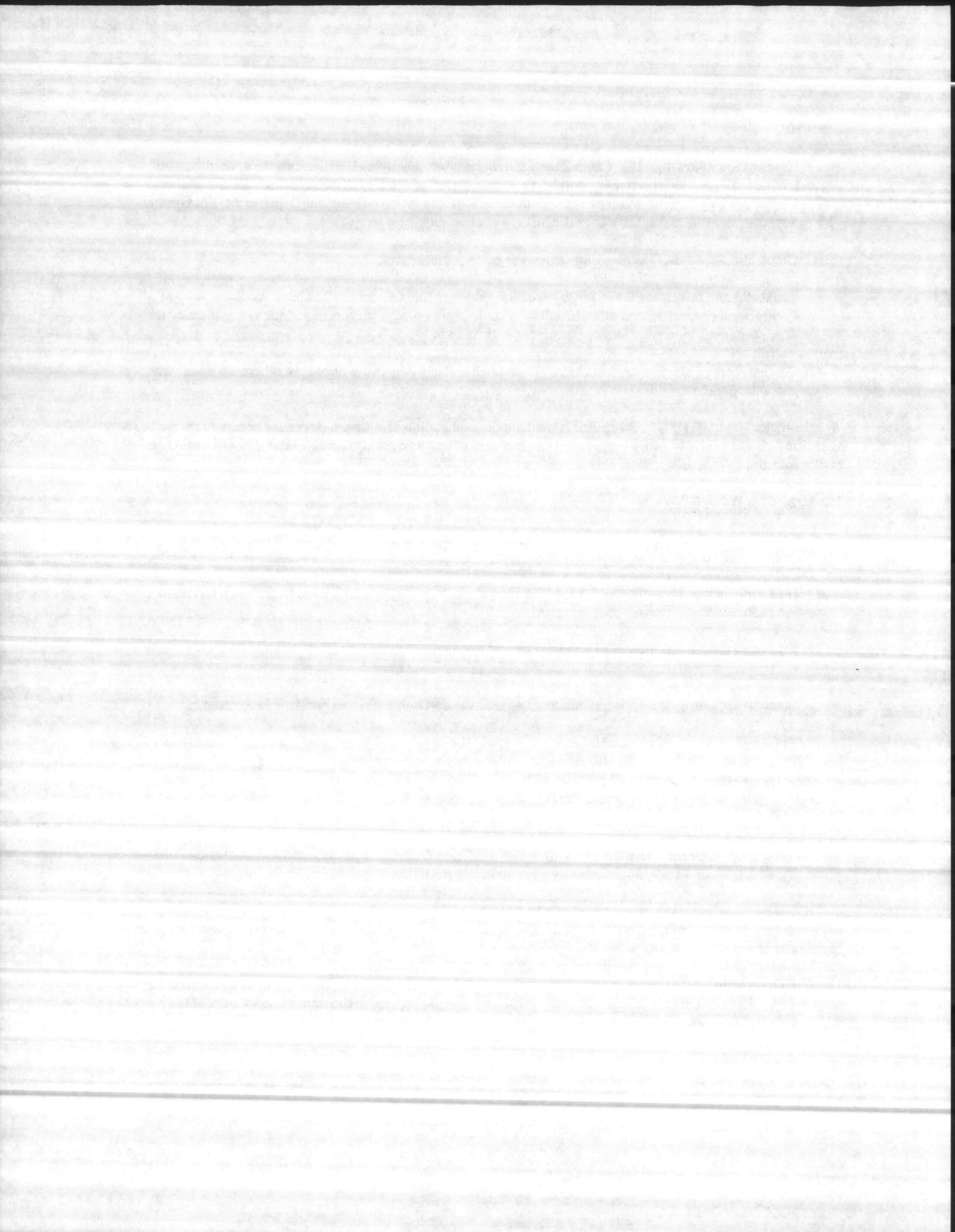
10. Hazardous Waste (HW)

- a. A solid waste, or combination of solid wastes, which because of quantity, concentration, or physical, chemical, or infectious characteristics may:
  - (1) Cause, or significantly contribute to, an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness, or
  - (2) Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.
- b. The two methods used by Federal and State agencies to determine if a solid waste is hazardous are:
  - (1) Listed HW. A discarded HM no longer usable for its intended purpose and which is named on one of the three HW lists in the HW regulations of the Environmental Protection Agency (EPA) and/or the State Hazardous Waste regulations. The three HW lists are: non-specific source wastes (F), specific source wastes (K), and commercial chemical products (P & U).
  - (2) Characteristic HW. A discarded HM no longer usable for its intended purpose and which exceeds one or more EPA standards for the characteristics of ignitability, corrosivity, reactivity, or toxicity and which is not otherwise excluded by EPA and State regulations.

10. HW Determination. The process used to evaluate whether a material being discarded is a solid waste meeting the regulatory definition of a Resource Conservation and Recovery Act (RCRA) regulated HW. The decision is based on user knowledge and/or scientifically controlled testing of the material to be discarded.

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

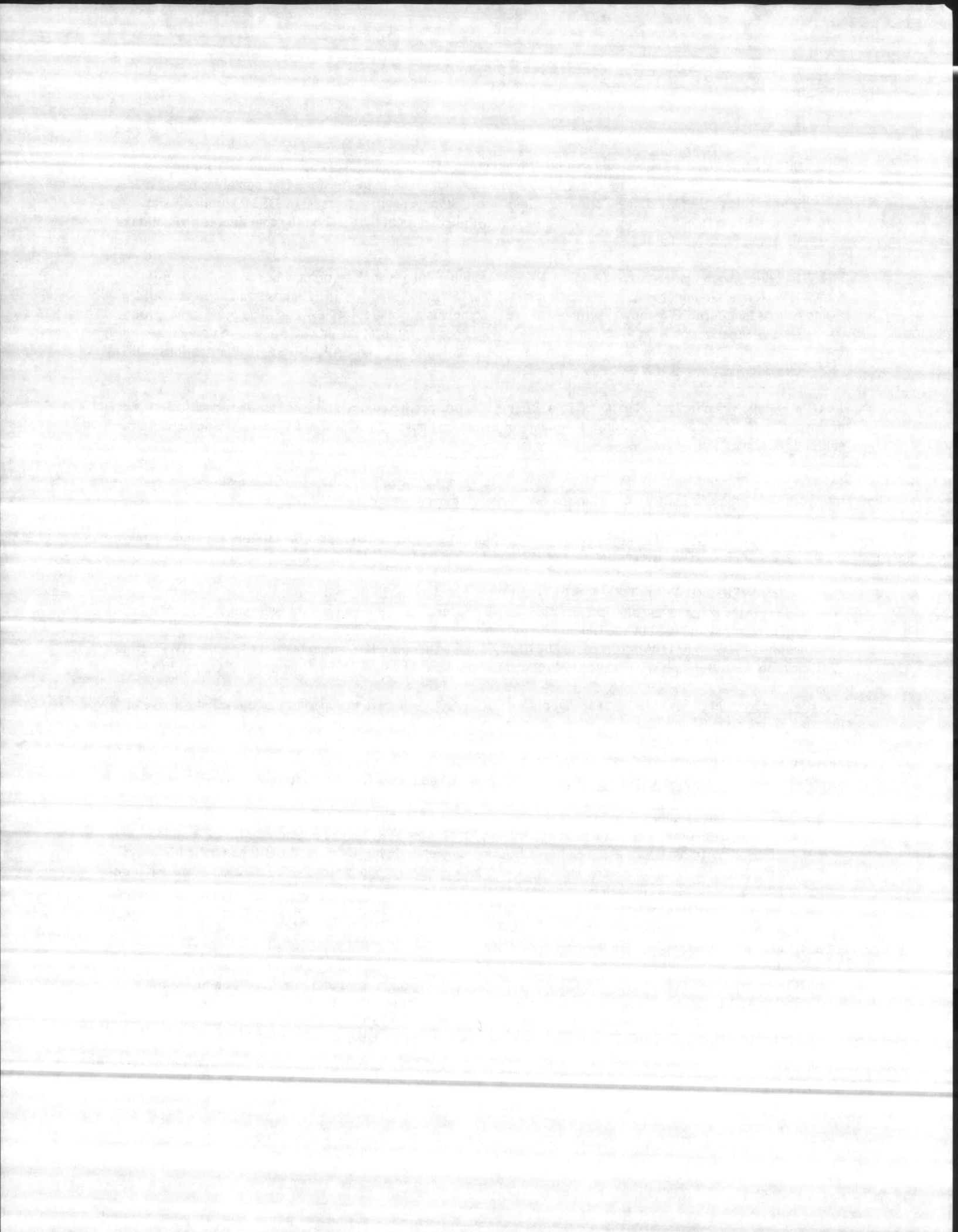
ENCLOSURE (1)



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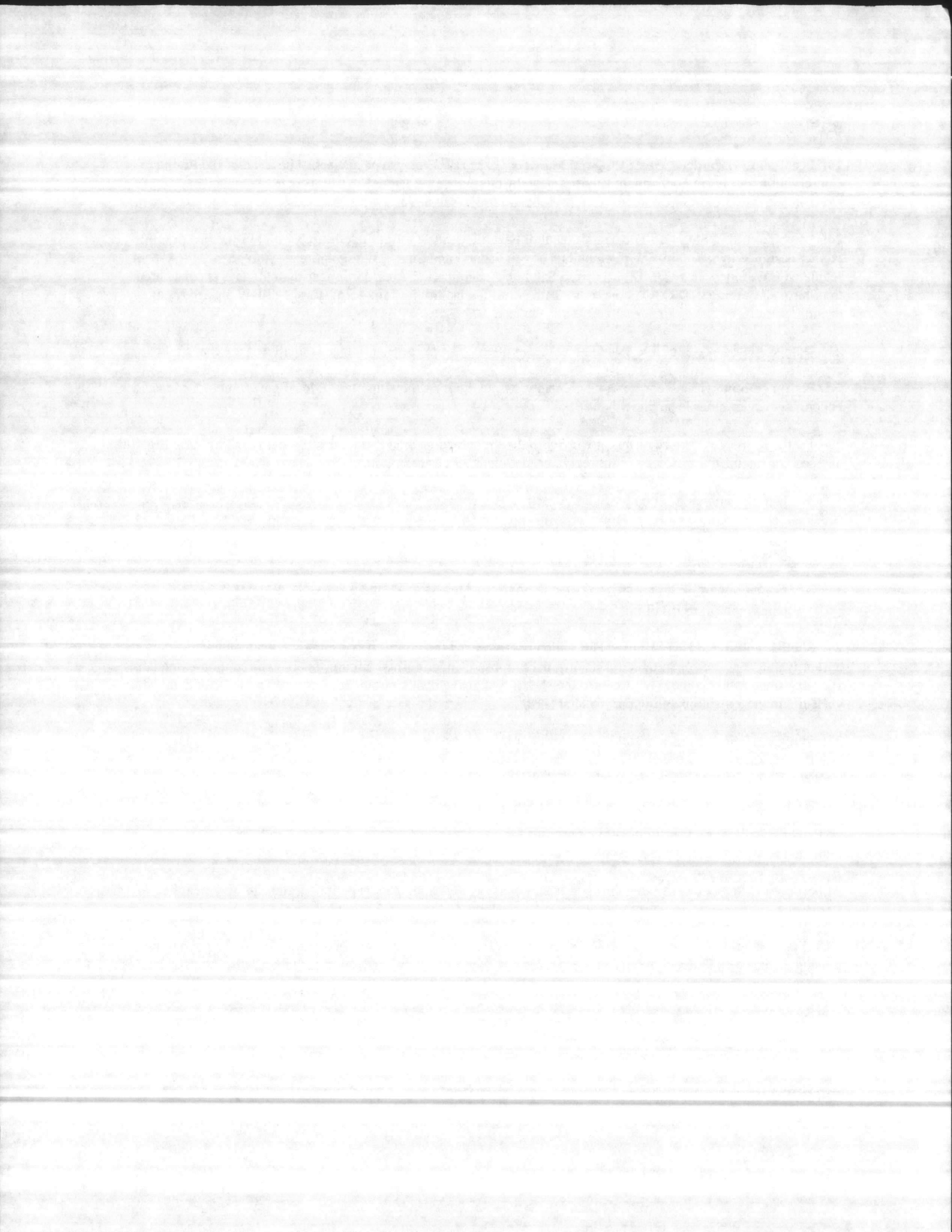




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19. Installation Hazardous Waste Program Manager (Base HW Program Manager). The Head of the Resource Conservation and Recovery Branch, Environmental Compliance Division, Environmental Management Department, MCB Camp Lejeune or his/her authorized representative.
20. Long-Term HW Storage. The containment of hazardous waste for an indefinite period of time in a permitted facility designed to maintain HW in compliance with Federal and State HW regulations. Storage of RCRA regulated HW, unless in an EMD authorized Satellite Accumulation Area, for longer than 90 days is considered long-term HW storage. DRMO is the only State permitted facility for long-term storage of HW aboard MCB, Camp Lejeune.
21. Outage. The amount of free space left in a container. The purpose of outage is to allow for expansion.
22. Person. An individual, corporation, company, association, partnership, unit of local government, state agency, Federal agency or other legal entity.
23. Pesticide. Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or desiccant, other than any article that:
- a. Is a new animal drug under FFDCA section 201(w), or
  - b. Is an animal drug that has been determined by regulation of the Secretary of Health and Human Services not to be a new animal drug, or
  - c. Is an animal feed under FFDCA section 201(x) that bears or contains any substances described by paragraph (a) or (b) of this section.
24. Shelf-Life Expired HM. Unused HM which has exceeded the useful life specified by the manufacturer or other authority and is no longer suitable for its original purpose. Under normal circumstances expired, non-extendable shelf-life materials become HW. Refer to the shelf-life management section CETP course manuals for detailed shelf-life management operating parameters.
25. Sludge. Sludge means any solid, semi-solid, or liquid waste generated from a municipal, commercial, or industrial wastewater treatment plant, water supply treatment plant, or air pollution control facility exclusive of the treated effluent from a wastewater treatment plant.
26. Special Waste. A discarded used or unused HM (to include residues from the cleanup of HM spills) which is no longer suitable for one or more of the purposes for which the item was manufactured and which is not a regulated HW.
27. Storage. Storage means the holding of hazardous waste for a temporary period, at the end of which the hazardous waste is treated, disposed of, or stored elsewhere.
28. Thermostat. A temperature control device that contains metallic mercury in an ampule attached to a bimetal sensing element, and 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).
29. Treatment. Treatment includes any activity or process designed to change the physical form or chemical composition of hazardous waste so as to render it less hazardous or nonhazardous.

ENCLOSURE (1)



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

31. Universal Waste. Any of the following hazardous wastes that are subject to the universal waste requirements of 40 CFR part 273:

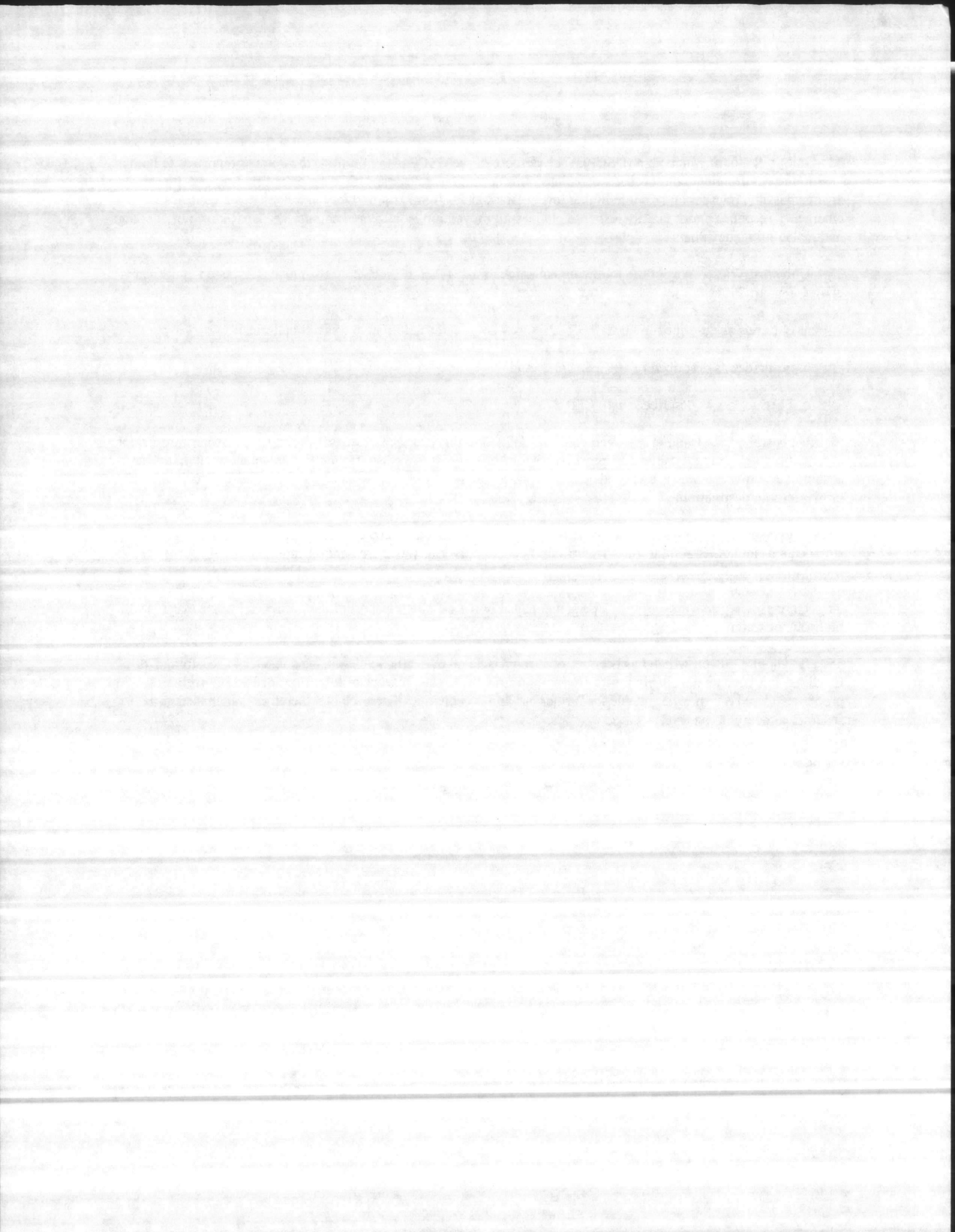
- a. Batteries as described in 40 CFR 273.2; (does not include automotive wet cell batteries)
- b. Pesticides as described in 40 CFR 273.3; and
- c. Thermostats as described in 40 CFR 273.4.

32. Universal Waste Handler. A generator, as defined in this order, of universal waste; or the owner or operator of a facility, including all contiguous property, that receives universal waste from other universal waste handlers, accumulates universal waste, and sends universal waste to another universal waste handler, to a destination facility, or to a foreign destination.

33. Universal Waste Transfer Facility. Any transportation-related facility including loading docks, parking areas, storage areas and other similar areas where shipments of universal waste are held during the normal course of transportation for ten days or less.

34. Universal Waste Transporter. A person engaged in the off-site transportation of universal waste by air, rail, highway, or water.

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



**RECORD OF TRAINING**

**EMPLOYEE NAME/UNIT:**

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**JOB TITLE/DESCRIPTION:**

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**DATE ASSIGNED:**

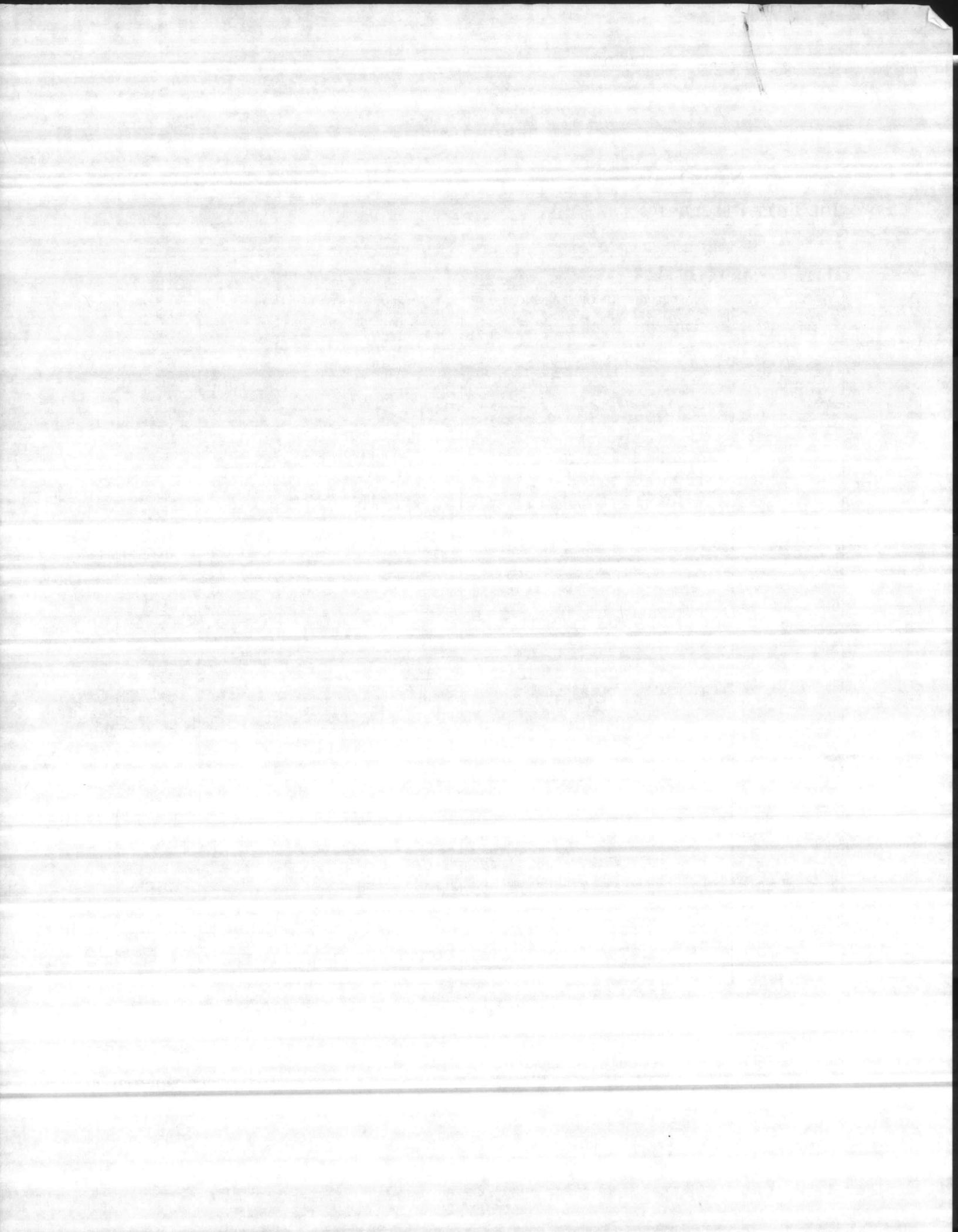
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**DATE RECORD CLOSED:**

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DATE	DESCRIPTION OF TRAINING	NAME OR COMPANY OF TRAINER	Training Hours

ENCLOSURE (2)



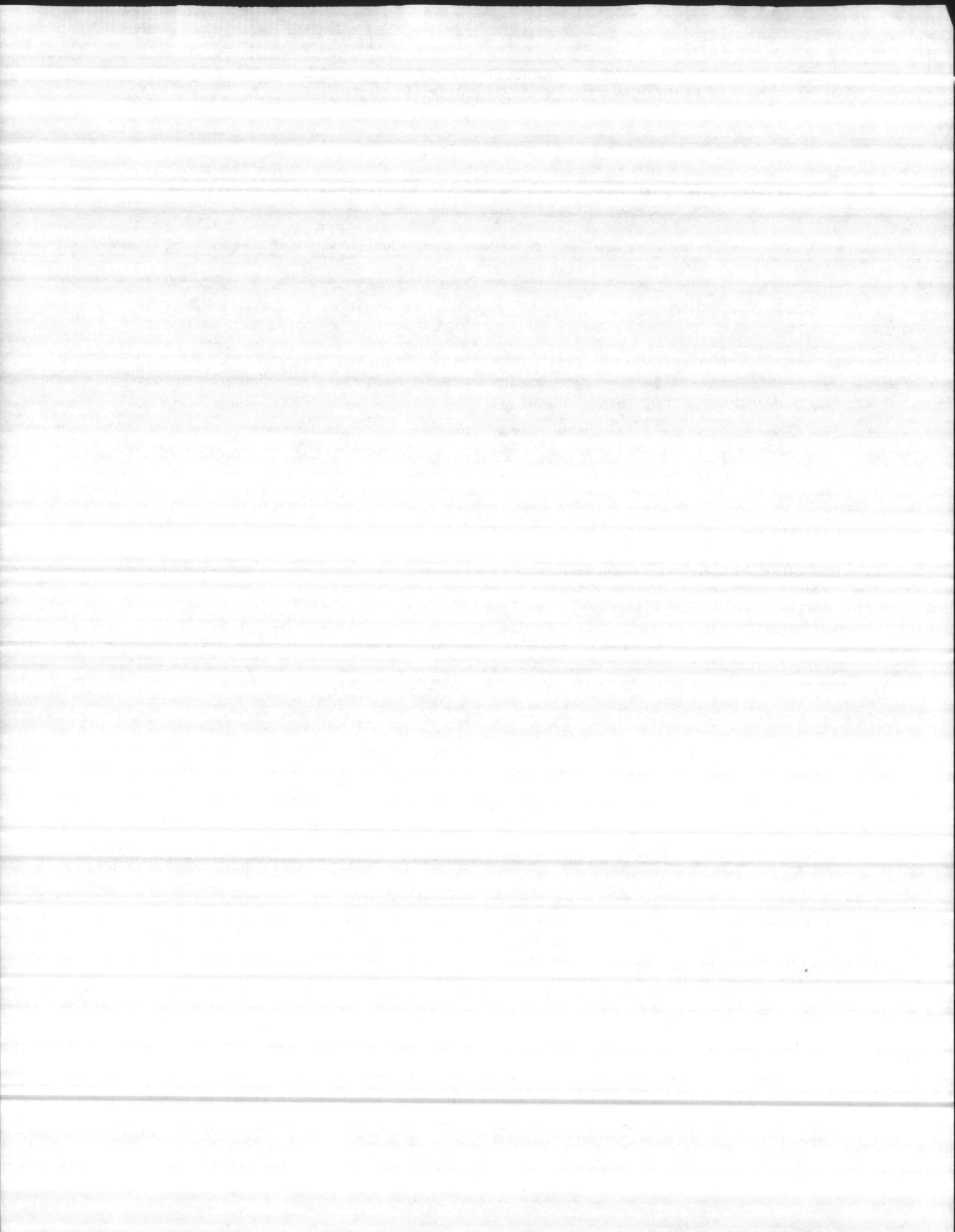
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**CHAPTER 10**

**HAZARDOUS WASTE AND HAZARDOUS MATERIAL MANAGEMENT**

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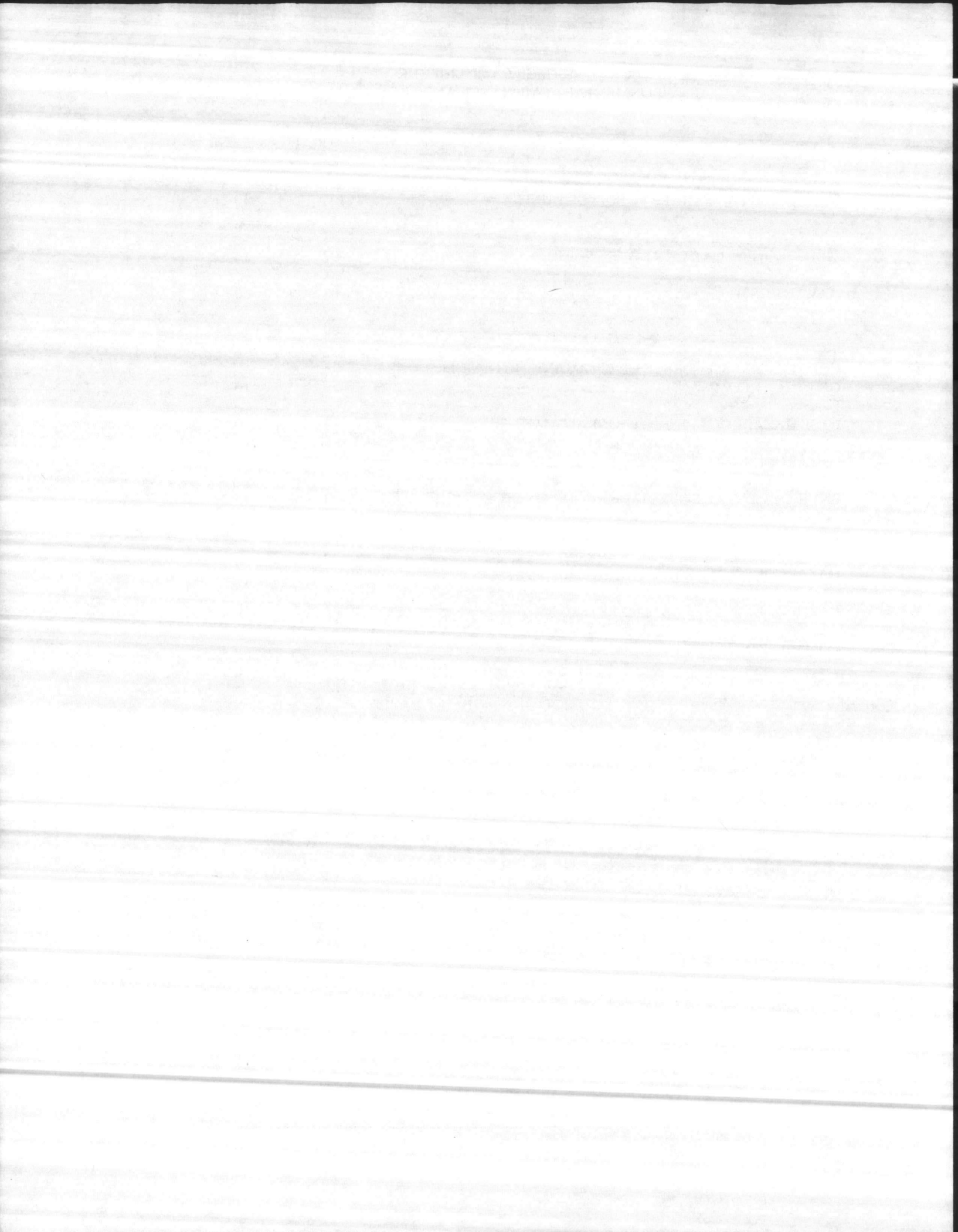


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CHAPTER 10

HAZARDOUS WASTE AND HAZARDOUS MATERIALS MANAGEMENT

SECTION 1: DEFINITIONS

10100. TERMS AND DEFINITIONS. The following terms and definitions are applicable to Chapter 10:

1. Accumulation Start Date (ASD). The date any amount of HW is first placed into a container at any location other than a Satellite Accumulation Area. The ASD must be affixed at the point in time when a container is filled with a Hazardous Waste in a Satellite Accumulation Area. The ASD is also the date any amount of Universal Waste is placed into a container at a Universal Waste site. The ASD will be marked in the day/month/year format.
2. Battery. A device consisting of one or more electrically connected electrochemical cells which is designed to receive, store, and deliver electric energy. An electrochemical cell is a system consisting of an anode, cathode, and an electrolyte, plus such connections (electrical and mechanical) as may be needed to allow the cell to deliver or receive electrical energy. The term battery also includes an intact, unbroken battery from which the electrolyte has been removed.
3. Disposal. The discharge, deposit, injection, dumping, spilling, leaking or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any water, including groundwaters.
4. Environmental Compliance Coordinator (ECC). An individual with sufficient rank, assigned by the respective Commanding General, Head of a Base tenant command/organization, or by the Commanding Officer, MCAS, New River responsible for the management and implementation of the command environmental program.
5. Environmental Compliance Officer (ECO). An individual with sufficient rank, assigned at the regimental, battalion, separate company level and base agency (or equivalent) responsible for the management and implementation of the command environmental program.
6. Environmental Management Department (EMD) Authorization. A site authorization document issued by EMD identifying specific areas to include: Satellite Accumulation Area (SAA), 90 Day Site, Universal Waste Site, and Silver Recovery Site.
7. Excess HM. Unused HM for which its custodian has no requirement. This type of material can frequently be returned to the supplying organization, redistributed, or recycled.
8. Generator. Generator means any person, whose act or process produces hazardous waste or universal waste identified or listed in 40 CFR parts 261 and 273, or whose act first causes a hazardous waste to become subject to regulation. The Commanding General, MCB, Camp Lejeune and the Commanding Officer, MCAS, New River are registered with the EPA as the generators of HW produced aboard their respective installations. For purposes of implementation of this Order aboard MCB, Camp Lejeune and MCAS, New River complex (hereafter referred to as the Installation), and for administrative purposes to facilitate the understanding of responsibilities of Commanders, Department Heads, Officers-in-Charge, and Supervisors, Generators are identified as follows:
  - a. Commanding Officers of Marine Air-Ground Task Forces, regiments, battalions, separate companies, or comparable organizations within Headquarters Marine Corps Forces, Atlantic, II Marine Expeditionary Force, FMF; 2d Marine Division, FMF; 2d Force Service Support Group, FMF and; ~~2d Surveillance, Reconnaissance, and Intelligence Group, FMF.~~



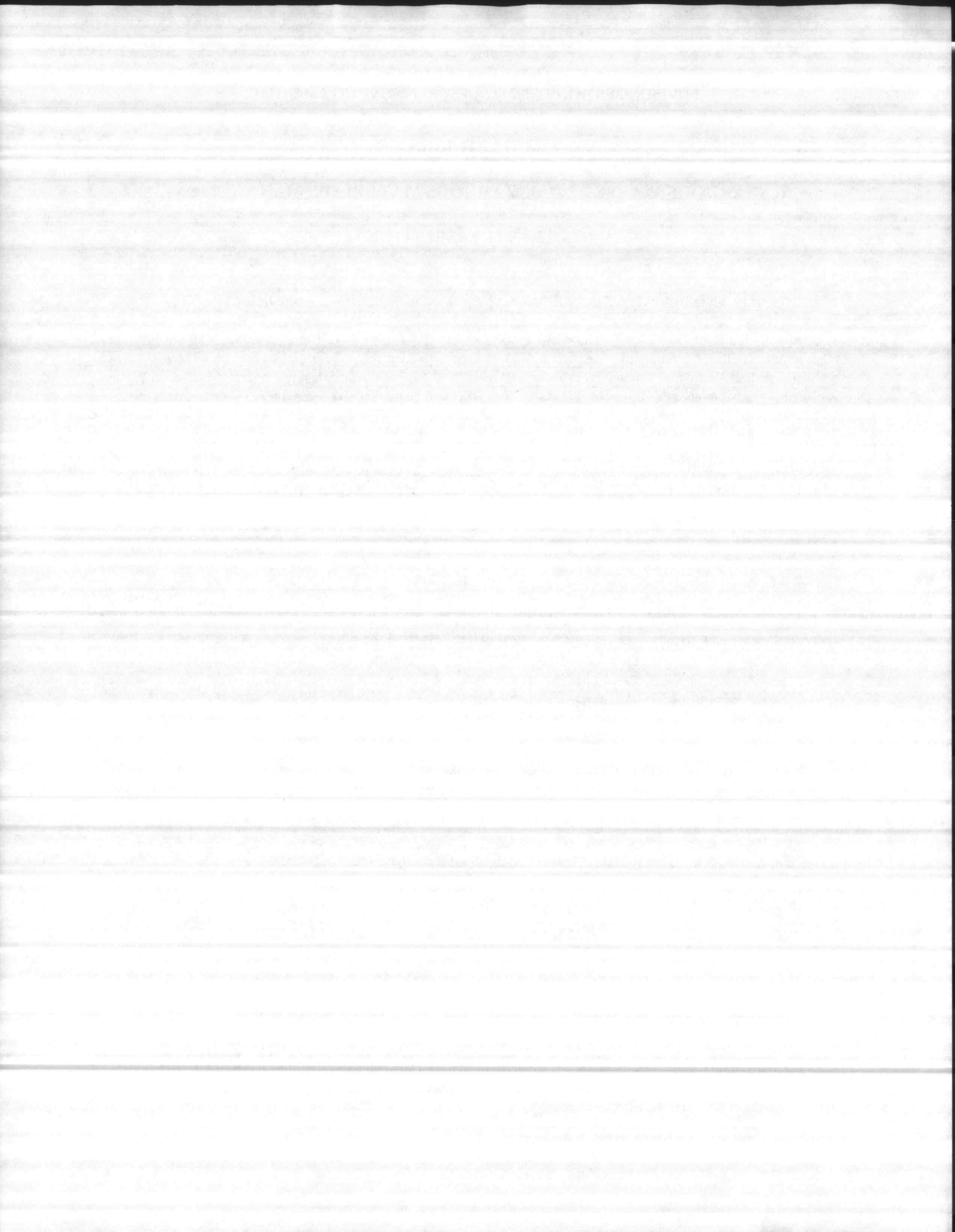
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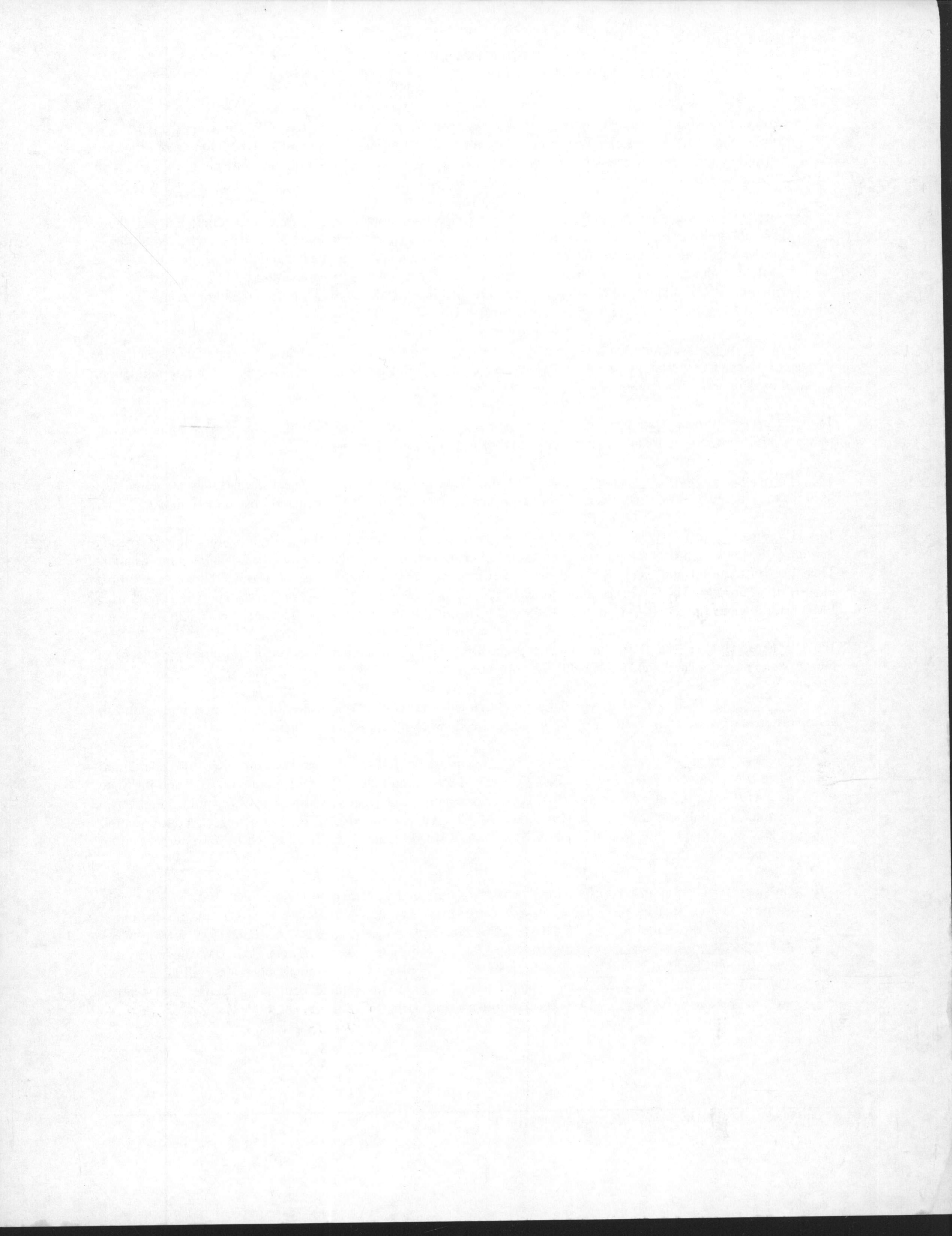
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10. HW Determination. The process used to evaluate whether a material being discarded is a solid waste meeting the regulatory definition of a Resource Conservation and Recovery Act (RCRA) regulated HW. The decision is based on user knowledge and/or scientifically controlled testing of the material to be discarded.
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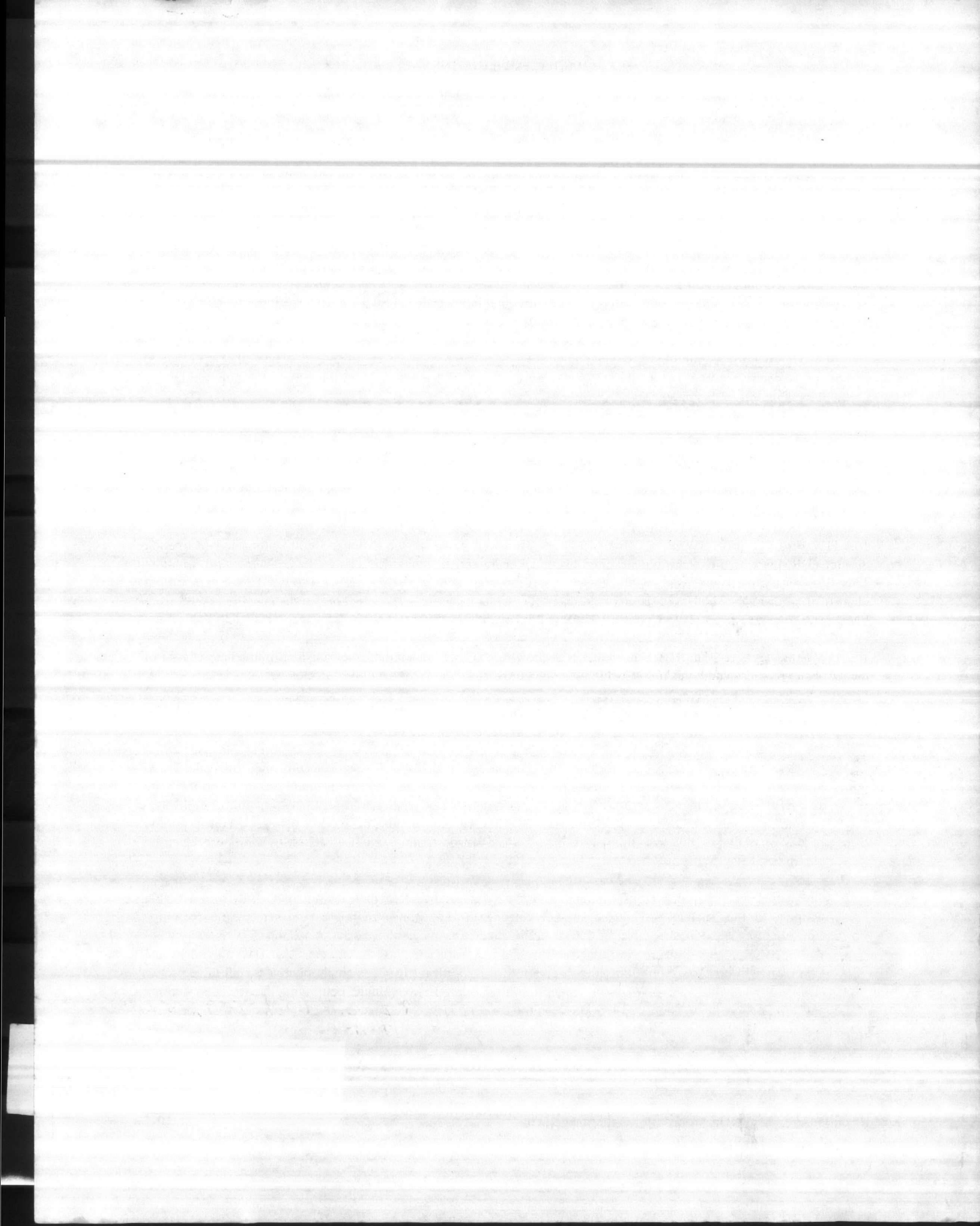


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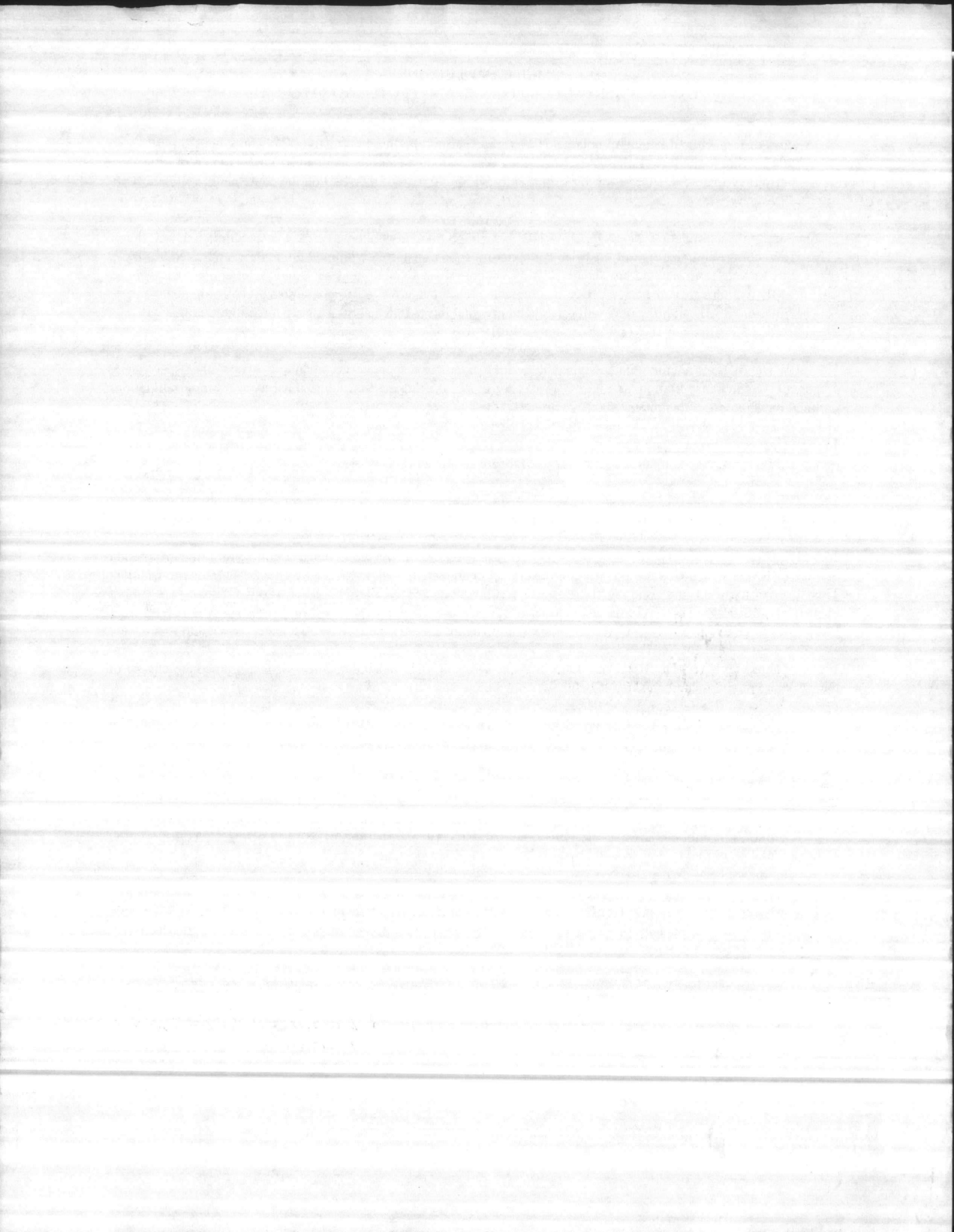
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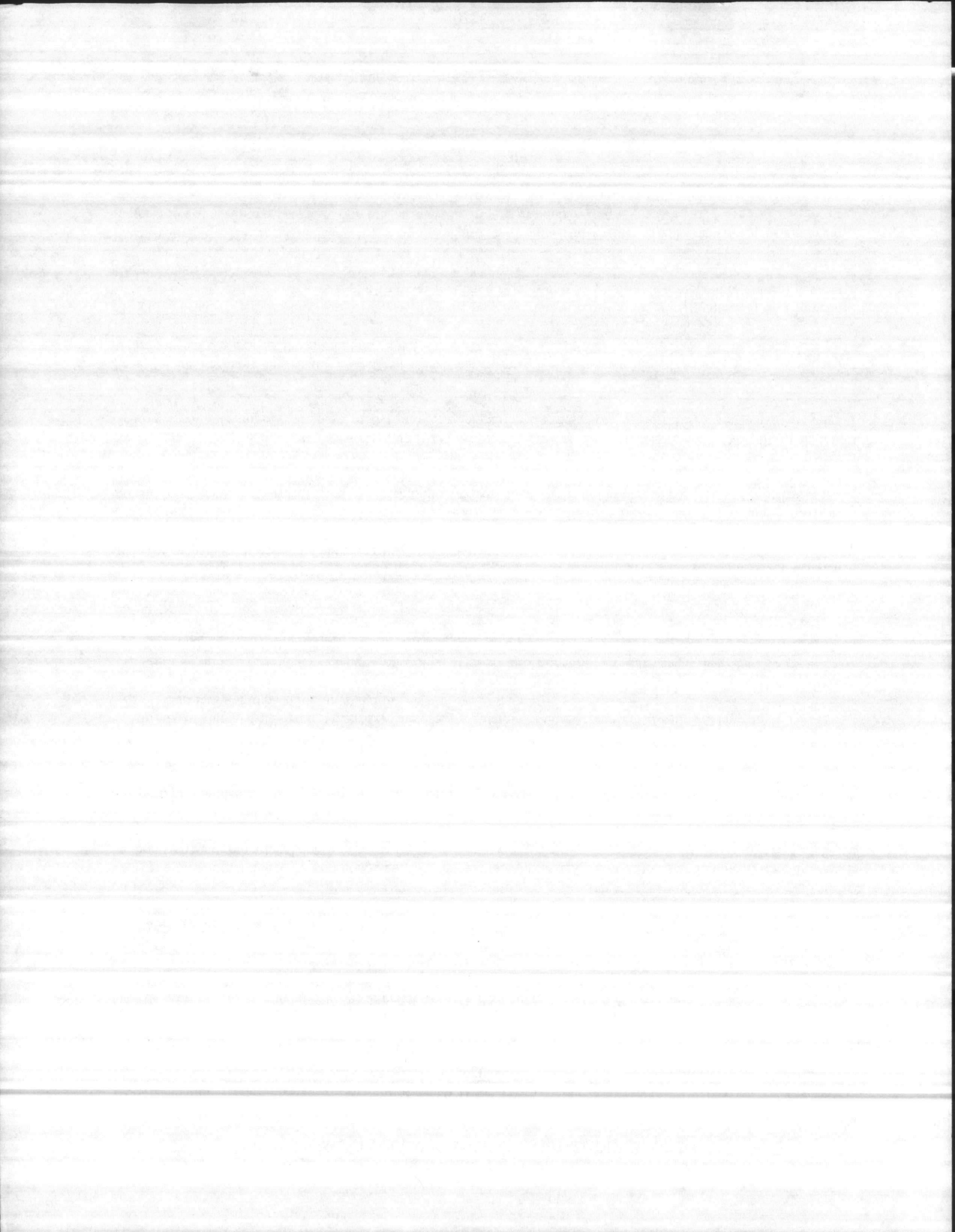
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17. HW Site Manager. The HW Site Manager is the OIC, NCOIC, or civilian supervisor in immediate charge of the work site or shop where the HW is being generated or stored.
18. HW Transportation. The differences between two categories of HW transportation must be understood to assure efficient movement of wastes in compliance with Federal and State HW regulations:
- a. Off-Base Transportation. Transportation of HW on public highways is strictly controlled by Federal and State HW regulations. The Commanding General, MCB, Camp Lejeune, is registered with EPA and the State as a HW transporter. As a result, MCB, Camp Lejeune can legally transport HW on public highways. Examples of public highways are: US-17, NC-24, NC-210, and sections of NC-172 off-base. Transportation of HW on public highways will be performed by the Transportation Section, EMD, or by a properly licensed commercial HW transporter.
  - b. On-Base Transportation. Transportation of HW on base highways, which includes NC-172 from Triangle Outpost to the Sneads Ferry Gate, is not considered HW transportation as defined in the Resource Conservation and Recovery Act (RCRA). HW generators are authorized to transport HW on highways within MCB, Camp Lejeune, provided public highways are not used or crossed. All HW moved by the generator will be carried out under the direction of the cognizant ECC. Vehicle operators will have proper HM safety, health, and HW management training; appropriate vehicle operator's license; and written authorization from the cognizant ECC prior to transporting HW. *? I WOULD DELETE THIS LAST PHRASE*



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19. Installation Hazardous Waste Program Manager (Base HW Program Manager). The Head of the Resource Conservation and Recovery Branch, Environmental Compliance Division, Environmental Management Department, MCB Camp Lejeune or his/her authorized representative.
20. Long-Term HW Storage. The containment of hazardous waste for an indefinite period of time in a permitted facility designed to maintain HW in compliance with Federal and State HW regulations. Storage of RCRA regulated HW, unless in an EMD authorized Satellite Accumulation Area, for longer than 90 days is considered long-term HW storage. DRMO is the only State permitted facility for long-term storage of HW aboard MCB, Camp Lejeune.
21. Outage. The amount of free space left in a container. The purpose of outage is to allow for expansion.
22. Person. An individual, corporation, company, association, partnership, unit of local government, state agency, Federal agency or other legal entity.
23. Pesticide. Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or desiccant, other than any article that:
- a. Is a new animal drug under FFDCA section 201(w), or
  - b. Is an animal drug that has been determined by regulation of the Secretary of Health and Human Services not to be a new animal drug, or
  - c. Is an animal feed under FFDCA section 201(x) that bears or contains any substances described by paragraph (a) or (b) of this section.
24. Shelf-Life Expired HM. Unused HM which has exceeded the useful life specified by the manufacturer or other authority and is no longer suitable for its original purpose. Under normal circumstances expired, non-extendable shelf-life materials become HW. Refer to the shelf-life management section CETP course manuals for detailed shelf-life management operating parameters.
25. Sludge. Sludge means any solid, semi-solid, or liquid waste generated from a municipal, commercial, or industrial wastewater treatment plant, water supply treatment plant, or air pollution control facility exclusive of the treated effluent from a wastewater treatment plant.
26. Special Waste. A discarded used or unused HM (to include residues from the cleanup of HM spills) which is no longer suitable for one or more of the purposes for which the item was manufactured and which is not a regulated HW.
27. Storage. Storage means the holding of hazardous waste for a temporary period, at the end of which the hazardous waste is treated, disposed of, or stored elsewhere.
28. Thermostat. A temperature control device that contains metallic mercury in an ampule attached to a bimetal sensing element, and 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).
29. Treatment. Treatment includes any activity or process designed to change the physical form or chemical composition of hazardous waste so as to render it less hazardous or nonhazardous.





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30. Unit Spill Contingency Plan (USCP). The purpose of the USCP is to minimize the potential hazards to human health, the environment, and property associated with hazardous releases. USCP's are the first line of defense against possible releases and tie into higher level plans such as those required for hazardous waste facilities, emergency response plans, facility response plans, spill prevention, control and countermeasure plans, regional and national contingency plans. The elements required in the USCP are covered in section 10304. 1. k.

31. Universal Waste. Any of the following hazardous wastes that are subject to the universal waste requirements of 40 CFR part 273:

a. Batteries as described in 40 CFR 273.2;

*THIS DOES NOT INCLUDE CAR BATTERY*

b. Pesticides as described in 40 CFR 273.3; and

c. Thermostats as described in 40 CFR 273.4.

32. Universal Waste Handler. A generator, as defined in 10100.10 of this section, of universal waste; or the owner or operator of a facility, including all contiguous property, that receives universal waste from other universal waste handlers, accumulates universal waste, and sends universal waste to another universal waste handler, to a destination facility, or to a foreign destination.

33. Universal Waste Transfer Facility. Any transportation-related facility including loading docks, parking areas, storage areas and other similar areas where shipments of universal waste are held during the normal course of transportation for ten days or less.

34. Universal Waste Transporter. A person engaged in the off-site transportation of universal waste by air, rail, highway, or water.

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

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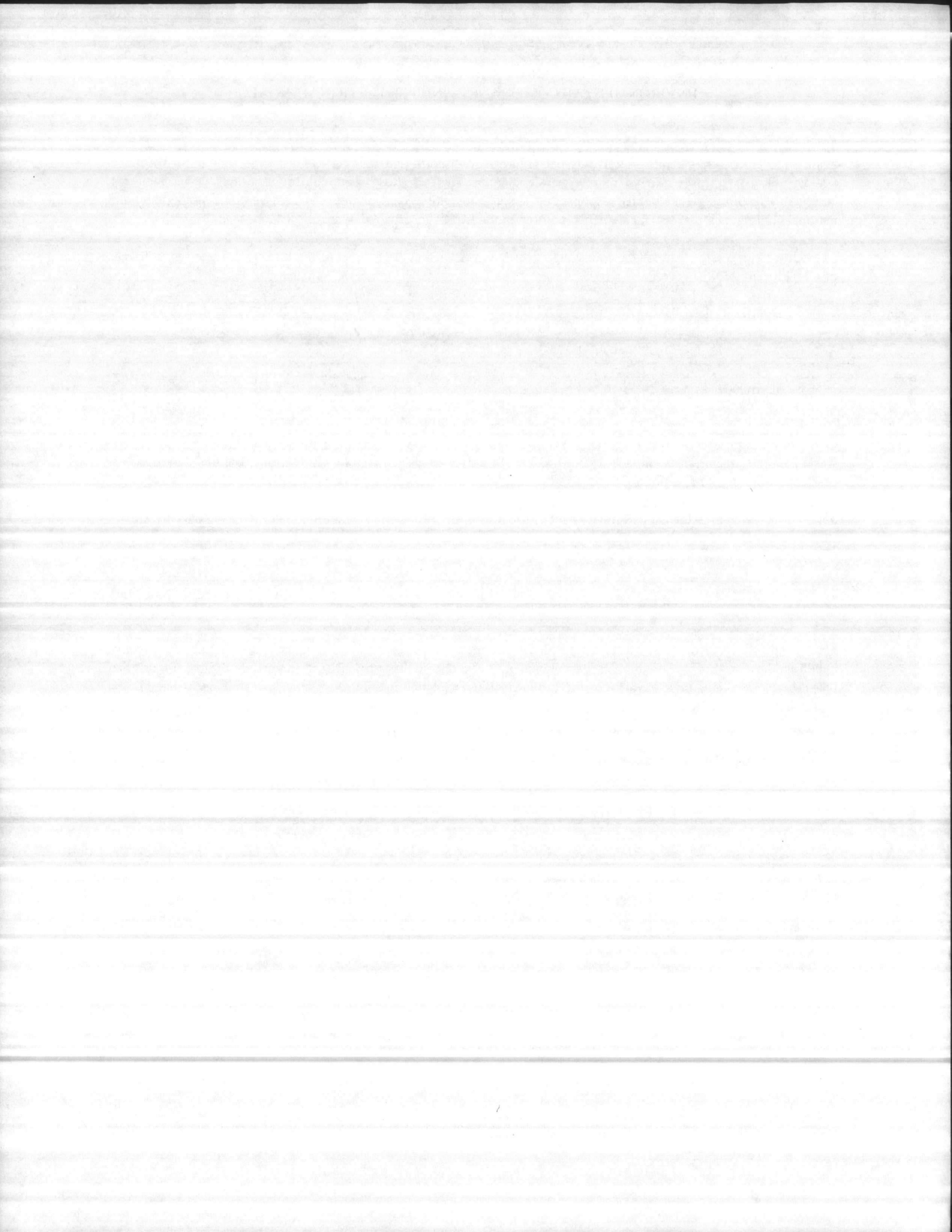
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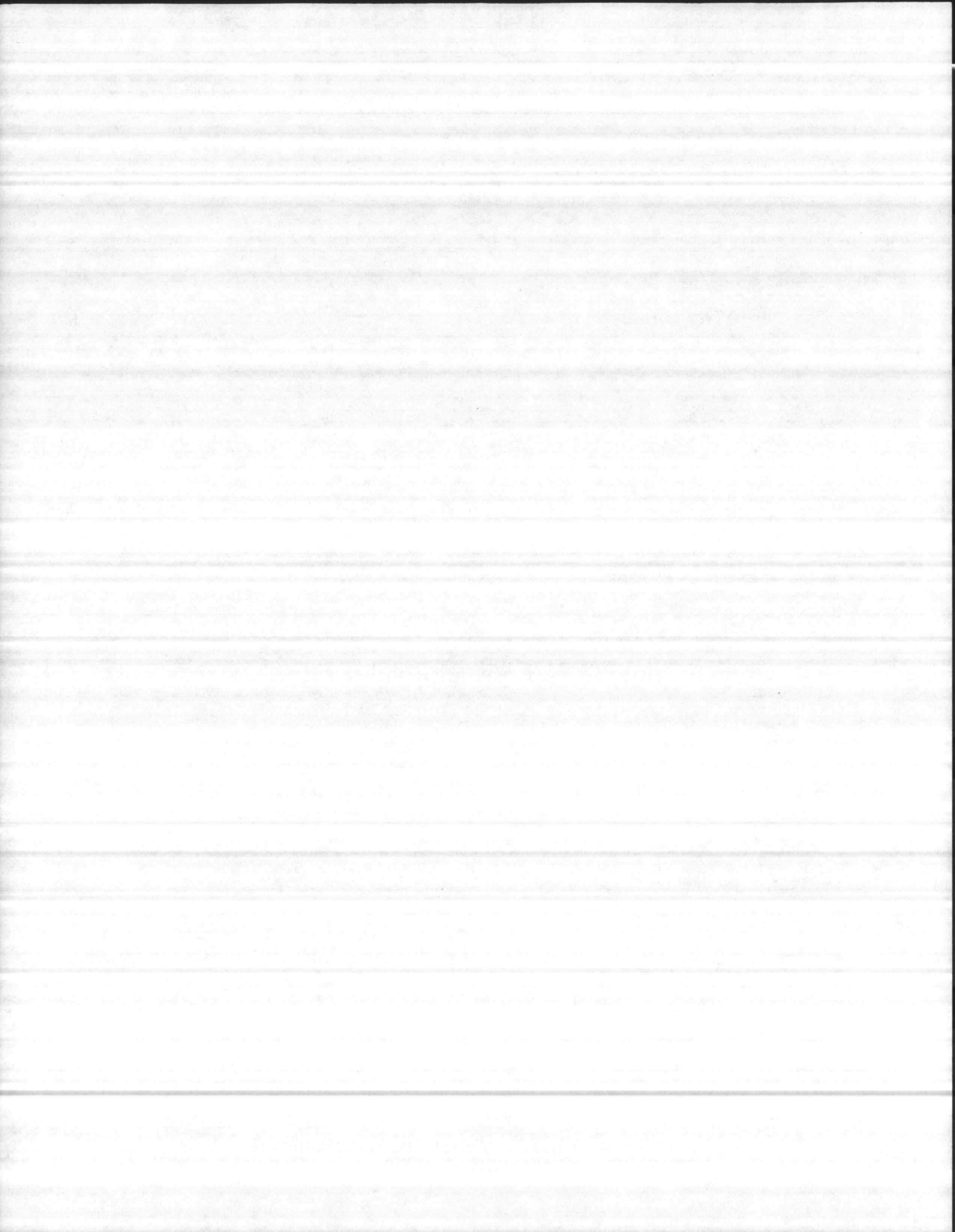
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## CHAPTER 10

### HAZARDOUS WASTE AND HAZARDOUS MATERIALS MANAGEMENT

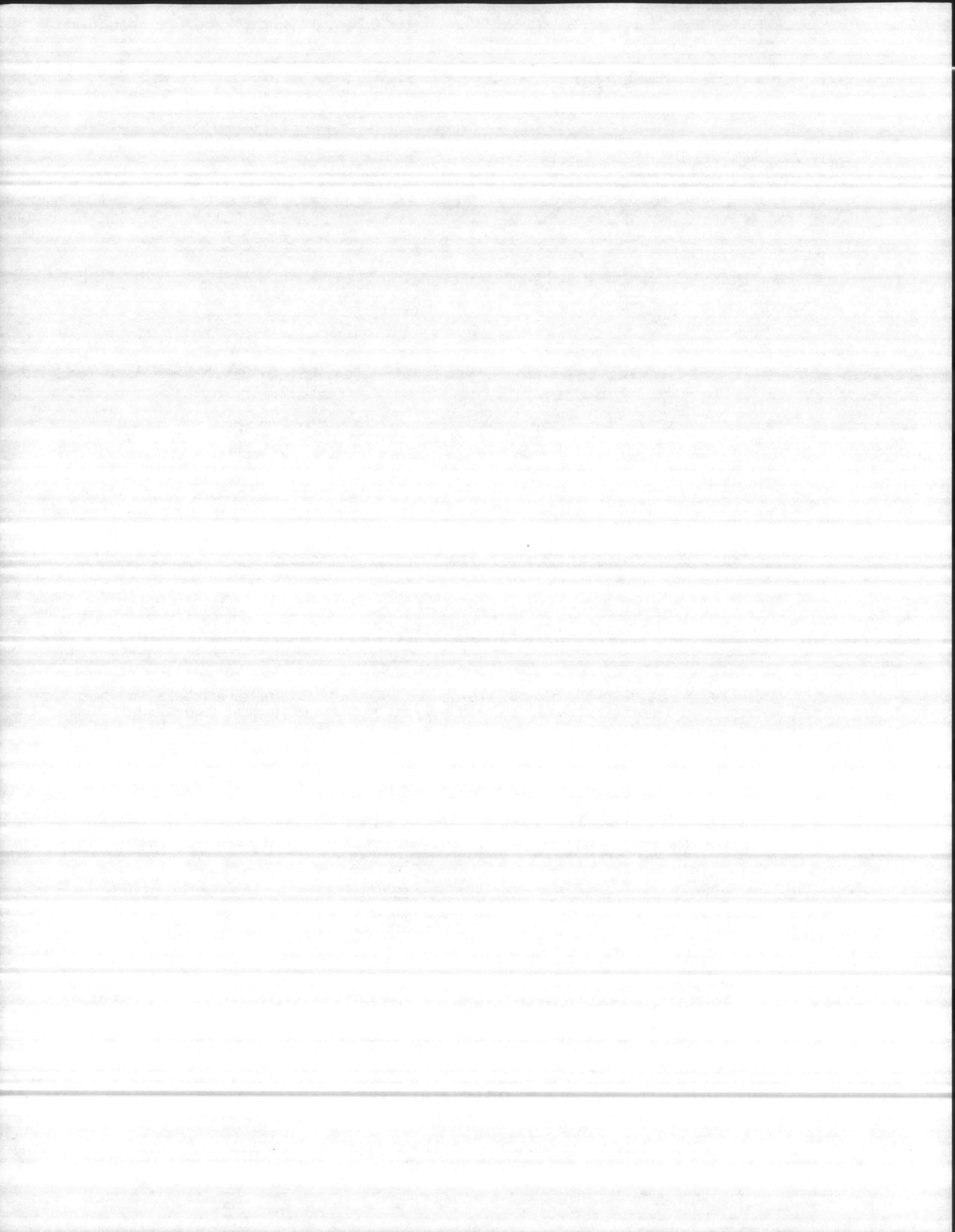
#### SECTION 2: APPLICABLE STATE/LOCAL REGULATIONS

**10200. NORTH CAROLINA REGULATIONS.** Most of the "North Carolina Hazardous Waste Management Rules," 15A NCAC 13A, are EPA regulations which have been incorporated by reference. In addition to the Federal regulations, the following information is included in the Rules, and is specific to the State of North Carolina:

1. A biennial report is required for all (unless specifically exempted) hazardous waste generators, treaters, storers and disposers, rather than a biennial report as required by the Federal regulations.
2. Hazardous waste manifests must have the following additional sections completed:

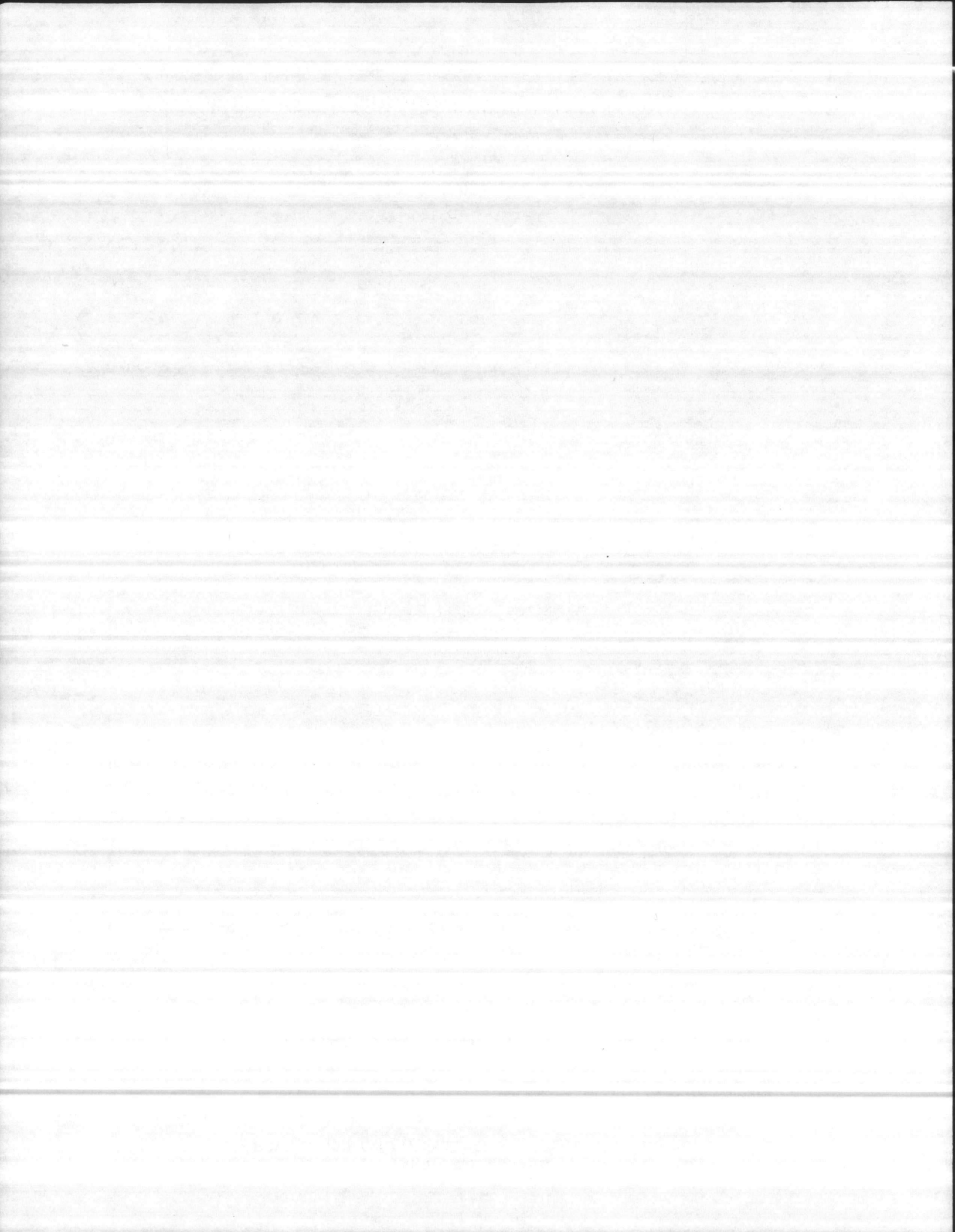
Section D - 1st Transporter's Phone Number  
Section F - 2nd Transporter's Phone Number  
Section H - Designated Facility's Phone Number  
Section I - Waste Number





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## CHAPTER 10

### HAZARDOUS WASTE AND HAZARDOUS MATERIALS MANAGEMENT

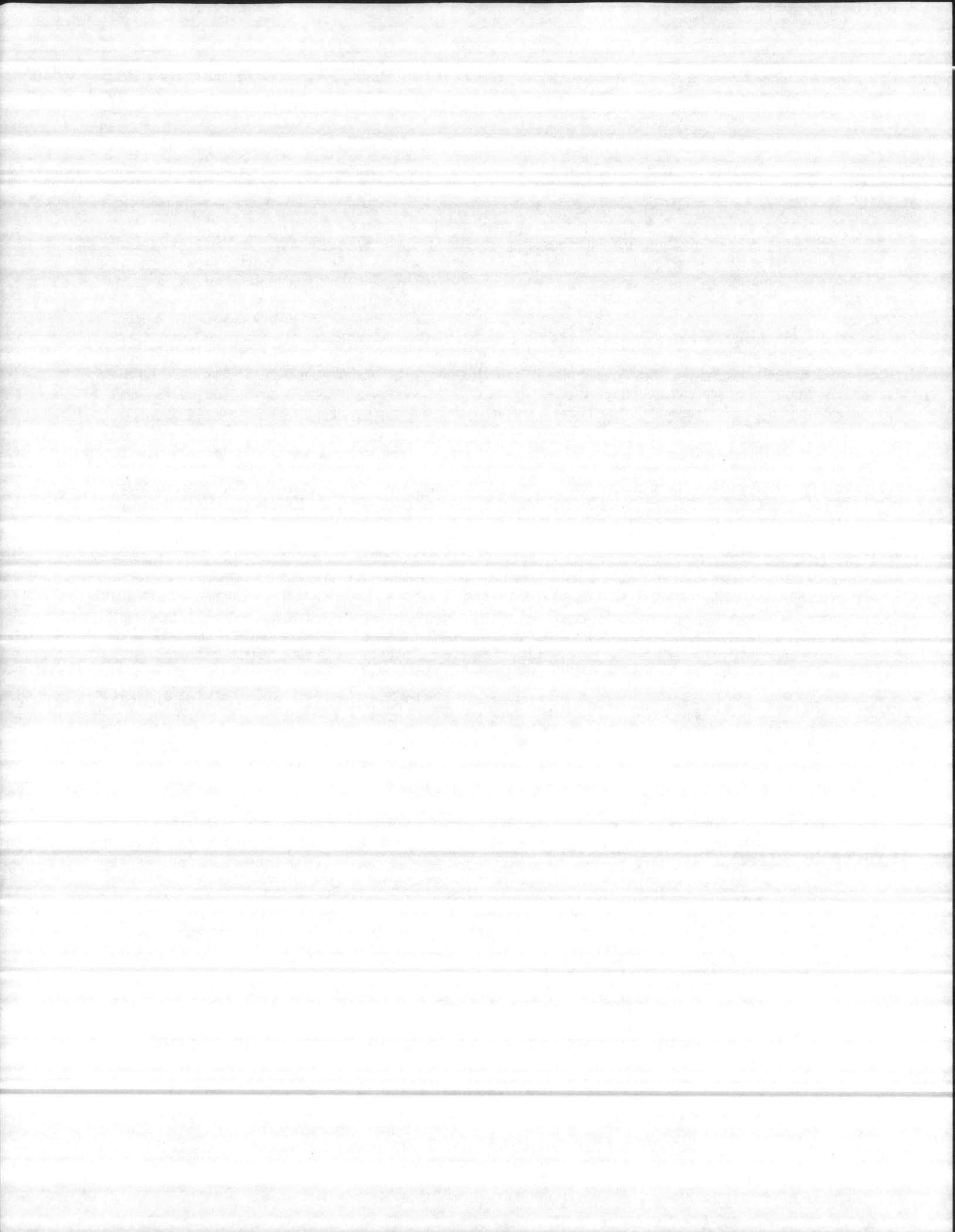
#### SECTION 3: REQUIREMENTS

##### 10300. PURPOSE

1. To establish procedures and general responsibilities for the disposal of hazardous material (HM) and hazardous waste (HW) under environmental permits and authorizations held by the Commanding General, MCB, Camp Lejeune, and the Commanding Officer, MCAS, New River.
2. These requirements are applicable to all organizations aboard the Installation, to include: any command, active, or reserve component; staff organization; supporting agency which are affiliated with the United States Marine Corps, Department of the Navy, or Department of Defense. This section also applies to organizations organic to or tenanted aboard the Installation, and those in transit or otherwise temporarily resident because of training or mobilization commitments.

##### 10301. BACKGROUND

1. Environmental management entails the administration and supervision of the interrelated programs enumerated in MCO P5090.2. The United States Environmental Protection Agency (EPA) and the State of North Carolina administer specific environmental regulatory programs related to the treatment, storage, and disposal of HW. These agencies are empowered to take civil and criminal actions to enforce these requirements. Compliance with these requirements is critical to ensuring protection of MCB, Camp Lejeune and MCAS, New River personnel and property.
2. Through logistics support agreements and HW disposal contracts, MCB, Camp Lejeune, and the Defense Reutilization and Marketing Office (DRMO) -Lejeune are tasked with the responsibility of transporting all HW between MCAS, New River and MCB, Camp Lejeune. The DRMO is also tasked with providing long-term storage of HW awaiting final disposal. For the purposes of this Chapter, the term "the Installation" refers to the MCB, Camp Lejeune and MCAS, New River complex.
3. HW is a sub-category of both solid waste and hazardous material as is regulated under the Resource Conservation and Recovery Act (RCRA) and the Hazardous Material Transportation Uniform Safety Act (HMTUSA). The Commanding General, MCB, Camp Lejeune, is permitted by EPA and the State to generate, store, and transport HW. The Commanding Officer, MCAS, New River, is also registered with EPA and the State as a generator of HW. MCB, Camp Lejeune, through the DRMO, operates a long-term HW storage facility which supports HW disposal aboard the Installation.
4. As EPA/State permit holders, the Commanding General, MCB, Camp Lejeune, and the Commanding Officer, MCAS, New River have the responsibility and authority to establish regulations for the management of several HW management programs. The Installation and tenant commands must comply with this Order and all Federal and State regulations pertaining to HW management. Violation of Federal and State HW laws is punishable by severe civil and criminal penalties. This chapter deals with that aspect of environmental management related to the management, storage, and disposal of HW.



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**10302. HAZARDOUS WASTE PERSONNEL TRAINING REQUIREMENTS**

1. Federal and State regulations promulgated under the RCRA require military and civilian personnel involved in any aspect of HW management be provided HW training enabling them to carry out assigned HW duties safely and in compliance with HW regulations.
2. Refer to Chapter 4 for HW training requirements and available courses under the Comprehensive Environmental Training Program (CETP).
3. All personnel filling HW positions will be assigned in writing by the organizational commanding officer within one week of assignment.

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**10303. TRAINING RECORDS AND CERTIFICATION REQUIREMENTS**

1. Training records will be maintained for each individual and shall be retained for a period of at least three years upon closure of a HW generation or storage facility or at least three years following reassignment from HW duties or end of active service of subject individual.
2. Supervisor will conduct a quarterly review with each individual in hazardous waste positions to identify required refresher training.
3. The certification statements of the training record are a critical component and indicate that a RCRA required review has been satisfactorily completed. Initial certifications will be signed by both the ECO and the subject named individual.
4. Appendix \*\* is the training record for Installation use.

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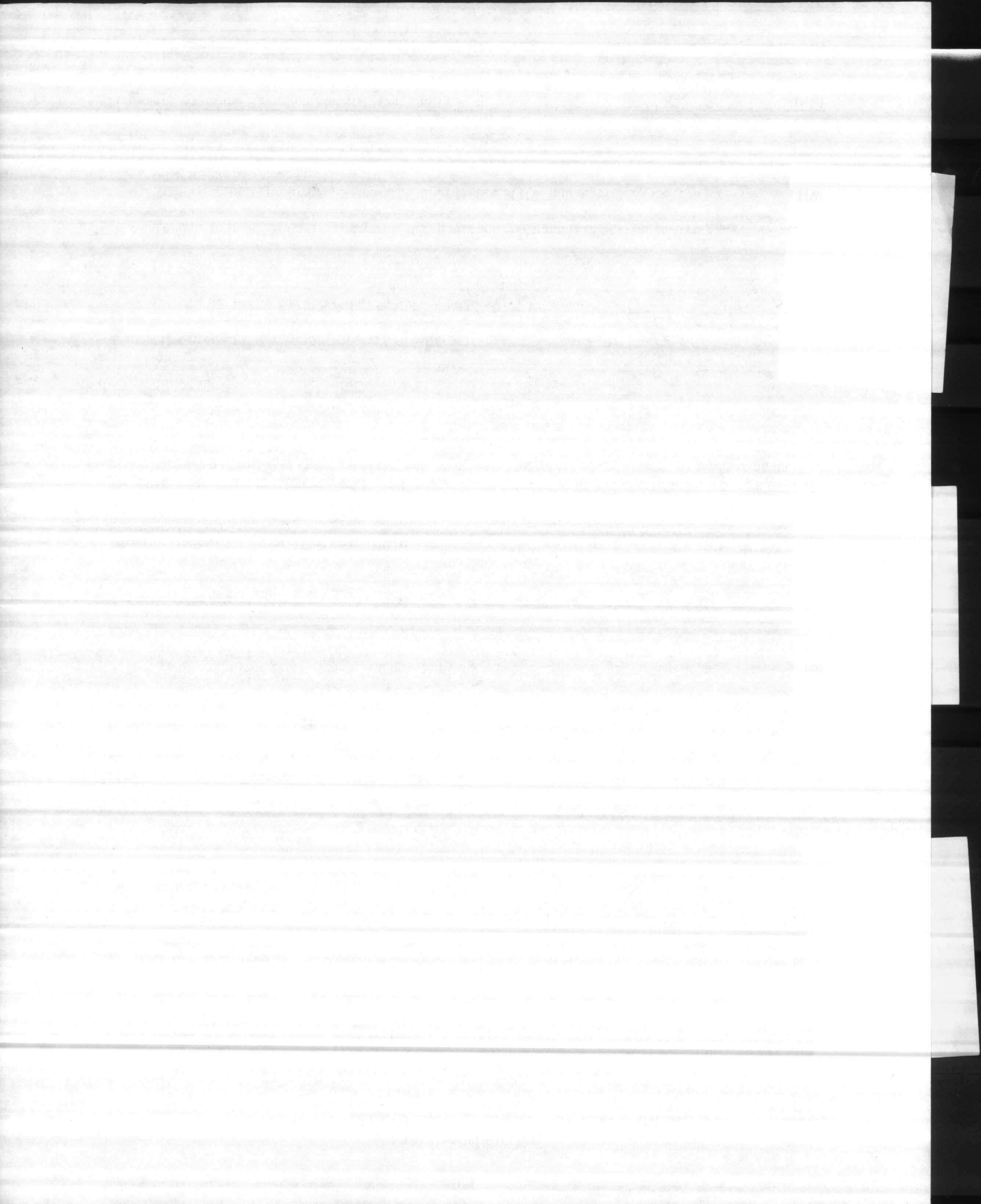


**10304. INSTALLATION HAZARDOUS WASTE MANAGEMENT PROGRAM.** Listed below are the required elements of the Installation Hazardous Waste Management Program.

1. Standard Operating Procedures (SOP). Each major subordinate command and organizational element routinely generating or handling HW or disposing of HM will develop an SOP for HW management. At a minimum, the SOP will provide the following:
  - a. Names and telephone numbers of the cognizant ECC and ECO.
  - b. A copy of the following chapters
    - (1) Chapter 10, *Hazardous Waste and Hazardous Material Management*.
    - (2) Chapter 12, *Oil and Hazardous Substances Contingency Planning*.
    - (3) Chapter 13, *POL Management (If applicable)*.
  - c. Training records (Current). Name, rank, title, duties and HW training records for each current employee.
  - d. Training records (Archived). Name, rank, title, duties and HW training records for each employee in a billet for the past three years.

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BASE ORDERS





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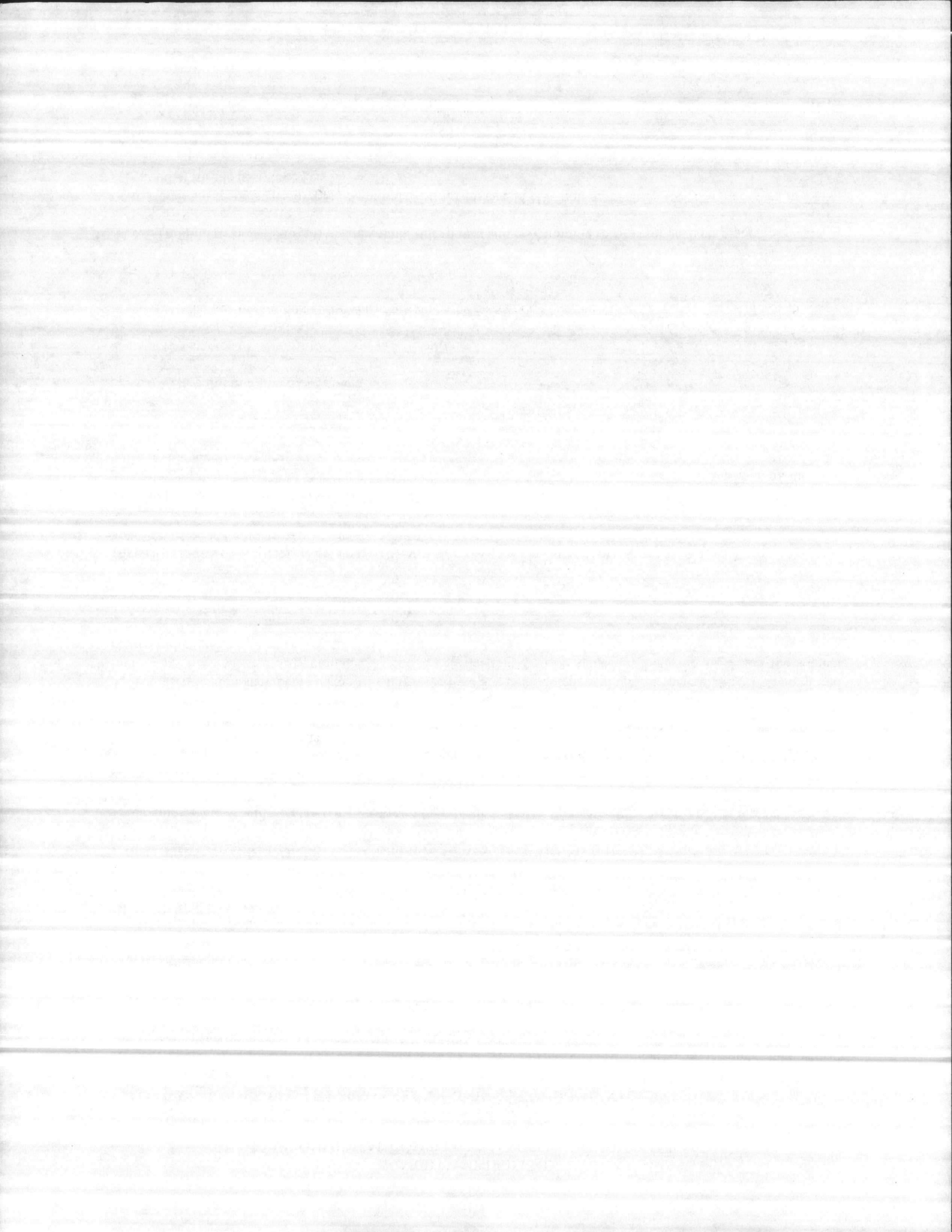
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BASE ORDERS





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- e. Inspections. Copies of all weekly inspections of HW storage areas and containers performed during the preceding 36 months.
- f. Guidance. Guidance provided by the ECC and/or ECO to implement HW/HM disposal program.
- g. Location Map. Location map for each HW generation, accumulation and storage area.
- h. Material Safety Data Sheets (MSDS). MSDS or immediate access to the Hazardous Material Information System Data developed per MCO 5100.25 for all HW generated.
- i. HWPS DD-1930. Copies of the HWPS DD-1930 for those wastes generated.
- j. Copies of Completed Hazardous Waste/Material Disposal Worksheet. Copies of Completed Hazardous Waste/Material Disposal Worksheet Appendix for each HW generated and disposed of during the preceding 12 months.
- k. USCP. Copies of up-to-date USCP for each site. At a minimum the USCP will contain the following:
- (1) List of points of contacts, phone numbers of personnel in the chain of command. ECC, ECO, and those local unit personnel authorized to partake in the response.
  - (2) Arrangements with local authorities. For USCP purposes contacting the Fire Protection Division at 911 satisfies this requirement at the unit level.
  - (3) Actions trained unit personnel will take. These actions will be strictly defensive (1st Responder Operations) in nature and commensurate with the personal protective equipment available at the time of the incident.
  - (4) Equipment required to conduct defensive actions. This information is found in the personal protection information section of the chemical specific material safety data sheet.
  - (5) Evacuation and Staging. Evacuation routes may be the same used in the fire escape plan as long as access is not impinged by the hazardous waste/materials release. A staging area is defined as a predesignated area out of the potential area of danger where personnel will assemble in the event of an emergency. The USCP must state a minimum of two staging areas in the event of an emergency.
- l. Hazardous Waste Accumulation/Storage Areas List. A current list of all Hazardous Waste Accumulation/Storage Areas within each command.
- m. Rosters. current rosters of all command HW personnel.
2. Unknown Chemicals. In addition to the liability associated with improperly identified HW, DRMO-Lejeune is prohibited from accepting any HM or HW that cannot be identified by NSN or chemical name. If HW/HM is unidentifiable, a sample must be collected and sent to a laboratory for analysis.
- a. Units with containers of unidentified, potentially hazardous chemicals, should immediately contact EMD, the cognizant safety office and the Base Fire Prevention Division for guidance in proper storage and handling of the materials until identification is accomplished.
  - b. If a need exists to have a material sampled and analyzed, a written request should be sent to the Commanding General, MCB, Camp Lejeune (Attn AC/S, EMD) via the chain of command. The request for analysis will cite everything that is known about the material, to include where and when it was found, possible contents, and the results of any investigations conducted. Unidentified wastes are an indicator of

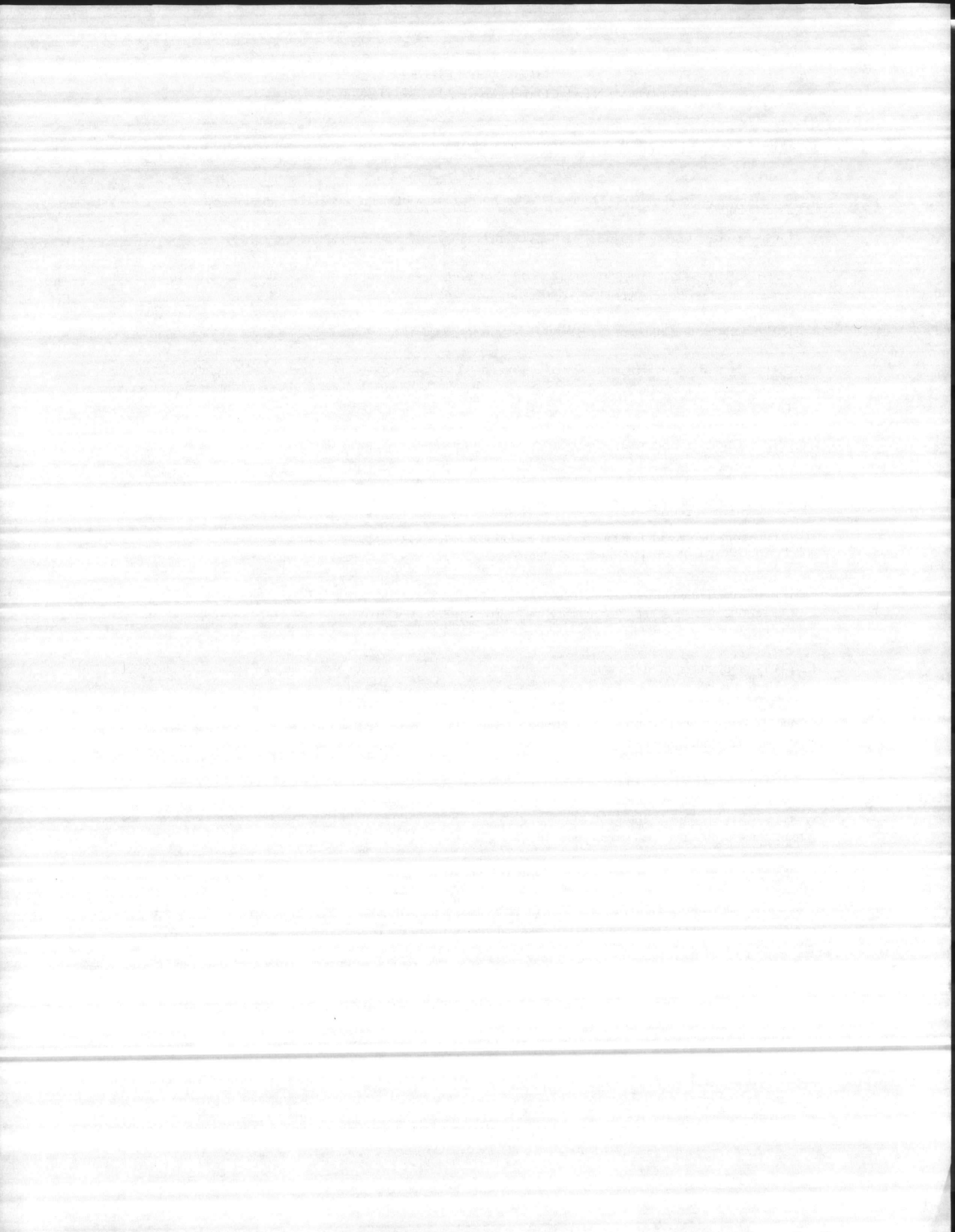
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improper hazardous waste management. Because of the severe civil and criminal implications of improper management of HM/HW the highest level of command attention must be given to ensure that such incidents do not occur.

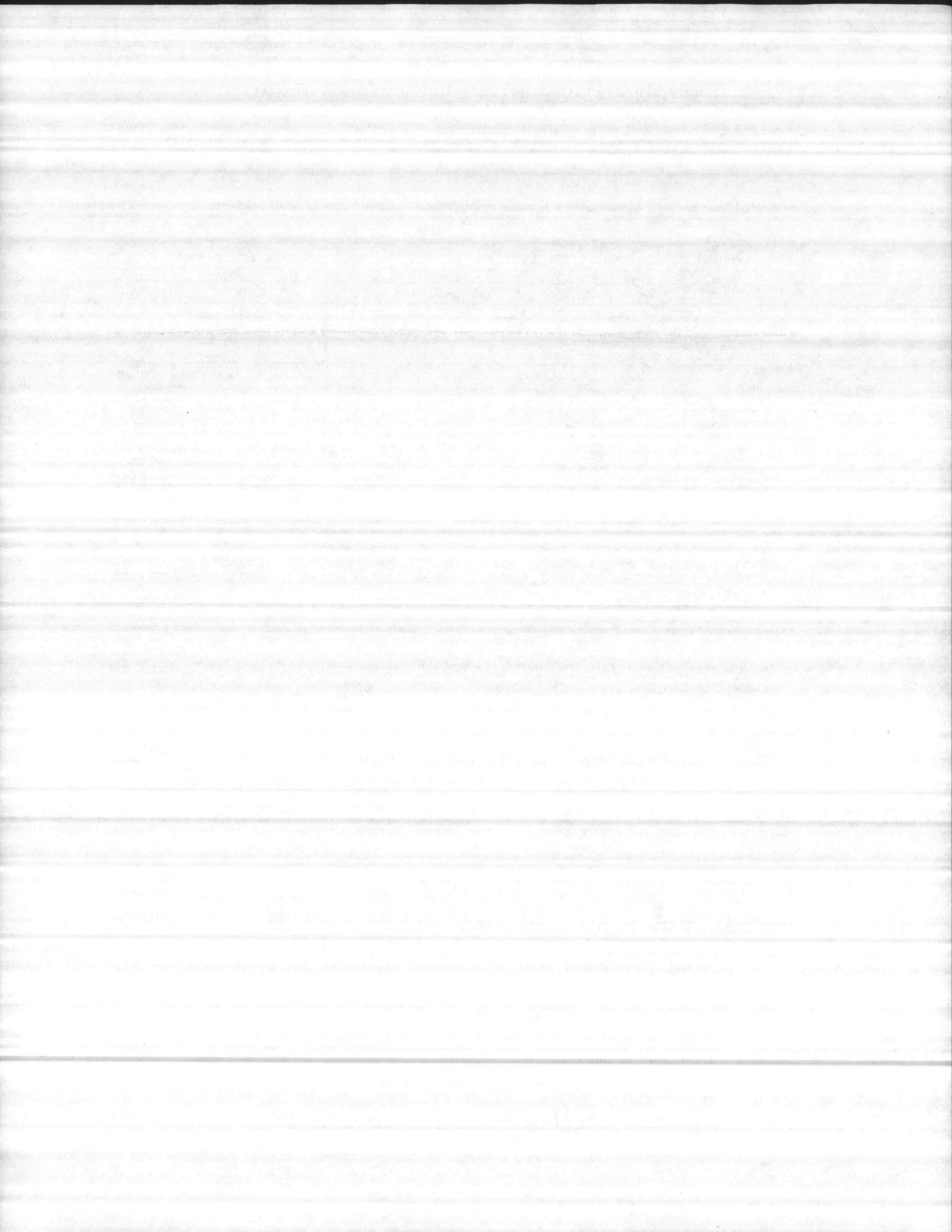
3. Hazardous Waste, Universal Waste, and Silver Storage Recovery, Accumulation and Storage Areas

- a. Types of Accumulation/Storage Areas. The Installation Long-term HW Storage Facility is permitted by the State of North Carolina. It is the intent of this Order that there shall be one such long-term storage facility and that such facility will be operated by the DRMO-Lejeune under the oversight of the Assistant Chief of Staff, Environmental Management. The Long-term HW Storage Facility shall be utilized to store HW/HM awaiting disposal generated by MCB, Camp Lejeune and MCAS, New River, and their tenants. ~~HW generators can, upon site approval per this Order, temporarily store HW awaiting turn in for disposal.~~ EMD validates the need for accumulation or storage areas prior to authorization issuance as well as reauthorizes/validates the need on a yearly basis. Listed below are the types of temporary accumulation and storage sites:

- (1) 90-Day Site. An EMD authorized area used to temporarily store HW. HW must be removed from the 90-day HW accumulation areas within 90 days of the ASD marked on the container.
- (2) Satellite Accumulation Area (SAA). SAA is a term developed by EPA to designate a work site which may generate and accumulate HW without regard to the 90-day storage limit normally applicable to non-permitted HW storage facilities. The purpose of establishing this special category of HW storage is to assist those generators generating HW at a slower rate. Previously generators were required to dispose of partially filled containers, thereby increasing the volume of HW generated. Any work site routinely generating a HW at a rate of less than one full container per 60 day interval may benefit from being designated as a SAA.
- (3) Universal Waste Site (UWS). The purpose of establishing a special sub-category of hazardous waste storage is to assist the generators of Universal Waste (UW) track and manage UW. Since UW is a sub-category of HW and remains regulated by Federal and State regulations, UW will be collected and managed in the same manner as HW with the exception of the terminology used for identification. UWS are subject to the same HW inspection and personnel training requirements as standard HW Sites.
- (4) Silver Recovery Site (SRS). The purpose of an SRS is to centrally collect and manage silver particles from silver generating processes. Although Silver is a regulated HW in excess of 5.0 mg/l, by virtue of a compliant Silver Recovery Program, Silver residues and solutions are exempted from Federal and State regulations. SRS's are subject to the same HW inspection and personnel training requirements as standard HW Sites.

b. Accumulation and Storage Areas Authorization and Operation

- (1) Each 90-Day Site, SAA, UWS, and SRS existing aboard MCB, Camp Lejeune, must be authorized by and registered with the Commanding General MCB, Camp Lejeune. Establishment of new sites requires prior approval of the Commanding General, MCB, Camp Lejeune.
  - (a) Lists of currently authorized sites are available from EMD or SEA Office, MCAS, New River.
  - (b) Establishment of new or temporary accumulation area or storage area will require prior approval as follows:
    1. The initial recommendation for designating a new accumulation area or storage area will be made by the ECO in consultation with the cognizant ECC.



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2. Proposals for temporary accumulation area or storage area aboard MCB, Camp Lejeune, shall be submitted in writing via the chain of command to the Commanding General, MCB, Camp Lejeune (Attn AC/S, EMD).

(c) The number of accumulation areas or storage areas should be limited to the minimum number practical within mission constraints.

(d) Access to sites/areas will be limited to properly trained personnel to the maximum extent practicable.

4. Container Selection

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

b. HW generators are responsible for providing the proper DOT approved container for the accumulation of HW.

5. Container Management for HW or UW

a. Ensure containers are not damaged, dented, bulged or have deep pitted rust. Contents of damaged containers holding HW or UW must be transferred to serviceable DOT or mil-spec approved containers.

b. Bungs and caps must be serviceable and include serviceable gaskets, ring, nut, and bolt.

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

d. Containers filled with aqueous solutions, liquids, or sludges will have proper outage to allow for expansion.

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

f. Containers will be stored in a manner restricting access except to properly trained personnel.

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

6. Required Marking on HW or UW Containers. Every container of HW or UW will have the following markings affixed to the container in a permanent manner:

a. Generating Unit HW/UW Container Marking Requirements

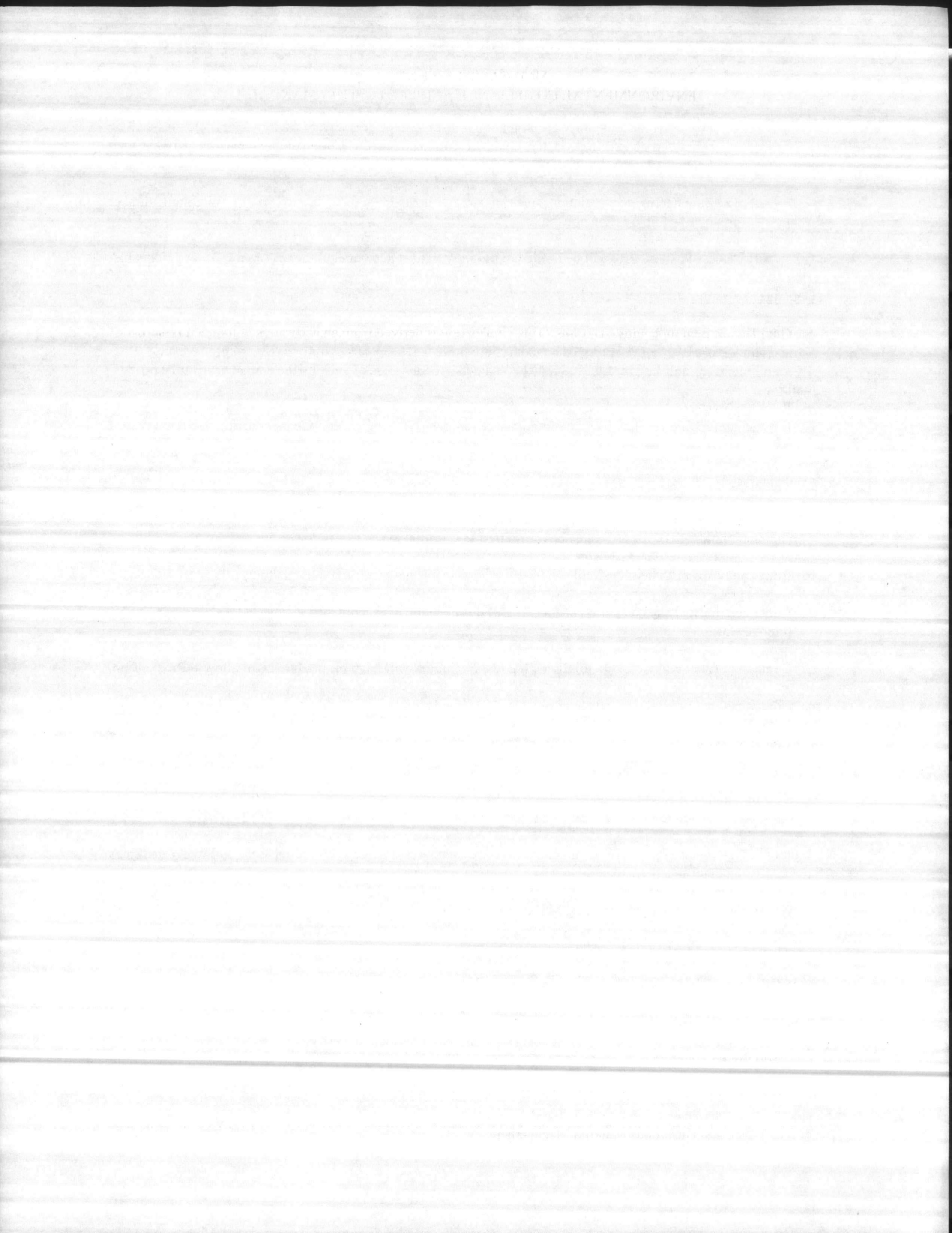
(1) Words: HAZARDOUS WASTE or UNIVERSAL WASTE.

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

(3) Accumulation Start Date (ASD). These guidelines are provided to clarify when an ASD will be affixed to the HW container.

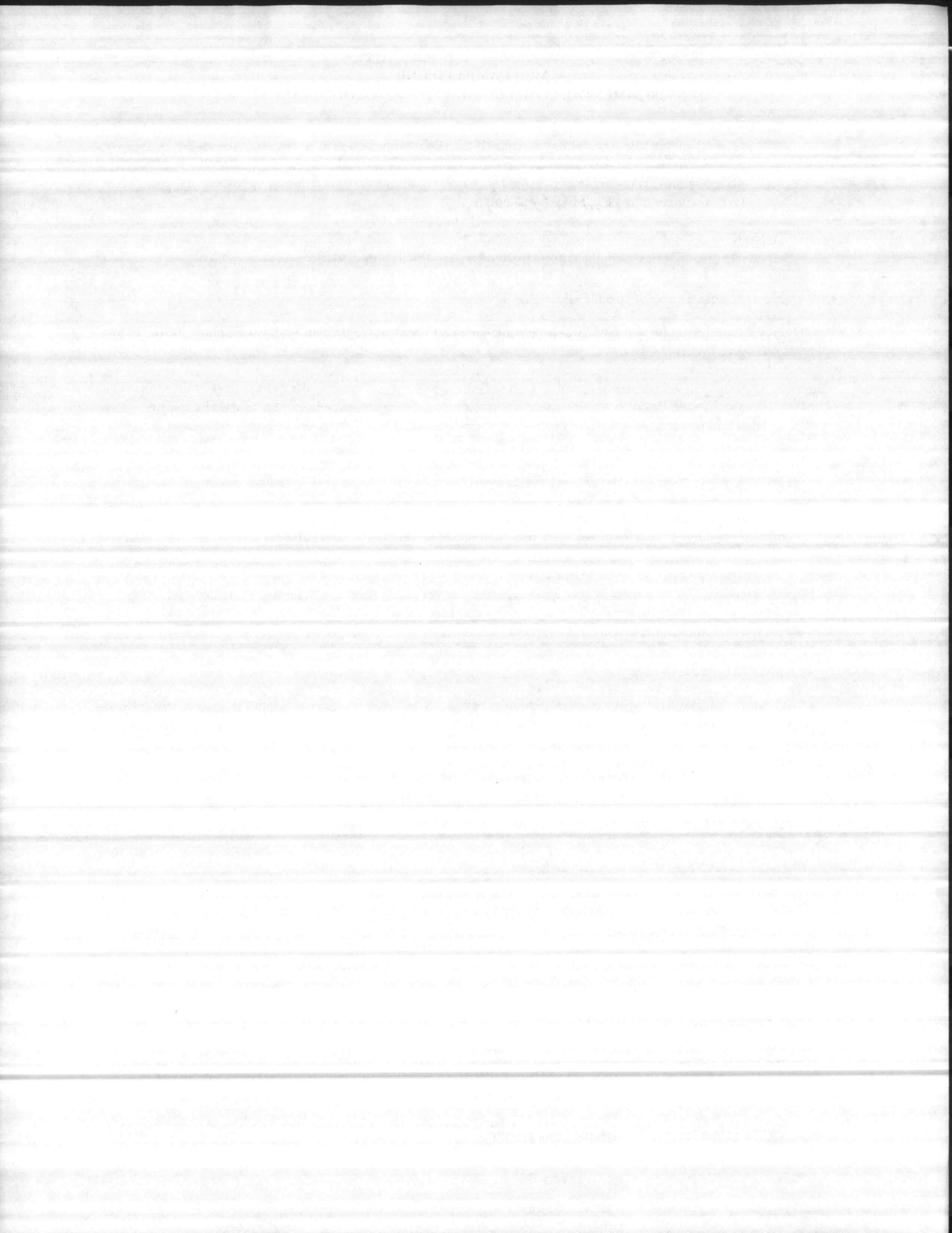
(a) Satellite Accumulation Area (SAA). If the HW is accumulated in a SAA, the ASD will only be affixed once the container is filled.





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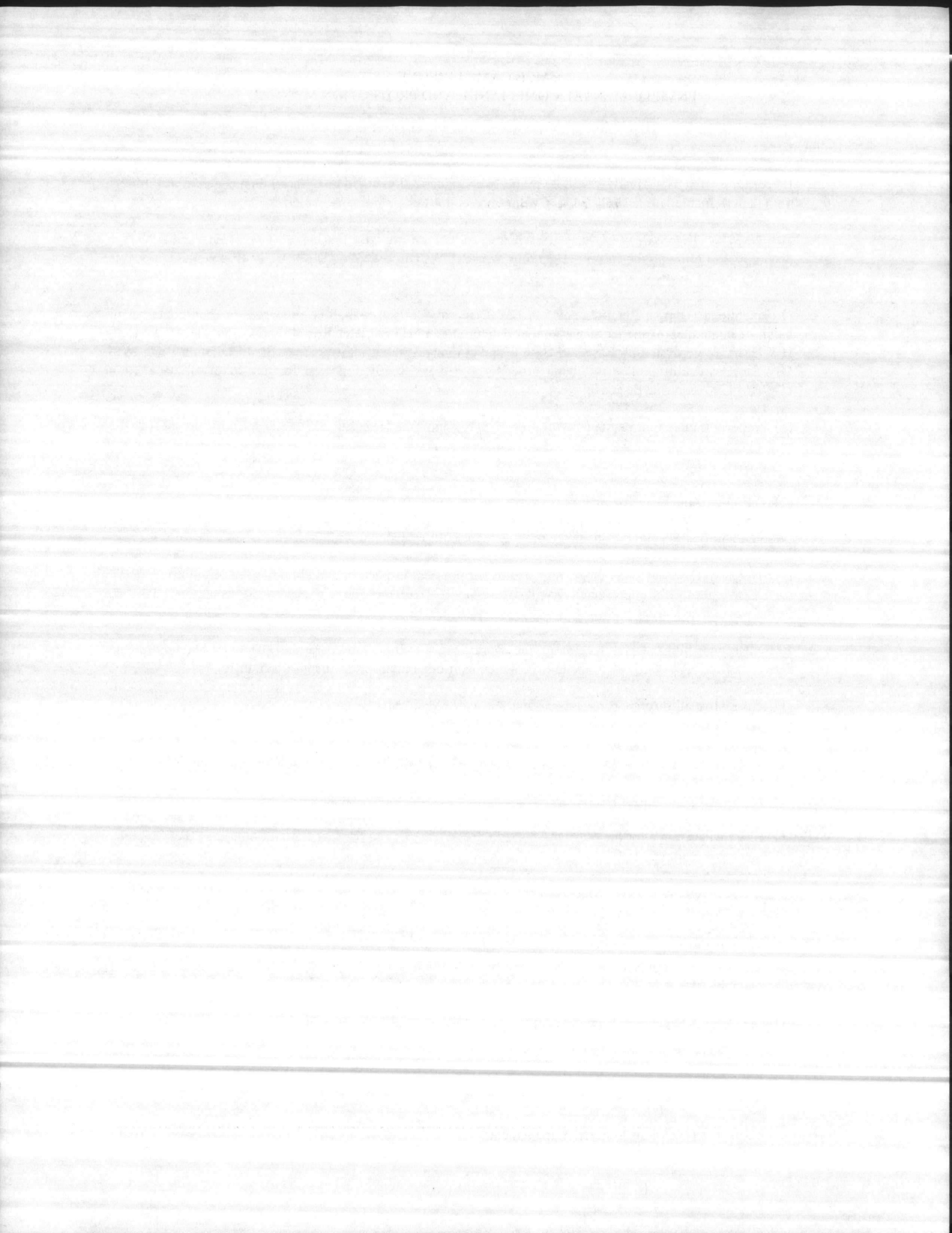
- (b) Other than Satellite Accumulation Area. If the HW is collected in an area other than an EMD authorized SAA, the ASD must be marked on subject container the moment a hazardous waste is placed into the HW container (e.g. 90 Day Site, HW Sites established during operations in tactical situations). *HW SITES*
- (4) Number of Containers. The number of containers marking reflects the total number of containers disposed of within the current document (e.g. 1 of 1, 2 of 3, etc.).
- b. EMD HW or UW Container Identification Requirements
- (1) Packing Envelope with DD-1348. This information is derived from an accurately completed HW/HM Disposal Worksheet.
- (2) DOT Label. A diamond shaped DOT identification tool used to identify the hazard class of the contents by means of a specific color, class number, and pictorial representative symbol of the HM. The DOT label will be affixed on the same surface of the package and near the proper shipping name marking. DOT Labels are at least 3.9 inches (100 mm) on each side.
- (3) EPA Waste Number. The EPA identification designator of the type of HW contained.
- c. All markings placed on a hazardous waste container will be in contrasting color to the original container utilizing paint markers, medium or large points, or stencils using permanent paint/ink.
7. Mandatory Inspections. Federal and State HW regulations require containers of HW storage containers/areas to be inspected weekly. Written records noting discrepancies as well as corrective actions will be maintained for a period of three years. Inspections should be accomplished by the cognizant HW Site Manager or properly trained alternate if the Site Manager is unavailable.
8. Spill Reporting and Response
- a. All spills of HW/HM will be immediately reported to the Fire Protection Division at the emergency telephone number 911.
- (1) Emergency spill reporting phone numbers will be prominently posted at each site along with "No Smoking", "Authorized Personnel Only" signs.
- (2) Signs will be posted at each entrance to the site and will be legible from a distance of 25 feet.
- b. Spill reporting and response actions required of Site Managers, Handlers, and other personnel should be documented in the USCP for each site where HW/HM/UW are handled and stored.
- (1) The generating unit is responsible for developing and posting a site specific USCP which ties into the Installation response plan.
- (2) Plans will be made readily available to personnel at each accumulation area or storage area.
- c. USCP's must also specifically address provisions for POL storage sites, underground storage tanks (UST) and above ground storage tanks (AST).
9. HW/HM/UW Turn-In Procedures. Organizational ECO's are responsible for coordinating efforts to ensure proper identification, handling, storage and turn-in of HW/HM/UW. The ECO of an organization having physical



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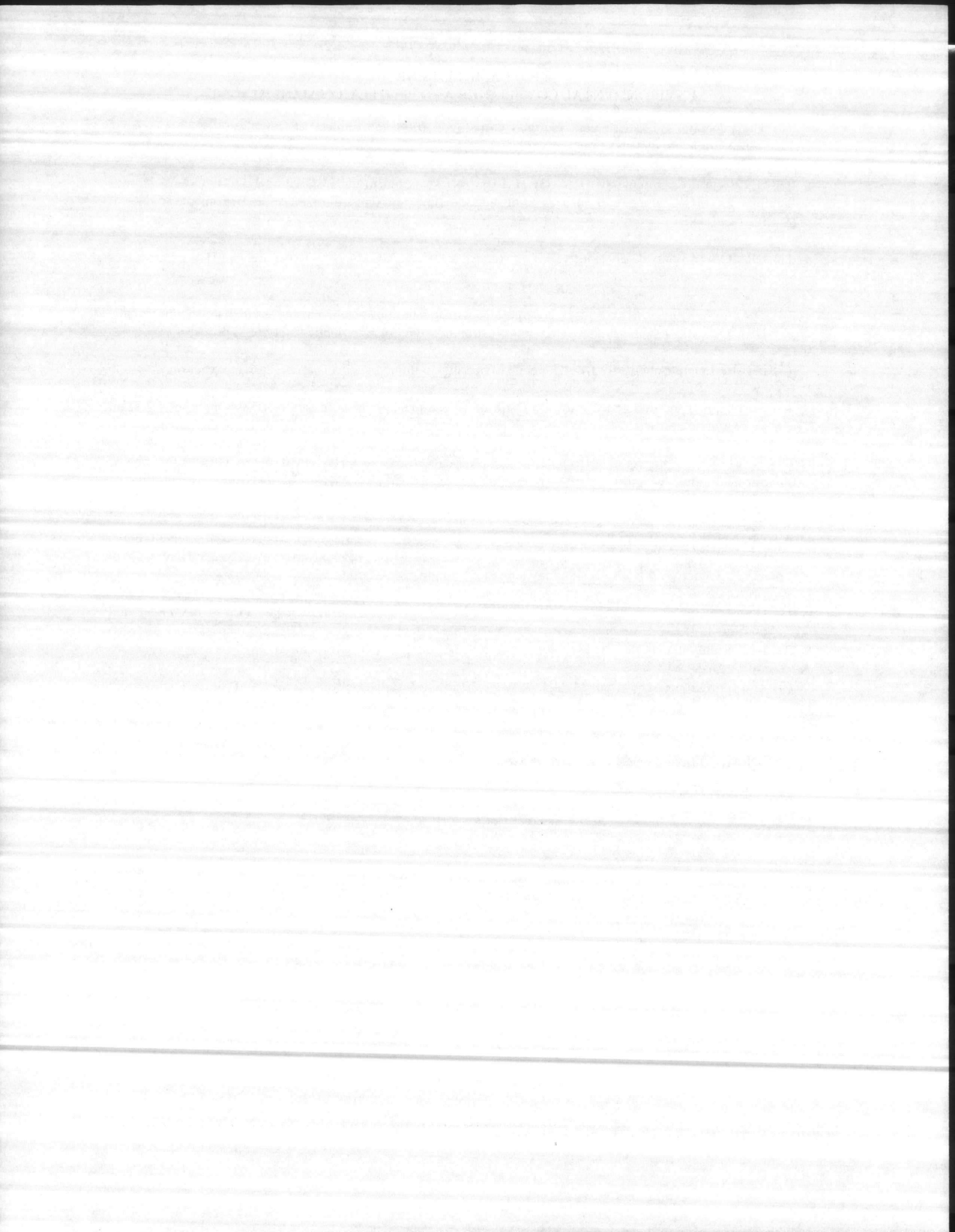
custody of HW/HM/UW is responsible for ensuring turn-in for disposal is accomplished in compliance with the following:

- a. Preparation. The HW/HM/UW will be properly containerized, marked and placed on a standard size (40" x 48") pallet. Incompatible HW/HM/UW will not be collocated on the same pallet.
- b. HW/HM/UW Disposal Worksheet. Each ECO shall ensure all turn-ins of HW, HM, and UW are accomplished utilizing the current Hazardous Waste (HW) Disposal Worksheet Appendix xx and applicable instructions for its preparation.
- c. Organizational Turn-In Requirements. A HW Disposal Worksheet shall be prepared for each container or batch of containers of the same waste, and delivered to EMD not later than 45 days after the ASD for all HW/HM/UW generated by Base and Base tenant commands requiring storage at the Installation Long-term HW Storage Facility. The following procedures will be strictly followed for turn-in of all Installation HW/HM/UW requiring disposal:
  - (1) Properly trained unit personnel will prepare and submit the Hazardous Waste Disposal Worksheet to the cognizant ECO. The signature will certify the accuracy of the identification and estimated weight of the HW/HM/UW being turned-in.
  - (2) The cognizant ECO (or his/her properly trained authorized representative) will physically inspect the HW/HM/UW and take appropriate action in accordance with these guidelines to ensure the accuracy of the identification and the adequacy of containers and associated markings and/or labels.
- d. HW/HM/UW Disposal Worksheet Delivery. After physical inspection and correction of any discrepancies, the ECO or authorized representative will ensure the ECC receives the worksheet. Electronic mail delivery of the worksheet is acceptable.
- e. EMD Responsibility. Upon receipt of the worksheet, EMD will prepare the DD-1348 and coordinate delivery of the HW/HM/UW to the DRMO-Lejeune or other appropriate disposal authority.
  - (1) Normally, all discrepancies in marking and packaging must be corrected by the generator prior to DRMO-Lejeune acceptance.
  - (2) The generating unit will properly store and perform weekly inspections of all containers until deficiencies are corrected and the wastes are transported to the Installation Long-term HW Storage Facility or pickup by a DRMO-Lejeune contractor or other disposal authority.
  - (3) EMD will arrange for the transportation of the HW/HM/UW to the Installation Long-term HW Storage Facility if required.
  - (4) Under no circumstances will HW be transported on public highways by Installation units.
- f. DRMO Refusal Authority. If a HW/HM/UW is to be picked up by the DRMO contractor or other HW/HM/UW disposal authority directly from the generator facility, DRMO-Lejeune or other appropriate disposal authority representative will inspect prior to loading and is authorized to refuse any container if discrepancies exist.
  - (1) The DRMO-Lejeune will immediately notify EMD or the SEA Office, MCAS, New River of the nature of the discrepancy and corrective action required.
  - (2) If the problems cannot be promptly resolved, the generator will be provided a written rejection notification.



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- (3) The generator will implement required corrective action and request the cognizant ECO to arrange reinspection and pickup of the HW/HM.
- g. DRMO Refusal Requirements. If a HW/HM/UW is transferred to the Installation Long-term HW Storage Facility, DRMO-Lejeune will inspect prior to unloading and is authorized to refuse any container if discrepancies exist.
- (1) DRMO will immediately notify EMD or the SEA Office, MCAS, New River and the HW generator of the DRMO refusal to accept the HW.
  - (2) The transporting vehicle will be secured and will not be moved outside the immediate vicinity of the DRMO facility except for an emergency situation involving risk to public safety or to property.
  - (3) DRMO-Lejeune and EMD will cooperate in making an immediate decision on corrective action.
  - (4) Normally, if the deficiencies are the result of generator negligence, errors or omissions, the cognizant ECO will be notified. The ECO ~~and~~ will ensure generating units take appropriate corrective action.
- h. HW/HM/UW Acceptance. The acceptance and physical custody of a HW/HM/UW by DRMO-Lejeune or other proper authority signifies the generating unit has completed its HW/HM/UW disposal responsibilities in compliance with this Order.
- i. MCAS, New River Turn-In Procedures. If the HW/HM is generated by MCAS, New River or a tenant, the worksheet will be delivered to the Safety and Environmental Affairs (SEA) Office, MCAS, New River. Specific guidance on this matter should be obtained from the SEA Office.
- (1) Upon receipt of the worksheet, the SEA Office will prepare the appropriate turn-in document and coordinate delivery of the HW/HM to the DRMO-Lejeune or other appropriate disposal authority, to include shipment to the Installation Long-term HW Storage Facility if required.
  - (2) Transportation of HW from MCAS, New River, to the Installation Long-term HW Storage Facility will be provided by the Base HW Program Manager.
  - (3) The generator, if requested by the SEA Office, MCAS, New River, will transport HW/HM/UW to DRMO, utilizing a properly certified hazardous cargo driver.
  - (4) Under no circumstances will HW be transported on public highways by the generator.



CHAPTER 10

HAZARDOUS WASTE AND HAZARDOUS MATERIAL MANAGEMENT

SECTION 4: RESPONSIBILITIES

10400. PURPOSE

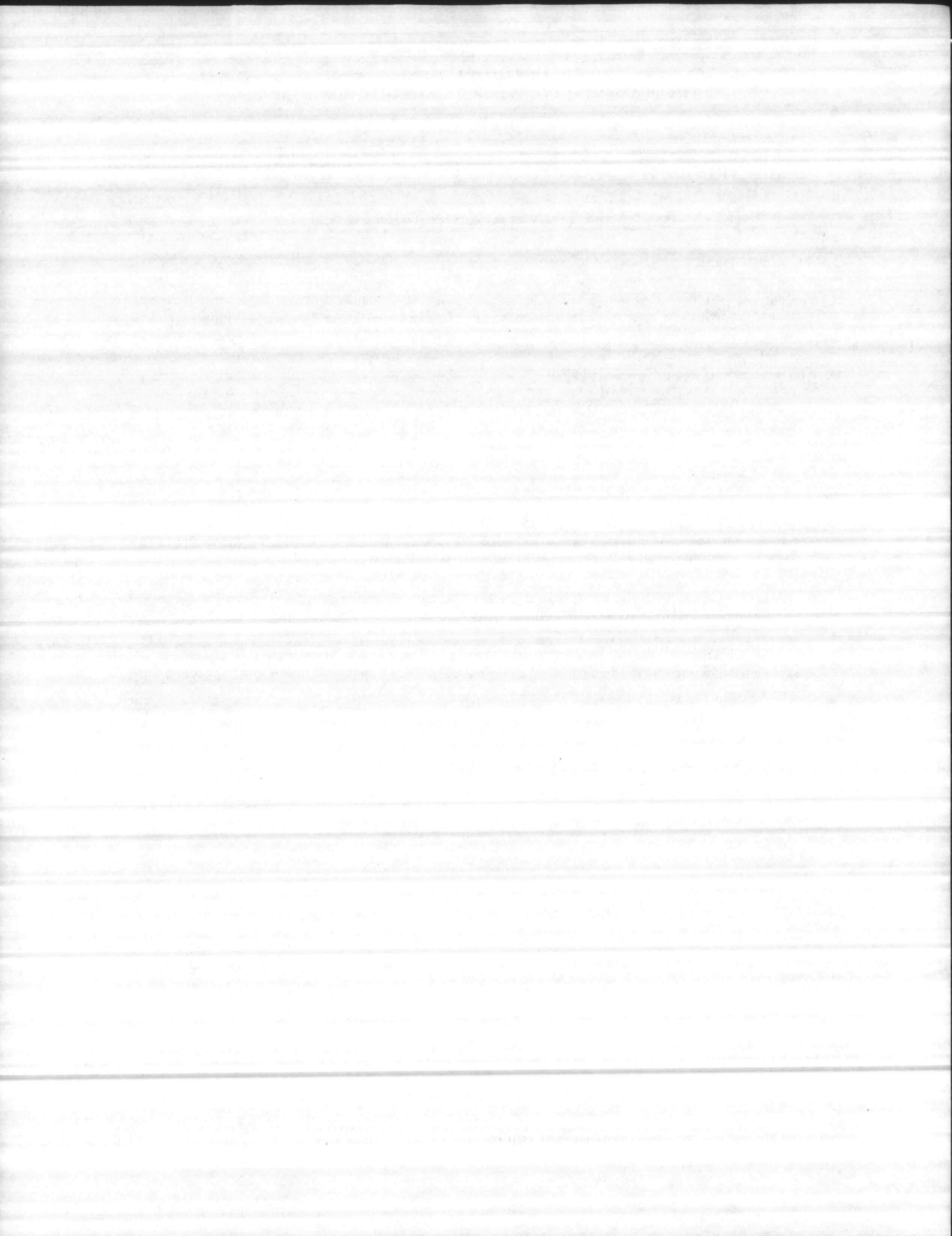
1. The purpose of this section is to identify the command and staff requirements, and responsibilities for the implementation and management of the Hazardous Waste and Hazardous Material Management Program aboard the Installation.

2. All Organizations Aboard The Installation

- a. Conduct all operations and training aboard the Installation in compliance with the mandates of environmental law applicable to the prevention of pollution of the environment by HW/HM.
- b. Ensure commanders, officers-in-charge, and managers place priority on proper disposal of HW/HM/UW, minimize the volume of HW generated, and prevent and report HW/HM/UW spills.
- c. Appoint all personnel with environmental responsibilities in writing no later than one week after assignment. Positions of environmental responsibility include but are not limited to the following; ECC, AECC, ECO, AECO, Hazardous Waste Site Manager, Hazardous Waste Handler.
- d. Ensure cognizant ECC's and ECO's have sufficient rank, authority, and resources to properly manage the organization's HW/HM/UW Management program.
- e. Ensure all HW personnel (primary and assistant ECC's, ECO's, HW Site Managers and Handlers) are appointed in writing by the organizational commanding officer. Appointment letter must be kept on file and a copy forwarded to AC/S EMD within one week of assignment.
- f. Ensure training of HW personnel is accomplished within 90 days of assignment. ← 6 MONTHS
- g. Implement an environmental awareness training program, ~~in accordance with Chapter 4 of this Order.~~
- h. Maintain a current listing/directory of facilities where HW is generated, handled and stored and ensure each facility is operated in compliance with this Order.
- i. Require ECO's to develop and implement a written SOP for each accumulation and storage facility per section 10304. 1.
- j. Ensure the HW SOP is readily available to all HW personnel and personnel participating in emergency response.

10401. COMMANDING GENERAL, MCB CAMP LEJEUNE. Provide guidance for the Installation to comply with Federal, State, Marine Corps hazardous waste regulations through the Installation HW/HM management program.

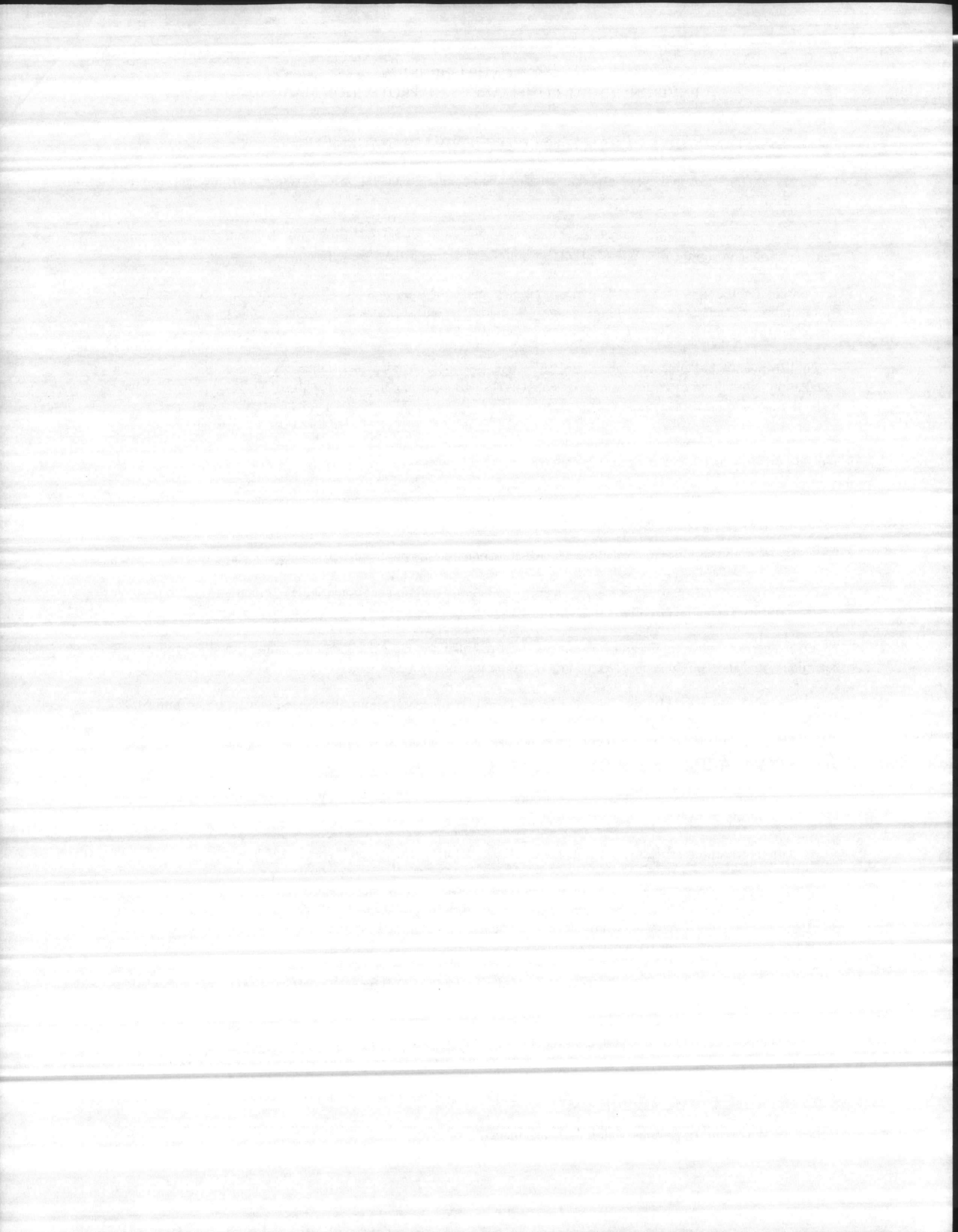




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**10402. ASSISTANT CHIEF OF STAFF, ENVIRONMENTAL MANAGEMENT**

1. Serves as the principal staff assistant to the Commanding General, MCB, Camp Lejeune, on HW/HM management issues.
2. Ensures proper Installation registration with and/or permitting by the EPA and the State for generation, transportation, and storage of HW/HM at MCB Camp Lejeune and MCAS New River.
3. Coordinates the approval of HW generation sites and temporary storage areas within the cognizance of the Commanding General, MCB, Camp Lejeune. Provides technical assistance to ensure the operation of these sites/areas is in compliance with applicable regulations.
4. Publishes base bulletins and other directives and provides technical assistance to organizations aboard the Installation as required to ensure safe, efficient HW/HM disposal in compliance with MCO P5090.2 and related Federal, State and local environmental regulations.
5. Provides the principal point of contact with Headquarters Marine Corps and other Federal, State, and local agencies on all matters pertaining to HW management.
6. Exercises staff cognizance over the review and environmental approval of proposed and ongoing actions and projects.
  - a. Projects and actions are normally reviewed and approved per procedures in Chapters 1 and 5 of this Order.
  - b. The review and approval process is intended to identify and prevent potential HW violations and to promote hazardous material pollution prevention.
7. Oversees the development and implementation of a plan for the establishment, training, and operation of a hazardous substance spill response team and will ensure the following:
  - a. The plan addresses HW operations of MCB, Camp Lejeune; and all installation and tenant organizations.
  - b. On-Scene Commanders are kept informed of the HW management and compliance implications of spill containment and clean-up activities.
  - c. The plan provides a system for collection and disposal of non-RCRA waste petroleum products and monitoring for water and air pollution.
  - d. Timely submittal of required reports to outside regulatory agencies and higher headquarters.
8. Participates in the implementation of a hazardous substance spill contingency plan by serving as On-Scene Commander in the event of the absence of the AC/Staff, Installation Security and Safety (or representative) or by providing or directing others who provide professional and technical advice to other senior command officials serving in the capacity of the designated On-Scene Commander.
  - a. Ensures The On-Scene Commander is kept informed of the HW management and compliance implications of spill response and clean-up activities.
  - b. Ensures timely submittal of required reports to outside regulatory agencies and higher headquarters.
9. Maintains necessary agreements with DRMO-Lejeune for the disposal of HW/HM and initiates action to obtain contract services for the recycling, treatment, and disposal of HW/HM not otherwise available from the DRMO-Lejeune.



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10. Ensures the availability of the MCB, Camp Lejeune long-term storage facilities for storage of HW generated by MCAS, New River, consistent with the applicable support agreements and RCRA permits and provide technical assistance in all phases of HW management (to include sampling and analysis) on the same basis and terms as is provided to MCB, Camp Lejeune tenant commands.

11. Reviews and updates this Order periodically to ensure compliance with new regulations.

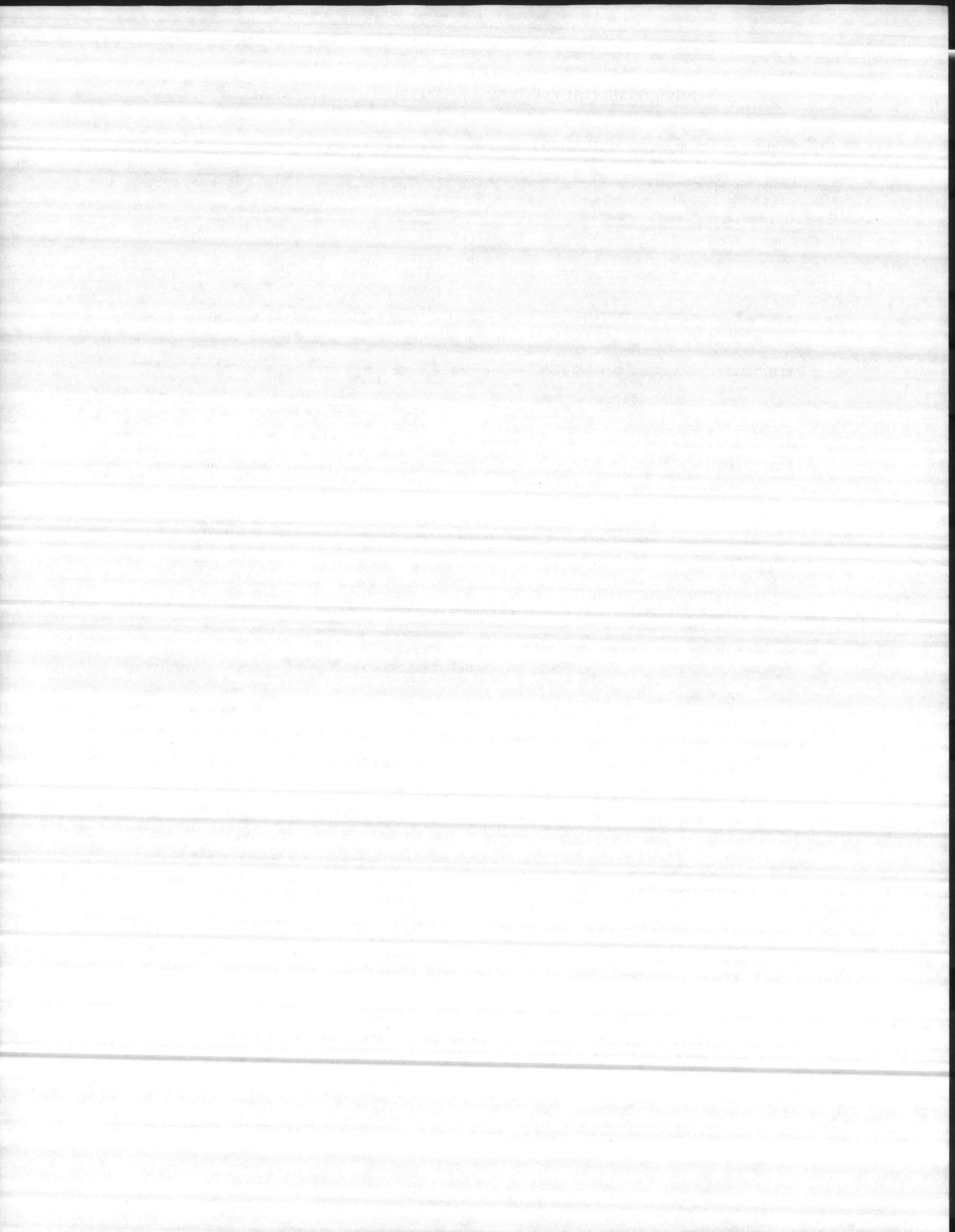
12. Director, Environmental Compliance Division, Environmental Management Department

- a. Provides management support required to ensure the effectiveness and timeliness of HW disposal support services to installation HW generators, including but not limited to:
  - (1) Provide a primary and assistant Base HW Program Manager.
  - (2) Ensure Base HW Program Manager maintains records of HW/HM turn-in transactions prepares HW reports to regulatory agencies.
  - (3) Oversight of the Installation Comprehensive Environmental Training Program. Ensures training is available.
  - (4) Coordination with the Defense Reutilization and Marketing Office-Lejeune and its higher headquarters on routine matters related to new or required changes/improvements to existing DRMO HW/HM disposal services.
  - (5) Ensures the transportation of HW is in compliance with all regulatory requirements applicable to a licensed HW transporter in the State of North Carolina.
- b. Performs environmental compliance evaluations of the HW activities aboard MCB, Camp Lejeune to determine and improve the status of compliance with Federal, State and Marine Corps environmental laws.
  - (1) Evaluations will be scheduled, conducted, and reported in accordance with BO 5041.2R, *Commanding General's Inspection Program*, and related Headquarters Marine Corps environmental compliance evaluation guidance contained in MCO P5090.2 as implemented by Chapter 3 of this Order.
  - (2) Compliance deficiencies and appropriate corrective action will be incorporated into formal written reports and provided in accordance with BO 5041.2R to the Base Inspector and the inspected organization.
- c. In cooperation with the Director, Environmental Planning Division, EMD, oversees participation of ECD HW specialists in the review and environmental approval of proposed actions and other requests for assistance per Appendix 1 of Chapter 1 and NEPA procedures contained in Chapter 5 of this Order.
- d. Implements an environmental awareness training program for the Installation and assists tenant commands with the conduct of their respective awareness programs.

**10403. ASSISTANT CHIEF OF STAFF, FACILITIES**

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

2. Provides contractual support for HW management and disposal when required.



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3. Provides manpower and equipment for oil and hazardous substance spill response and clean up.

**10404. ASSISTANT CHIEF OF STAFF, INSTALLATION SECURITY**

1. Participates in response and cleanup of spills of HW through implementation of the oil and hazardous substance spill contingency plan and related spill prevention ~~in accordance with Chapter 12 of this Order.~~ *DELETE*

- a. Serves as On-Scene Commander and directs others who serve as On-Scene Coordinator.
- b. Provides traffic and crowd control support for OHS spill response.
- c. Provides adequate security for restricted area access if necessary for the protection of human health and environment during an OHS spill response.

2. Responds to reported incidents of unauthorized disposal or abandonment of solid waste, hazardous waste, and hazardous material aboard the Installation and conducts preliminary investigation. Makes notification of findings to the Commanding General. When directed refers such incidents to the Naval Criminal Investigative Service or other appropriate law enforcement agencies.

3. Oversees the operation of the Base Safety Division and ensures safety support is provided relative to implementation of the Installation HW and HM disposal program and related emergency response.

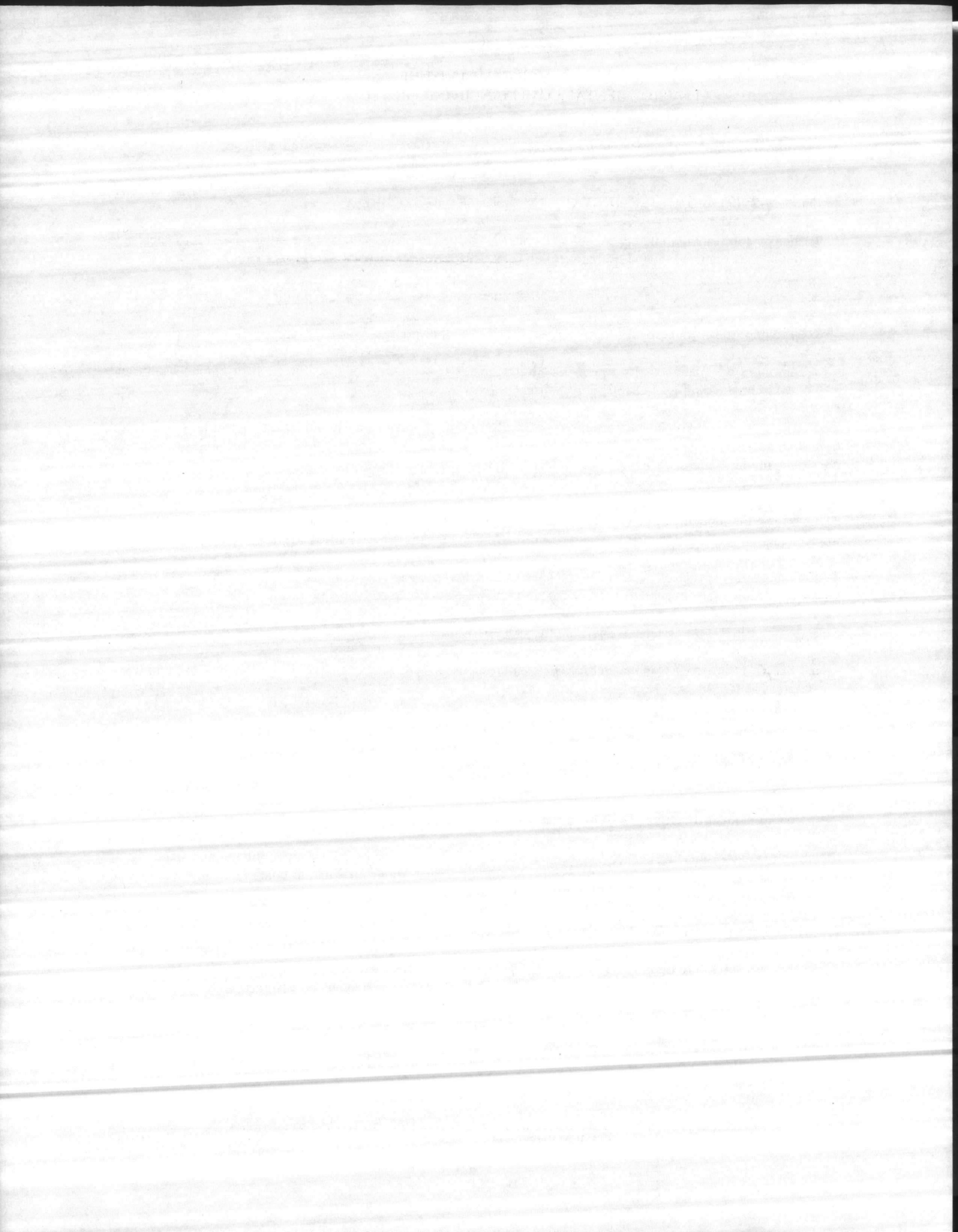
4. Provides safety specialists to serve on the Installation OHS spill response team as provided in Chapter 12 of this ~~Order,~~ *delete* applicable logistics support agreements with MCAS, New River, and other pertinent regulations.

**5. Base Fire Chief, Fire Protection Division, Installation Security and Safety Department**

- a. Serves as On-scene Commander for OHS spill response aboard MCB, Camp Lejeune and outside flight line areas aboard MCAS, New River.
- b. Coordinates the training of the OHS spill response team and maintains associated training records.
- c. Assists in the prevention of HW/HM spills and related emergencies by:
- d. Providing instructors as required by the AC/S, EMD, to train environmental compliance coordinators/officers and HW site managers in the proper storage of HM and handling of HW/HM spills.
- e. Inspecting work sites and notifying cognizant officials of incidents of improper storage and handling of HW/HM likely to result in a spill, explosion, fire, or similar imminent threat to human health, environment, safety, or property.

**6. Installation Safety Officers**

- a. Provide support to the HW training programs of their respective commands relative to the OSHA and Marine Corps safety standards for HM handling and storage and related emergency response.
- b. Provide technical assistance on safety matters, to include instruction to HW generators on OSHA guidelines and requirements applicable to the handling and storage of HW.
- c. Conduct annual safety inspections of command HW/HM long term storage facilities.



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- d. Notify cognizant officials of unsafe HW/HM storage and handling incidents that are in violation of applicable OSHA or other safety standards.

**10405. ASSISTANT CHIEF OF STAFF, LOGISTICS.** Serves as the principal agent on matters pertaining to the transportation of HM regulated by DOT.

**10406. ASSISTANT CHIEF OF STAFF, RESERVE AFFAIRS/RESERVE SUPPORT UNIT.** Ensures that reserve units conform to the requirements of this Order.

**10407. ASSISTANT CHIEF OF STAFF, TRAINING, EDUCATION AND OPERATIONS**

1. Informs the AC/S, EMD a minimum of 180 days prior to the arrival of any unit scheduled to conduct training or participate in exercises, which is not organic to or tenanted aboard the Installation.
2. Programs environmental awareness training as an annual subject in Professional Military Education sessions scheduled for the senior military and civilian leadership of the Installation.
3. Provides audiovisual training support for HW training.
4. Coordinates emergency planning and response programs with EMD OHS plan.

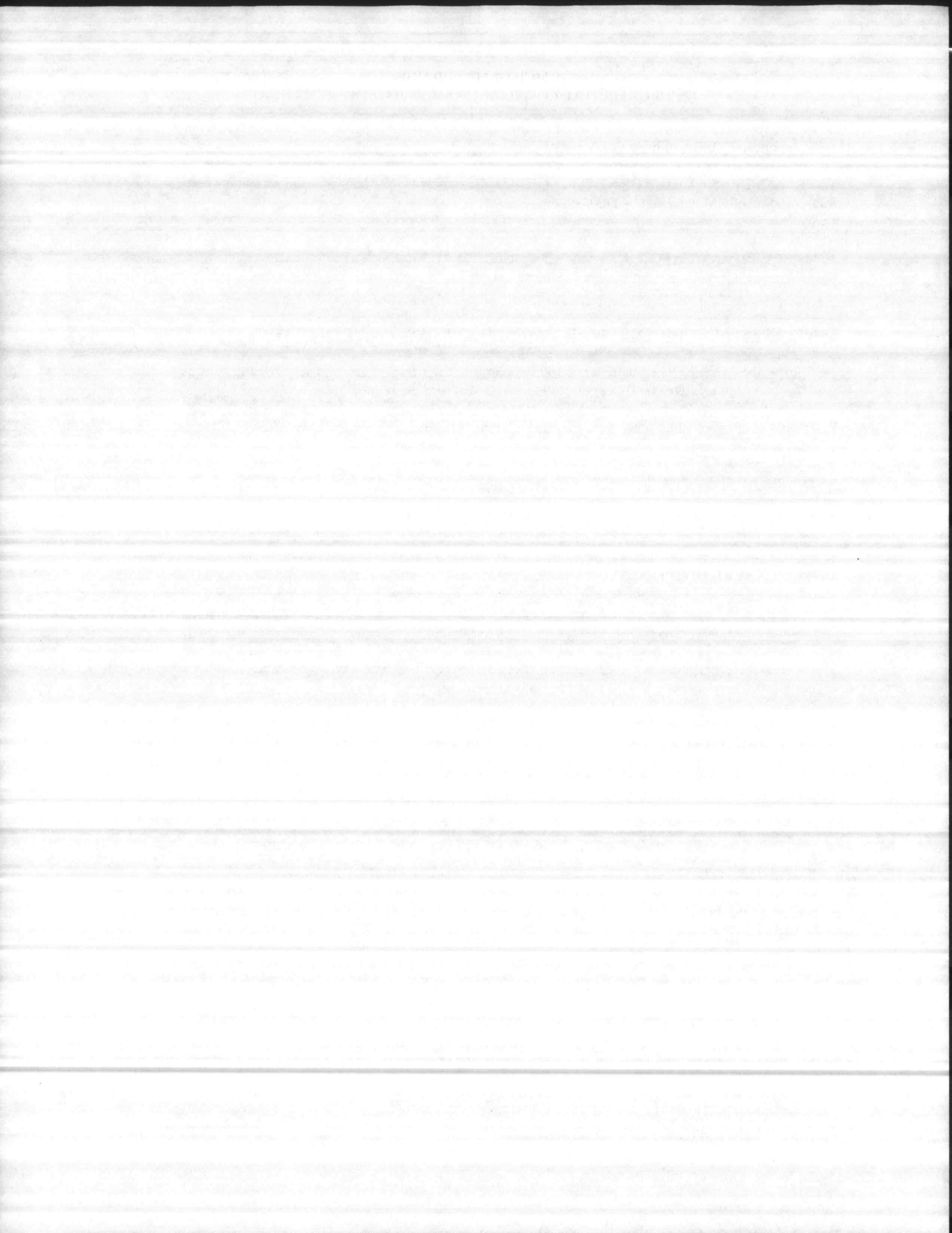
**10408. NAVAL HOSPITAL**

1. Provides ambulances and related emergency health care support to OHS spill response actions within the Installation and industrial hygienists to serve on the OHS spill response team.
2. Provides technical assistance in conjunction with EMD to HW Generators on occupational health matters related to the collection and disposal of HW/HM and medical waste.

**10409. TENANTS**

1. Defense Reutilization and Marketing Office (DRMO)
  - a. Ensures compliance with Treatment Storage Disposal Facility (TSDF) RCRA Part B permit. Furnishes all information required for EPA/State reporting requested.
  - b. Provides MCB, Camp Lejeune safety representative access to the TSDF upon request.
  - c. Maintains records of HW lab analysis results applicable to the turn-in of HW and the operation of the TSDF.
  - d. Inspects HW and accepts physical custody in accordance with DRMS instructions.
  - e. Operates the TSDF aboard Camp Lejeune in accordance with applicable Federal and State RCRA part B permit conditions and Marine Corps Hazardous Waste management requirements.
  - f. Immediately reports all HW spills to FPD by calling 911.
  - g. Tests and maintains emergency preparedness and prevention equipment.





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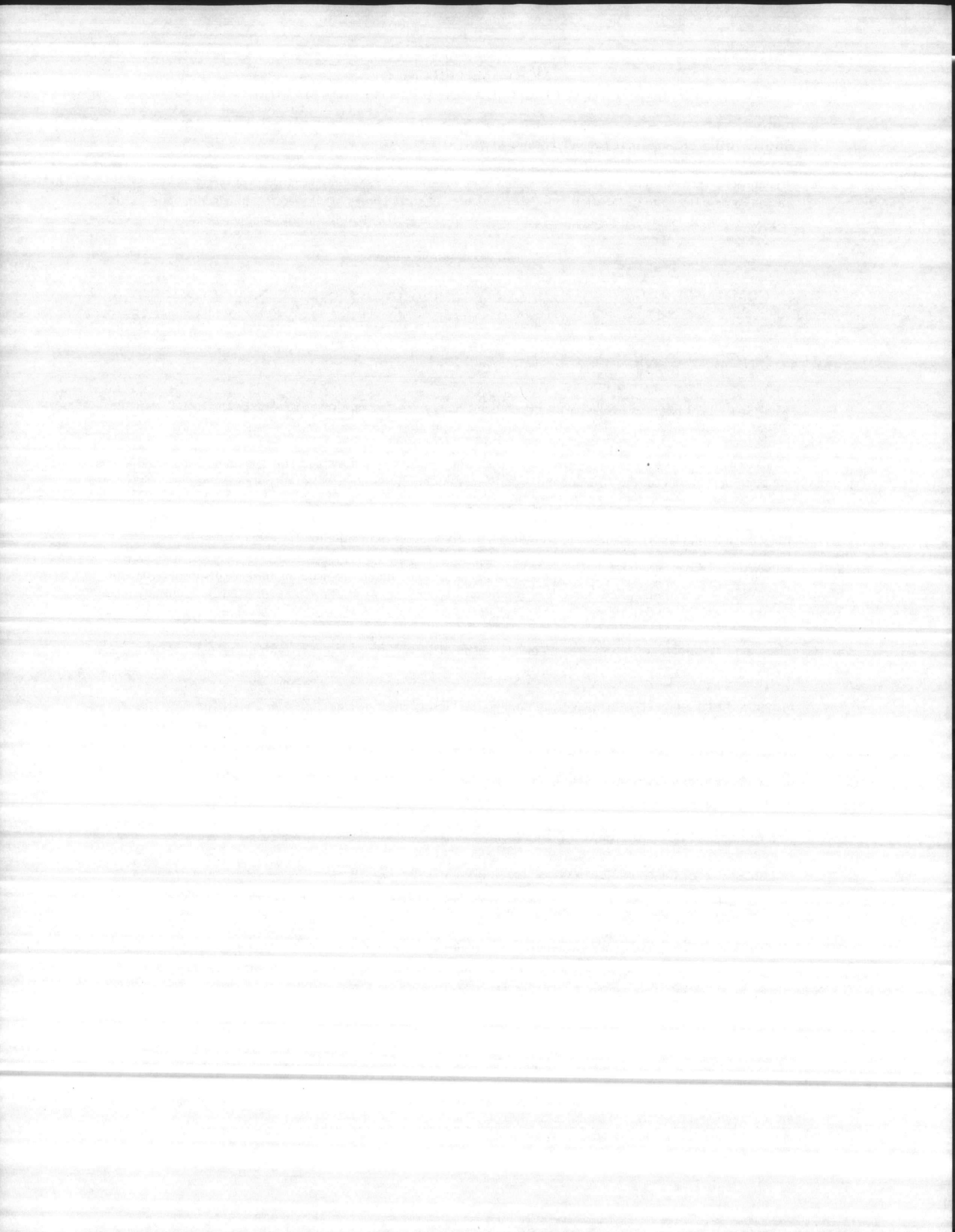
- h. Ensures training of personnel in the handling, packaging, and storing of HW. Notifies EMD staff in advance of any changes in personnel working at the TSDF.
- i. Prepares and signs as generator, all Federal and State manifests for shipping hazardous property and tracking waste from the Installation to the disposal site. Ensures copies of all manifest transactions for shipment from the TSDF to the disposal site are provided to EMD/SEA, including final certificates of disposition or destruction.

**10410. COMMANDING GENERALS OR COMMANDING OFFICERS OF TENANT COMMANDS**

Ensure all organizational elements within each command complies with section 3 and 10400. 2. of this chapter. *ORDER*

**10411. BASE HAZARDOUS WASTE (HW) PROGRAM MANAGER**

1. Serves as Command point of contact with Federal and State agencies, and other Marine Corps Installations on routine matters pertaining to HW collection, treatment, and disposal.
2. Keeps abreast of emerging Marine Corps, Federal and State HW regulations and HW management technology and initiates action required for the efficient and orderly conduct of HW collection and disposal operations.
3. Monitors ongoing HW collection, treatment, and disposal activities as required to identify, evaluate and provide environmentally sound, efficient program operation and timely support to Installation HW generators.
4. Assists Director, ECD, in the preparation and submittal of periodic budget projections for HW disposal costs and associated handling equipment and facilities improvements to the Assistant Chief of Staff, Environmental Management for inclusion in the Annual Operations Plan and/or other appropriate budgetary submittals.
5. Oversees the day-to-day collection, treatment, and disposal of HW in compliance with all relevant regulations and this Order and provide the following technical assistance and management support:
  - a. Provides Installation HW management policies and procedures to the Environmental Training Branch, Environmental Compliance Division.
  - b. Carries out those ECC HW duties outlined in Section 10418 below relating to HW operations of the commands and organizations of MCB, Camp Lejeune.
  - c. Receives, processes, and maintains records of HW/HM Disposal Worksheets delivered by Base ECO's, tenant command ECC's in accordance with requirements of Section 10304 above.
  - d. Coordinates HW transportation services required to transfer MCAS, New River, Base, and Base tenant command HW to the Installation long-term HW storage facility and HW management and disposal service contracts administered by MCB, Camp Lejeune.
    - (1) Performs quality assurance inspections for generating activities at MCB, Camp Lejeune to ensure compliance with regulatory packaging and documentation requirements prior to transport to DRMO.
    - (2) Complies with Federal and State HW manifesting and/or associated recordkeeping requirements,
    - (3) Provides, or otherwise ensures, a properly trained and authorized individual signs manifests as the HW generator and HW transporter for shipments to off-site contractor facilities.
  - e. Coordinates the acceptance of all HW by DRMO and, for MCAS, New River, subsequent transportation to the Installation long-term HW storage facility.



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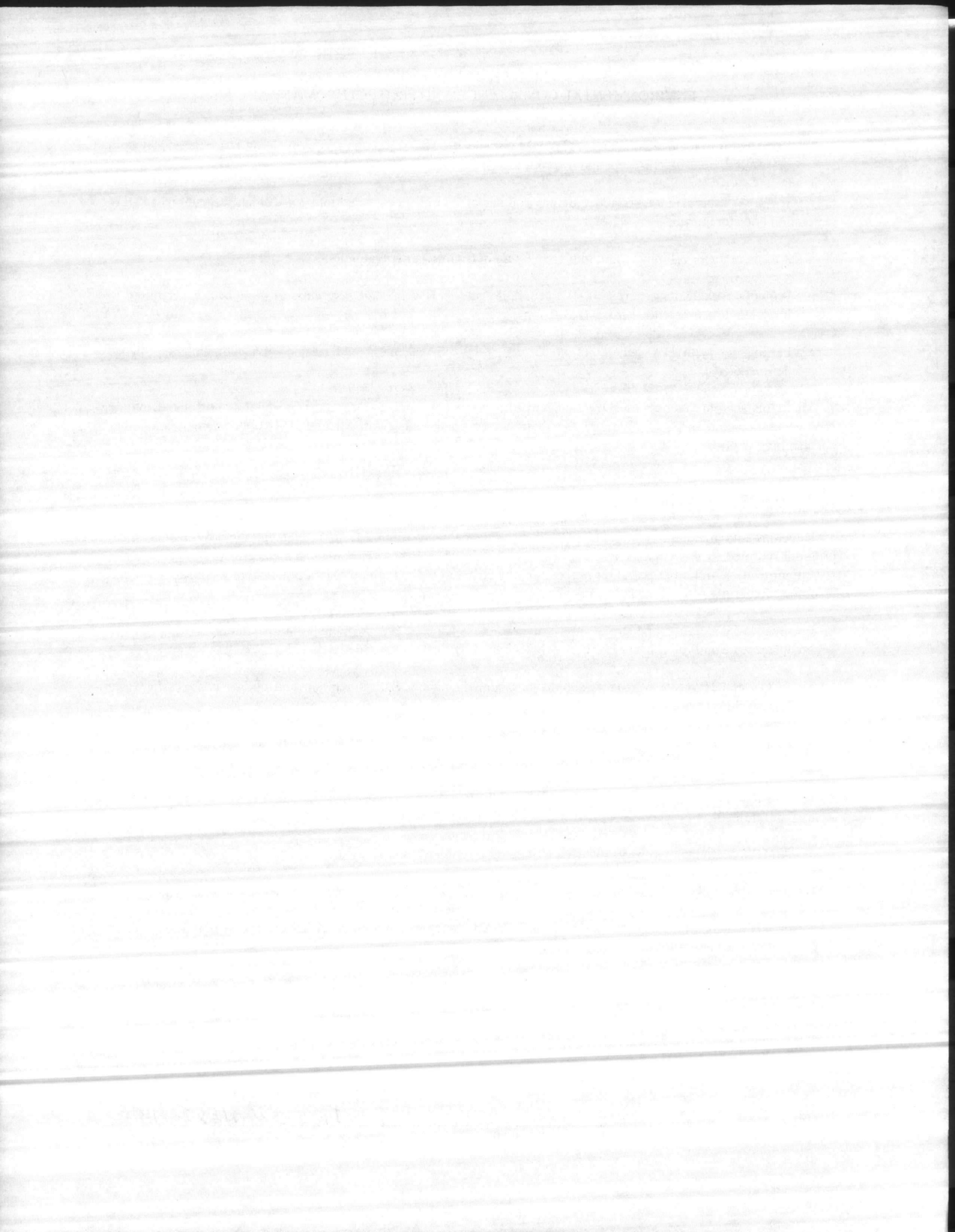
- f. Participates in the development of HW/HM site specific HW spill contingency plans and associated HW spill prevention, control, clean-up, and disposal activities.
6. As required, assists in the conduct of environmental compliance evaluations and other inspections of HW generation and storage sites.
    - a. Assists in the development and implementation of corrective actions.
    - b. Provides technical assistance to HW generators and to HW management support organizations required to implement recommended corrective actions.
    - c. Participates with HW generators in correcting HW management and related environmental compliance deficiencies.
  7. Maintains accurate records of HW management activities and prepares annual HW reports and related routine HW generation and disposal submittals as required for compliance with MCO P5090.2, this Order, and other pertinent regulations.

**10412. HW GENERATOR**

1. Develops and maintains command SOP in accordance with 10304. 1. to implement the HW management program outlined in this Chapter and command specific requirements. HW management efforts should promote HW minimization and other pollution prevention objectives to the maximum extent practicable within mission and resource constraints.
2. Ensures HW generation and storage are limited to those types of HW for which the Installation is authorized to generate and store and for which a HWPS has been issued by EMD or the SEA Office, MCAS, New River.
  - a. ECO's and HW Site Managers should continuously review HW generation and update changes in waste stream composition.
  - b. Any new HW stream generated for which no HWPS should be reported immediately to the Base HW Program Manager or the SEA Office, MCAS, New River.
3. Ensures that ECO's, HW Site Managers, HW Handlers, and other environmental staff required are appointed in writing and trained.
  - a. All HW personnel will be furnished a written description of their HW duties.
  - b. Appendix will be utilized to document HW training.
4. Ensures HW generation sites, 90-day Sites, and SAA's are registered with the AC/S Environmental Management or with the SEA Office, MCAS, New River, as appropriate.
5. Base tenant HW generators should send appointment letters to the Assistant Chief of Staff, Environmental Management.
6. HW generators aboard MCAS, New River, should send letters to the Commanding Officer, MCAS, New River (Attn SEA Office).

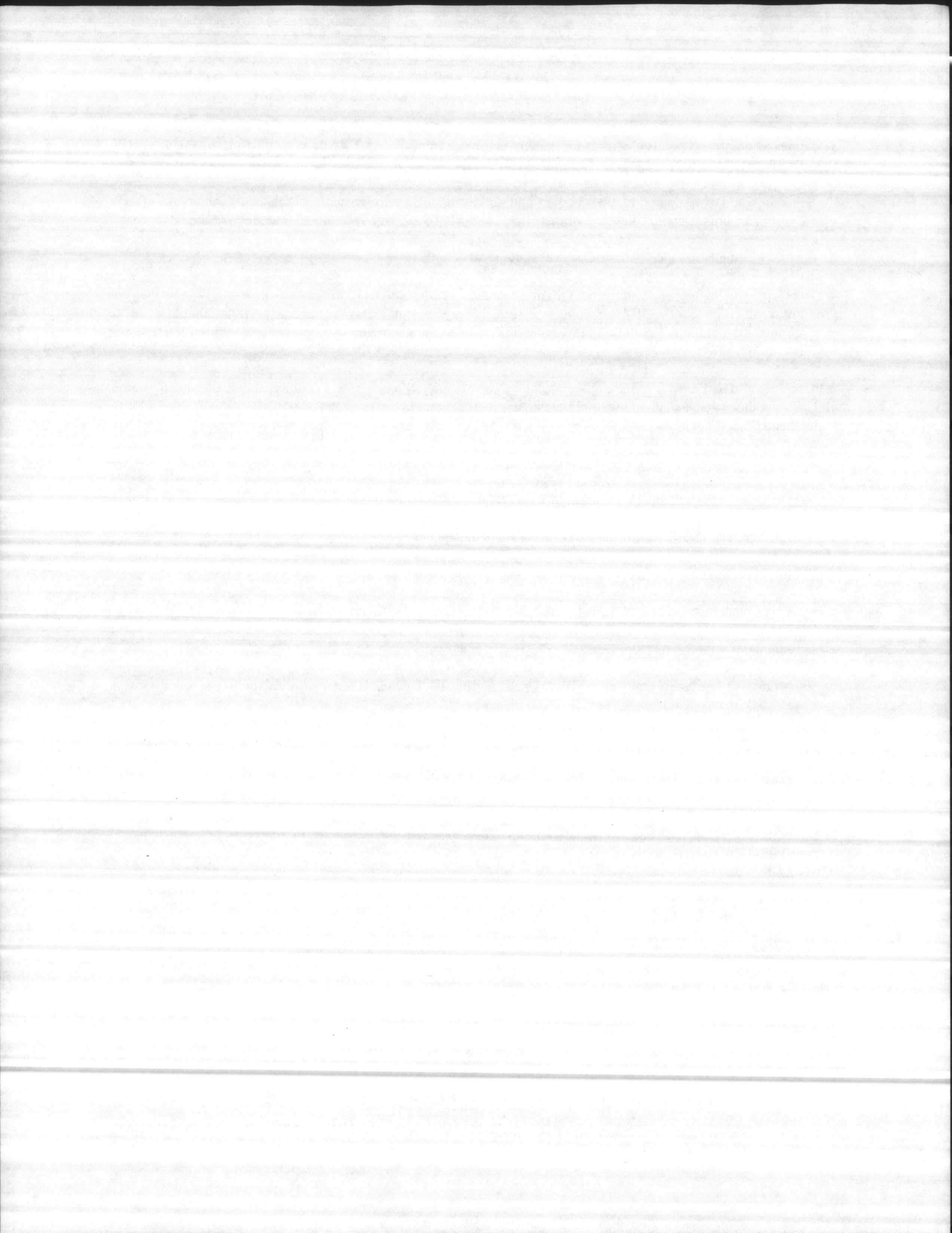
**10413. ENVIRONMENTAL COMPLIANCE COORDINATORS**  
Hazardous Waste and Hazardous Material Management

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1. Serves as command point of contact for matters involving environmental issues to include management of HW, UW, or Silver Recovery operations and compliance with this order.
2. Schedules and participates in the conduct and follow up of environmental compliance evaluations of HW operations in accordance with Chapter 3 of this Order, MCO P5090.2, and Federal and State regulations.
3. Ensures discrepancies identified through environmental compliance evaluation(s) are corrected.
4. Develops and maintains command SOP in accordance with 10304. 1. to implement the HW management program outlined in this Chapter and command specific requirements. HW management efforts should promote HW minimization and other pollution prevention objectives to the maximum extent practicable within mission and resource constraints.
5. Oversees and participates in the implementation of command HW collection, handling, and disposal and ensures all HW operations are carried out in strict compliance with the requirements of Section 10304 above MCO P5090.2, Federal and State regulations.
  - a. Coordinates the review and authorization of new HW generation and accumulation areas by EMD.
  - b. Consolidates HW Turn-In Disposal Worksheets from generating units.
  - c. Ensures HW Turn-In Disposal Worksheets are complete and accurate.
  - d. Inspects contents against HW Turn-In Disposal Worksheets
  - e. Ensures submission of HW Turn-In Disposal Worksheets to EMD.
  - f. Maintains appropriate records of HW/HM Disposal Document submissions.
  - g. Monitors progress of removal of HW/HM and notifies EMD when HW remains on-site in excess of 75 days of ASD on any container.
  - h. Provides assistance to ECO's and Site Managers in resolving HW management problems affecting disposal.
  - i. Ensures all required HW inspections are conducted. In the absence of unit ECO, HW Site Manager, or HW Handler conducts required inspection.
6. Monitors the respective environmental training program to ensure personnel in positions of environmental responsibility are trained in accordance with the Installation Comprehensive Environmental Training Program (CETP).
  - a. Participates and ensures those personnel in positions of environmental responsibility attend HW training sessions and workshops conducted by the command ECC and the Base Environmental Management Department.



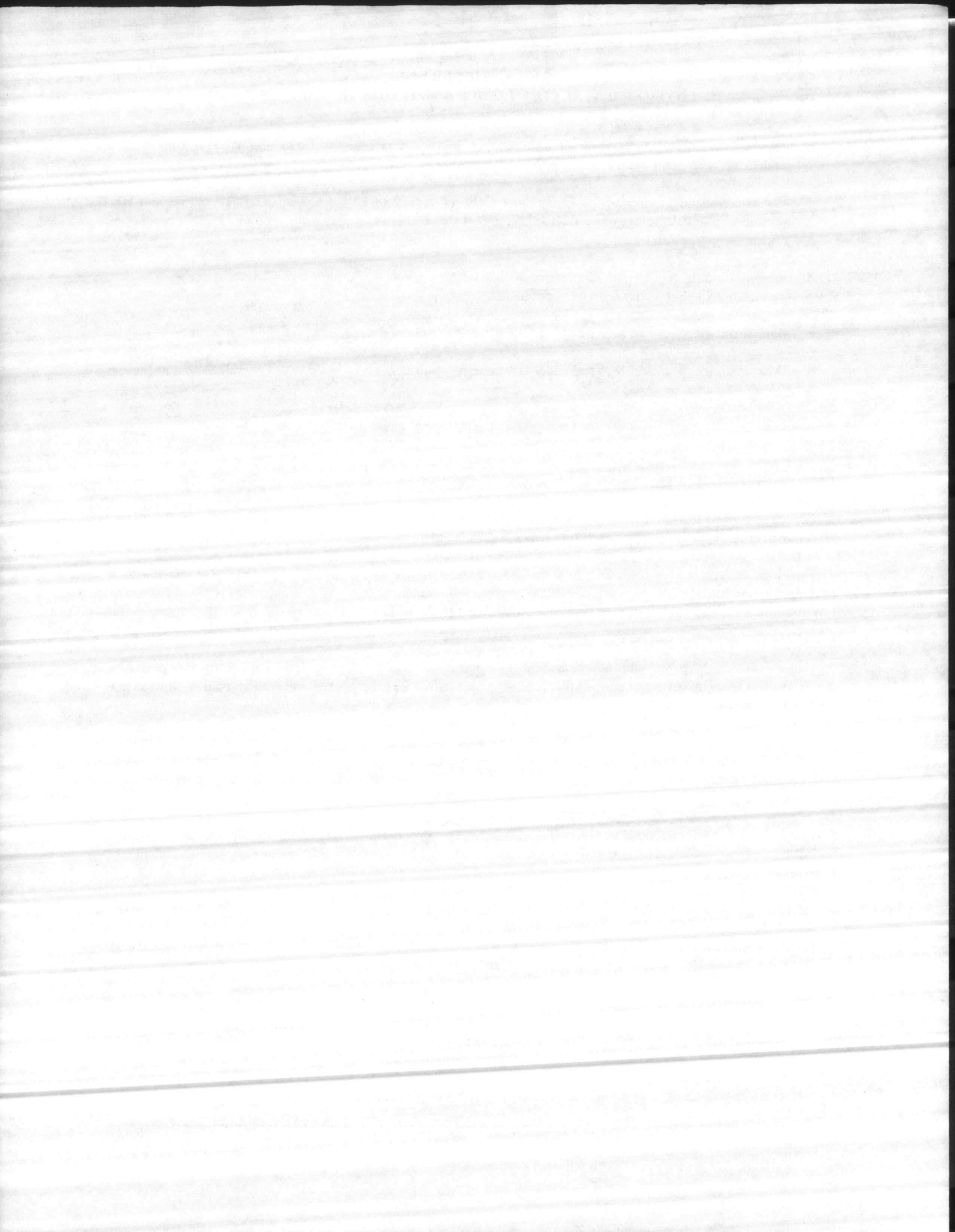
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- b. Reviews annually ECO HW duties and training, and submits requests for additional HW training per guidance contained in Chapter 4 to EMD. *THIS ORDER*
  - c. Assists command Environmental Compliance Officers' review of HW Site Managers' HW duties and HW training at intervals of not more than twelve months, and submits requests for additional HW training per guidance contained in Chapter 4 to EMD. *THIS ORDER*
  - d. Submits training requests in accordance with CETP enrollment procedures in Chapter 4 for subordinate organizations within their respective commands.
  - e. Maintains current HW training records for themselves, ECO's and AECO's within their command.
  - f. Retains former command HW personnel HW training records in accordance with Federal, State and Marine Corps Orders.
7. Identifies facilities deficiencies to the appropriate Installation authorities.

**10414. ENVIRONMENTAL COMPLIANCE OFFICERS**

1. Serves as command point of contact for matters involving environmental issues to include management of HW, UW, or Silver Recovery operations and compliance with this order.
2. Develops and maintains command SOP in accordance with 10304. 1. to implement the HW management program outlined in this Chapter and command specific requirements. HW management efforts should promote HW minimization and other pollution prevention objectives to the maximum extent practicable within mission and resource constraints.
3. Keeps HW Site Managers and key personnel informed of any changes in regulations affecting HW activities within the ECO's cognizance and ensures that HW SOP's and USCP's are up-to-date and readily available for review by personnel involved in the HW management.
4. Maintains a list of the location of all HW generation sites, SAA's, Universal Waste Sites, 90-day Sites, and Silver Recovery Sites within the command. Provides a current copy of this list to the cognizant organizational ECC, Base HW Program Manager, or SEA Office, MCAS, New River, on a quarterly basis (i.e., by 1 January, 1 April, 1 July, and 1 October).
5. Conducts monthly inspections of HW and Universal Waste inventories in command 90-day sites and performs and documents follow-up actions required to ensure correction of container management deficiencies and timely removal of HW.
6. Informs ECC when unavailable to conduct required inspection.
7. Conducts quarterly inspections of HW generation sites and SAA's. Ensures required action is completed as required to correct deficiencies or impediments to efficient HW operations.
8. Ensures all required inspections are conducted when Site Managers or Handlers are unavailable.
9. Oversees and participates in the implementation of command HW collection, handling, and disposal and ensures all HW operations are carried out in compliance with the requirements of Section 10304.
10. Notifies cognizant ECC by telephone with written follow-up anytime HW or Universal Waste remains in the 90-day Site in excess of 75 day of ASD on any container.



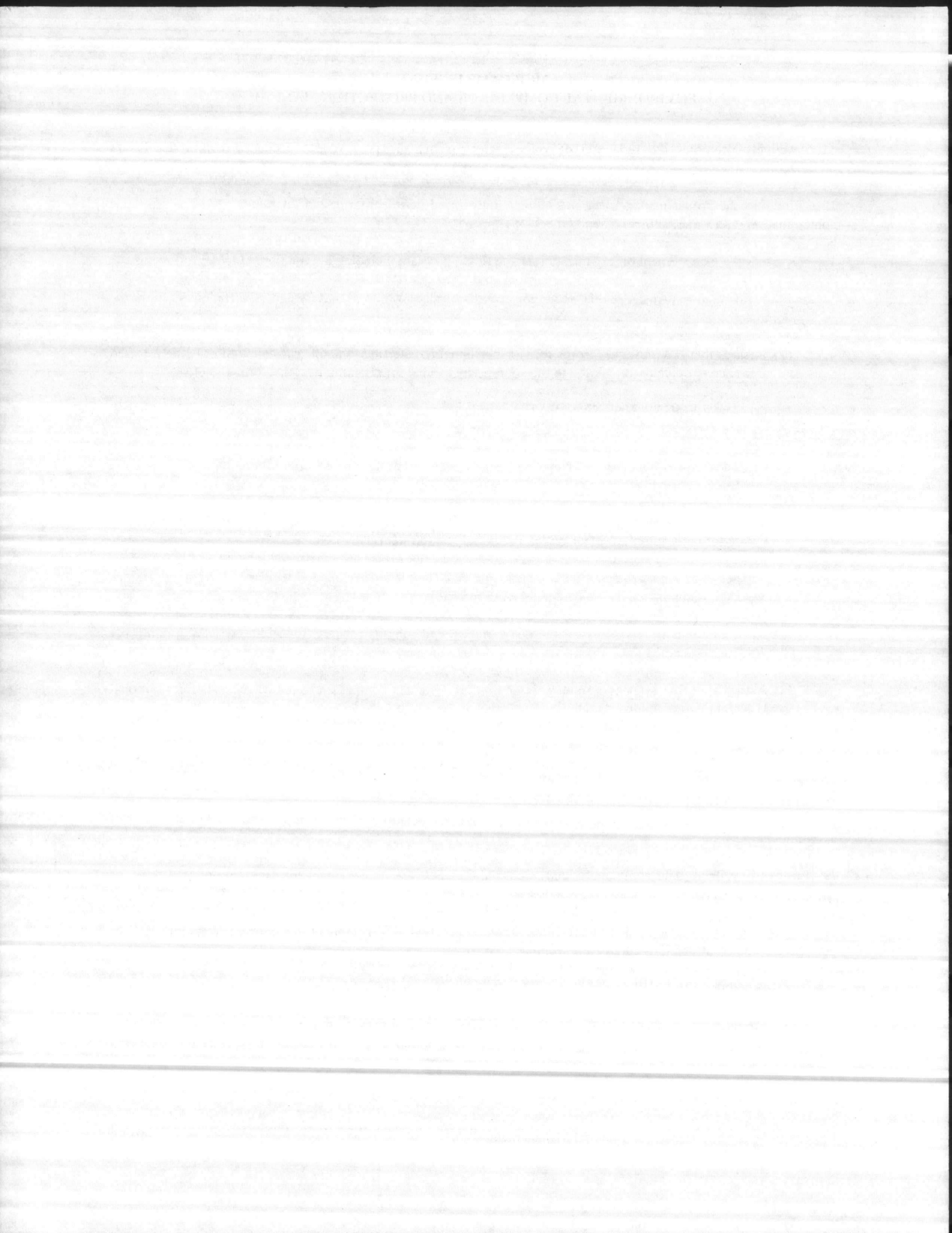


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11. Actively promotes the reduction of volume and toxicity of HW/UW/HM produced within the ECO's organization.
12. Promotes the proper management and segregation of used petroleum, oil, and lubricants (POL) to minimize contamination with water, antifreeze, and other contaminants.
13. Oversees the management of organization HW training program including but not limited to the following:
  - a. Maintains a current roster and HW training records of all HW Site Managers and HW Handlers within the command.
    - (1) Ensures that HW training records for HW personnel transferring to another installation or being released from active duty are transferred to the appropriate official for retention per RCRA regulations:
      - (a) Aboard MCAS, New River, the HW training records will be forwarded to the SEA, Office, MCAS, New River.
      - (b) Tenants of MCB, Camp Lejeune, will forward the HW training records to the cognizant command ECC.
    - (2) Ensures HW training for Installation civilian employees is reported to the cognizant Civilian Personnel Office for entry into the Navy Civilian Personnel Data System (NCPDS).
  - b. Participates in and ensures HW Site Managers and HW Handlers participate in regular HW training sessions and workshops conducted by the command ECC and EMD.
    - (1) Reviews annually HW Site Managers HW duties, and submits requests for additional HW training per guidance contained in Chapter 4 via the cognizant command ECC to EMD.
    - (2) Assists HW Site Managers' annual review of HW Handlers duties, and submits requests for additional HW training per guidance contained in Chapter 4 via the cognizant command ECC to EMD.

**10415. HW SITE MANAGERS.** For the purposes of this Order, Officers-in-Charge (OIC), Noncommissioned Officers-in-Charge (NCOIC), and civilian supervisors of work sites where HW, Universal Waste, or precious metals (Silver Recovery) is generated, handled, or stored shall be considered "HW Site Managers". Additionally, the HW Site Manager must be assigned in writing by their respective commanding officer or supervisor with-in one week of assignment.

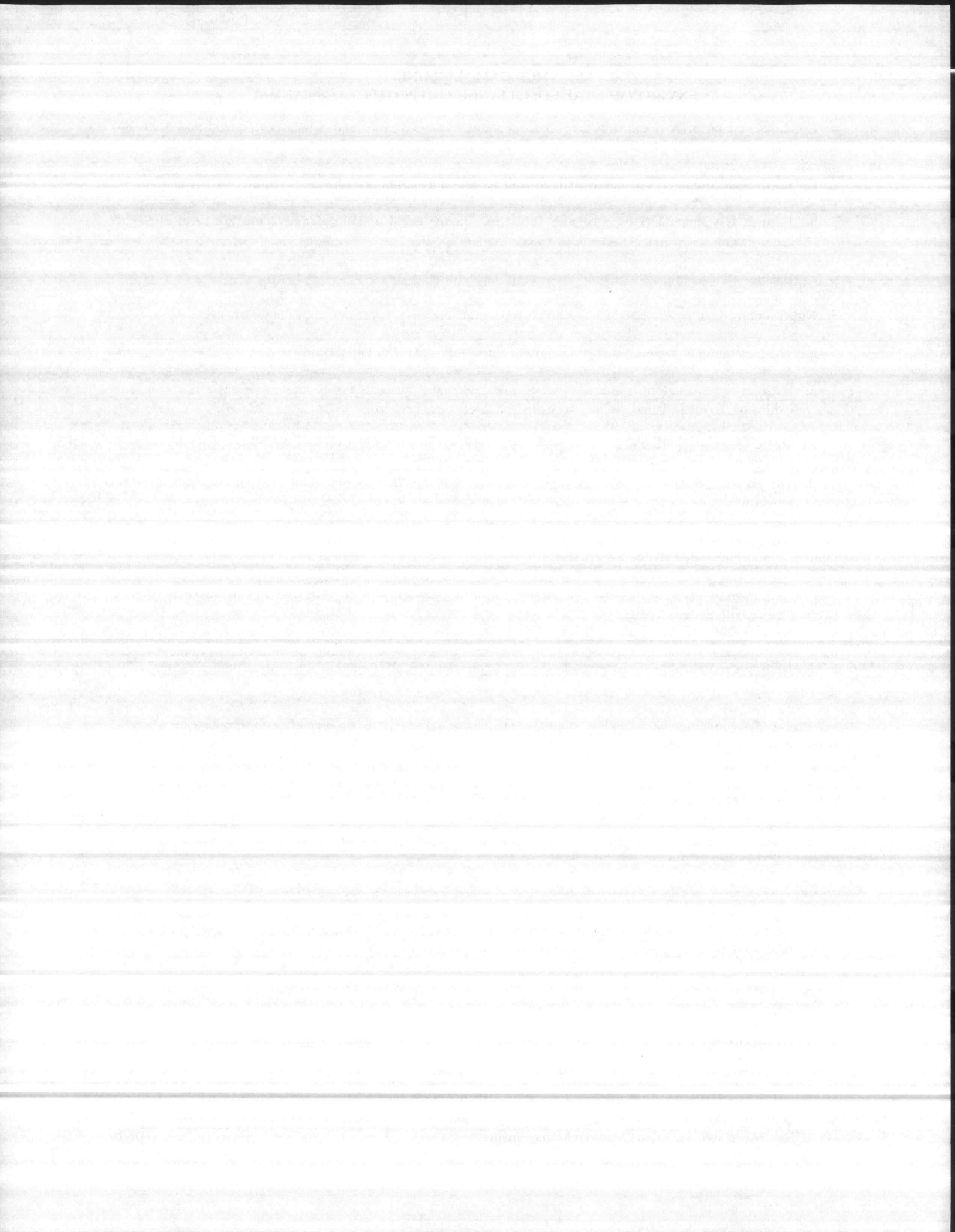
1. Ensures Installation and command management requirements are implemented for each type of HW, UW, or HM routinely collected and managed for disposal.
2. Ensures that only authorized, properly trained and supervised HW personnel are allowed to handle HW or perform associated inspections and record keeping:
  - a. Schedules initial HW training for each newly assigned assistant HW Site Manager or HW Handler.
  - b. Provides, or ensures other qualified, trained HW personnel provide direct supervision of each assistant HW Site Manager or HW Handler until adequate initial HW management training is provided and documented.
3. Conducts annual reviews of HW training records for unit HW personnel.



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4. Conducts and properly documents weekly inspections of 90-day Sites and SAA's per Federal and State HW regulations and performs and documents follow-up actions required to ensure the following are accomplished:
  - a. Ensures all containers are clearly marked with appropriate marking requirements required in 10304. 7. a.
  - b. Ensures HW containers comply with 10304. 6. In the event a HW container does not meet 10304. 6. requirements corrective action will be taken.
  - c. Ensures all leaks, releases or spills are managed according to 10304. 9.
5. Notifies immediate superior and ECO immediately upon becoming aware of one of the following:
  - a. The generation or the proposed generation of a new type of HW or Universal Waste.
  - b. Existing or potential violations of this Order or deficiencies suspected of posing a threat of a HW spill, fire, explosion, or other danger to human health and safety or to property.
  - c. Visits or proposed visits to the work place by a representative(s) of Federal or State environmental agency.
  - d. The presence of HW in the 90 Day Site with an ASD over 75 days old which has not been processed for removal.
6. Ensures the day-to-day collection and storage of HW and excess HM awaiting disposal. Initiates action to dispose of accumulated HW or excess HM.
7. Provides instructions and supervision required to ensure all HW and HM disposal activities shall be carried out in compliance with Section 10304.
8. Ensures that all HW and special wastes are managed in a manner which prevents contamination by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health, or the environment.
9. Checks HW generation sites and HW storage containers weekly for deficiencies and perform follow-up when required to ensure that problems are corrected.
10. Ensures containers of HW are confined to authorized and approved SAA's and 90-day accumulation areas which are managed in compliance with Section 10304. 4.
11. Ensures mandatory weekly inspections are completed and that inspection follow up action is taken and documented as provided in Section 10304. 8.
12. Initiates disposal of HW/HM in accordance with guidelines provided in Section 10304. 10.
  - a. HW/HM/UW Disposal Worksheet will be properly prepared and submitted to the cognizant ECO within five working days after a container of HW/HM becomes full.
  - b. HW/HM/UW Disposal Worksheet will be delivered to the command ECO.
  - c. Provides personnel, equipment, and supplies required to repackage the contents of unserviceable containers of HW/HM/UW.

**10416. HW HANDLERS.** All personnel handling HW for the purposes of storage, transportation, or treatment, not assigned as a HW Site Manager, ECO, or ECC. Additionally, all Handlers must be assigned in writing by their Hazardous Waste and Hazardous Material Management



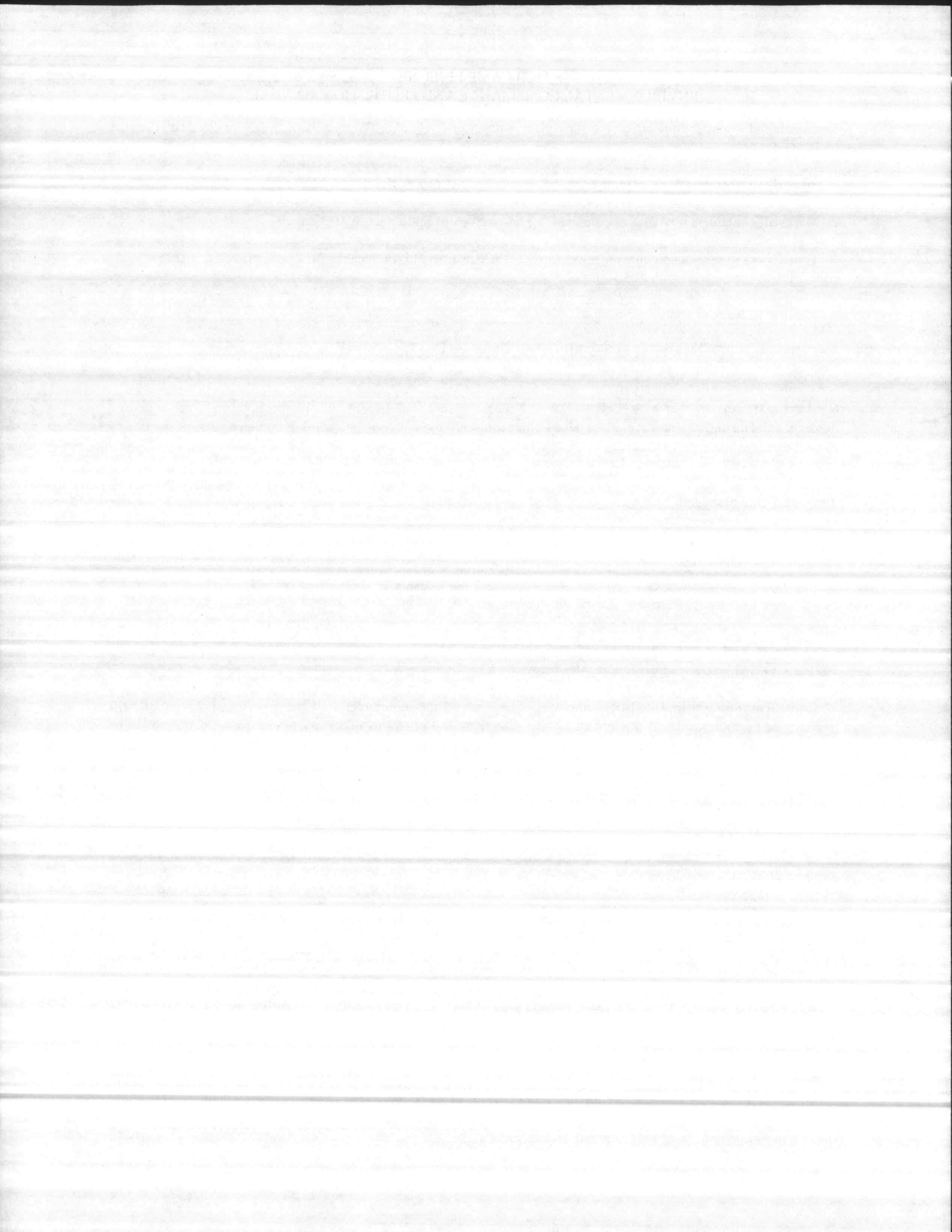
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organizational commanding officer or supervisor with-in one week of assignment. Duties of the HW Handler include:

1. Properly preparing HW for containerization, storage, and transportation.
2. Marks all containers with appropriate marking requirements required in 10304. 7 a.
3. Transfers or overpack contents of unserviceable HW containers to serviceable DOT or approved mil-spec containers in compliance with 10304. 6.
4. Reports all leaks or spills according to 10304. 9.
5. Collects and stores HW and excess HM awaiting disposal in accordance with direction provided by Site Manager.
6. Handles, stores, or other wise prevents HW and special wastes from becoming contaminated by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health, or the environment.
7. Inspects HW generation sites and HW storage containers weekly for deficiencies and reports all discrepancies to the HW Site Manager.
8. Informs HW Site Manager or ECO if unable to conduct mandatory weekly inspection.
9. Stores containers of HW in authorized and approved SAA's and 90-day accumulation areas.
10. Informs HW Site Manager when a container of HW becomes full and requires disposal.

**10417. COMMANDING OFFICER, MCAS, NEW RIVER**

1. Consistent with existing logistics support agreements and the requirements of other pertinent directives, will oversee the promulgation and implementation of directives and programs necessary to ensure the management of HW aboard MCAS, New River, is carried out in accordance with MCO P5090.2 and this Order.
2. Maintains current notifications to and authorizations from the U.S. EPA and State for generation of HW subject to regulations promulgated under the Resource Conservation and Recovery Act and 15A NCAC 13A.
3. Assists, as required, in implementing area-wide Facility Response Plan, SPCC Plan, and HW Contingency Plan to include furnishing manpower requested by the cognizant On-Scene Coordinator for spill response and related clean-up at MCAS, New River.
  - a. Provides an On-Scene Coordinator and clean-up crew for spills within the flight line area.
  - b. Conducts investigations of spills and submits appropriate reports as required to comply with the requirements of this Order and related pertinent regulations.
4. Oversees the operation of the grounds safety function and ensures safety support is provided relative to implementation of the MCAS, New River, HW and HM disposal program and related emergency response as described in Section 10412.
5. Ensures commanding officers and heads of organizations aboard MCAS, New River, implement HW management programs consistent with the requirements of Sections 3 and 10400 of this Chapter, to include



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appointment of primary and assistant environmental personnel with the authority and resources to carry out the requisite duties.

6. Appoints a Station environmental compliance manager with authority to represent both the Station and Station tenant commands on matters related to environmental management and natural resource protection with the following HW management responsibilities:

- a. Oversees the implementation of the MCAS, New River, HW, Universal Waste, HM, and precious metals (Silver Recovery) Management program and monitors compliance with requirements of all relevant regulations.
- b. Serves as MCAS, New River, point of contact with Federal and State agencies, and other Marine Corps installations on routine matters pertaining to HW management.
- c. Budgets for HW disposal costs.
- d. Serves as the MCAS, New River, ECC and carries out those duties for all commands and organizations aboard MCAS, New River.
- e. Coordinates the acceptance of MCAS, New River, HW by DRMO-Lejeune or other appropriate HW management authority, to include coordination of transportation with the Installation Hazardous Waste Manager to the MCB, Camp Lejeune, long-term HW storage facility.
- f. Conducts environmental compliance evaluations of all points of HW generation and storage on a quarterly basis and performs informal spotchecks as required to ensure regulatory compliance.
  - (1) The results will be provided in an appropriate manner to the inspected activity.
  - (2) The unit will be required to document corrective action taken.
- g. Oversees maintenance and submittal of reports to the EPA, State, and DoD for HW generated aboard MCAS, New River.
- h. Coordinates and participates in HW training for tenants and units at MCAS, New River in HW/HM Management.
- i. Coordinates requests to MCB, Camp Lejeune, for HW management support.

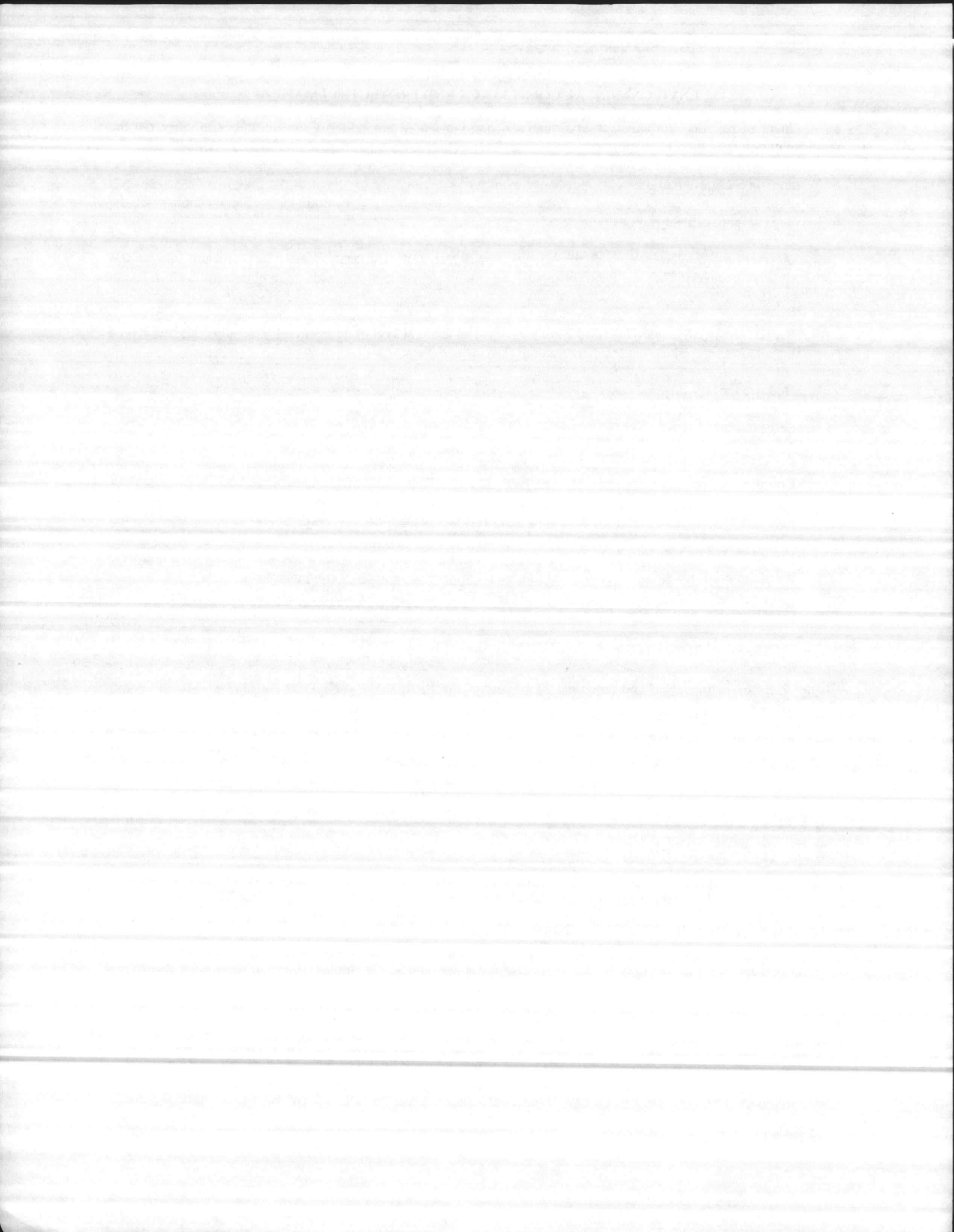
7. Safety and Environmental Affairs Office

- a. As the MCAS, New River, Environmental Compliance Manager, serves as the ECC for the MCAS, New River and carries out related duties described in Section 14401.5.
- b. Promotes HW/HM minimization, recycling and reuse,
- c. Coordinates initiatives to promote management of household HM within quarters and residences aboard the MCAS, New River.

8. Crash Fire and Rescue

- a. Serves as On-Scene Coordinator for OHS spill response on the flight line areas at MCAS, New River.
- b. Maintains training records for the flight line spill response team.

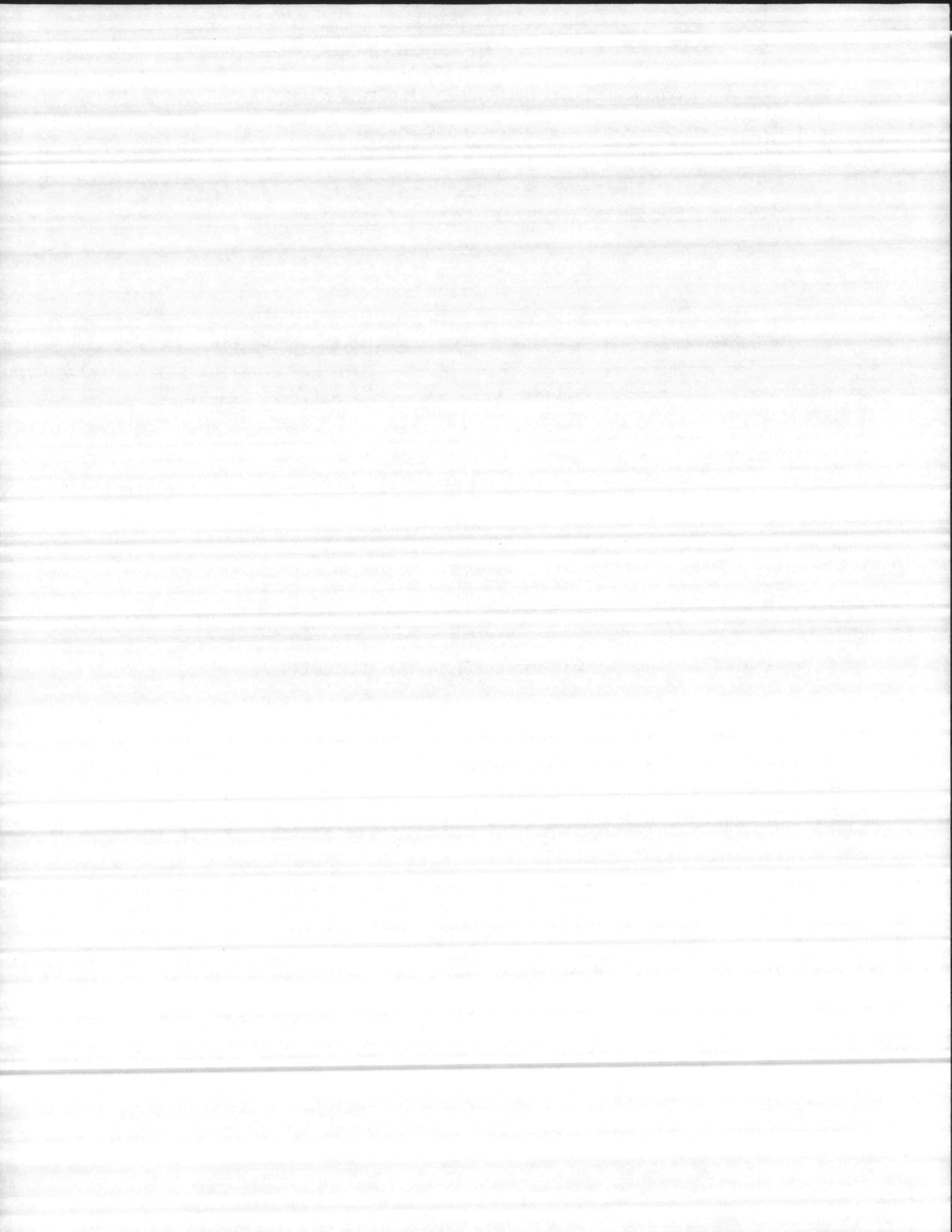




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9. Provides safety specialists to serve on the Installation OHS spill response team consistent with this Order, applicable logistics support agreements, and other pertinent regulations.

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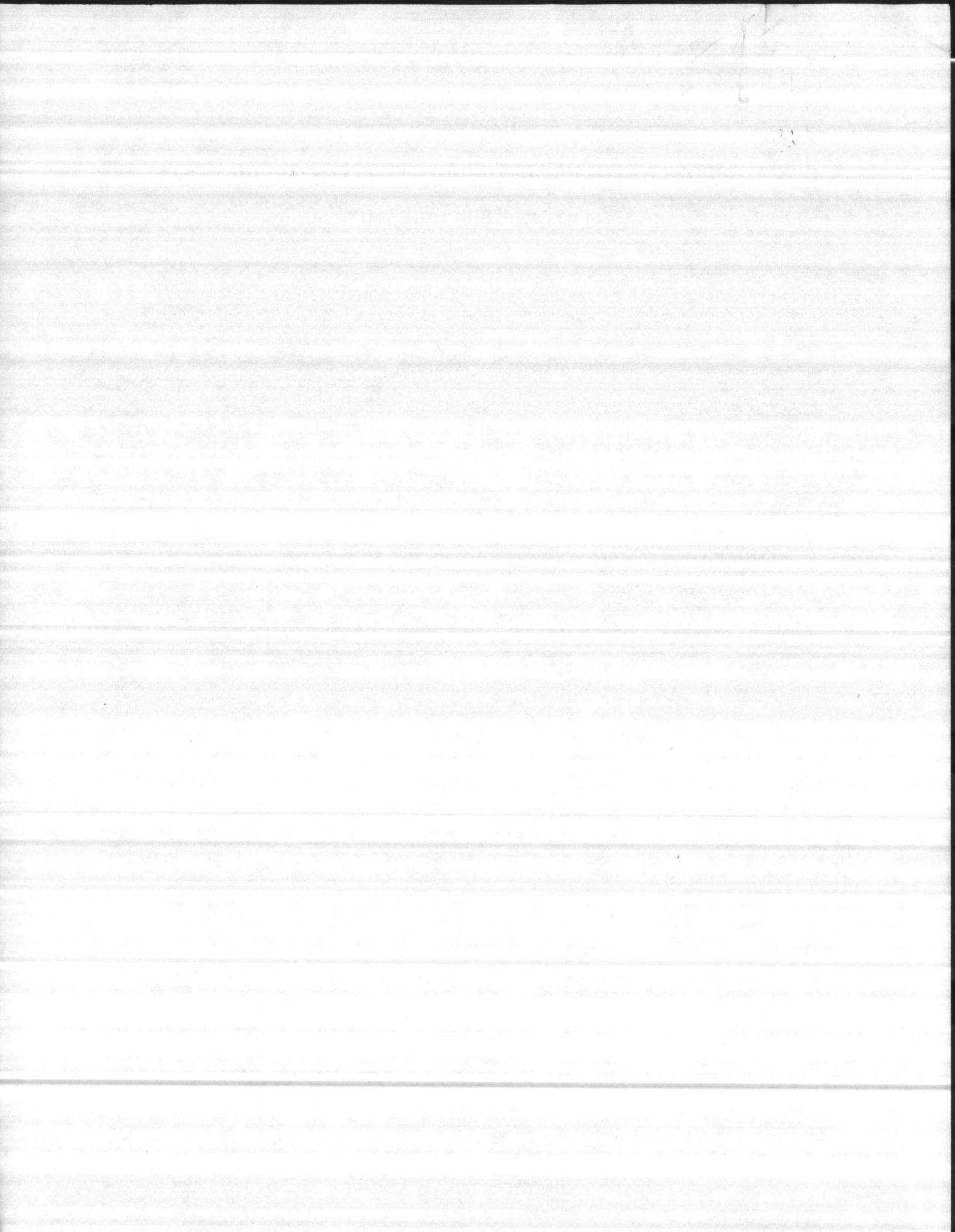
**CHAPTER 10**

**HAZARDOUS WASTE AND HAZARDOUS MATERIAL MANAGEMENT**

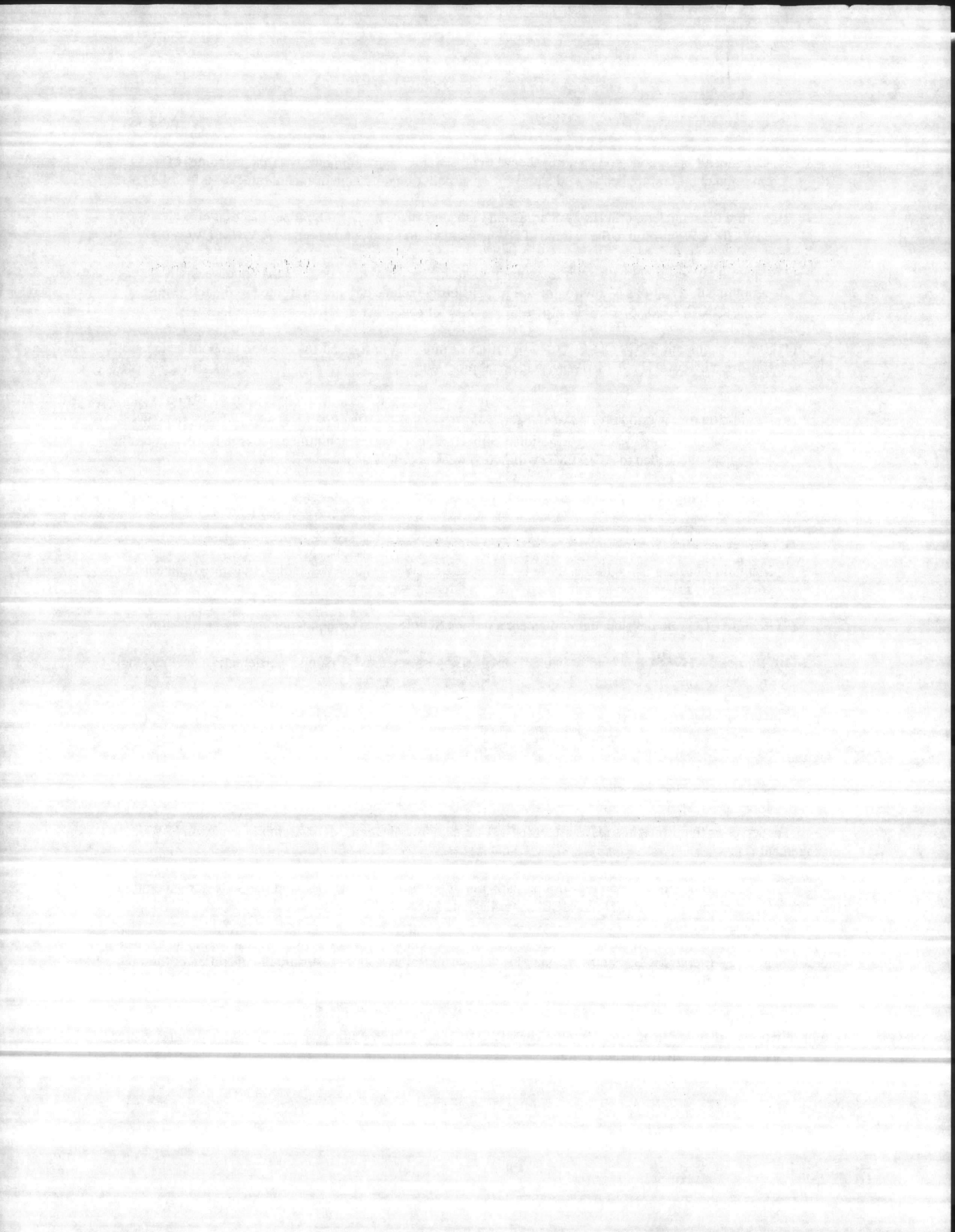
**SECTION 5: BIBLIOGRAPHY**

**10500. REFERENCES PERTAINING TO HAZARDOUS WASTE MANAGEMENT.** The following documents are referenced in this Chapter or contain information applicable to Hazardous Waste Management on the Installation:

- a. Resource Conservation and Recovery Act (42 USC 6901-6987).
- b. North Carolina Administrative Code Title 15, Chapter 13, Subchapter 13A.
- c. MCO P5090.2, *Environmental Compliance and Protection Manual*.
- d. MCO 1553.1B, *The Marine Corps Training and Education System*.
- e. *CG MCB Camp Lejeune Training Support Plan of 25 Mar 92*.
- f. BO 5041.2R, *Commanding General's Inspection Program*.
- g. BO 11320.1H, *Fire Regulations*.



- (1) Conduct all operations and training aboard the Installation in compliance with the mandates of environmental law applicable to the prevention of pollution of the environment by HW/HM.
  - (2) Ensure commanders, officers-in-charge, and managers place priority on proper disposal of HW/HM/UW, minimize the volume of HW generated, and prevent and report HW/HM/UW spills.
  - (3) Appoint all personnel with environmental responsibilities in writing no later than one week after assignment. Positions of environmental responsibility include but are not limited to the following: ECC, AECC, ECO, AECO, Hazardous Waste Site Manager, Hazardous Waste Handler.
  - (4) Ensure cognizant ECC's and ECO's have sufficient rank, authority, and resources to properly manage the organization's HW/HM/UW Management program.
  - (5) Ensure all HW personnel (primary and assistant ECC's, ECO's, HW Site Managers and Handlers) are appointed in writing by the organizational commanding officer. Appointment letter must be kept on file and a copy forwarded to AC/S EMD within one week of assignment.
  - (6) Ensure training of HW personnel is accomplished within 6 months of assignment.
  - (7) Implement an environmental awareness training program in accordance with this Order.
  - (8) Maintain a current listing/directory of facilities where HW is generated, handled and stored and ensure each facility is operated in compliance with this Order.
  - (9) Require ECO's to develop and implement a written SOP for each accumulation and storage facility.
  - (10) Ensure the HW SOP is readily available to all HW personnel and personnel participating in emergency response.
- b. COMMANDING GENERAL, MCB CAMP LEJEUNE. Provide guidance for the Installation to comply with Federal, State, Marine Corps hazardous waste regulations through the Installation HW/HM management program.
- c. ASSISTANT CHIEF OF STAFF, ENVIRONMENTAL MANAGEMENT
- (1) Serves as the principal staff assistant to the Commanding General, MCB, Camp Lejeune, on HW/HM management issues.
  - (2) Ensures proper Installation registration with and/or permitting by the EPA and the State for generation, transportation, and storage of HW/HM at MCB Camp Lejeune and MCAS New River.
  - (3) Coordinates the approval of HW generation sites and temporary storage areas within the cognizance of the Commanding General, MCB, Camp Lejeune. Provides technical assistance to ensure the operation of these sites/areas is in compliance with applicable regulations.
  - (4) Publishes base bulletins and other directives and provides technical assistance to organizations aboard the Installation as required to ensure safe, efficient HW/HM disposal in compliance with MCO P5090.2 and related Federal, State and local environmental regulations.



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

(6) Exercises staff cognizance over the review and environmental approval of proposed and ongoing actions and projects.

(a) Projects and actions are normally reviewed to identify and prevent potential HW violations and to promote hazardous material pollution prevention.

(7) Oversees the development and implementation of a plan for the establishment, training, and operation of a hazardous substance spill response team and will ensure the following:

(a) The plan addresses HW operations of MCB, Camp Lejeune; and all installation and tenant organizations.

(b) On-Scene Commanders are kept informed of the HW management and compliance implications of spill containment and clean-up activities.

(c) The plan provides a system for collection and disposal of non-RCRA waste petroleum products and monitoring for water and air pollution.

(d) Timely submittal of required reports to outside regulatory agencies and higher headquarters.

(8) Participates in the implementation of a hazardous substance spill contingency plan by serving as On-Scene Commander in the event of the absence of the AC/Staff, Installation Security and Safety (or representative) or by providing or directing others who provide professional and technical advice to other senior command officials serving in the capacity of the designated On-Scene Commander.

(a) Ensures The On-Scene Commander is kept informed of the HW management and compliance implications of spill response and clean-up activities.

(b) Ensures timely submittal of required reports to outside regulatory agencies and higher headquarters.

(9) Maintains necessary agreements with DRMO-Lejeune for the disposal of HW/HM and initiates action to obtain contract services for the recycling, treatment, and disposal of HW/HM not otherwise available from the DRMO-Lejeune.

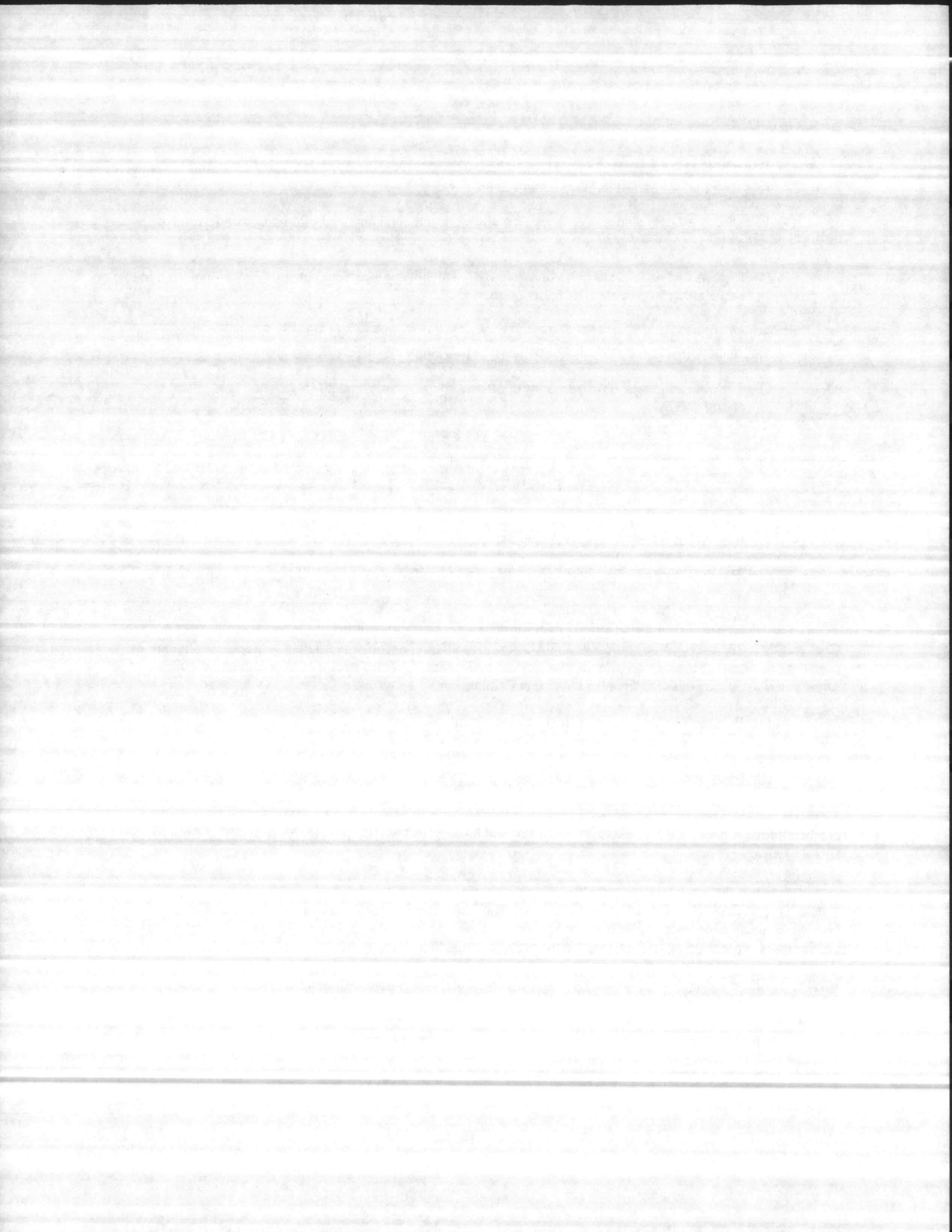
(10) Ensures the availability of the MCB, Camp Lejeune long-term storage facilities for storage of HW generated by MCAS, New River, consistent with the applicable support agreements and RCRA permits and provide technical assistance in all phases of HW management (to include sampling and analysis) on the same basis and terms as is provided to MCB, Camp Lejeune tenant commands.

(11) Reviews and updates this Order periodically to ensure compliance with new regulations.

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

(a) Provide a primary and assistant Base HW Program Manager.





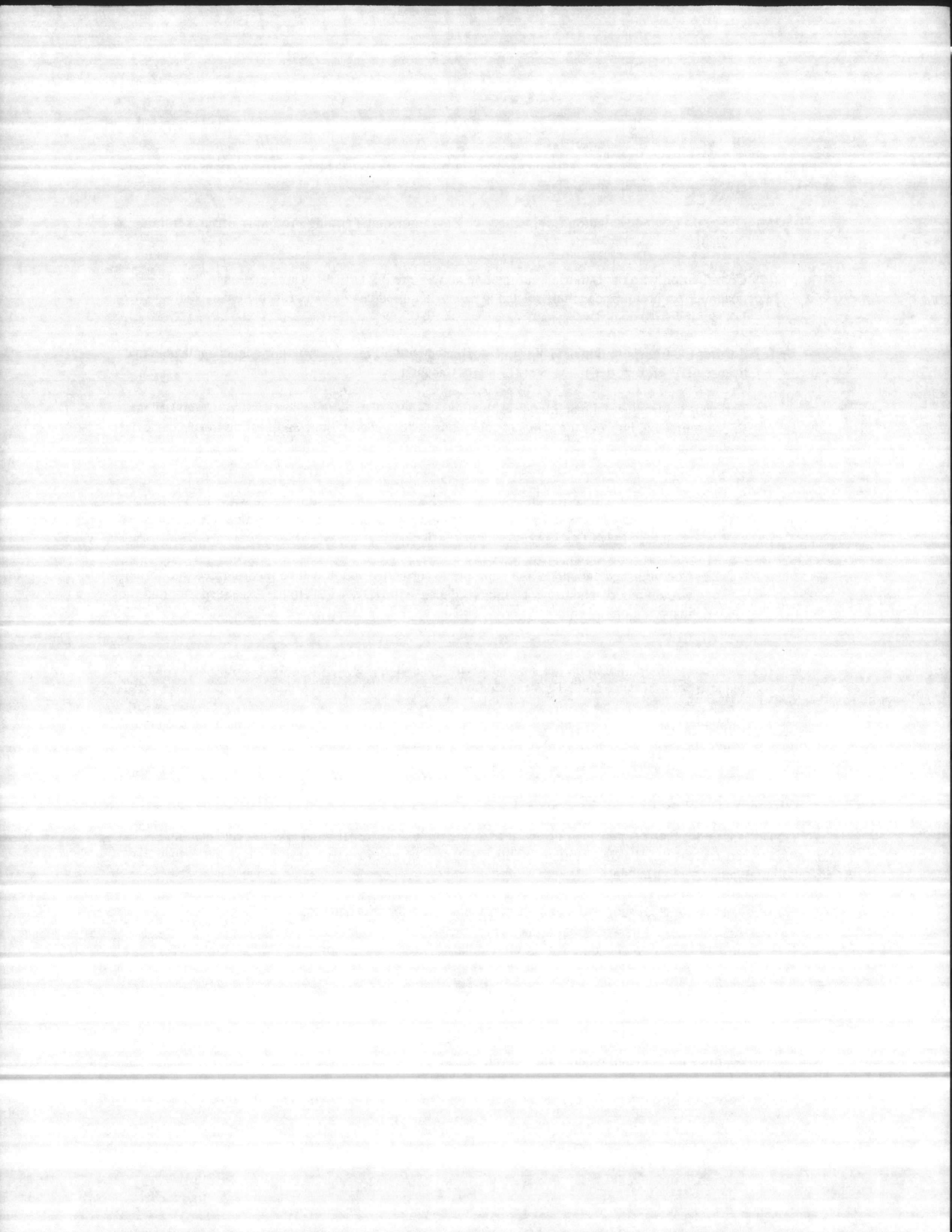
- (b) Ensure Base HW Program Manager maintains records of HW/HM turn-in transactions prepares HW reports to regulatory agencies.
- (c) Oversight of the Installation Comprehensive Environmental Training Program. Ensures training is available.
- (d) Coordination with the Defense Reutilization and Marketing Office-Lejeune and its higher headquarters on routine matters related to new or required changes/improvements to existing DRMO HW/HM disposal services.
- (e) Ensures the transportation of HW is in compliance with all regulatory requirements applicable to a licensed HW transporter in the State of North Carolina.
- (f) Performs environmental compliance evaluations of the HW activities aboard MCB, Camp Lejeune to determine and improve the status of compliance with Federal, State and Marine Corps environmental laws.
  - 1. Evaluations will be scheduled, conducted, and reported in accordance with BO 5041.2R, and related Headquarters Marine Corps environmental compliance evaluation guidance contained in MCO P5090.2A.
  - 2. Compliance deficiencies and appropriate corrective action will be incorporated into formal written reports and provided in accordance with BO 5041.2R to the Base Inspector and the inspected organization.
- (g) Oversees participation in the review and environmental approval of proposed actions and other requests for assistance and NEPA procedures.
- (h) Implements an environmental awareness training program for the Installation and assists tenant commands with the conduct of their respective awareness programs.

**d. ASSISTANT CHIEF OF STAFF, FACILITIES**

- (1) Designs and constructs new facilities with adequate provisions for HM and HW management and maintains and repairs existing HW/HM storage facilities to ensure compliance with appropriate HW/HM storage and handling regulatory requirements.
- (2) Provides contractual support for HW management and disposal when required.
- (3) Provides manpower and equipment for oil and hazardous substance spill response and clean up.

**e. ASSISTANT CHIEF OF STAFF, INSTALLATION SECURITY**

- (1) Participates in response and cleanup of spills of HW through implementation of the oil and hazardous substance spill contingency plan and related spill prevention.
  - (a) Serves as On-Scene Commander and directs others who serve as On-Scene Coordinator.



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

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

(2) Responds to reported incidents of unauthorized disposal or abandonment of solid waste, hazardous waste, and hazardous material aboard the Installation and conducts preliminary investigation. Makes notification of findings to the Commanding General. When directed refers such incidents to the Naval Criminal Investigative Service or other appropriate law enforcement agencies.

(3) Oversees the operation of the Base Safety Division and ensures safety support is provided relative to implementation of the Installation HW and HM disposal program and related emergency response. Provides support to the HW training programs of respective commands relative to the OSHA and Marine Corps safety standards for HM handling and storage and related emergency response. Conducts annual safety inspections of command HW/HM long term storage facilities and notifies cognizant officials of unsafe HW/HM storage and handling incidents that are in violation of applicable OSHA or other safety standards.

(4) Provides safety specialists to serve on the Installation OHS spill response team as provided in this Order, applicable logistics support agreements with MCAS, New River, and other pertinent regulations.

(5) Oversees The Fire Protection Division, provides personnel to serve as On-scene Commander for OHS spill response aboard MCB, Camp Lejeune and outside flight line areas aboard MCAS, New River.

(6) Coordinates the training of the OHS spill response team and maintains associated training records.

(7) Assists in the prevention of HW/HM spills and related emergencies by inspecting work sites and notifying cognizant officials of incidents of improper storage and handling of HW/HM likely to result in a spill, explosion, fire, or similar imminent threat to human health, environment, safety, or property.

f. ASSISTANT CHIEF OF STAFF, LOGISTICS. Serves as the principal agent on matters pertaining to the transportation of HM regulated by DOT.

g. ASSISTANT CHIEF OF STAFF, RESERVE AFFAIRS/RESERVE SUPPORT UNIT. Ensures that reserve units conform to the requirements of this Order.

h. ASSISTANT CHIEF OF STAFF, TRAINING, EDUCATION AND OPERATIONS

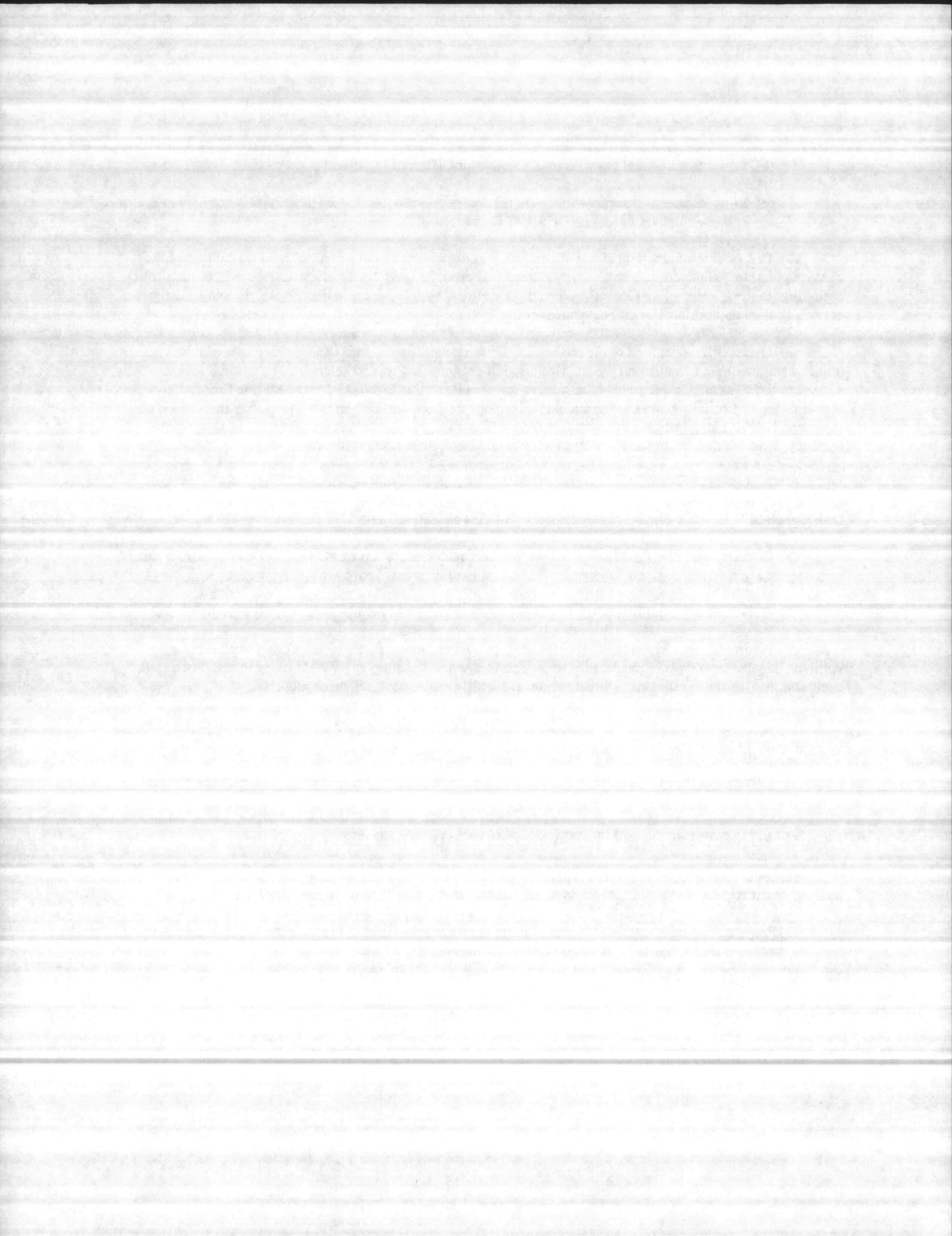
(1) Informs the AC/S, EMD a minimum of 180 days prior to the arrival of any unit scheduled to conduct training or participate in exercises, which is not organic to or tenanted aboard the Installation.

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

(3) Provides audiovisual training support for HW training.

(4) Coordinates emergency planning and response programs with EMD OHS plan.

i. NAVAL HOSPITAL



(1) Provides ambulances and related emergency health care support to OHS spill response actions within the Installation and industrial hygienists to serve on the OHS spill response team.

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

j. Defense Reutilization and Marketing Office (DRMO)

(1) Ensures compliance with Treatment Storage Disposal Facility (TSDF) RCRA Part B permit. Furnishes all information required for EPA/State reporting requested.

(2) Provides MCB, Camp Lejeune safety representative access to the TSDF upon request.

(3) Maintains records of HW lab analysis results applicable to the turn-in of HW and the operation of the TSDF.

(4) Inspects HW and accepts physical custody in accordance with DRMS instructions.

(5) Operates the TSDF aboard Camp Lejeune in accordance with applicable Federal and State RCRA part B permit conditions and Marine Corps Hazardous Waste management requirements.

(6) Immediately reports all HW spills to FPD by calling 911.

(7) Tests and maintains emergency preparedness and prevention equipment.

(8) Ensures training of personnel in the handling, packaging, and storing of HW. Notifies EMD staff in advance of any changes in personnel working at the TSDF.

(9) Prepares and signs as generator, all Federal and State manifests for shipping hazardous property and tracking waste from the Installation to the disposal site. Ensures copies of all manifest transactions for shipment from the TSDF to the disposal site are provided to EMD/SEA, including final certificates of disposition or destruction.

k. COMMANDING GENERALS OR COMMANDING OFFICERS OF TENANT COMMANDS

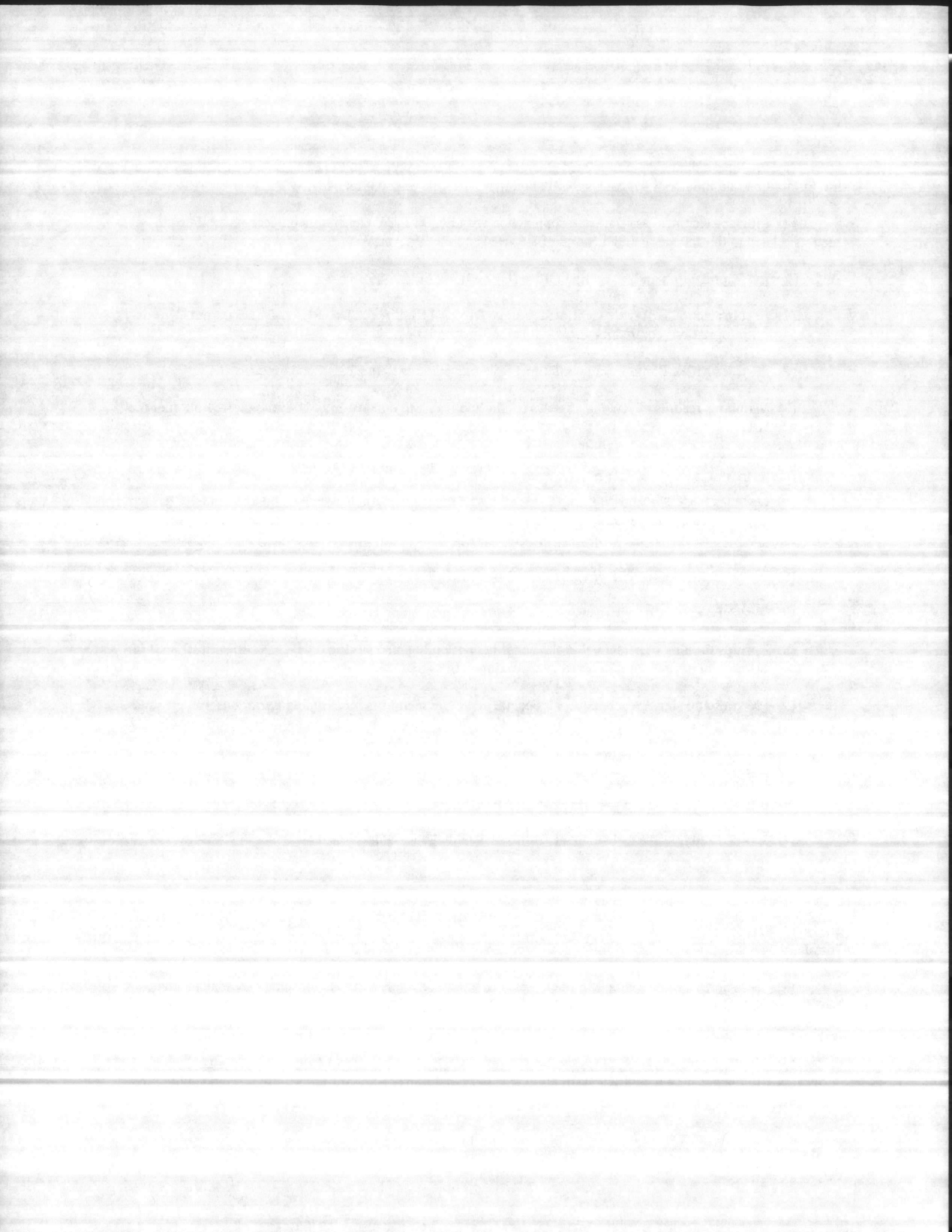
(1) Ensure all organizational elements within each command complies with all requirements of this order.

l. Base Hazardous Waste (HW) Program Manager

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

(2) Keeps abreast of emerging Marine Corps, Federal and State HW regulations and HW management technology and initiates action required for the efficient and orderly conduct of HW collection and disposal operations.

(3) Monitors ongoing HW collection, treatment, and disposal activities as required to identify, evaluate and provide environmentally sound, efficient program operation and timely support to Installation HW generators.



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(4) Assists Director, ECD, in the preparation and submittal of periodic budget projections for HW disposal costs and associated handling equipment and facilities improvements to the Assistant Chief of Staff, Environmental Management for inclusion in the Annual Operations Plan and/or other appropriate budgetary submittals.

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

- (a) Provides Installation HW management policies and procedures to the Environmental Training Branch, Environmental Compliance Division.
- (b) Carries out those ECC HW duties outlined in this order relating to HW operations of the commands and organizations of MCB, Camp Lejeune.
- (c) Receives, processes, and maintains records of HW/HM Disposal Worksheets delivered by Base ECO's, tenant command ECC's in accordance with this order.
- (d) Coordinates HW transportation services required to transfer MCAS, New River, Base, and Base tenant command HW to the Installation long-term HW storage facility and HW management and disposal service contracts administered by MCB, Camp Lejeune.
  - (1) Complies with Federal and State HW manifesting and/or associated recordkeeping requirements,
  - (2) Provides, or otherwise ensures, a properly trained and authorized individual to assist the HW generator and HW transporter for shipments to off-site contractor facilities.
- (e) Coordinates the acceptance of all HW by DRMO and, for MCAS, New River, subunit HW transportation to the Installation long-term HW storage facility.
- (f) Participates in the development of HW/HM site specific HW spill contingency plans and HW spill prevention, control, clean-up, and disposal activities.

(6) As required, assists in the conduct of environmental compliance evaluations and other inspections of HW generation and storage sites.

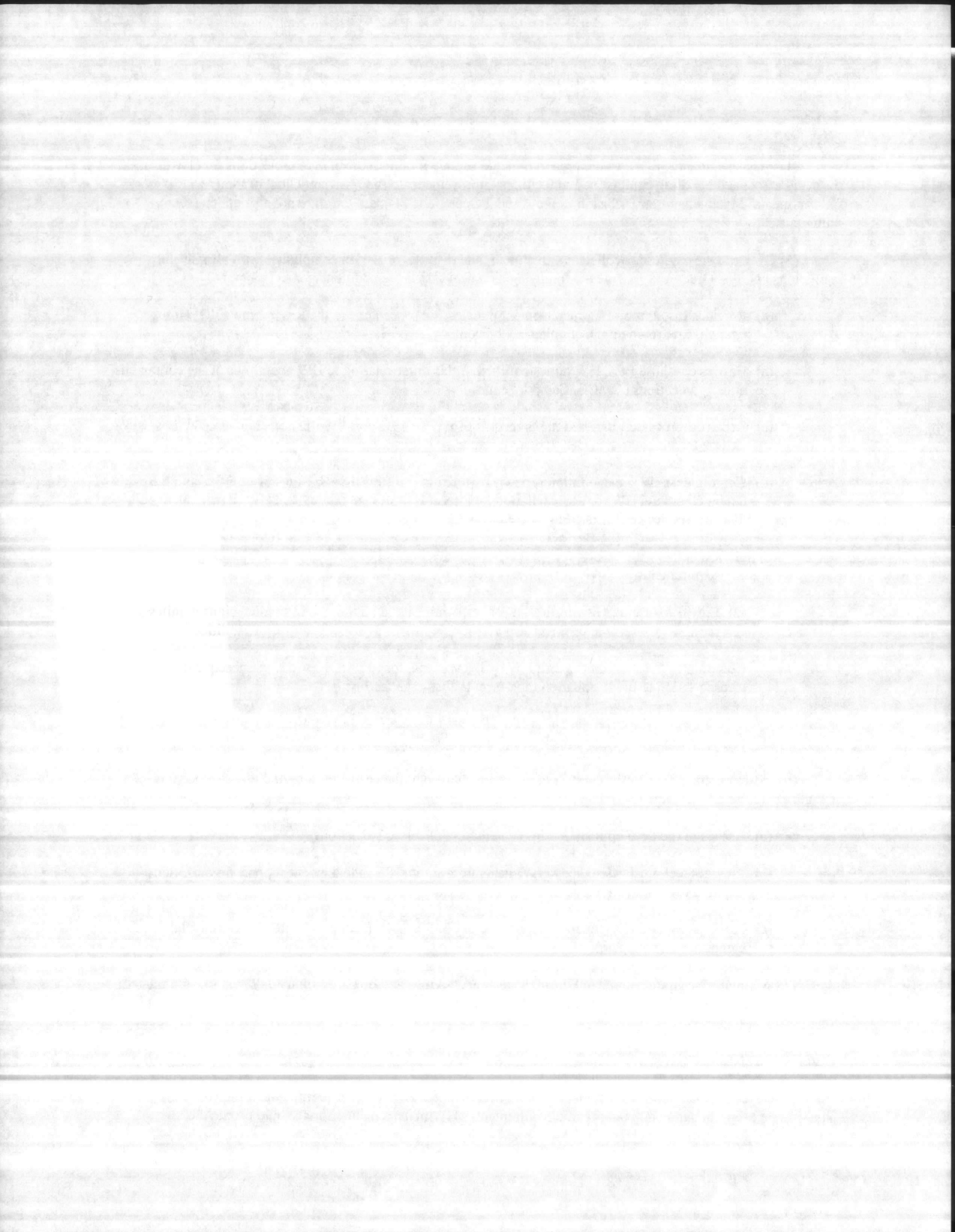
- (a) Assists in the development and implementation of corrective actions.
- (b) Provides technical assistance to HW generators and to HW management support organizations required to implement recommended corrective actions.
- (c) Participates with HW generators in correcting HW management and related environmental compliance deficiencies.

(7) Maintains accurate records of HW management activities and prepares annual HW reports and related routine HW generation and disposal submittals as required for compliance with MCO P5090.2, this Order, and other pertinent regulations.

m. HW GENERATOR

(1) Develops and maintains command SOP in accordance with this order to implement the HW management program and command specific requirements. HW management efforts should promote HW





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(4) Assists Director, ECD, in the preparation and submittal of periodic budget projections for HW disposal costs and associated handling equipment and facilities improvements to the Assistant Chief of Staff, Environmental Management for inclusion in the Annual Operations Plan and/or other appropriate budgetary submittals.

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

- (a) Provides Installation HW management policies and procedures to the Environmental Training Branch, Environmental Compliance Division.
- (b) Carries out those ECC HW duties outlined in this order relating to HW operations of the commands and organizations of MCB, Camp Lejeune.
- (c) Receives, processes, and maintains records of HW/HM Disposal Worksheets delivered by Base ECO's, tenant command ECC's in accordance with this order.
- (d) Coordinates HW transportation services required to transfer MCAS, New River, Base, and Base tenant command HW to the Installation long-term HW storage facility and HW management and disposal service contracts administered by MCB, Camp Lejeune.
  - (1) Complies with Federal and State HW manifesting and/or associated recordkeeping requirements,
  - (2) Provides, or otherwise ensures, a properly trained and authorized individual signs manifests as the HW generator and HW transporter for shipments to off-site contractor facilities.
- (e) Coordinates the acceptance of all HW by DRMO and, for MCAS, New River, subsequent transportation to the Installation long-term HW storage facility.
- (f) Participates in the development of HW/HM site specific HW spill contingency plans and associated HW spill prevention, control, clean-up, and disposal activities.

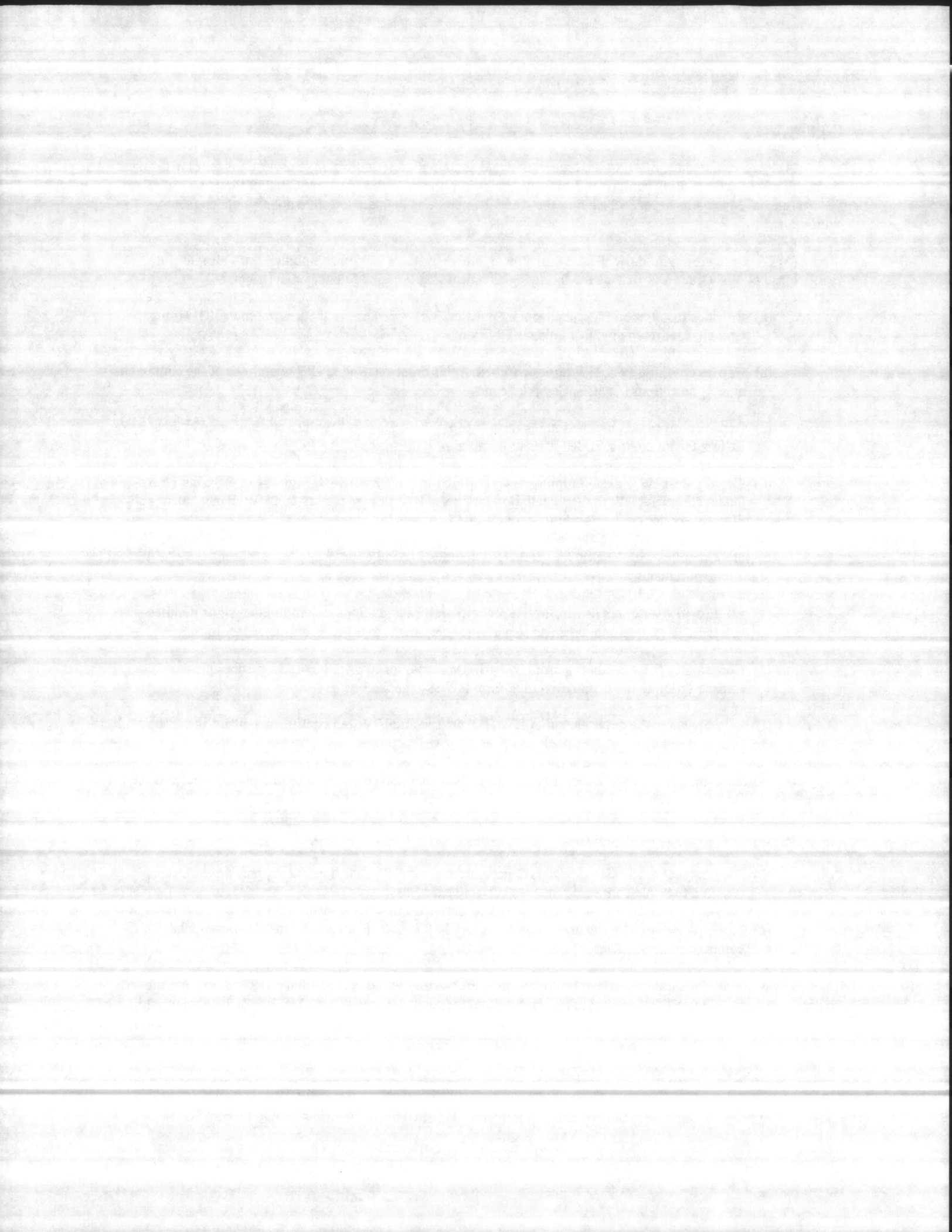
(6) As required, assists in the conduct of environmental compliance evaluations and other inspections of HW generation and storage sites.

- (a) Assists in the development and implementation of corrective actions.
- (b) Provides technical assistance to HW generators and to HW management support organizations required to implement recommended corrective actions.
- (c) Participates with HW generators in correcting HW management and related environmental compliance deficiencies.

(7) Maintains accurate records of HW management activities and prepares annual HW reports and related routine HW generation and disposal submittals as required for compliance with MCO P5090.2, this Order, and other pertinent regulations.

m. HW GENERATOR

(1) Develops and maintains command SOP in accordance with this order to implement the HW management program and command specific requirements. HW management efforts should promote HW



minimization and other pollution prevention objectives to the maximum extent practicable within mission and resource constraints.

(2) Ensures HW generation and storage are limited to those types of HW for which the Installation is authorized to generate and store and for which a HWPS has been issued by EMD or the SEA Office, MCAS, New River.

(a) ECO's and HW Site Managers should continuously review HW generation and update changes in waste stream composition.

(b) Any new HW stream generated for which no HWPS should be reported immediately to the Base HW Program Manager or the SEA Office, MCAS, New River.

(3) Ensures that ECO's, HW Site Managers, HW Handlers, and other environmental staff required are appointed in writing and trained.

(a) All HW personnel will be furnished a written description of their HW duties.

(b) Enclosure (2) will be utilized to document HW training.

(4) Ensures HW generation sites, (e.g. 90-day, UW and SAA's) are registered with the AC/S Environmental Management or with the SEA Office, MCAS, New River, as appropriate.

(5) Base tenant HW generators should send appointment letters to the Assistant Chief of Staff, Environmental Management.

(6) HW generators aboard MCAS, New River, should send letters to the Commanding Officer, MCAS, New River (Attn SEA Office).

n. ENVIRONMENTAL COMPLIANCE COORDINATORS

(1) Serves as command point of contact for matters involving environmental issues to include management of HW, UW, or Silver Recovery operations and compliance with this order.

(2) Schedules and participates in the conduct and follow up of environmental compliance evaluations of HW operations in accordance with this Order, MCO P5090.2, and Federal and State regulations.

(3) Ensures discrepancies identified through environmental compliance evaluation(s) are corrected.

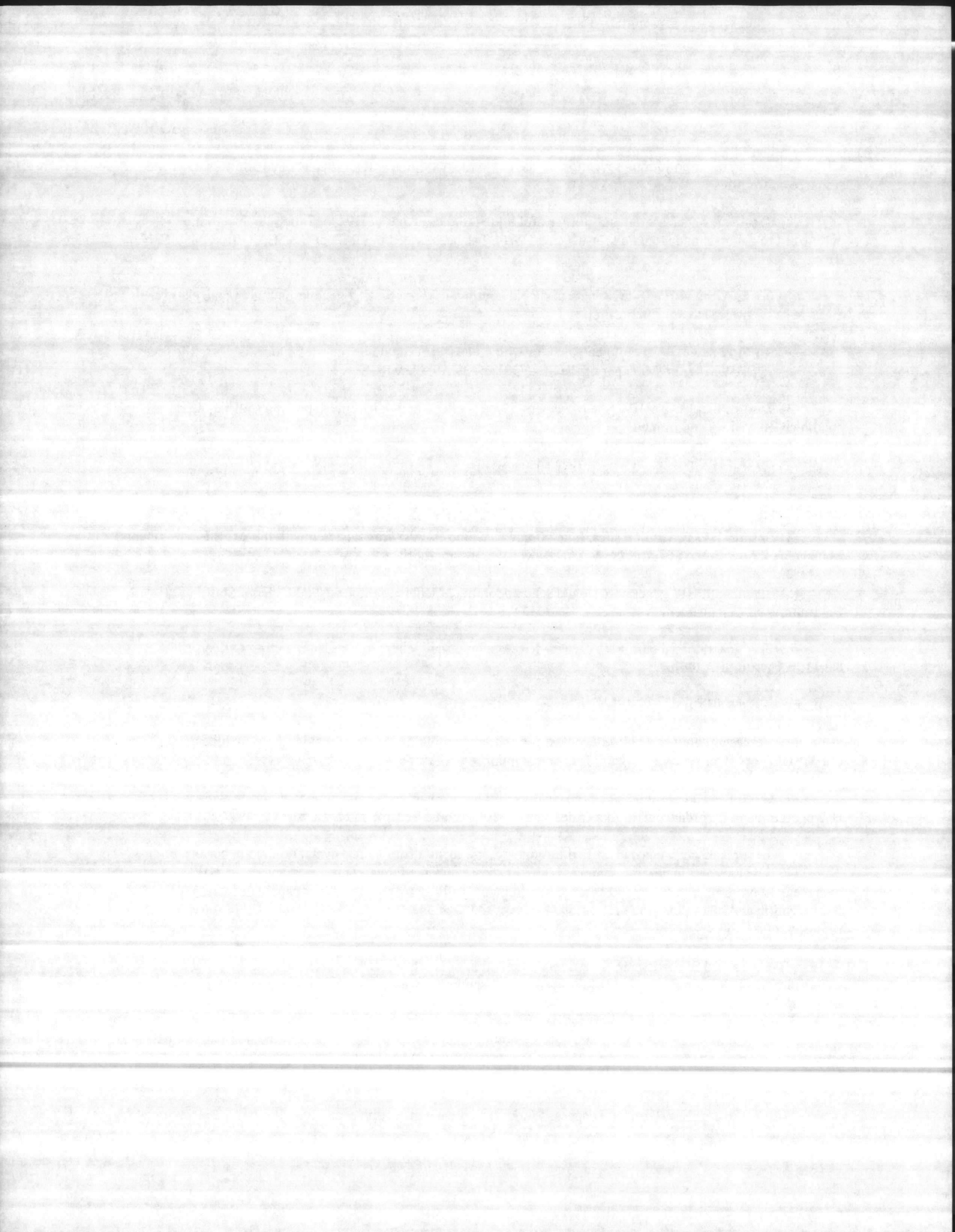
(4) Develops and maintains command SOP in accordance with this order to implement the HW management program and command specific requirements. HW management efforts should promote HW minimization and other pollution prevention objectives to the maximum extent practicable within mission and resource constraints.

(5) Oversees and participates in the implementation of command HW collection, handling, and disposal and ensures all HW operations are carried out in strict compliance with the requirements of this order, MCO P5090.2, Federal and State regulations.

(a) Coordinates the review and authorization of new HW generation and accumulation areas by EMD.

(b) Consolidates HW Turn-In Disposal Worksheets from generating units.

(c) Ensures HW Turn-In Disposal Worksheets are complete and accurate.



- (d) Inspects contents against HW Turn-In Disposal Worksheets
- (e) Ensures submission of HW Turn-In Disposal Worksheets to EMD.
- (f) Maintains appropriate records of HW/HM Disposal Document submissions.
- (g) Monitors progress of removal of HW/HM and notifies EMD when HW remains on-site in excess of 75 days of ASD on any container.
- (h) Provides assistance to ECO's and Site Managers in resolving HW management problems affecting disposal.
- (i) Ensures all required HW inspections are conducted. In the absence of unit ECO, HW Site Manager, or HW Handler conducts required inspection.

(6) Monitors the respective environmental training program to ensure personnel in positions of environmental responsibility are trained in accordance with the Installation Comprehensive Environmental Training Program (CETP).

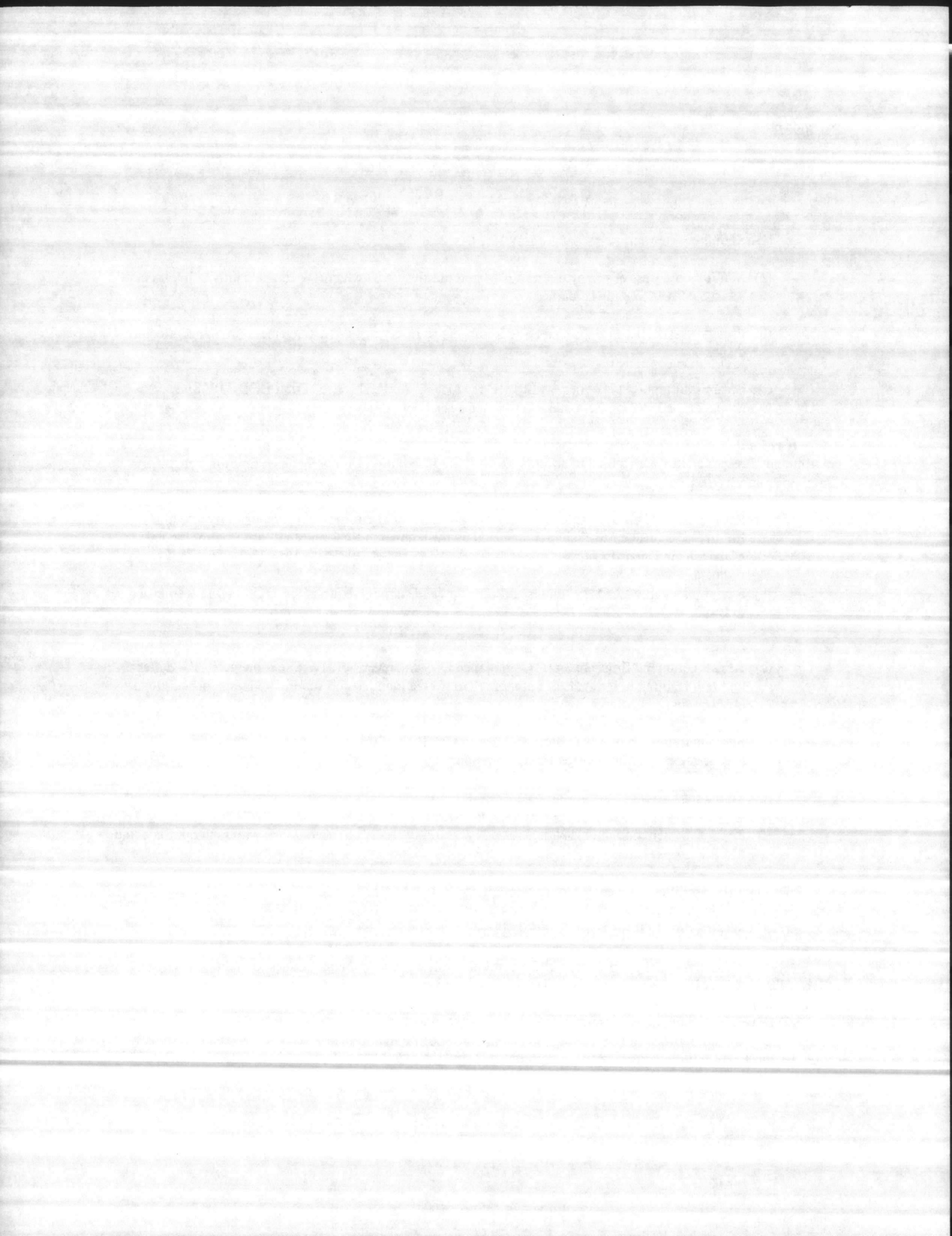
- (a) Participates and ensures those personnel in positions of environmental responsibility attend HW training sessions and workshops conducted by the command ECC and the Base Environmental Management Department.
- (b) Reviews annually ECO HW duties and training, and submits requests for additional HW training to EMD.
- (c) Assists command Environmental Compliance Officers' review of HW Site Managers' HW duties and HW training at intervals of not more than twelve months, and submits requests for additional HW training to EMD.
- (d) Submits training requests in accordance with CETP enrollment procedures for subordinate organizations within their respective commands.
- (e) Maintains current HW training records for themselves, ECO's and AECO's within their command.
- (f) Retains former command HW personnel HW training records in accordance with Federal, State and Marine Corps Orders.

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

o. ENVIRONMENTAL COMPLIANCE OFFICERS

(1) Serves as command point of contact for matters involving environmental issues to include management of HW, UW, or Silver Recovery operations and compliance with this order.

(2) Develops and maintains command SOP in accordance with this order to implement the HW management program outlined in this Chapter and command specific requirements. HW management efforts should promote HW minimization and other pollution prevention objectives to the maximum extent practicable within mission and resource constraints.



(3) Keeps HW Site Managers and key personnel informed of any changes in regulations affecting HW activities within the ECO's cognizance and ensures that HW SOP's and USCP's are up-to-date and readily available for review by personnel involved in the HW management.

(4) Maintains a list of the location of all HW generation sites, SAA's, Universal Waste Sites, 90-day Sites, and Silver Recovery Sites within the command. Provides a current copy of this list to the cognizant organizational ECC, Base HW Program Manager, or SEA Office, MCAS, New River, on a monthly basis.

(5) Conducts quarterly inspections of HW and Universal Waste inventories in command 90-day sites and performs and documents follow-up actions required to ensure correction of container management deficiencies and timely removal of HW.

(6) Informs ECC when unavailable to conduct required inspection.

(7) Ensures all required inspections are conducted when Site Managers or Handlers are unavailable.

(8) Oversees and participates in the implementation of command HW collection, handling, and disposal and ensures all HW operations are carried out in compliance with the requirements of this order.

(9) Notifies cognizant ECC by telephone with written follow-up anytime HW or Universal Waste remains in the 90-day Site in excess of 75 day of ASD on any container.

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

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

(12) Oversees the management of organization HW training program including but not limited to the following:

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

(1) Ensures that HW training records for HW personnel transferring to another installation or being released from active duty are transferred to the appropriate official for retention per RCRA regulations:

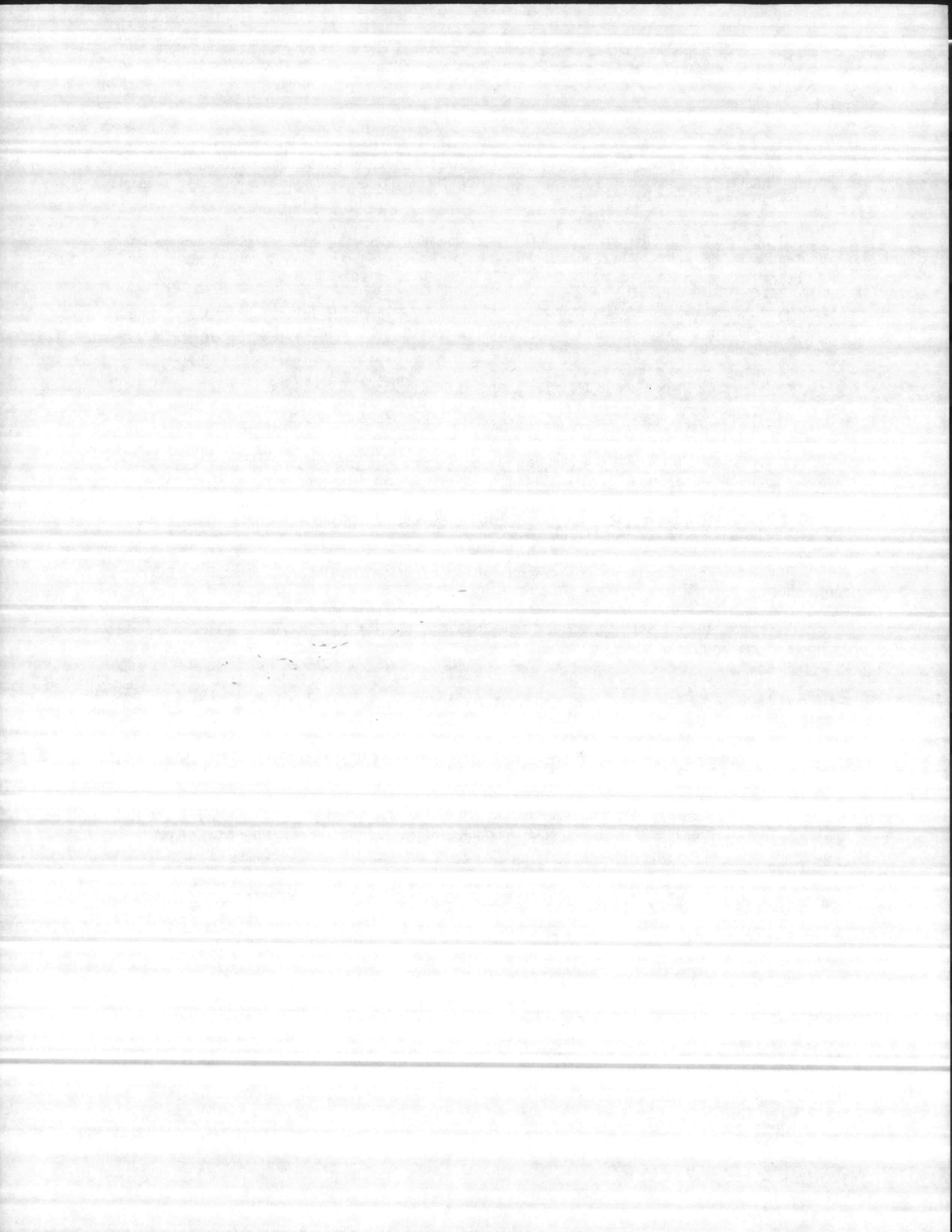
(a) Aboard MCAS, New River, the HW training records will be forwarded to the SEA, Office, MCAS, New River.

(b) Tenants of MCB, Camp Lejeune, will forward the HW training records to the cognizant command ECC.

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

(b) Participates in and ensures HW Site Managers and HW Handlers participate in regular HW training sessions and workshops conducted by the command ECC and EMD.





- (1) Reviews annually HW Site Managers HW duties, and submits requests for additional HW training via the cognizant command ECC to EMD.
- (2) Assists HW Site Managers' annual review of HW Handlers duties, and submits requests for additional HW training per guidance contained in this order via the cognizant command ECC to EMD.

p. **HW SITE MANAGERS.** For the purposes of this Order, Officers-in-Charge (OIC), Noncommissioned Officers-in-Charge (NCOIC), and civilian supervisors of work sites where HW, Universal Waste, or precious metals (Silver Recovery) is generated, handled, or stored shall be considered "HW Site Managers". Additionally, the HW Site Manager must be assigned in writing by their respective commanding officer or supervisor within one week of assignment.

(1) Ensures Installation and command management requirements are implemented for each type of HW, UW, or HM routinely collected and managed for disposal.

(2) Ensures that only authorized, properly trained and supervised HW personnel are allowed to handle HW or perform associated inspections and record keeping:

- (a) Schedules initial HW training for each newly assigned assistant HW Site Manager or HW Handler.
- (b) Provides, or ensures other qualified, trained HW personnel provide direct supervision of each assistant HW Site Manager or HW Handler until adequate initial HW management training is provided and documented.

(3) Conducts annual reviews of HW training records for unit HW personnel.

(4) Conducts and properly documents weekly inspections of 90-day Sites and SAA's per Federal and State HW regulations and performs and documents follow-up actions required to ensure the following are accomplished:

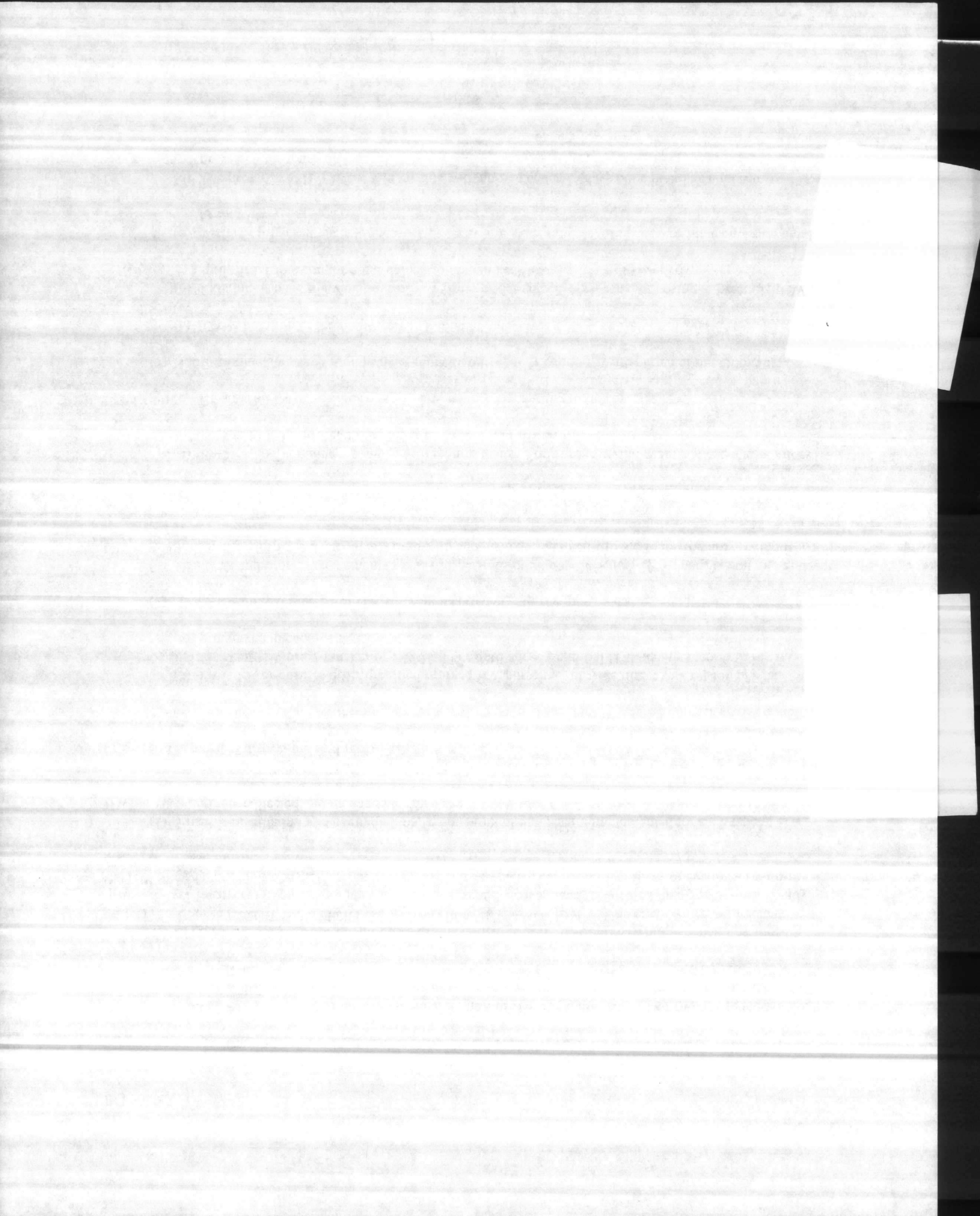
- (a) Ensures all containers are clearly marked with appropriate marking requirements.
- (b) Ensures HW containers comply with requirements of this order. In the event a HW container does not meet the noted requirements corrective action will be taken.
- (c) Ensures all leaks, releases or spills are managed according to this order.

(5) Notifies immediate superior and ECO immediately upon becoming aware of one of the following:

- (a) The generation or the proposed generation of a new type of HW or Universal Waste.
- (b) Existing or potential violations of this Order or deficiencies suspected of posing a threat of a HW spill, fire, explosion, or other danger to human health and safety or to property.
- (c) Visits or proposed visits to the work place by a representative(s) of Federal or State environmental agency.
- (d) The presence of HW in the 90 Day Site with an ASD over 75 days old which has not been processed for removal.

*Conduct monthly inspections*

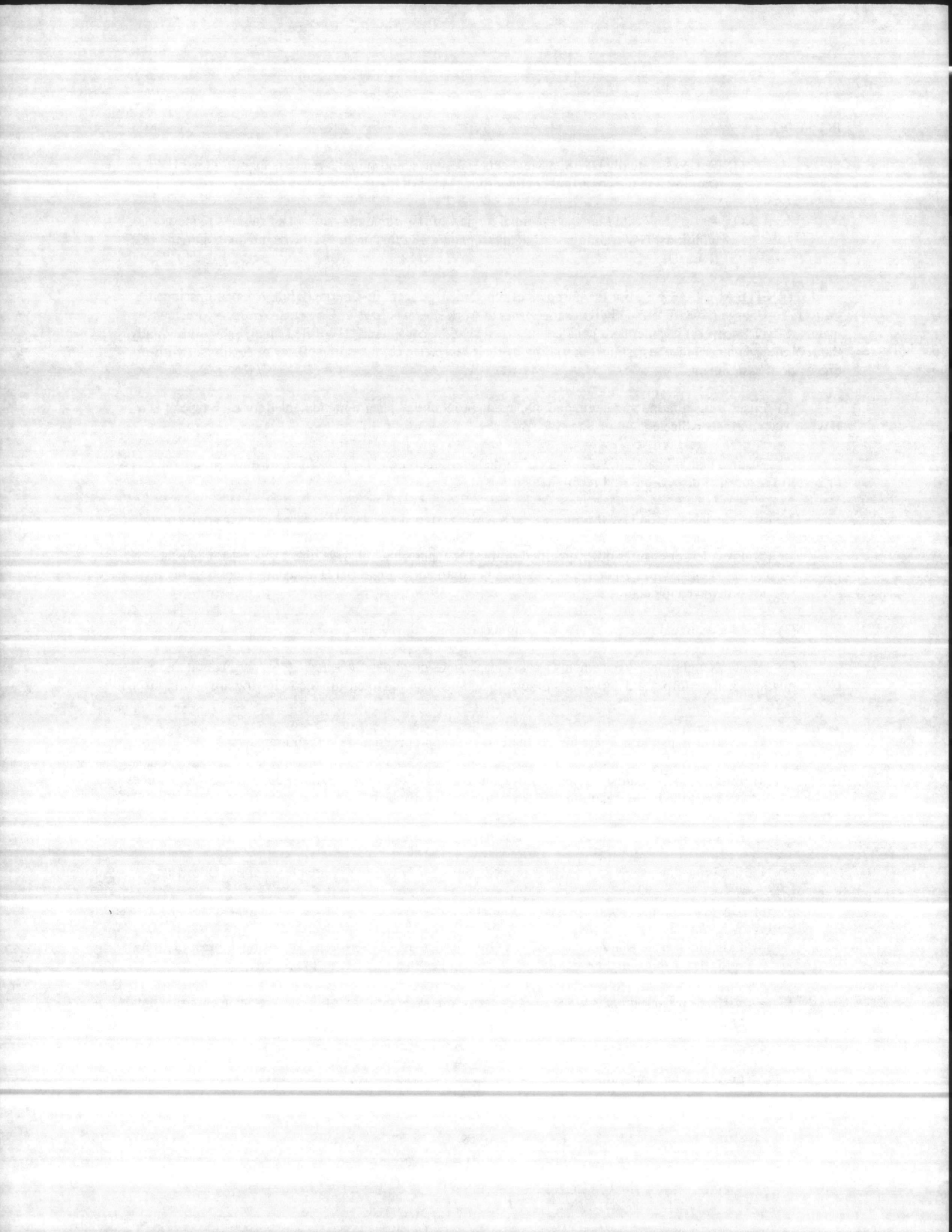
*Conduct inspections quarterly INSPECT*



- (1) Reviews annually HW Site Managers HW duties, and submits requests for additional HW training via the cognizant command ECC to EMD.
- (2) Assists HW Site Managers' annual review of HW Handlers duties, and submits requests for additional HW training per guidance contained in this order via the cognizant command ECC to EMD.

p. HW SITE MANAGERS. For the purposes of this Order, Officers-in-Charge (OIC), Noncommissioned Officers-in-Charge (NCOIC), and civilian supervisors of work sites where HW, Universal Waste, or precious metals (Silver Recovery) is generated, handled, or stored shall be considered "HW Site Managers". Additionally, the HW Site Manager must be assigned in writing by their respective commanding officer or supervisor within one week of assignment.

- (1) Ensures Installation and command management requirements are implemented for each type of HW, UW, or HM routinely collected and managed for disposal.
- (2) Ensures that only authorized, properly trained and supervised HW personnel are allowed to handle HW or perform associated inspections and record keeping:
  - (a) Schedules initial HW training for each newly assigned assistant HW Site Manager or HW Handler.
  - (b) Provides, or ensures other qualified, trained HW personnel provide direct supervision of each assistant HW Site Manager or HW Handler until adequate initial HW management training is provided and documented.
- (3) Conducts annual reviews of HW training records for unit HW personnel.
- (4) Conducts and properly documents weekly inspections of 90-day Sites and SAA's per Federal and State HW regulations and performs and documents follow-up actions required to ensure the following are accomplished:
  - (a) Ensures all containers are clearly marked with appropriate marking requirements.
  - (b) Ensures HW containers comply with requirements of this order. In the event a HW container does not meet the noted requirements corrective action will be taken.
  - (c) Ensures all leaks, releases or spills are managed according to this order.
- (5) Notifies immediate superior and ECO immediately upon becoming aware of one of the following:
  - (a) The generation or the proposed generation of a new type of HW or Universal Waste.
  - (b) Existing or potential violations of this Order or deficiencies suspected of posing a threat of a HW spill, fire, explosion, or other danger to human health and safety or to property.
  - (c) Visits or proposed visits to the work place by a representative(s) of Federal or State environmental agency.
  - (d) The presence of HW in the 90 Day Site with an ASD over 75 days old which has not been processed for removal.



(6) Ensures the day-to-day collection and storage of HW and excess HM awaiting disposal. Initiates action to dispose of accumulated HW or excess HM.

(7) Provides instructions and supervision required to ensure all HW and HM disposal activities shall be carried out in compliance with this order.

(8) Ensures that all HW and special wastes are managed in a manner which prevents contamination by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health, or the environment.

(9) Checks HW generation sites and HW storage containers weekly for deficiencies and perform follow-up when required to ensure that problems are corrected.

(10) Ensures containers of HW are confined to authorized and approved SAA's and 90-day accumulation areas.

(11) Ensures mandatory weekly inspections are completed and that inspection follow up action is taken and documented.

(12) Initiates disposal of HW/HM in accordance with guidelines provided in this order.

(a) HW/HM/UW Disposal Worksheet will be properly prepared and submitted to the cognizant ECO within five working days after a container of HW/HM becomes full.

(b) HW/HM/UW Disposal Worksheet will be delivered to the command ECO.

(c) Provides personnel, equipment, and supplies required to repack the contents of unserviceable containers of HW/HM/UW.

q. HW HANDLERS. All personnel handling HW for the purposes of storage, transportation, or treatment, not assigned as a HW Site Manager, ECO, or ECC. Additionally, all Handlers must be assigned in writing by their organizational commanding officer or supervisor with-in one week of assignment. Duties of the HW Handler include:

(1) Properly preparing HW for containerization, storage, and transportation.

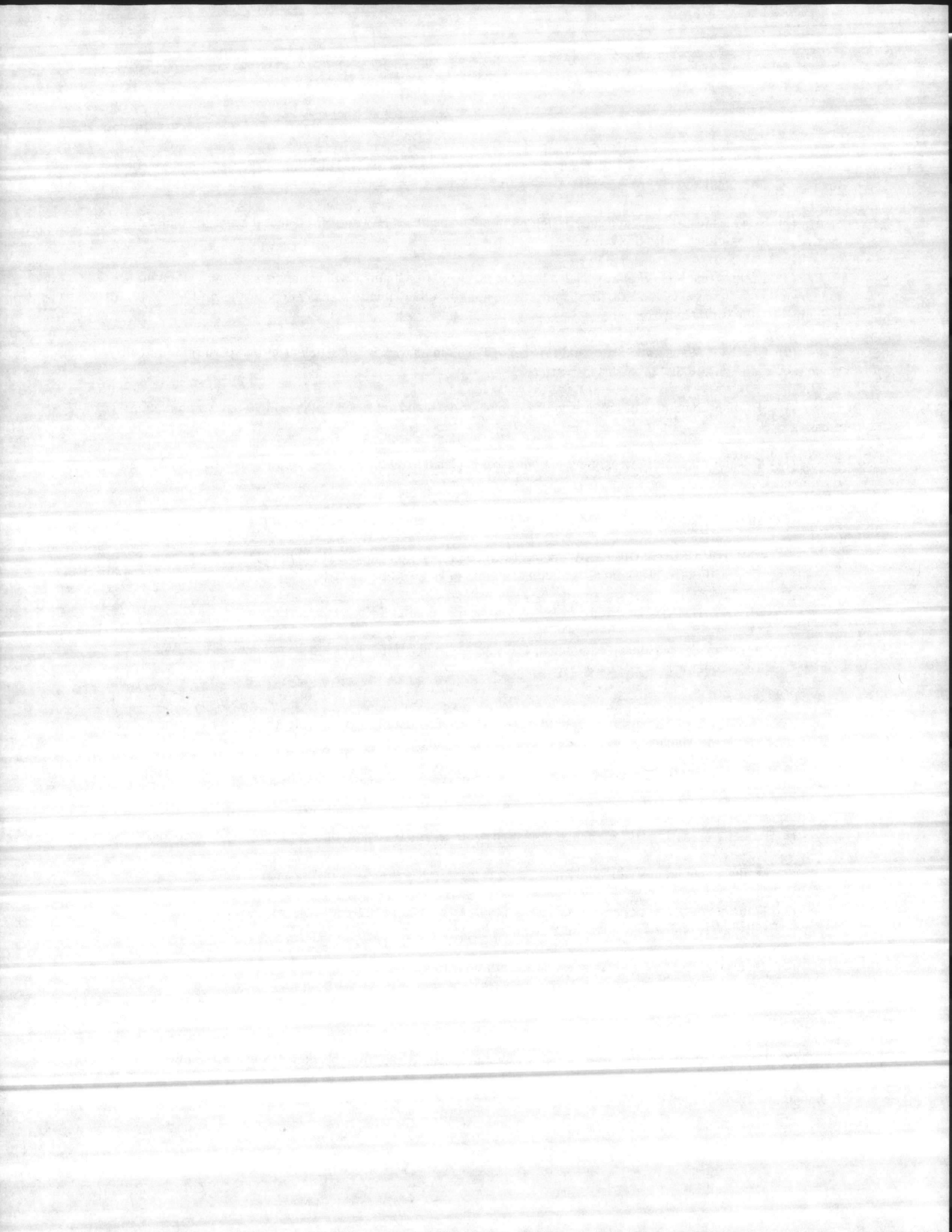
(2) Marks all containers with appropriate markings.

(3) Transfers or overpack contents of unserviceable HW containers to serviceable DOT or approved mil-spec containers.

(4) Reports all leaks or spills in accordance with this order.

(5) Collects and stores HW and excess HM awaiting disposal in accordance with direction provided by Site Manager.

(6) Handles, stores, or other wise prevents HW and special wastes from becoming contaminated by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health, or the environment.



- (7) Inspects HW generation sites and HW storage containers weekly for deficiencies and reports all discrepancies to the HW Site Manager.
- (8) Informs HW Site Manager or ECO if unable to conduct mandatory weekly inspection.
- (9) Stores containers of HW in authorized and approved SAA's and 90-day accumulation areas.
- (10) Informs HW Site Manager when a container of HW becomes full and requires disposal.

r. COMMANDING OFFICER, MCAS, NEW RIVER

(1) Consistent with existing logistics support agreements and the requirements of other pertinent directives, will oversee the promulgation and implementation of directives and programs necessary to ensure the management of HW aboard MCAS, New River.

(2) Maintains current notifications to and authorizations from the U.S. EPA and State for generation of HW subject to regulations promulgated under the Resource Conservation and Recovery Act and 15A NCAC 13A.

(3) Assists, as required, in implementing area-wide Facility Response Plan, SPCC Plan, and HW Contingency Plan to include furnishing manpower requested by the cognizant On-Scene Coordinator for spill response and related clean-up at MCAS, New River.

- (a) Provides an On-Scene Coordinator and clean-up crew for spills.
- (b) Conducts investigations of spills and submits appropriate reports.

(4) Oversees the operation of the grounds safety function and ensures safety support is provided relative to implementation of the MCAS, New River, HW and HM disposal program and related emergency response.

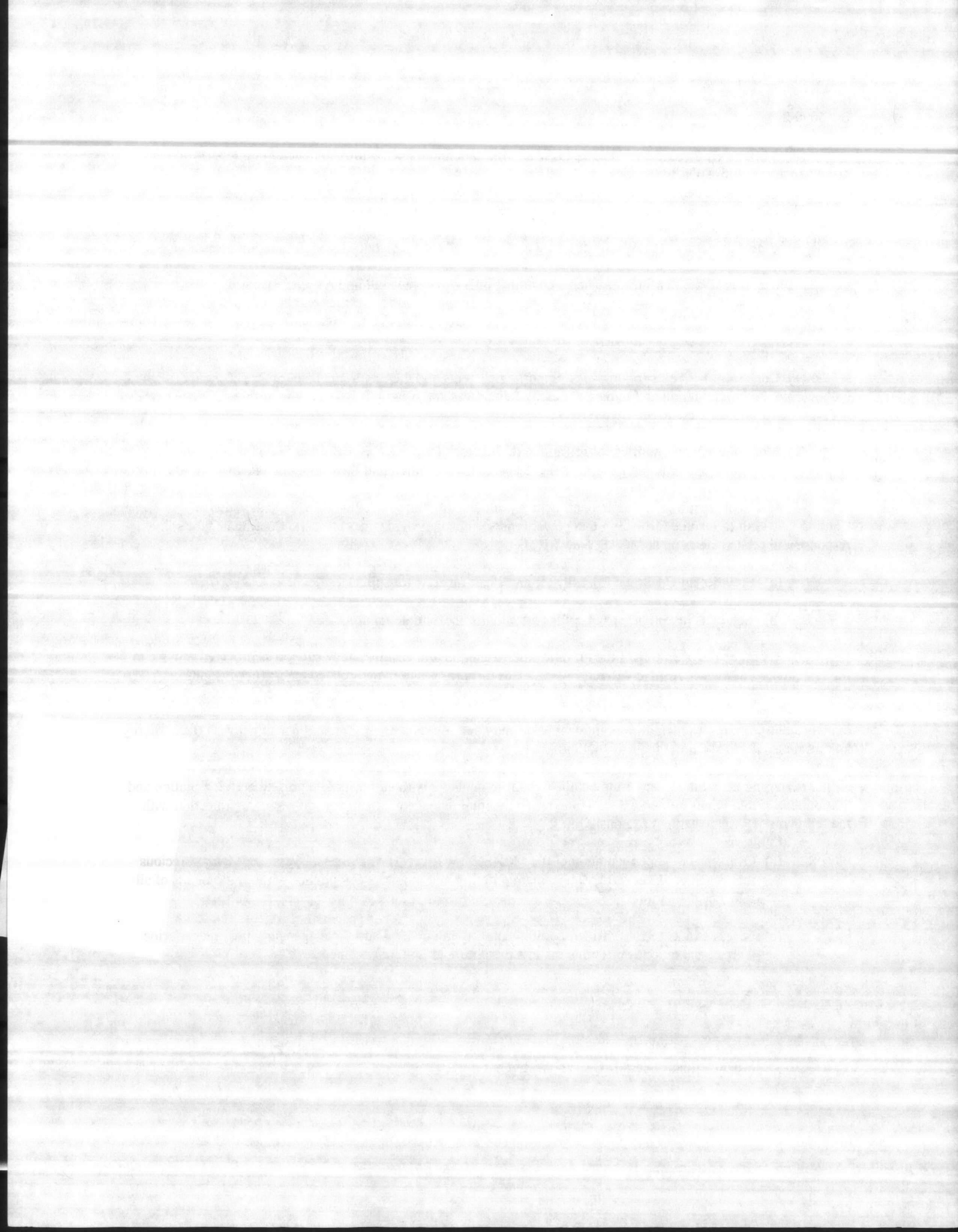
(5) Ensures commanding officers and heads of organizations aboard MCAS, New River, implement HW management programs to include appointment of primary and assistant environmental personnel with the authority and resources to carry out the requisite duties.

(6) Appoints a Station environmental compliance manager with authority to represent both the Station tenant commands on matters related to environmental management and natural resource protection the following HW management responsibilities:

- (a) Oversees the implementation of the MCAS, New River, HW, Universal Waste, HM, and precious metals (Silver Recovery) Management program and monitors compliance with requirements relevant regulations.
- (b) Serves as MCAS, New River, point of contact with Federal and State agencies, and other Marine Corps installations on routine matters pertaining to HW management.
- (c) Budgets for HW disposal costs.
- (d) Serves as the MCAS, New River, ECC and carries out those duties for all commands and organizations aboard MCAS, New River.

← UNIVERSAL WASTE SITES





BO 5090.2

(7) Inspects HW generation sites and HW storage containers weekly for deficiencies and reports all discrepancies to the HW Site Manager.

(8) Informs HW Site Manager or ECO if unable to conduct mandatory weekly inspection.

(9) Stores containers of HW in authorized and approved SAA's and 90-day accumulation areas.

(10) Informs HW Site Manager when a container of HW becomes full and requires disposal.

r. COMMANDING OFFICER, MCAS, NEW RIVER

(1) Consistent with existing logistics support agreements and the requirements of other pertinent directives, will oversee the promulgation and implementation of directives and programs necessary to ensure the management of HW aboard MCAS, New River.

(2) Maintains current notifications to and authorizations from the U.S. EPA and State for generation of HW subject to regulations promulgated under the Resource Conservation and Recovery Act and 15A NCAC 13A.

(3) Assists, as required, in implementing area-wide Facility Response Plan, SPCC Plan, and HW Contingency Plan to include furnishing manpower requested by the cognizant On-Scene Coordinator for spill response and related clean-up at MCAS, New River.

(a) Provides an On-Scene Coordinator and clean-up crew for spills.

(b) Conducts investigations of spills and submits appropriate reports.

(4) Oversees the operation of the grounds safety function and ensures safety support is provided relative to implementation of the MCAS, New River, HW and HM disposal program and related emergency response.

(5) Ensures commanding officers and heads of organizations aboard MCAS, New River, implement HW management programs to include appointment of primary and assistant environmental personnel with the authority and resources to carry out the requisite duties.

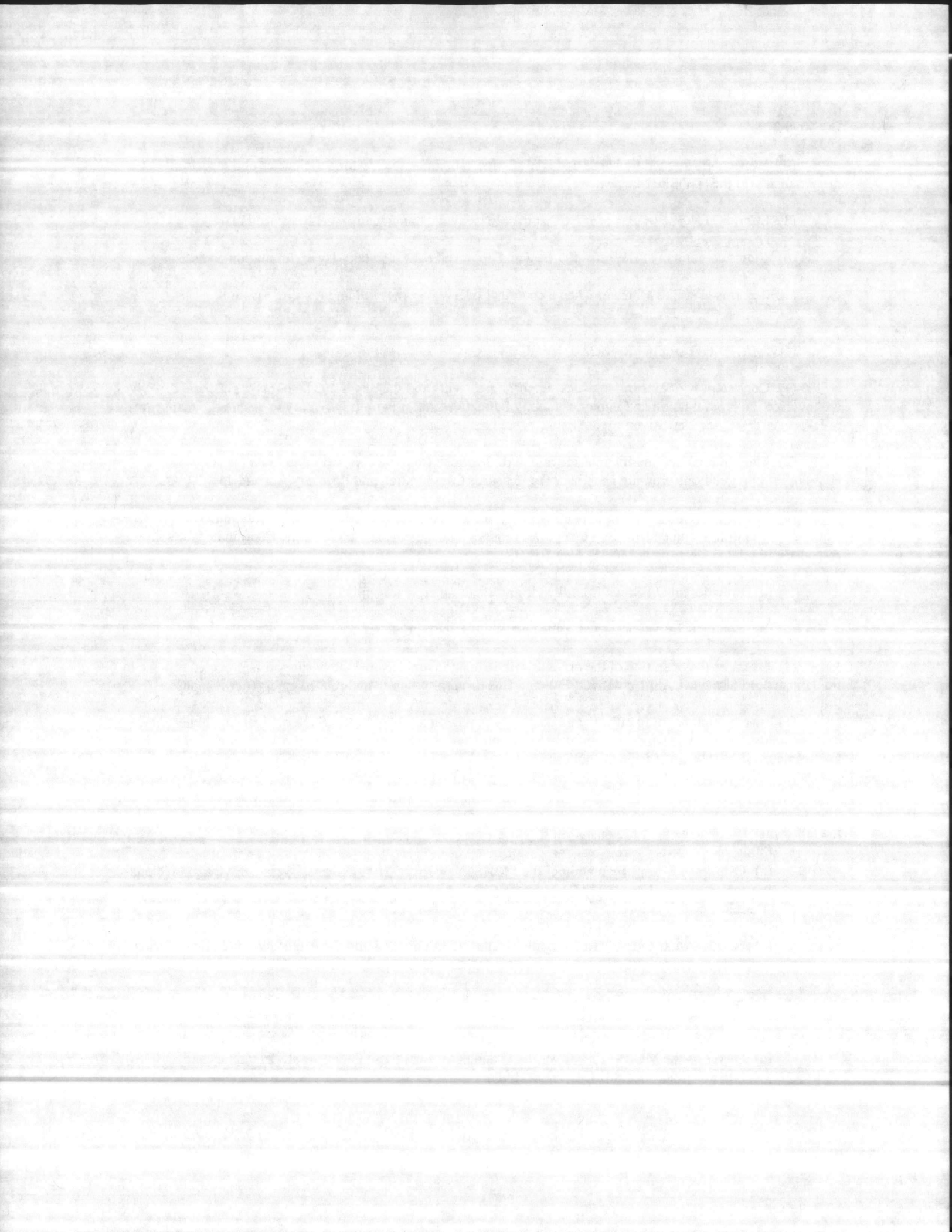
(6) Appoints a Station environmental compliance manager with authority to represent both the Station and Station tenant commands on matters related to environmental management and natural resource protection with the following HW management responsibilities:

(a) Oversees the implementation of the MCAS, New River, HW, Universal Waste, HM, and precious metals (Silver Recovery) Management program and monitors compliance with requirements of all relevant regulations.

(b) Serves as MCAS, New River, point of contact with Federal and State agencies, and other Marine Corps installations on routine matters pertaining to HW management.

(c) Budgets for HW disposal costs.

(d) Serves as the MCAS, New River, ECC and carries out those duties for all commands and organizations aboard MCAS, New River.



- (e) Coordinates the acceptance of MCAS, New River, HW by DRMO-Lejeune or other appropriate HW management authority, to include coordination of transportation with the Installation Hazardous Waste Manager to the MCB, Camp Lejeune, long-term HW storage facility.
- (f) Conducts environmental compliance evaluations of all points of HW generation and storage area and performs informal spotchecks as required to ensure regulatory compliance.
- (g) Oversees maintenance and submittal of reports to the EPA, State , and DoD for HW generated aboard MCAS, New River.
- (h) Coordinates and participates in HW training for tenants and units at MCAS, New River in HW/HM Management.
- (i) Coordinates requests to MCB, Camp Lejeune, for HW management support.
- (j) Promotes HW/HM minimization, recycling and reuse,
- (k) Coordinates initiatives to promote management of household HM within quarters and residences aboard the MCAS, New River.
- (l) Provides Crash Fire and Rescue personnel to serve as On-Scene Coordinator for OHS spill response on the flight line areas at MCAS, New River.
- (m) Provides safety specialists to serve on the Installation OHS spill response team consistent with this Order, applicable logistics support agreements, and other pertinent regulations.

9. Reserve Applicability. This order is applicable to the Marine Corps and Naval Reserve.

10. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; 2d Force Service Support Group; and the Commanding Officer, Marine Corps Air Station, New River.

R. L. SMITH

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*Approved HMS/DO*  
*copy to ECC/BCD*

BO 5090.2  
BEMD

BASE ORDER 5090.2

From: Commanding General  
To: Distribution List

Subj: HAZARDOUS MATERIAL AND HAZARDOUS WASTE DISPOSAL PROGRAM

Ref: (a) MCO P5090.2 (NOTAL)  
(b) CG MCB Camp Lejeune Training Support Plan of 25 Mar 92 (NOTAL)  
(c) BO 11090.1B  
(d) BO 5041.2R (NOTAL)  
(e) MCO 1553.1B (NOTAL)

Encl: (1) Guidelines for Hazardous Waste Management  
(2) Hazardous Waste Training Requirements and Guidelines for Hazardous Material Disposal Coordinators, Hazardous Material Disposal Officers, Hazardous Waste Site Managers, and Hazardous Waste Handlers  
(3) Common Abbreviations Used in the Hazardous Material and Hazardous Waste Disposal Program

1. Purpose. To establish procedures and responsibilities for the disposal of hazardous material (HM) and hazardous waste (HW) under environmental permits and authorizations held by the CG, MCB, Camp Lejeune.

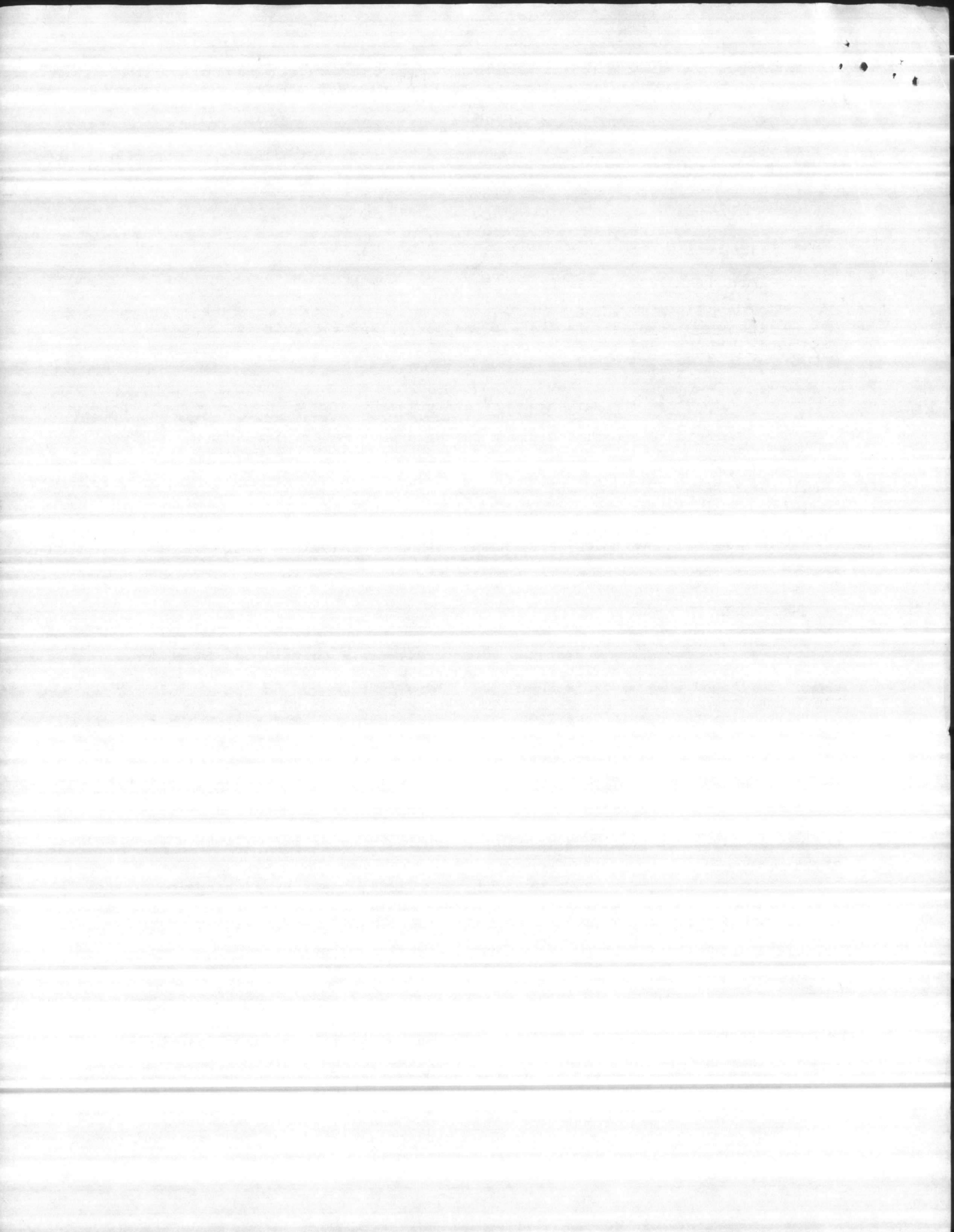
2. Cancellation. BC 6240.5A.

3. Background

a. Environmental management entails the administration and supervision of the interrelated programs enumerated in reference (a). A critical program affecting the continued ability of the operating forces to maintain and enhance their operational readiness is the proper management of HM and HW. The EPA and the North Carolina Department of Environment, Health, and Natural Resources (DEHNR) administer specific environmental regulatory programs related to the treatment, storage, and disposal of HW. These agencies are empowered to take civil and criminal actions to enforce the requirements of these programs. Compliance with the requirements of State and Federal HW laws is critical to ensuring the capability of MCB, Camp Lejeune, to perform supporting establishment functions. The HM/HW Disposal Program addressed in this Order is promulgated to establish proactive policies and training programs. Implementation of these policies and programs by organizations organic to or tenanted aboard MCB, Camp Lejeune, will ensure continued excellence as "The Home Of Expeditionary Forces In Readiness."

b. Reference (a) provides comprehensive guidance on a broad range of environmental laws and regulations applicable to the management of HM. Hazardous waste, as discussed in section 2 of enclosure (1), is a category of HM strictly regulated under the Resource Conservation and Recovery Act (RCRA). The EPA and the DEHNR are authorized, by law, to enforce RCRA regulations and routinely inspect work sites aboard MCB, Camp Lejeune.

c. The CG, MCB, Camp Lejeune, is permitted by EPA and DEHNR to generate, store, and transport HW. Marine Corps Base, Camp Lejeune, through the Defense Reutilization and Marketing Office (DRMO) also operates a long-term HW storage facility which supports HW disposal aboard MCB, Camp Lejeune, and MCAS, New River. The CO, MCAS, New River, is also registered with EPA and DEHNR as a generator of HW. As an EPA/DEHNR permit holder, the CG, MCB, Camp Lejeune, has the responsibility and authority to establish regulations for the management of several programs designated by reference (a). Marine Corps Base, Camp Lejeune, and tenant commands must comply with this Order and all Federal and State regulations pertaining to HW management. Violation of Federal and State HW laws



is punishable by severe civil and criminal penalties. This Order deals only with that aspect of environmental management related to the management, storage, and disposal of HW and its associated training programs.

d. Marine Corps Base, Camp Lejeune personnel handling HW aboard MCAS, New River, must comply with HW management directives provided by the CO, MCAS, New River. (Additional information is available in Air Station Order 6280.1 and the MCB/MCAS New River Logistics Support Agreement.)

*(6280.1 E is being rewritten for release)*

4. Responsibilities

a. This Order is applicable to all organizations aboard MCB, Camp Lejeune. These organizations are responsible for:

(1) Conducting all operations and training aboard MCB, Camp Lejeune, in compliance with the mandates of environmental law.

(2) Implementing a HM/HW management program to ensure subordinate commanders place priority on proper disposal of HM/HW, minimize the volume of HW generated, and prevent and report HM/HW spills.

b. Tenant commands are responsible for appointing a primary and assistant Hazardous Material Disposal Coordinator (HMDC) with sufficient rank, authority, resources, and training to perform the following duties:

(1) Serving as command point of contact with the MCB, Camp Lejeune, environmental staff on matters pertaining to HW management.

(2) Preparing a HW management order to implement the command HW management program. This Order will include, as a minimum, instructions with regard to:

(a) Conducting inspections and maintaining related records.

(b) Turning-over and staffing HW generation/accumulation areas in the event of deployment.

(c) Implementing a HW training program and maintaining related records.

(d) Establishing internal controls to ensure that the generation of HW is limited to those locations operated in strict compliance with this Order.

(e) Developing worksite specific Oil and Hazardous Substance (OHS) Spill contingency plans.

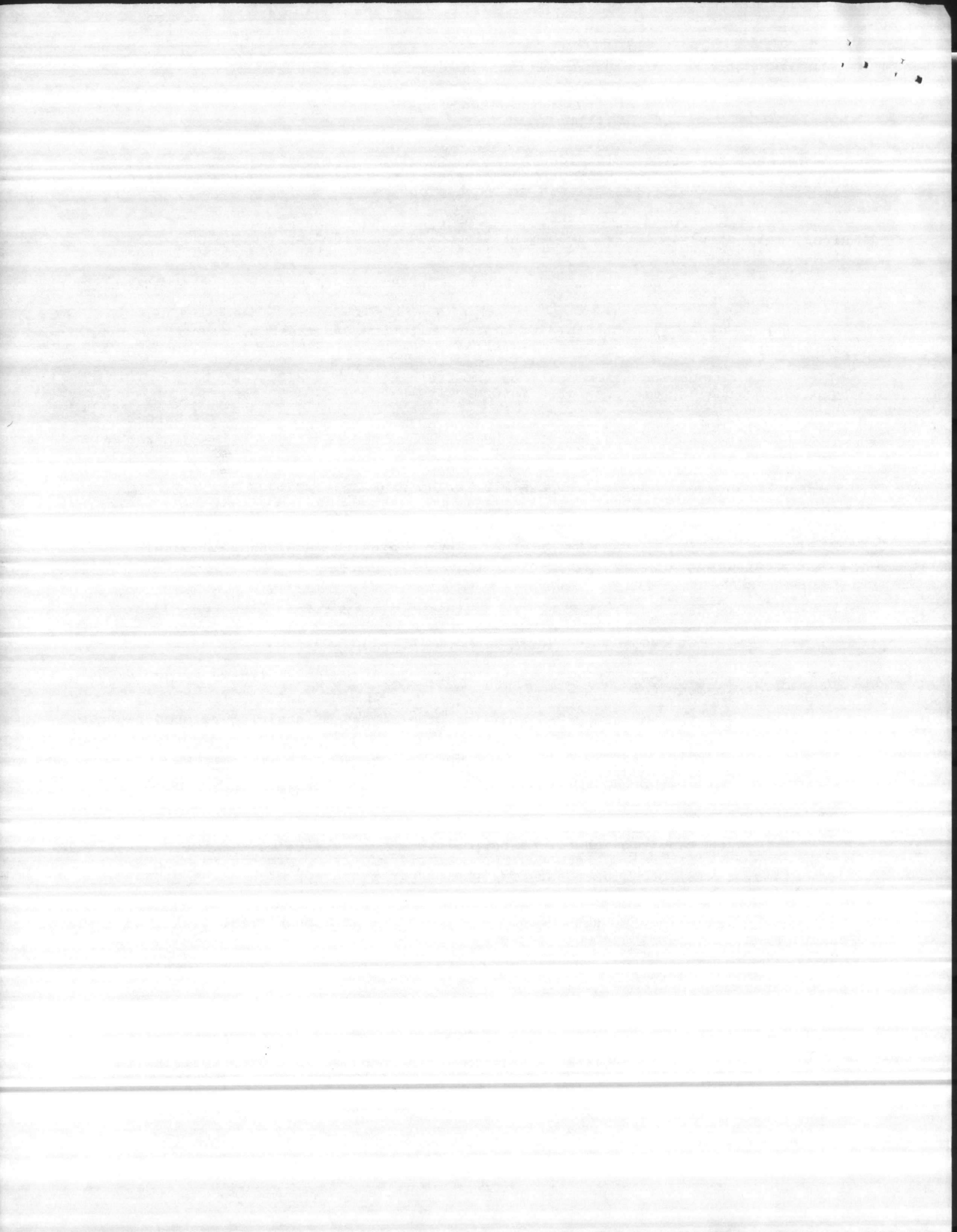
(f) Requiring the creation, maintenance, submission, or retention of any other documents, logbooks, records, turnover files/desktop procedures, lists, directives, forms, etc., necessary for the proper execution of a HM/HW disposal program.

(g) All other matters necessary for the implementation, evaluation, and supervision of a HW management program.

(3) Ensuring commanders are informed of environmental regulations applicable to HM management and HM/HW disposal.

(4) Implementing training programs as required to ensure that Hazardous Material Disposal Officers (HMDO's), HW site managers, HW handlers, and any other individuals constituting the environmental staff are appropriately trained per current environmentally related regulations and ensuring that this training is properly documented.





- (5) Collecting and providing HW management information for HW operations to assure efficient and cost-effective HW management for use by EMD and tenant commands.
- (6) Conducting annual inspections of HW generation sites and accumulation areas, performing follow-up inspections when required to ensure that remedial action is completed, and maintaining related records.
- (7) Serving as a member of the OHS Spill Response Team during actions involving the HMDC's command.
- (8) Supervising and consolidating the submission of HW training requests, HW profile sheets, quarterly lists, satellite accumulation area permits, appointment letters, and turn-in documents to the AC/S, EMD, as directed in this Order, and maintaining appropriate records of these submissions.
- (9) Reviewing and coordinating the assignment of HW generation, storage, and accumulation areas.
- (10) Notifying the Environmental Compliance Division within EMD when the DRMO has not accepted accountability of a HW within 75 days after an accumulation start date on any container.
- (11) Designating and training other environmental staff, as may be required, to meet the requirements of this Order.
- (12) Implementing an environmental awareness training program for operating forces.
- (13) Submitting a copy of each HMDC appointment letter to the AC/S, EMD, within one week of assignment.

c. HW Generators as defined in section 3 of enclosure (1) will be the focal point for the day-to-day implementation of this Order. Hazardous waste generator responsibilities are detailed in section 3b of enclosure (1).

d. HW Site Managers. For the purposes of this Order, OIC, NCOIC, and civilian supervisors of work sites where HW is generated, handled, or stored shall be considered "HW site managers". Organizations aboard MCB, Camp Lejeune, having three or more HW site managers may appoint a separate HMDO if deemed appropriate. Those with one or two site managers may, additionally, appoint a site manager as the organization HMDO. Hazardous waste site manager responsibilities are detailed in section 3d of enclosure (1).

e. Assistant Chief of Staff, Environmental Management Department

- (1) Serving as the principal staff assistant to the CG, MCB, Camp Lejeune, on all environmentally related matters.
- (2) Providing technical assistance and support to Base organizations and tenant commands in the development of a HW management program as required by reference (b).
- (3) Publishing directives and providing technical assistance to organizations aboard MCB, Camp Lejeune, involved in HM/HW disposal.
- (4) Providing the principal point of contact with CMC and other Federal, State, and local agencies on matters pertaining to HW management.
- (5) Providing technical advice to the AC/S, Installation Security and Safety, the designated On-scene Commander (Base Fire Protection Division), and to



the CG and/or C/S as On-scene Coordinator for OHS Spill response aboard MCB, Camp Lejeune, and MCAS, New River as provided in reference (c).

(6) Coordinating the development and implementation of oil and other hazardous substance spill prevention, control and countermeasures plans and providing environmental specialists to serve on the OHS Spill response team.

(7) Providing a primary and one or more assistant base HMDC's responsible for providing the technical assistance, training support, and on-site inspections required to ensure that HM/HW disposal is accomplished by turn-in to DRMO or other disposal authority in compliance with applicable Federal and State requirements. These inspections will be conducted by the Resource Conservation and Recovery Branch, within EMD.

(8) Conducting other RCRA compliance inspections of HW generators aboard MCB, Camp Lejeune, according to applicable Federal and State regulations. These inspections will be conducted by the Environmental Compliance and Monitoring Branch, within EMD, according to reference (d). (BO 5041.2 R ??)

(9) Providing professional and technical support to HMDC's on matters related to turn-in of HM/HW per enclosure (1), maintaining records of HM/HW turn-in transactions, and preparing HW reports to regulatory agencies.

(10) Keeping abreast of higher headquarters, EPA, and DEHNR HM/HW laws, regulations, and policies.

(11) Exercising staff cognizance over all environmentally related training provided by organizations organic to MCB, Camp Lejeune, in support of EMD programs.

(12) Implementing the HW training program outlined in enclosure (2) for HMDC's, HMDO's, HW site managers, and HW handlers.

(13) Developing and implementing an order for the establishment, training, and operation of a OHS Spill response team.

(14) Implementing an environmental awareness training program for MCB, Camp Lejeune and assisting tenant commands, as indicated in section 4b, with the conduct of their respective awareness programs.

(15) Reviewing and updating this Order periodically to ensure compliance with new regulations.

(16) Providing transportation of HW on public highways when such services are not available from DRMO or contractors working under DRMO cognizance.

f. Assistant Chief of Staff, Installation Security & Safety

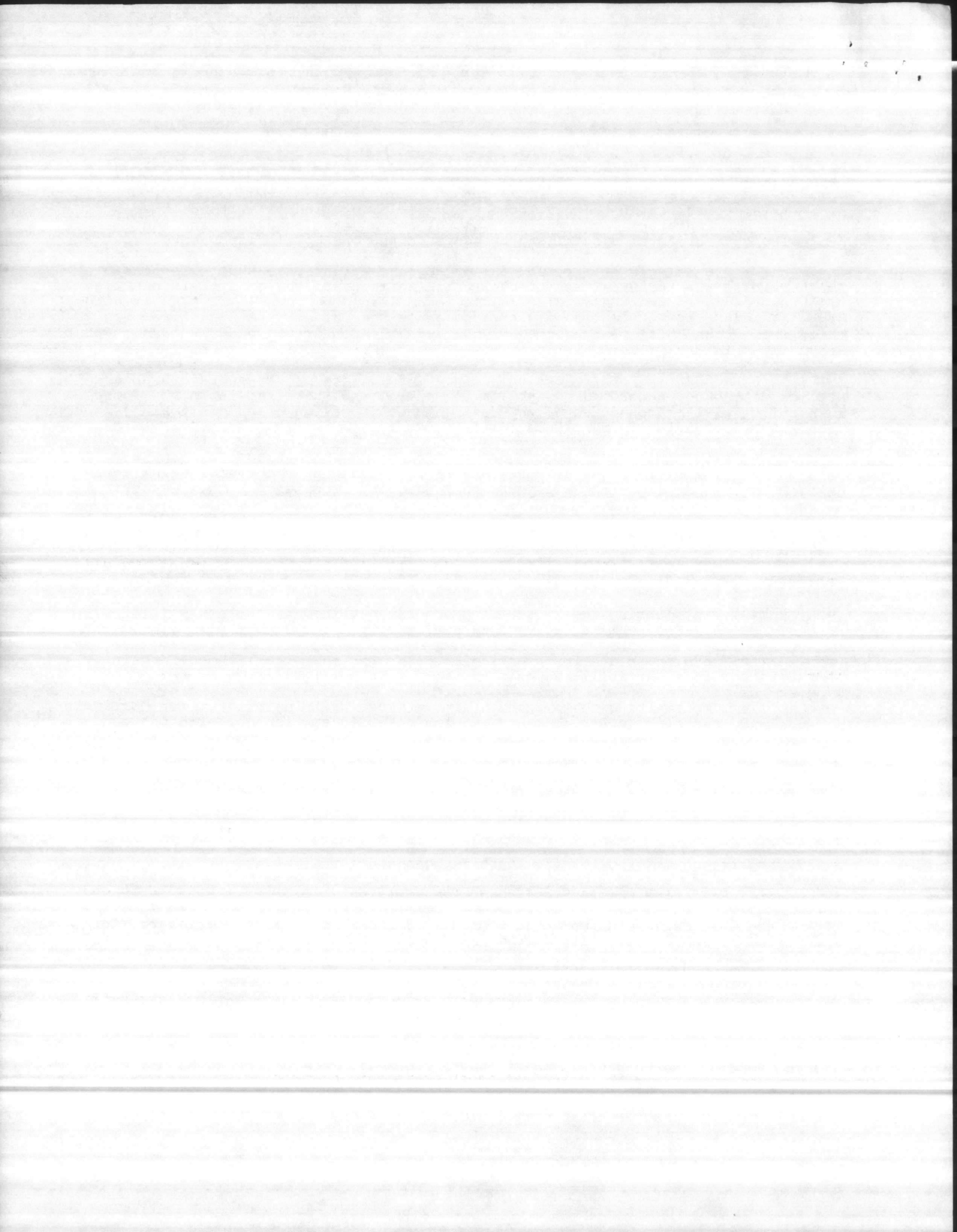
(1) Base Fire Chief, Fire Protection Division

(a) Serving as On-scene Commander for OHS Spill response aboard MCB, Camp Lejeune, and outside flight line areas aboard MCAS, New River.

(b) Maintaining training records for the OHS Spill response team.

(c) Assisting in the prevention of HM/HW spills and related emergencies  
by:

1 Providing instructors as required by the AC/S, EMD, to train HMDC's, HMDO's, and HW site managers in the proper storage of HM and handling of HM/HW spills.



2 Inspecting work sites and notifying cognizant officials of incidents of improper storage and handling of HM/HW likely to result in a spillage, explosion, fire, or similar imminent threat to human health, safety, property, or the environment.

(2) Base Safety Division

(a) Providing support to the EMD training program for the OSHA and related United States Department of Transportation (DOT) safety training required by the OHS Spill response team and other civilian personnel involved in the handling of HM/HW or related environmental remediation programs.

(b) Providing technical assistance on safety matters, to include instruction to HW generators on OSHA and DOT related guidelines and requirements applicable to the handling and storage of HW.

(c) Providing instructor support as requested by the AC/S, EMD, on HM safety and health related matters for the HW training of HMDC's, HMDO's, and HW site managers, required by enclosure (2).

(d) Providing safety specialists to serve on the MCB OHS Spill response team.

(e) Conducting annual safety inspections of the HW conforming storage facility.

(f) Notifying cognizant officials of unsafe HM/HW storage and handling incidents that are in violation of applicable OSHA or other safety standards.

(3) Provost Marshal

(a) Responding to reported incidents of alleged unauthorized disposal or abandonment of HM/HW aboard MCB, Camp Lejeune and conduct preliminary investigation. If necessary, make notifications to appropriate agencies.

(b) Providing traffic and crowd control support for OHS Spill response.

(c) Providing adequate security for restricted area access if necessary for the protection of human health and environment during a HM/HW spill incident or OHS Spill response.

g. Commanding Officer, Naval Hospital

(1) Providing industrial hygienists to serve as instructors on occupational and environmental health, as necessary, to implement the HW training required by enclosure (2).

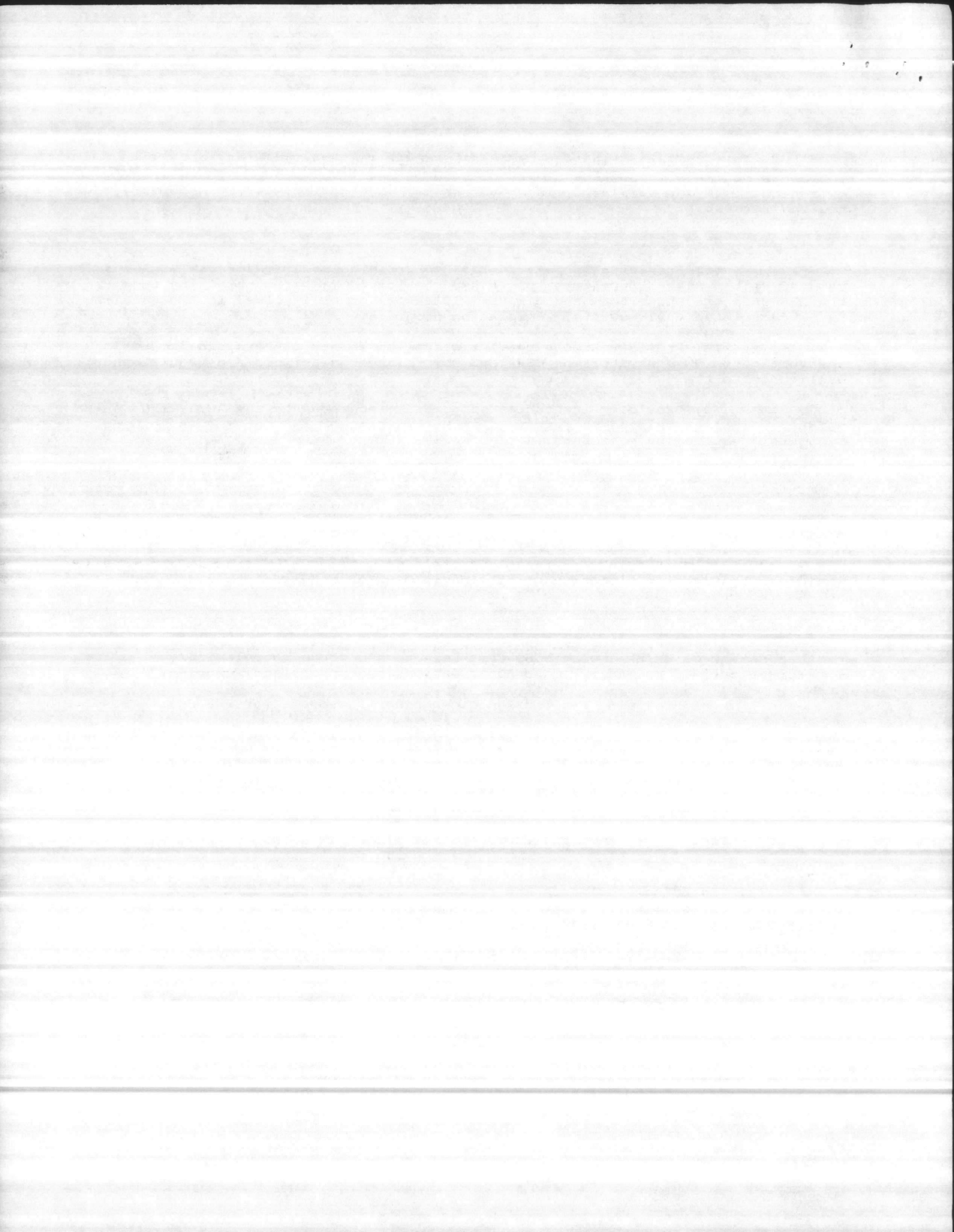
(2) Providing ambulances and related emergency health care support to OHS Spill response actions within MCB, Camp Lejeune, and industrial hygienists to serve on the OHS Spill response team.

(3) Providing technical assistance to HW generators on occupational health matters related to the collection and disposal of HM/HW.

(4) Providing, upon written request from the AC/S, EMD, the Occupational Health and Preventive Medicine Unit classroom in Building 65 for HW training.

h. Assistant Chief of Staff, Logistics

(1) Serving as the principal agent on matters pertaining to the transportation of HM regulated by DOT.



i. Assistant Chief of Staff, Training, Education, and Operations

(1) Informing the AC/S, EMD, a minimum of 30 days prior to the arrival of any unit scheduled to conduct training or participate in exercises, which is not organic to or tenanted aboard MCB, Camp Lejeune.

(2) Programming environmental awareness training as an annual subject in Professional Military Education sessions scheduled for the senior military and civilian leadership of MCB, Camp Lejeune.

(3) Provides audiovisual training support for HW training.

j. Assistant Chief of Staff, Reserve Affairs/Reserve Support Unit is responsible for ensuring that reserve units not assigned to 2d Marine Expeditionary Brigade conform to the requirements of this Order.

k. Assistant Chief of Staff, Facilities

(1) Designing, constructing, maintaining, and repairing HM/HW storage facilities to ensure compliance with appropriate storage facility regulatory requirements.

(2) Providing contractual support when required.

l. Coordinating Instructions

(1) All environmentally related training conducted aboard MCB, Camp Lejeune, in compliance with this Order, will be developed, implemented, and evaluated in consonance with the Systems Approach to Training per reference (e).

(2) All documents and records related to HW management will be maintained for at least three years.

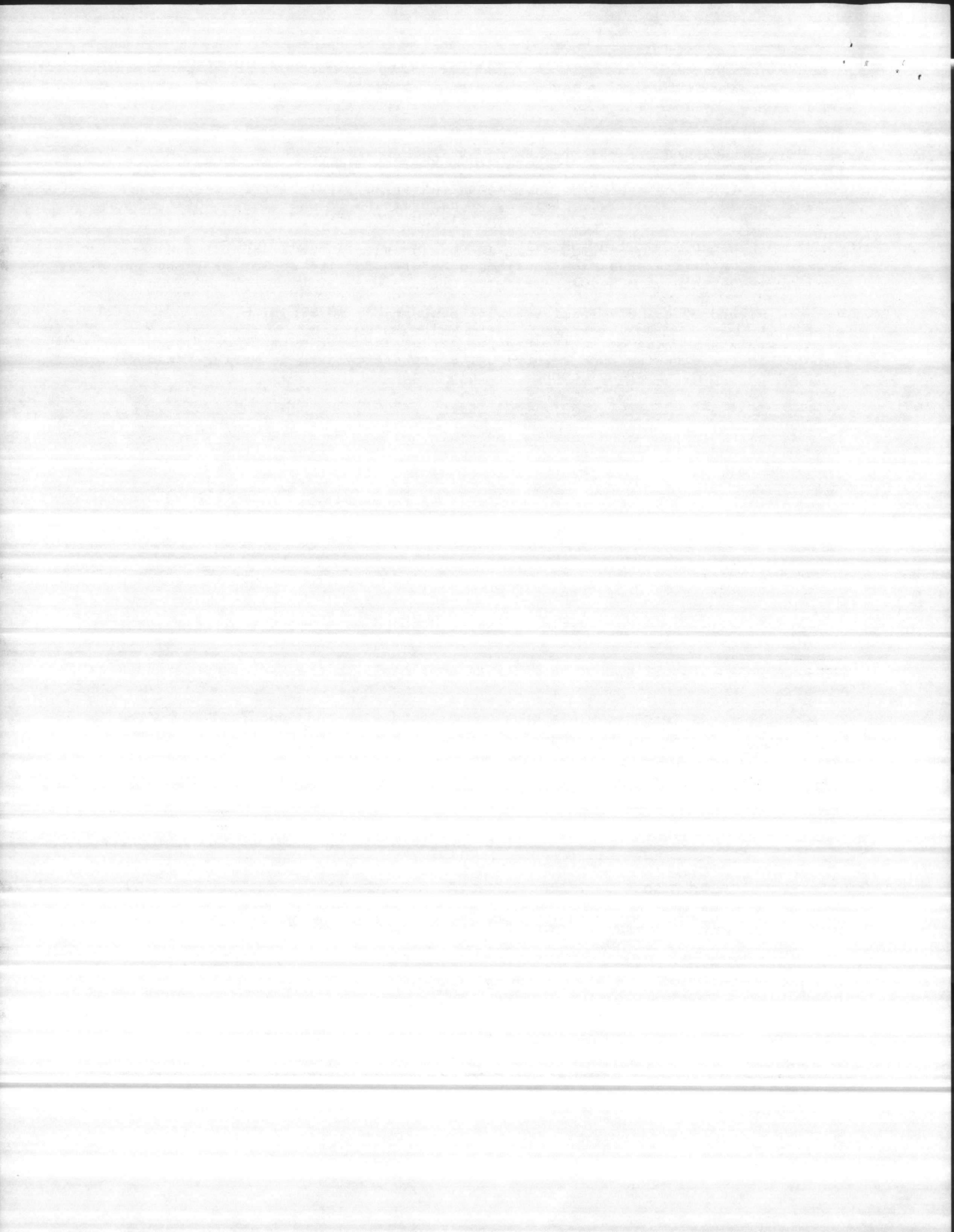
5. Reserve Applicability. This Order is applicable to the Marine Corps and Naval Reserve.

6. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; 2d Force Service Support Group; 2d Marine Expeditionary Brigade; and the Commanding Officer, Marine Corps Air Station, New River.

L. H. LIVINGSTON

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## GUIDELINES FOR HAZARDOUS WASTE MANAGEMENT

1. General. To provide mandatory environmental protection guidelines for the management of hazardous waste (HW) and other types of hazardous material (HM) generated within MCB, Camp Lejeune. These requirements do not apply to work sites and other locations within MCAS, New River. All HW management operations within MCAS, New River, by MCB organizations including the Environmental Compliance Division, the Base Maintenance Division, and the Base Motor Transport Division shall comply with the instructions of the CO, MCAS, New River. The implementation of these procedures must be carried out in compliance with applicable occupational health, safety, and fire prevention regulations.

2. Definitions/Terminology. For the purpose of implementing this Order, the following definitions/terminology will be used:

a. Hazardous Material (HM). A substance posing a significant risk to public health, safety, or the environment due to its quantity, concentration, or physical/chemical, and/or infectious properties, and/or characteristics. Appendix A of reference (a) further defines various types of regulated HM.

b. Hazardous Waste (HW). A solid waste, or combination of solid wastes, which because of its quantity, concentration, or physical/chemical, or infectious characteristics may:

(1) Cause, or significantly contribute to, an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness or

(2) Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

c. HW Determination. The process used to evaluate whether a material being discarded is a solid waste meeting the regulatory definition of a Resource Conservation and Recovery Act (RCRA) regulated HW. The decision is based on user knowledge and/or scientifically controlled testing of the material to be discarded.

(1) Listed HW. A discarded HM no longer usable for its intended purpose and which is named on one of the three HW lists in the HW regulations of the EPA and/or the North Carolina Department of Environment, Health, and Natural Resources (DEHNR). The three HW lists are: Non-specific source wastes, specific source wastes, and commercial chemical products.

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

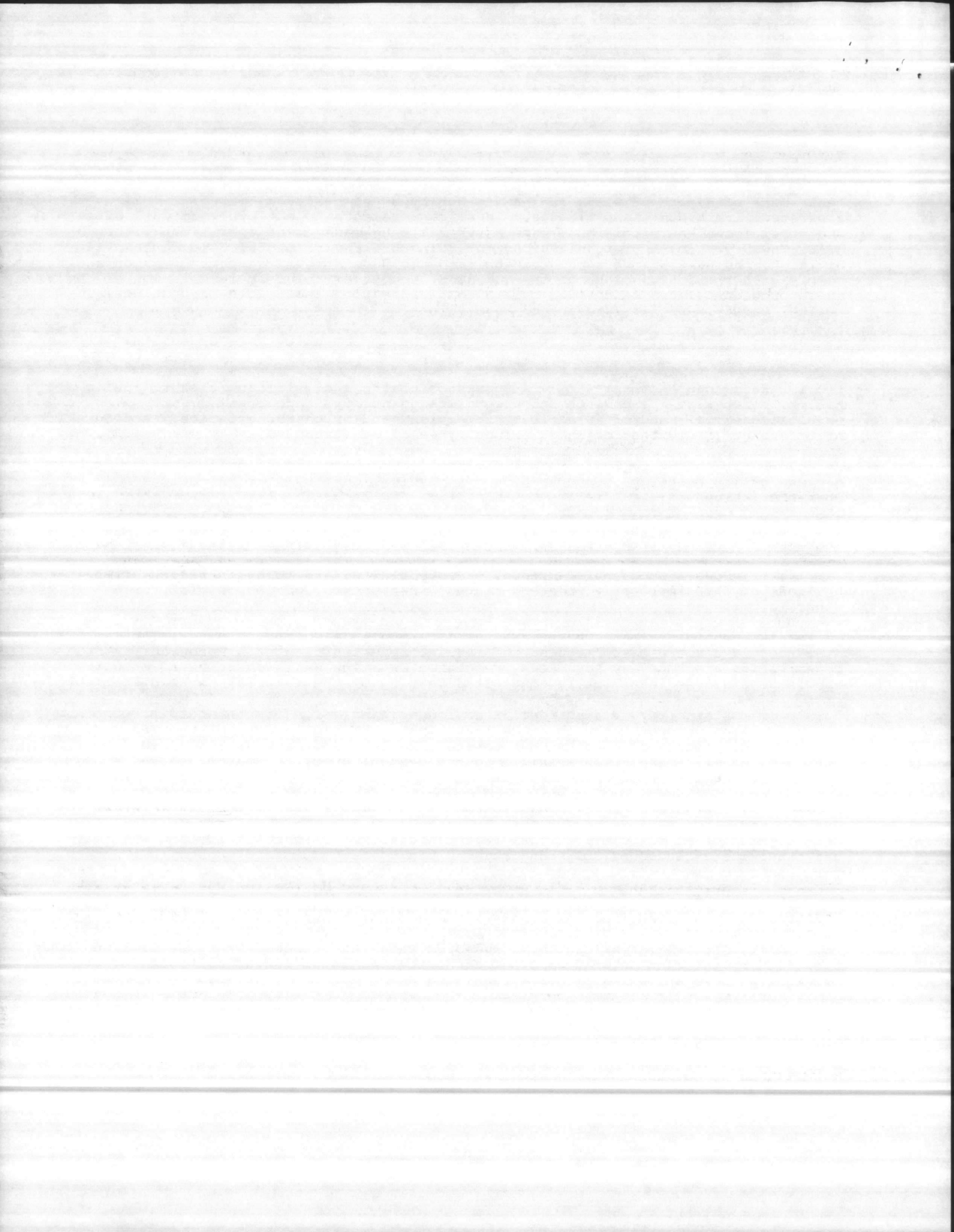
(3) Special waste. A discarded used or unused HM (to include residues from the cleanup of HM spills) which is no longer suitable for one or more of the purposes for which the item was manufactured and which is not a regulated HW.

(4) Shelf-life expired HM. Unused HM which has exceeded the useful life specified by the manufacturer or other authority and is no longer suitable for its original purpose and which is not a regulated HW.

(5) Excess HM. Unused HM for which its custodian has no requirement. This type of material can frequently be recycled.

d. HW generation site. A specific location within MCB, Camp Lejeune, where a material is stored or handled at the time the material becomes a regulated HW;

ENCLOSURE (1)



normally that area of real property in the immediate vicinity of the process which produced the waste. For example, a room containing a solvent vat is normally the generation site for HW resulting from servicing the vat thus creating spent solvent.

e. HW generator. Any person who first creates a HW. As required by higher headquarters directives, the CG, MCB, Camp Lejeune, and the CO, MCAS, New River, have registered with EPA and DEHNR as HW generators. For purposes of this Order, the terms "HW generator" or "generator" shall mean the organizational commanders and supervisors designated as HW generators by section 3a below.

f. HW Transportation. The differences between two categories of HW transportation must be understood to assure efficient movement of wastes in compliance with state and federal HW regulations.

(1) Transportation of HW on public highways is strictly controlled by State and Federal HW regulations. The CG, MCB, Camp Lejeune, is registered with EPA and DEHNR as a HW transporter. As a result, MCB, Camp Lejeune, can legally transport HW on public highways. Examples of public highways are: US-17, NC-24, NC-210, and sections of NC-172 off base. Transportation of HW on public highways will be performed by the Environmental Management Department (EMD) or by a properly licensed commercial HW transporter.

(2) Transportation of HW on Base highways, which includes NC-172 from Triangle Outpost to the Sneads Ferry Gate, is not considered HW transportation as defined in RCRA. Hazardous waste generators are authorized to haul HW on highways within MCB, Camp Lejeune, provided public highways are not used or crossed. All HW hauling by the generator will be carried out under the direction of the cognizant HMDC. Vehicle operators will have proper HM safety, health, and HW management training; appropriate vehicle operator's license; and written authorization from the cognizant HMDC prior to hauling HW.

g. Other HW related terminology

(1) Accumulation start date. Federal and State regulations require that a HW container be marked with the current date at the time any amount of a waste known to be HW is placed into a container. EXCEPTION: HW storage begins at an authorized satellite accumulation area at the time the container is filled.

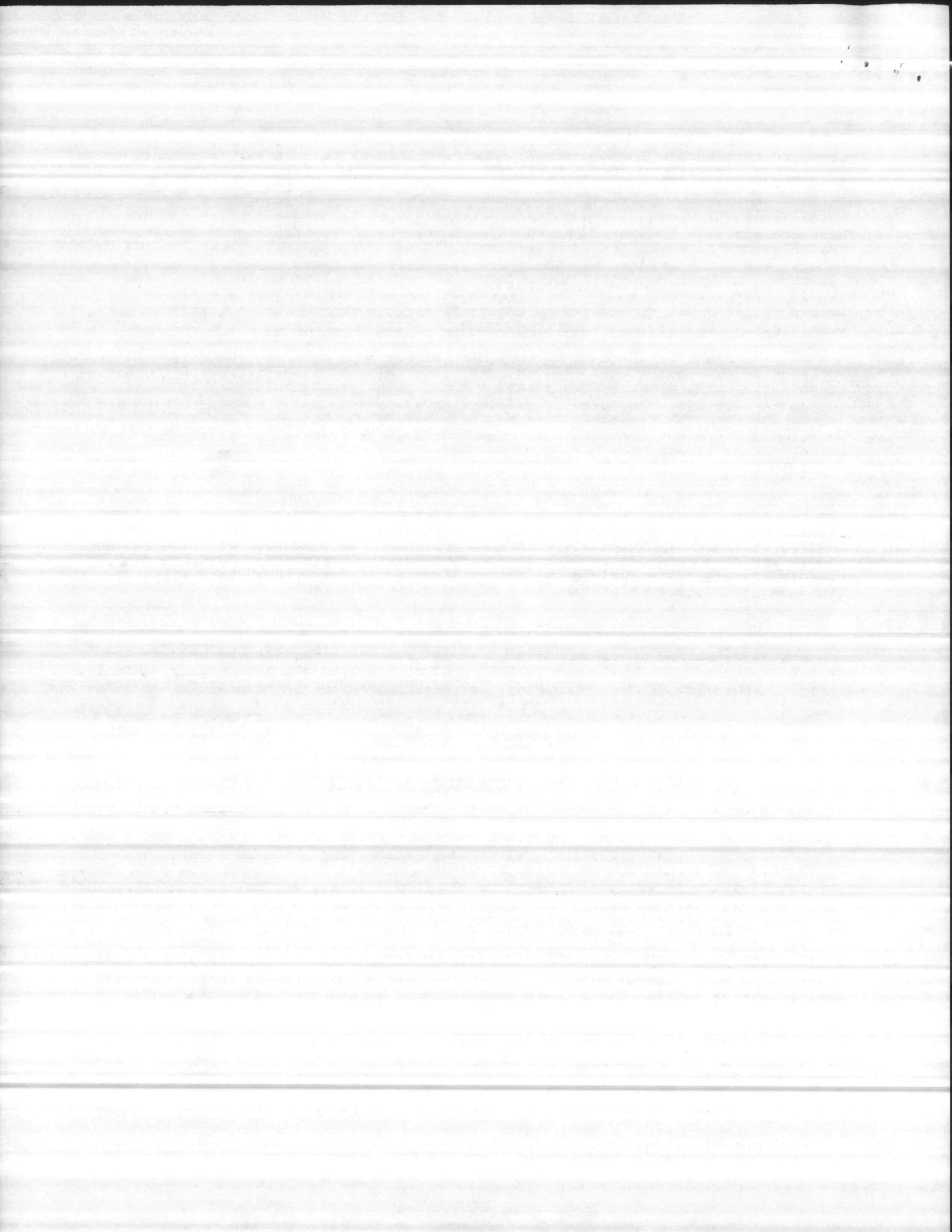
(2) HW Marking. EPA requires markings for containers used for storage of HW. Approved format for marking is available from the AC/S, EMD.

(3) Long-term HW storage. Storage of RCRA regulated HW for longer than 90 days is considered long-term HW storage. The TP-451/TP-463 complex operated by the Defense Reutilization and Marketing Office (DRMO) is the only permitted facility for long-term storage of HW aboard MCB, Camp Lejeune.

(4) 90-day accumulation area. Under Federal and State HW regulations, HW generators may accumulate HW for up to 90 days without having to obtain a HW storage permit. Failure to transfer a HW container from a 90-day accumulation area to the TP-451/TP-463 complex operated by DRMO or an off-site permitted treatment, storage, or disposal facility within 90 days of the accumulation start date on the container is a violation of EPA and DEHNR regulations.

(5) Satellite (generator) accumulation area (SAA). A HW generation point at which waste may be accumulated until the HW storage container is full. A filled container must be transferred within 72 hours to an approved 90-day accumulation area or long-term HW storage facility. Failure to do so is a violation of EPA and DEHNR regulations. (A permit for a SAA must be obtained from EMD, and posted at the site to preclude a 90-day storage violation).

ENCLOSURE (1)



(6) HW Profile Sheet (HWPS). A form requested by the Defense Reutilization and Marketing Service (DRMS) which lists the physical and chemical characteristics of a waste. This form is required and used by the DRMO to assure proper identification of HW. The HWPS is prepared by the HW generator based on user knowledge and/or chemical and physical testing of the waste.

### 3. Responsibilities of HW Generators, HMDO's, and HW Site Managers

a. The CG, MCB, and the CO, MCAS, New River, have registered with the EPA as the generator of HW produced aboard their respective installations. For purposes of implementation of this Order aboard MCB, Camp Lejeune and for administrative purposes to facilitate the understanding of responsibilities commanders, department heads, OIC's, and supervisors considered HW generators are as follows:

(1) Commanding Officers of Marine Air-Ground Task Forces, regiments, battalions, separate companies, or comparable organizations within II Marine Expeditionary Force; 2d Marine Division; 2d Force Service Support Group; and the 2d Marine Expeditionary Brigade.

(2) Commanding Officers of the Naval Hospital, Naval Dental Center, Marine Corps Engineer School, Rifle Range Detachment, Field Medical Service School, Marine Corps Service Support Schools, Reserve Support Unit, School of Infantry, MCB Headquarters and Support Battalion, MCB Brig, and any subordinate organization categorized by section 4a of the basic order requiring a HMDO.

(3) Heads of the following MCB, Camp Lejeune organizations: Facilities Department; Base Maintenance Division; Logistics Department; Morale, Welfare and Recreation Department; Training, Education, and Operations Department; Manpower Department; Environmental Management Department; Management Support Department; and any subordinate organization, categorized by section 4a of the basic order, requiring a HMDO.

(4) The ROICC, Jacksonville; OIC of Facilities Support Contracts, Jacksonville; and other installation contracting officers are considered the HW generator for any waste generated by contractors operating under their cognizance.

(5) Commanders or chief supervisors of any organization aboard MCB, Camp Lejeune, (see section 4a of the basic order) not otherwise listed, who generate, handle, or store HW.

#### b. HW Generator Responsibilities. Generators will assure that:

(1) A primary and one or more assistant HMDOs are appointed and provided authority to carry out duties outlined in section 3c and 4, below. Questions regarding the requirement for the assignment of a HMDO will be referred to the Base HMDC.

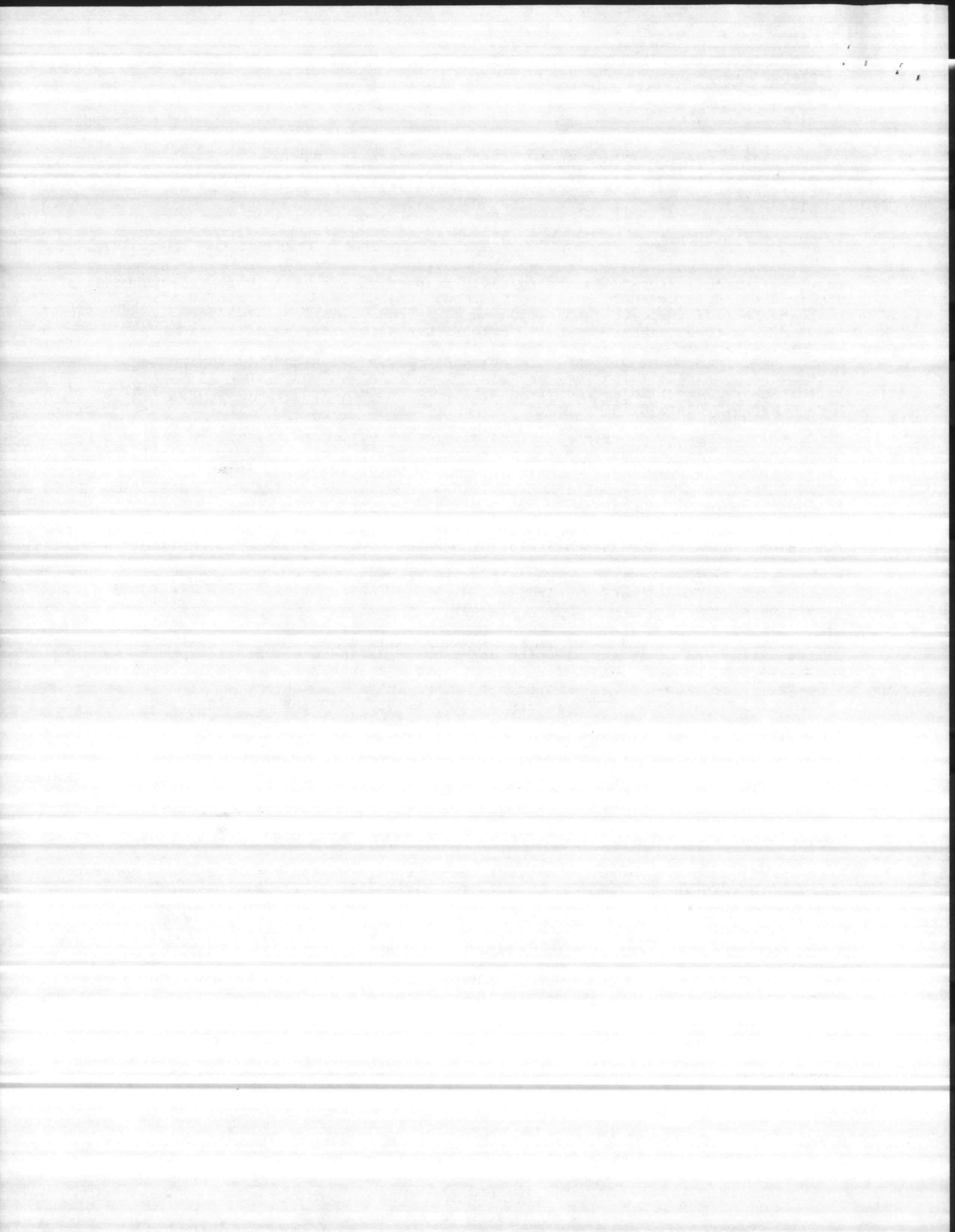
(2) HMDO's request EMD assistance to prepare HWPS's for each waste generated and assure that an EMD approved HWPS is readily available for all HW and special waste generated.

(3) HW generation sites and 90-day HW accumulation areas are limited to the minimum number practical within mission constraints and the SAA concept is used wherever practical.

(4) HW site managers have the capability to contain and cleanup minor operational spills of HM.

(5) HMDO's, HW site managers, and HW handlers are furnished a written description of their HW duties and provided appropriate HM safety and health and HW management training.

ENCLOSURE (1)



(6) Copies of HMDO appointment letters are provided to AC/S, EMD, within one week of assignment through the cognizant organizational HMDC.

(7) In the event that existing storage facilities are unavailable, HW generators should be prepared to identify temporary storage facilities and implement appropriate handling procedures for these facilities. This identification should be coordinated through the AC/S, Facilities.

(8) Ensuring adequate personnel equipment, supplies, and other resources are made available to collect, containerize, package, store, and otherwise manage HM/HW within their organizations.

(9) Designating and training other environmental staff, as may be required, to meet the requirements of this Order.

c. HMDO Responsibilities. The HMDO and assistant HMDO will perform the following duties:

(1) Serve as point of contact for routine matters involving compliance with this Order within the HMDO's organization.

(2) Participate in regular HW training sessions and workshops conducted by the HMDC, EMD, and the environmental staff.

(3) Manage the preparation and submittal of requests for HWPS's to EMD and turn-in documentation for the disposal of HW, special waste, and other HM within the HMDO's organization. Inspect each HW container prior to DD Form 1348-1 submission.

(4) Conduct weekly inspections of HW generation sites and accumulation areas, perform follow-up inspection when required to ensure remedial action is completed, and maintain related records.

(5) Maintain a list of the location and HW site manager of all HW generation sites, SAA's, and 90-day accumulation areas within the HMDO's organization. Provide a current copy of this list to the cognizant organizational HMDC on a quarterly basis (i.e., by 1 January, 1 April, 1 July, and 1 October).

(6) Maintain a current roster and HW training records of all HW site managers and HW handlers within the HMDO's organization.

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

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

(9) Identify HM/HW requirements for facilities improvements, equipment, and supplies through proper channels to the CO.

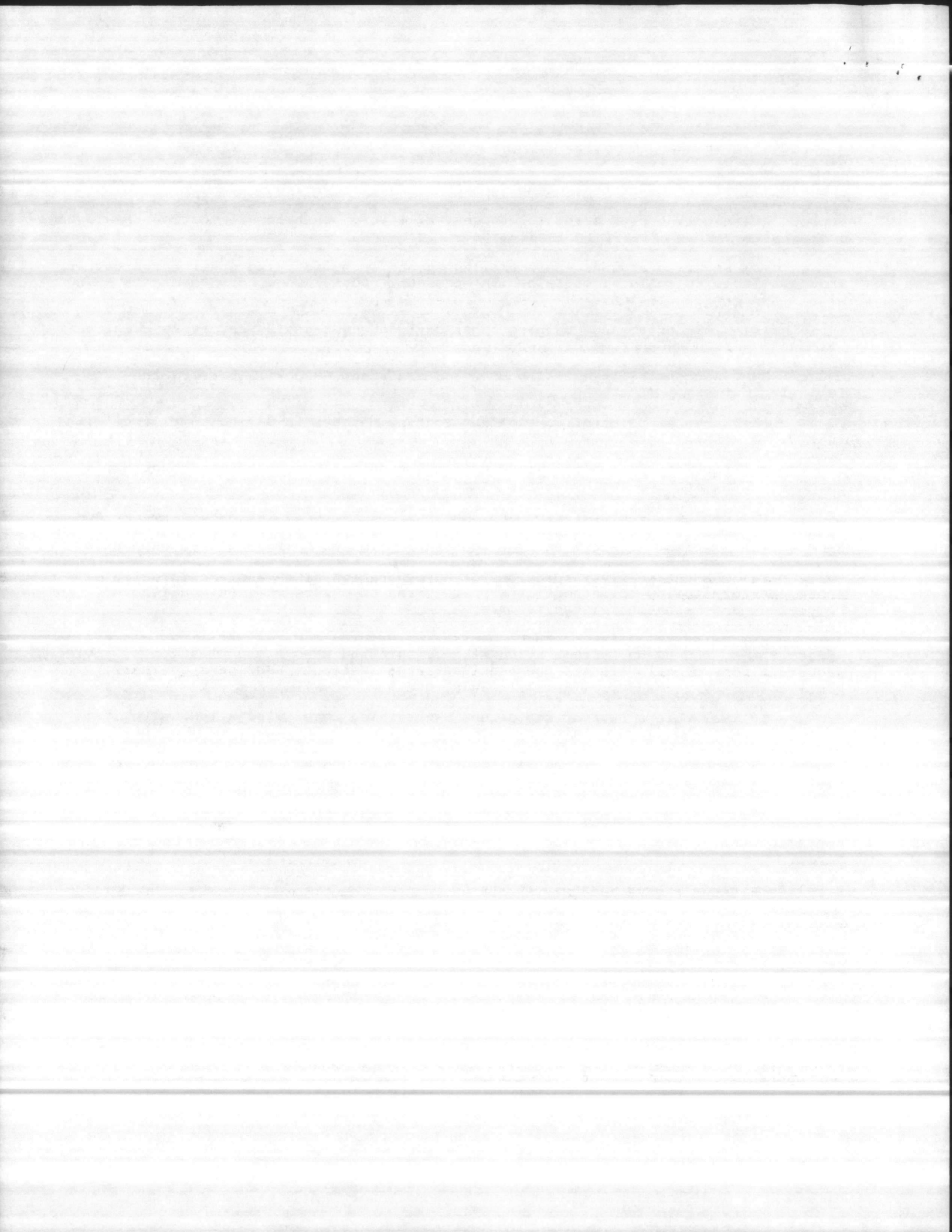
(10) Submit training requirements to the cognizant organizational HMDC as required. Requests for training should comply with the instructions provided in section 2 of enclosure (2).

(11) Submit requests for SAA permits to the AC/S, EMD, through the cognizant organizational HMDC.

(12) Maintain turnover files/desktop procedures which, as a minimum, contain:

ENCLOSURE (1)





(a) This Order.

(b) All local or senior organizational directives related to HW management within the HMDO's organization.

(c) Signed HWPS's for each HW generated as well as copies of other documents required by section 3c(3).

(d) An OHS Spill contingency plan.

(e) Copies of weekly inspections and related records required by section 3c(4).

(f) Location sketches for each HW generation, accumulation, and storage area as well as other information required by section 3c(5).

(g) Material Safety Data Sheet or hard copy of a Hazardous Material Information System printout developed for each HW generated.

(h) Samples of completed turn-in documents and sample HW markings for each HW generated and stored.

(i) Rosters and training records required by section 3c(6).

(13) Notify cognizant HMDC by telephone with written follow-up anytime DRMO has not accepted accountability of a HW within 75 days after the accumulation start date on any container.

d. HW Site Manager Responsibilities. The site manager is the OIC, NCOIC, or civilian supervisor in immediate charge of the work site or shop where the HW is being generated or stored. HW site managers are responsible for managing HW operations per this Order. HW Site managers are responsible for performing the following duties:

(1) Initiating disposal of HM/HW by preparing and submitting a DD Form 1348-1 or other turn-in document specified by EMD to the HMDO according to this Order.

(2) Ensuring that all subordinates have the training required to carry out HW duties safely and in compliance with this Order.

(3) Notifying the HMDO immediately of the generation of a new waste stream requiring preparation of an HWPS.

(4) Providing HW handlers with the training, equipment, containers, absorbent, and other supplies required to safely handle HW and to load HM/HW during pickup.

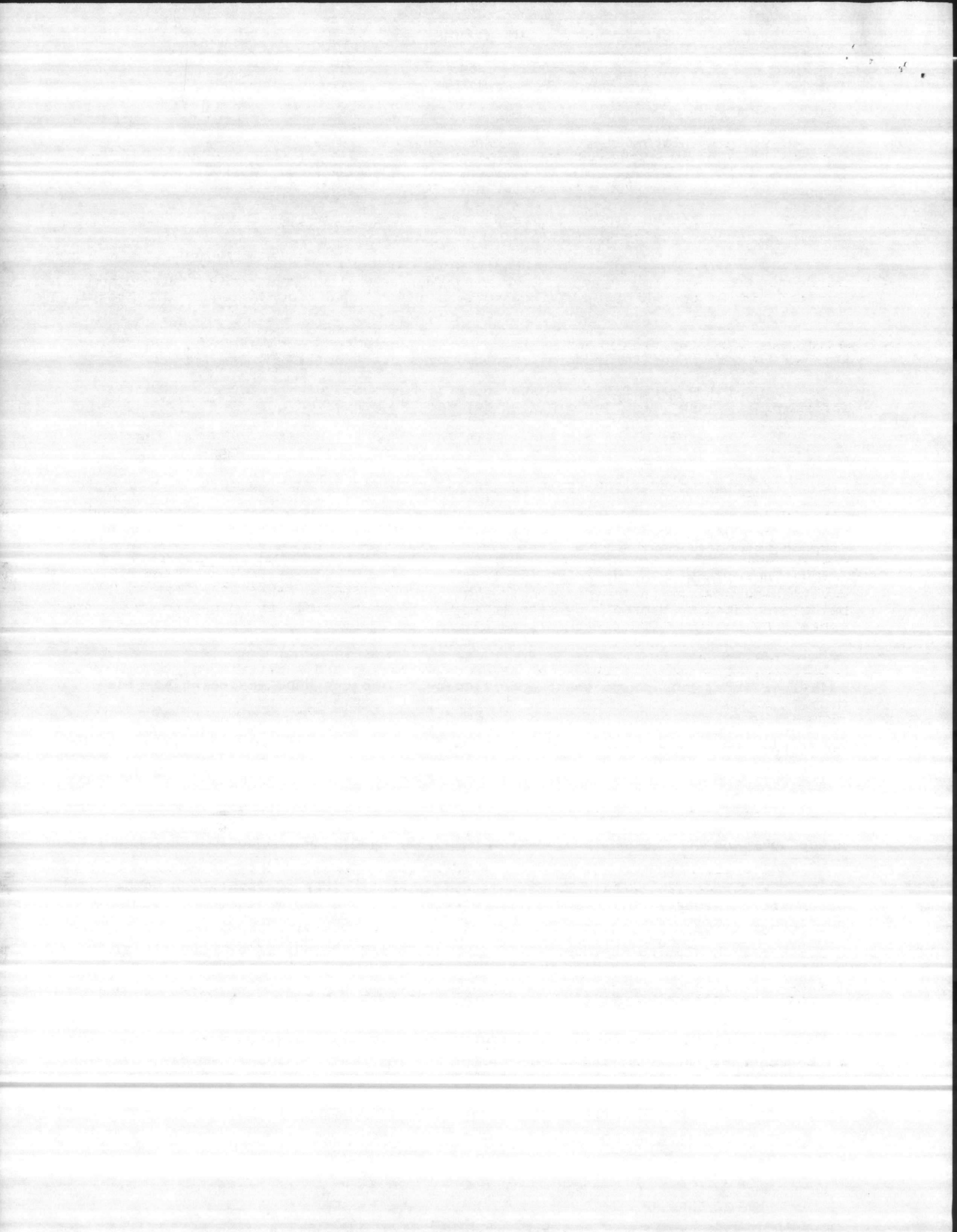
(5) Assuring containers of HW are confined to approved SAA's and 90-day accumulation areas, are inspected each working day, and are managed in strict compliance with section 4 below.

(6) Developing the capability to contain and cleanup minor operational spills of HM routinely handled within the work site.

(7) Collecting, storing, and turn-in of HW and excess or used HM to proper authorities for disposal per the guidelines contained herein.

(8) Taking actions required to ensure that all containers are clearly marked as to contents, hazards, and other appropriate information, and to ensure that the containers are in satisfactory condition.

ENCLOSURE (1)



(9) Providing personnel, equipment, and supplies required to repackage the contents of unsatisfactory containers of HM/HW.

(10) Providing HM safety and health training appropriate for the types of HM encountered and the types of duties performed to all subordinates participating in HW handling and storage. Such HM safety and health training will be documented on individual HW training records per enclosure (2).

(11) Ensuring each HW handler works under the direct supervision of a trained HW handler or HW manager until adequate initial HW management training is provided and documented per enclosure (2).

(12) Conducting semi-annual reviews and providing additional and/or refresher HW management training per enclosure (2) when required by changes in personnel HW disposal duties.

(13) Participate in HMDO weekly inspections of HW generation sites and accumulation areas, performing follow-up inspections to ensure that remedial action is completed, and maintaining related records.

#### 4. Procedures for Collection and Management of HM/HW Awaiting Disposal

a. HW Collection. Marine Corps Base, Camp Lejeune, is permitted to generate specific HW under a concept that the HW will be stored in either its original container or other DOT approved containers and strictly managed until disposal can be accomplished. The HW generator is responsible for furnishing containers used to accumulate HW. Storage containers should not be confused with "HW handling containers". Hazardous waste handling containers are any buckets, drip pans, or other vessels used to catch, dip, pour, or otherwise initially collect HW at the work site and carry such wastes to HW storage containers. Hazardous waste in HW handling containers must be emptied into properly labeled HW storage containers not later than the end of the work shift/day generated.

b. Management of Storage Containers. Hazardous waste, special waste, and other containers of HM awaiting disposal will be stored on impervious surfaces (concrete, asphalt, fabricated liners, etc.) surrounded by a curb, dike, or other structure capable of keeping spills from reaching soil or surface waters. Hazardous waste site managers will assure that HW storage containers are managed in a manner which prevents contamination by unknown items, damage, vandalism, fires, spills, explosions, or other situations likely to pose a hazard to human health, personnel safety, or the environment. As a minimum, storage containers will be managed as follows:

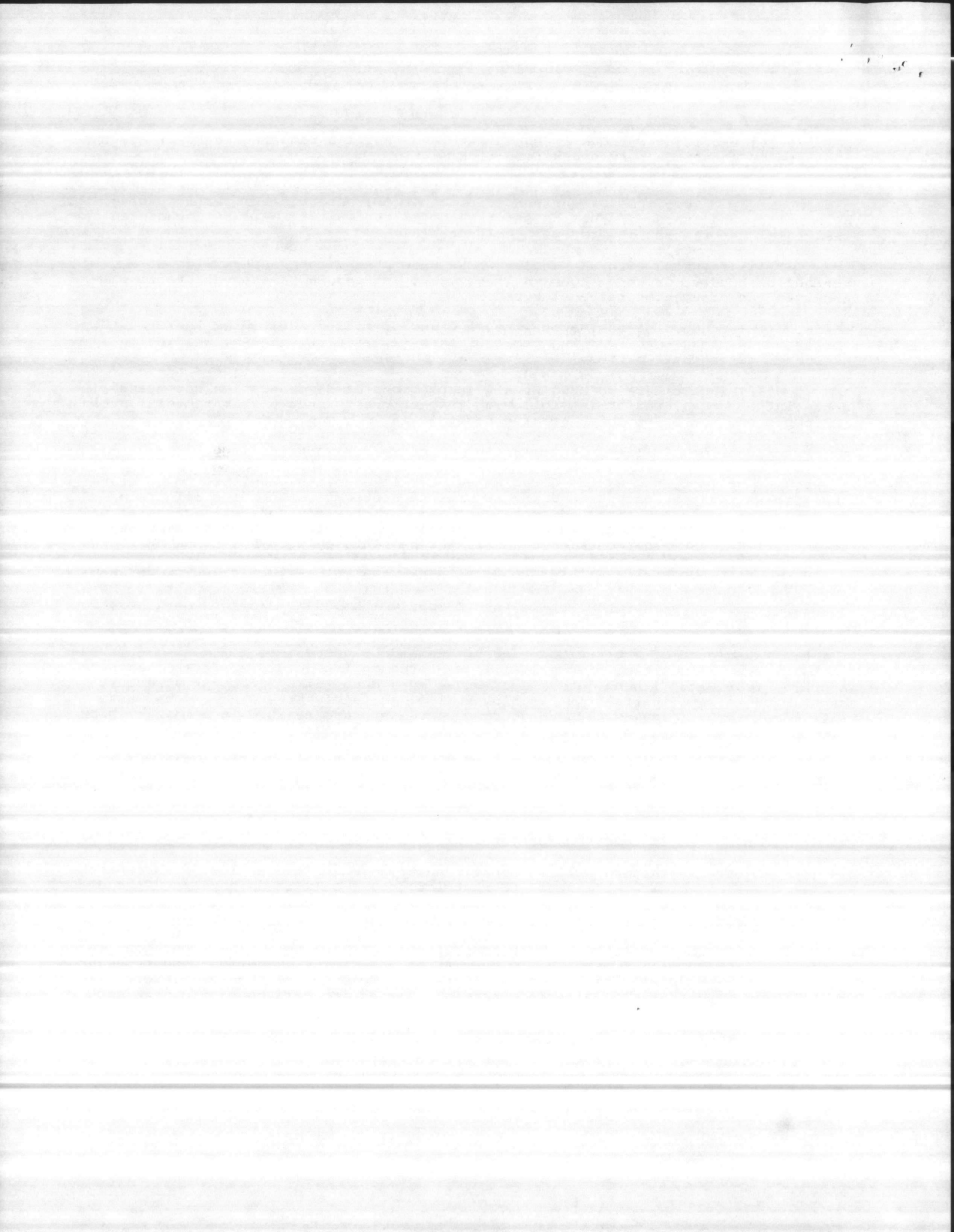
(1) Containers of HW will be stored so as to prevent damage by rainwater or flooding, excessive heat, freezing, etc. Containers will be kept tightly closed except when adding or removing contents.

(2) The containers will be kept in secured fenced areas, locked HM cabinets, locked drums, or otherwise managed to restrict access only to authorized HW handlers and HW site managers.

(3) A site specific OHS Spill contingency plan will be developed by the HW generator and made readily available to personnel at each HW storage location. As a minimum, the plan will provide basic evacuation and safety guidelines and procedures for notifying the Base Fire Protection Division. Telephones, two-way radios, fire alarms, or other suitable means of reporting emergencies will be provided at each location.

(4) Emergency spill reporting phone numbers will be prominently posted at each site along with "no smoking", "authorized personnel only", and other

ENCLOSURE (1)



appropriate warning signs and markings. Signs will be posted at each entrance to the site and be legible from a distance of 25 feet.

(5) Hazardous waste containers in SAA's will be inspected each work day. Discrepancies will be corrected or promptly reported to the HMDO. Hazardous waste site managers will maintain a log of the date of inspection and the inspector's name.

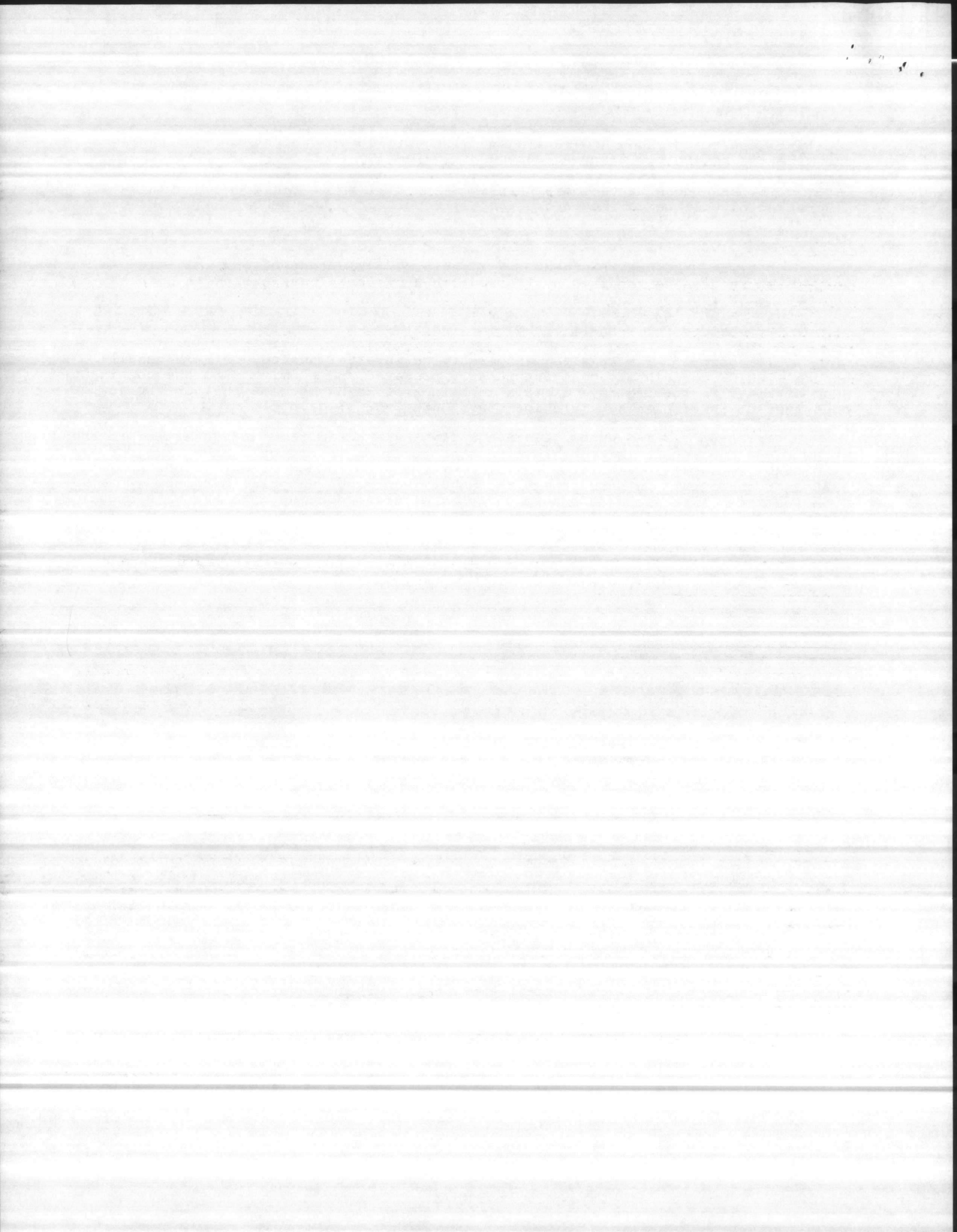
(6) The HMDO/assistant HMDO will perform weekly inspections and maintain inspection records as required by EPA and DEHNR of containers stored in both SAA's and 90-day HW accumulation areas.

c. Procedures for Turn-in of HW Containers

(1) Step 1: The HW site manager having physical custody of HM/HW shall ensure a HM/HW turn-in document is properly prepared and submitted to the cognizant HMDC within five working days after a container of HM/HW becomes full or for any container of HW with an accumulation start date over 45 days old.

(2) Step 2: The HMDO will physically inspect the item and determine if the HM/HW turn-in document is properly completed and turn-in criteria have been met. After any problems are resolved, the HMDO will ensure hand delivery of the DD Form 1348-1 or other turn-in document to the HMDC. Hazardous Material Disposal Coordinators will review and ensure delivery of these documents to the HW Disposal Section, Environmental Compliance Division, EMD.

ENCLOSURE (1)



**HAZARDOUS WASTE TRAINING REQUIREMENTS AND GUIDELINES FOR  
HAZARDOUS MATERIAL DISPOSAL COORDINATORS,  
HAZARDOUS MATERIAL DISPOSAL OFFICERS,  
HAZARDOUS WASTE SITE MANAGERS, AND HAZARDOUS WASTE HANDLERS**

1. General. Environmental compliance equates to the preservation of essential military capability. The operational readiness of the Marine Corps can ultimately depend on the ability of the Commander to develop and maintain a quality environmental program. Organizations must be able to train and operate while maintaining full compliance with the mandates of environmental law. A continuing requirement for operating forces as well as the supporting establishment to ensure that their activities are in compliance with the environmental rules of engagement is to provide general environmental awareness training for all hands, legal environmental training for commanders and supervisors, and position specific training for the environmental staff. This Order deals with the latter aspects of required training; specifically that training related to the handling, storage, and disposal of hazardous waste (HW). Hazardous waste training, as addressed in this Order, encompasses HW management training and hazardous material (HM) safety and health training. (See Appendix A)

2. Types of HW Training Required

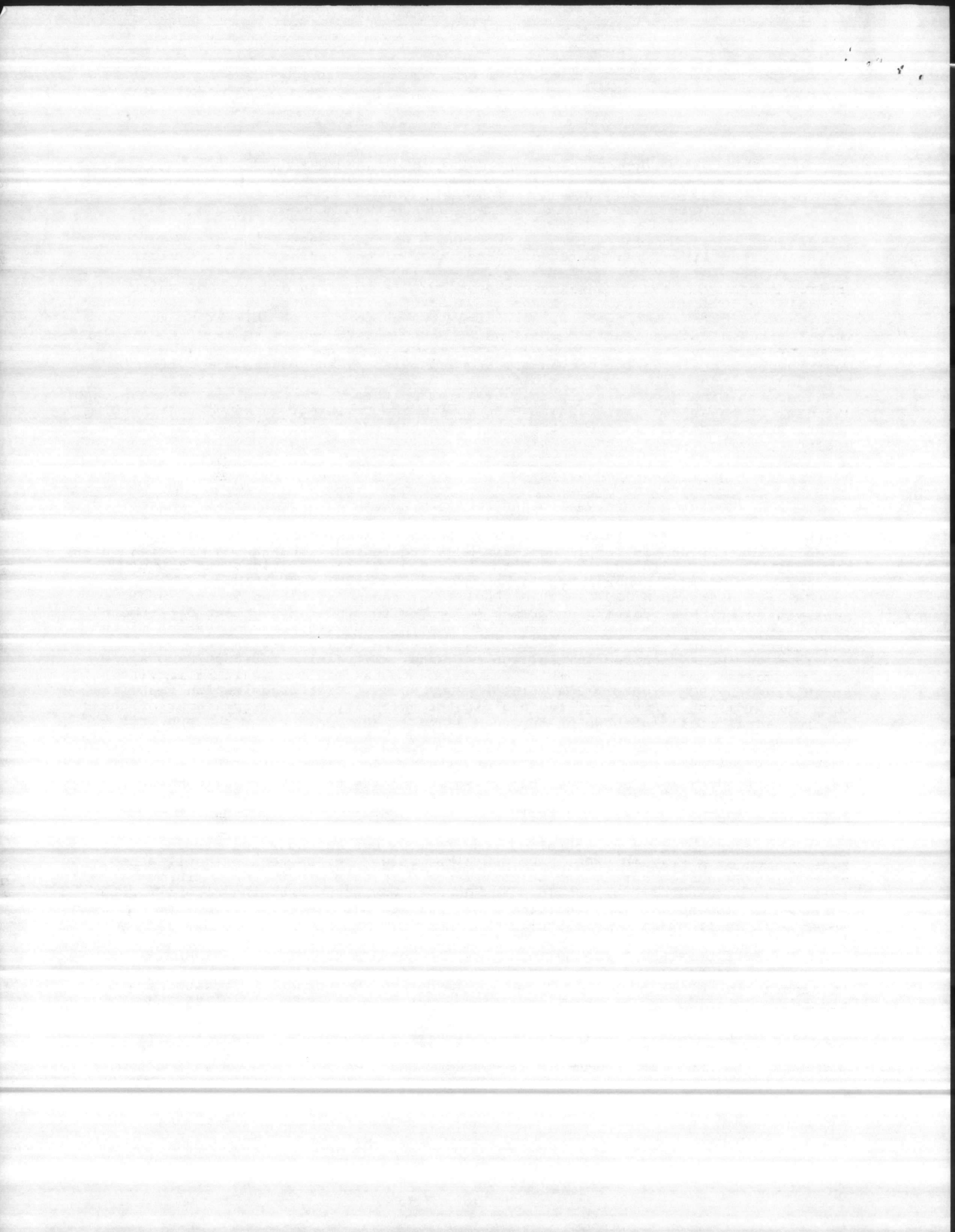
a. The Resource Conservation and Recovery Act (RCRA) regulations, reiterated in reference (a) of the basic order, require military and civilian personnel involved in the management of HW be provided HW training to enable them to carry out assigned HW duties safely and in compliance with RCRA regulations. Hazardous material safety and health training is addressed by the Hazardous Waste Operations and Emergency Response (29 Code of Federal Regulations (CFR) 1910.120) and the Hazard Communication Standard (29 CFR 1910.1200). Reference (a) places general staff supervision of this training under the AC/S, Environmental Management Department (EMD), as it relates to HW management. The AC/S, EMD with the cooperation of the Base Safety Manager and other professional resources delineated in this Order, provides the RCRA required initial and refresher HW training for HMDC/HMDO's, HW site managers, and handlers. This training meets the minimum training requirements established by RCRA (40 CFR 264.16) for HMDC/HMDO's. Each organization must, in turn, provide other RCRA required training as necessary for the remainder of their environmental staff as shown in Appendix A and as appropriate for the specific compliance requirements of their organizations. The Base Safety Manager is responsible for ensuring command compliance with OSHA (29 CFR 1910) and DOT (49 CFR 172) standards to include training requirements. However, it is ultimately the responsibility of each commander/supervisor to ensure that their environmental staffs are adequately trained in compliance with the wide array of regulations which fall under the general area of environmental management.

b. Hazardous waste personnel must perform HW duties under the direct supervision of a trained HMDC, HMDO, HW site manager, or HW handler until capable of performing HW duties safely and in compliance with this Order. As a minimum, the following training will be provided and documented in the training record format outlined in Appendix B (any additional HW training not specifically covered in this Order will be likewise documented):

(1) Initial HW Training for Newly Assigned Personnel. Unless an individual is involved in specialized HW operations such as emergency spill response, transportation of HW on public highways, long-term HW storage, HW treatment and disposal, or any other major HW operations addressed in 29 CFR 1910.120, the following action will satisfy RCRA requirements for initial training for newly assigned HW personnel. If specialized training is required, contact the base EMD for further information.

ENCLOSURE (2)





*HW site managers and*

(a) Initial HM safety and health training for HW handlers <sup>A</sup> This training must be provided by a supervisor prior to the individual being allowed to handle HW or containers of HW.

(b) Initial HM safety and health training for HMDC's <sup>and HMDO's</sup> and HW site managers. As a minimum, ~~HW site managers~~ will attend an 8-hour spill prevention, safety, and health training session provided by the base EMD in cooperation with fire prevention, safety, and health officials. Any additional HM safety and health training required for HMDC's ~~and HMDO's~~ <sup>and</sup> ~~and HW site managers~~ will be provided and funded by their respective commands.

(c) Initial HW management training for HW site managers and HW handlers. This consists of a minimum of eight hours of on-the-job and/or formal classroom training provided by EMD. Hazardous waste management training must be provided within 90 days after an individual is assigned HW duties.

*copy this sentence here*

(d) Initial HW management training for HMDO's and HMDC's. As a minimum, HMDC's and HMDO's will attend an 8-hour HW management training session provided by MCB EMD. \* Any additional HW management training for HMDO's and HMDC's will be provided and funded by their respective commands.

*Semi-Annual Review and Annual Refresher Training.*

(2) Annual and Semi-Annual HW Training Review/Refresher Training. Unless an individual is involved in specialized HW operations such as emergency spill response, transportation of HW on public highways, long-term HW storage, HW treatment and disposal, or other major HW operations addressed in 29 CFR 1910.120, the following action will satisfy RCRA requirements for annual refresher training. If specialized training is required, contact the Base EMD for further information.

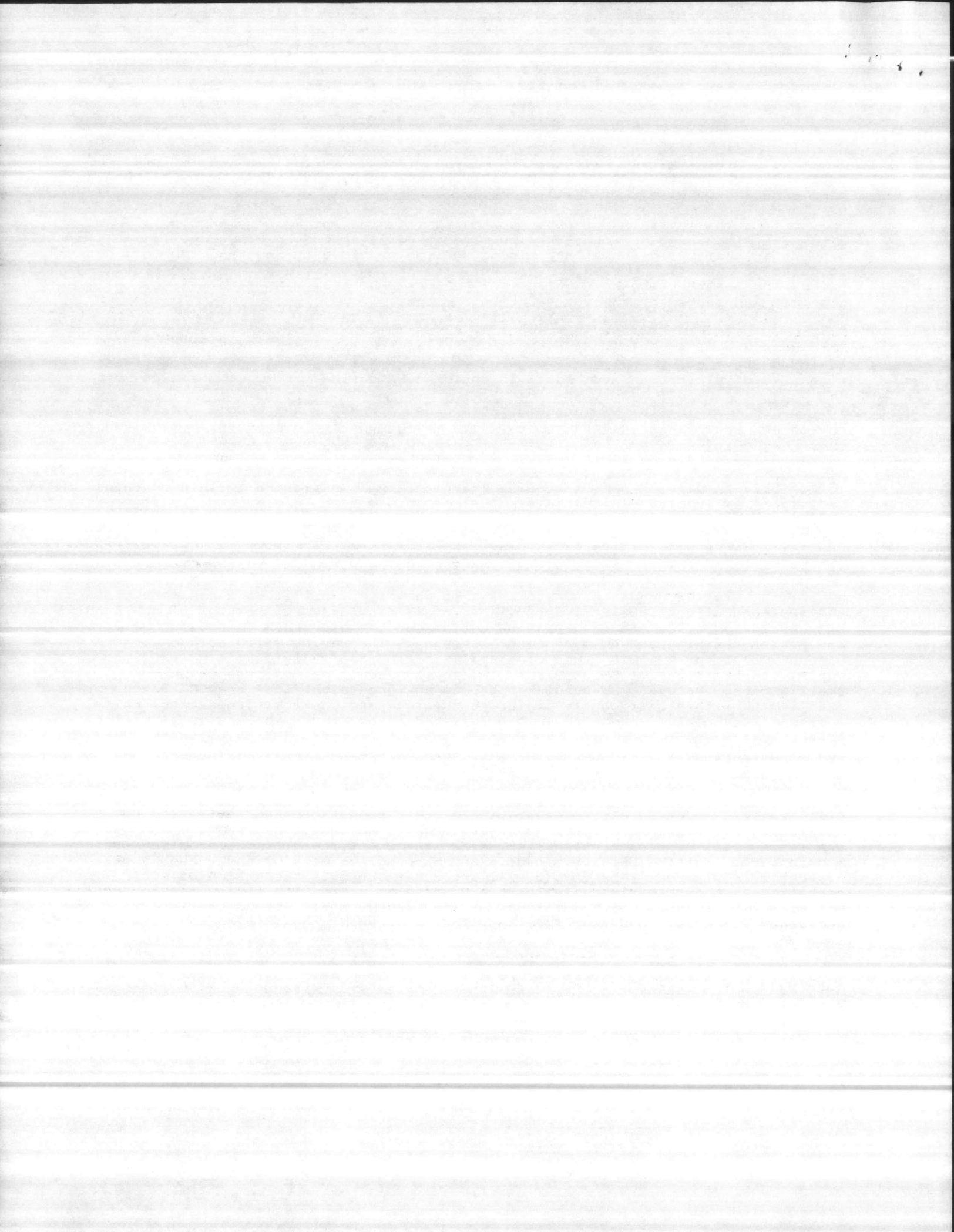
(a) HW Handlers. Within six months after initial HW management training and semi-annually thereafter, supervisors of HW handlers will meet with each handler and carefully review the handler's HW duties and the adequacy of previous HM safety and health training and HW management training. The review will include a thorough discussion of current MCB procedures applicable to the individual's HW handling duties and the types of HW handled. The review should be done one-on-one or in small groups. Unless a HW handler has been assigned significant new HW duties or is handling HW with significantly different physical and chemical properties, this review, if properly documented in the format provided in Appendix B, will satisfy RCRA annual HW refresher training requirements. Questions should be referred to the cognizant HMDC. If assigned new duties, each HW handler shall attend an 8-hour refresher course on HW management conducted by the Base EMD.

(b) HW Site Managers. At intervals not to exceed six months, HMDO's will meet with each HW site manager within their cognizance and review the HW generation and handling operations supervised by the individual HW site manager. The review will emphasize changes in HM/HW management, generation, handling, safety, and required training HW site managers and HW handlers working under the HW site manager's cognizance. The review will include a thorough discussion of MCB procedures and applicable duties of the HW site manager. The review can be done one-on-one or in small groups. Each HW Site Manager shall attend, at intervals not to exceed 365 days, an 8-hour refresher course on HW management conducted by the Base EMD.

(c) HMDO's and HMDC's. Each individual HMDO and HMDC shall attend, at intervals not to exceed 365 days, an 8-hour refresher course on HW management conducted by the Base EMD.

3. Procedures for Requesting HW Training. Requests for MCB EMD scheduled training will be consolidated by HMDC's for subordinate organizations within their respective commands and submitted in writing to the AC/S, EMD, MCB, no later than two weeks

ENCLOSURE (2)



prior to the date of the instruction desired. Submittals should provide name and telephone number of requesting command's point of contact (if not HMDC) and the following information for each nominee: name, rank, and the specific class (title/date) requested. Group nominees by HW job title (i.e., HMDO, HW site manager, or HW handler).

#### 4. Maintenance of HW Training Records

a. Hazardous waste training records for MCB civilian employees will be maintained by their respective HMDO's except as indicated in section 4f(3) of the basic order. All HW training for MCB civilian employees will, likewise, be reported to the Civilian Personnel Division, AC/S, Manpower, for entry into the Navy Civilian Personnel Data System (NCPDS).

b. Records of military personnel will be maintained as follows: HMDC's will maintain current HW training records for themselves, HMDO's within their command, and for personnel formerly serving as HMDC's, HMDO's, HW site managers, and HW handlers within their command. HMDO's will maintain training records on current HW site managers and HW handlers. Base HMDO's will maintain HW training records for former personnel within their respective organizations.

c. Training records will be maintained for a period of at least three years following the closure of a HW generation or storage facility or at least three years following reassignment of personnel from HW duties.

d. The HW training record format provided as Appendix B will be used to record all HW training conducted aboard MCB in compliance with this Order with the exception of the NCPDS. Previous training records will be retained, as required by section 4a and c above, and will be updated to reflect the additional informational requirements of this Order.

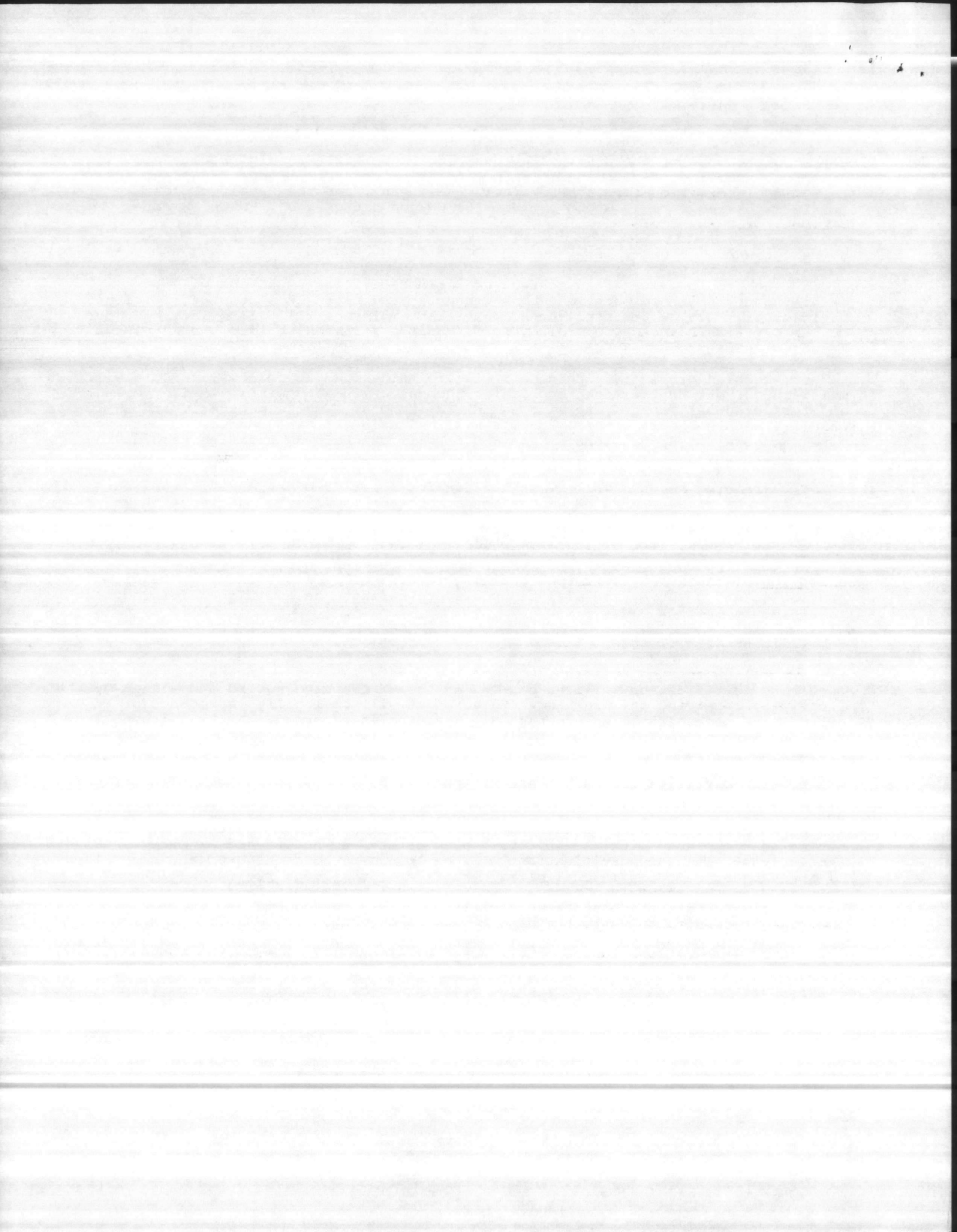
#### 5. Training Certification

a. All HW related training, required or otherwise, including that also requiring certification, will be entered in the HW training record and signed by the individual receiving the training. These pages will be locally reproduced or expanded as necessary to ensure that all training is recorded. All required training must be followed by a test to ensure that training objectives are satisfactorily met.

b. The certification statements at Appendix B are a critical component of the training record and indicate that a RCRA required review of the training directed by sections 2a(1), 2a(3), 2b(1), and 2b(2), has been satisfactorily completed and the indicated HW site manager or HW handler are capable of performing their assigned duties in compliance with the appropriate HM safety and health and HW management regulations. Initial certifications will be signed by both the HMDO and supervisor of the subject named individual being certified. Subsequent reviews will be certified by the supervisor alone. The individual being certified will sign on all occasions. Certification statements will be locally reproduced as necessary to ensure that the training record is current.

c. Certification requirements imposed by 49 CFR 172, i.e., that the subject named individual was trained per this latest standard, tested, and determined to have passed whatever representative test was administered, are met by compliance with the instructions of this Order. Satisfactory completion of EMD administered training will be reflected by receipt of an appropriate certificate.

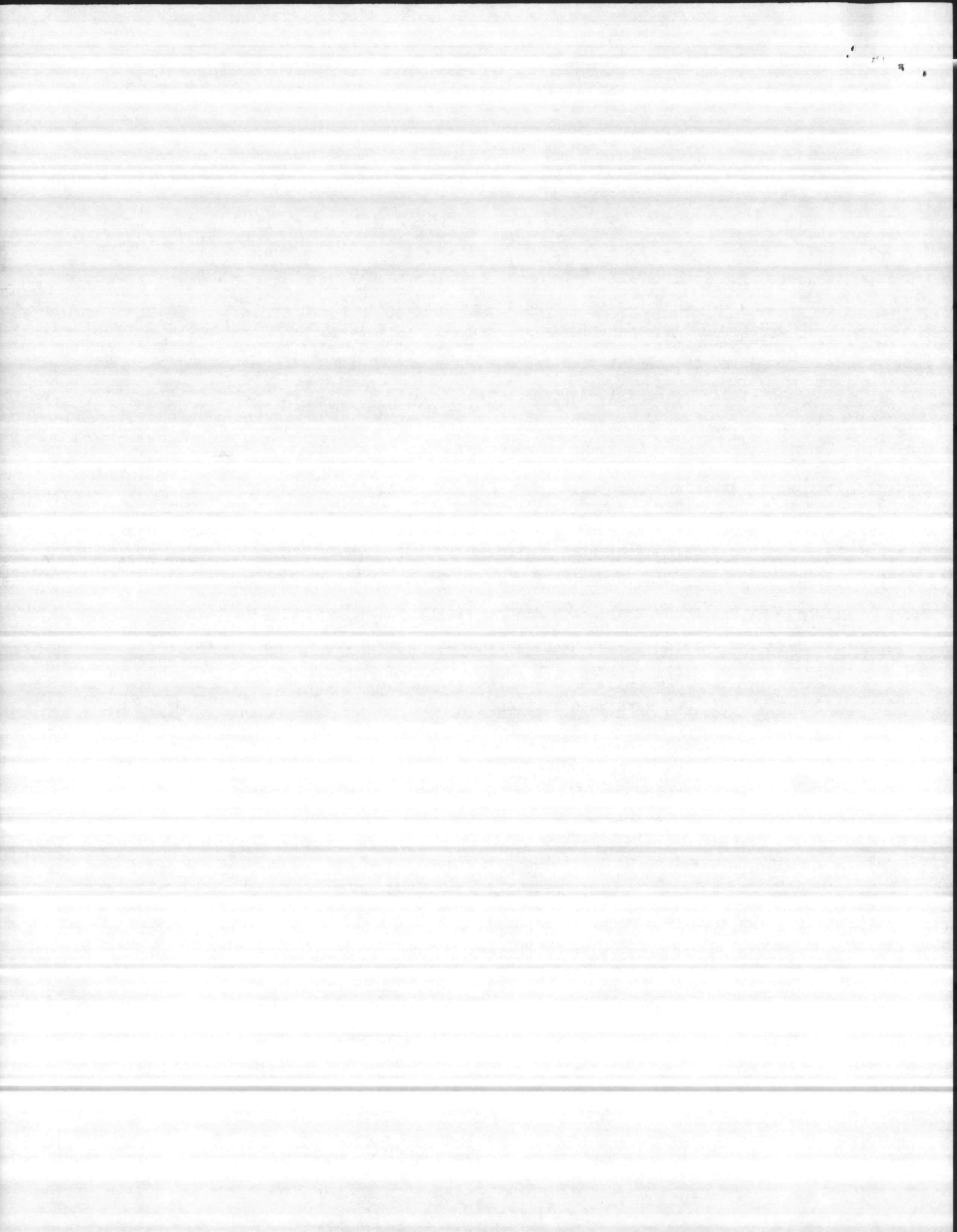
ENCLOSURE (2)



**COMMON ABBREVIATIONS USED IN THE HAZARDOUS MATERIAL AND  
HAZARDOUS WASTE DISPOSAL PROGRAM**

1. CFR - Code of Federal Regulations
2. NCDEHNR - North Carolina Department of Environment, Health, and Natural Resources
3. DOT - United States Department of Transportation
4. DRMO - Defense Reutilization and Marketing Office
5. DRMS - Defense Reutilization and Marketing Service
6. ECD - Environmental Compliance Division
7. EMD - Environmental Management Department
8. EPA - Environmental Protection Agency
9. HAZWOPER - Hazardous Waste Operations and Emergency Response
10. HM - Hazardous Material
11. HMDC - Hazardous Material Disposal Coordinator
12. HMDO - Hazardous Material Disposal Officer
13. HMIS - Hazardous Material Information System
14. HW - Hazardous Waste
15. HWPS - Hazardous Waste Profile Sheets
16. MSDS - Material Safety Data Sheet
17. OHS - Oil and Hazardous Substance
18. OSC - On-scene Coordinator
19. OSCDR - On-scene Commander
20. OSHA - Occupational Safety and Health Act
21. POL - Petroleum, Oil, and Lubricants
22. RCRA - Resource Conservation and Recovery Act
23. RCRB - Resource Conservation and Recovery Branch
24. SAA - Satellite Accumulation Area
25. SPCC - Hazardous Substance Spill Prevention Control and Countermeasure

ENCLOSURE (3)



## HAZARDOUS WASTE TRAINING

Class	As Required by Section	Conducted by	Position
Initial HM Safety & Health Training for <del>HW Handlers</del> <sup>HW SITE MANAGERS AND HW HANDLERS</sup>	2b(1)(a)	Supervisor	<del>HW SITE MANAGERS</del> HW Handlers
Initial HM Safety & Health Training for HMDC/HMDOs & <del>HW Site Managers</del> <sup>HW</sup>	2b(1)(b)	Environmental Management Department (EMD)	HMDC/HMDO (8 hours) <del>HW Site Manager (8 hours)</del>
Initial HW Management Training for HW Site Managers & HW Handlers	2b(1)(c)	EMD <del>HMDC/HMDO</del>	HW Site Manager (8 hours) ----- HW Handlers (8 hours)
Initial HW Management Training for HMDC/HMDOs	2b(1)(d)	EMD	HMDC/HMDO (8 hours)
Review/Refresher HW Training for HW Handlers	2b(2)(a)	EMD	HW Handlers (8 hours)
Review/Refresher HW Training for HW Site Managers	2b(2)(b)	EMD	HW Site Manager (8 hours)
Refresher HW Training for HMDC/HMDOs	2b(2)(c)	EMD	HMDO/HMDC (8 hours)

Environmental Staff, inclusive	Any additional training beyond the minimum prescribed in this enclosure will be implemented as otherwise described in this Order.
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HAZARDOUS WASTE TRAINING RECORD (1540)

1. Name (Last, First, MI): \_\_\_\_\_

2. Job Title: \_\_\_\_\_ 3. Assignment Date: \_\_\_\_\_

4. Date of Record: \_\_\_\_\_ 5. HMDC/HMDO: \_\_\_\_\_

6. Organization: \_\_\_\_\_

7. Description of HW Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Description and amount of initial and continuing training that will be given to enable the subject named individual (SNI) to perform the duties described in number 7:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. HW Classroom (Formal) Training Completed: date, description of training, name of trainer, and organization.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10. HW On-the-Job Training Completed: Date/Description of training, name of trainer, and organization.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

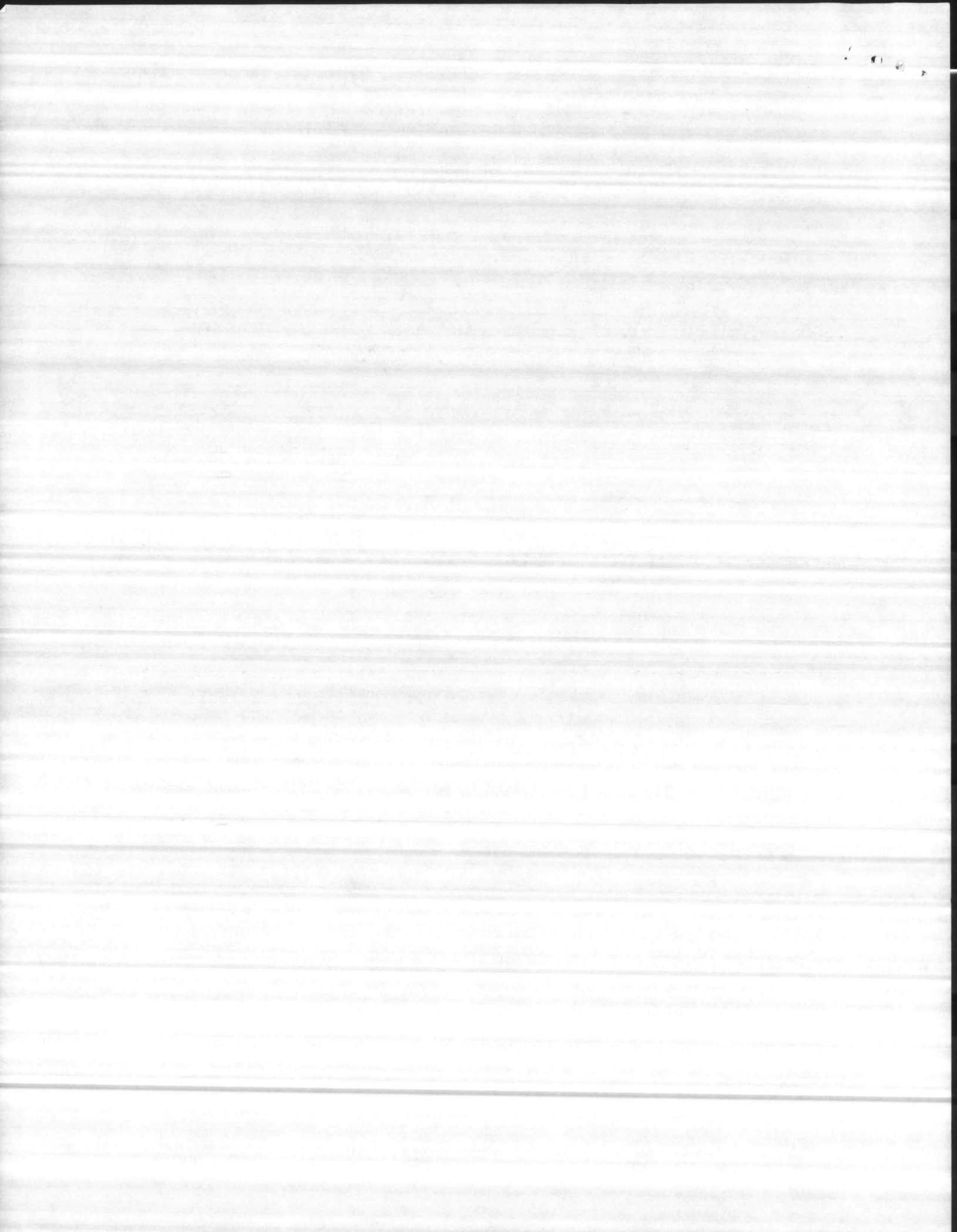
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

11. Description, copy, or location of training materials used for training listed in numbers 10. and 11.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



12. Certification of Initial Hazardous Waste Management Training. The SNI has received a combination of formal and on-the-job training such that he/she is capable of: (a) safely performing hazardous waste duties; (b) properly reporting spills and other hazardous material emergencies in a timely manner; and (c) performing hazardous waste duties in compliance with requirements of BO 5090.2 and MCO P5090.2.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SNI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

13. Certification of Annual Refresher Hazardous Waste Training:

a. A review of current hazardous waste duties and previous training for the SNI has been conducted. Current safety, health, and hazardous waste management procedures and requirements were fully discussed. The above named individual demonstrates the ability to perform assigned hazardous waste duties safely and in compliance with BO 5090.2 and MCO P5090.2.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SNI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

b. A review of current hazardous waste duties and previous training for the above named individual has been conducted. Current safety, health, and hazardous waste management procedures and requirements were fully discussed. Additional training requirements identified in previous review have been conducted and the above named individual demonstrates the ability to perform assigned hazardous waste duties safely and in compliance with BO 5090.2 and MCO P5090.2.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SNI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

c. A review of current hazardous waste duties and previous training for the above named individual has been conducted. Current safety, health, and hazardous waste management procedures and requirements were fully discussed. Additional training requirements identified in previous review have been conducted and the above named individual demonstrates the ability to perform assigned hazardous waste duties safely and in compliance with BO 5090.2 and MCO P5090.2.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SNI Signature: \_\_\_\_\_ Date: \_\_\_\_\_



COMMON ABBREVIATIONS USED IN THE HAZARDOUS MATERIAL AND  
HAZARDOUS WASTE DISPOSAL PROGRAM

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25. SPCC - Hazardous Substance Spill Prevention Control and Countermeasure

ENCLOSURE (3)

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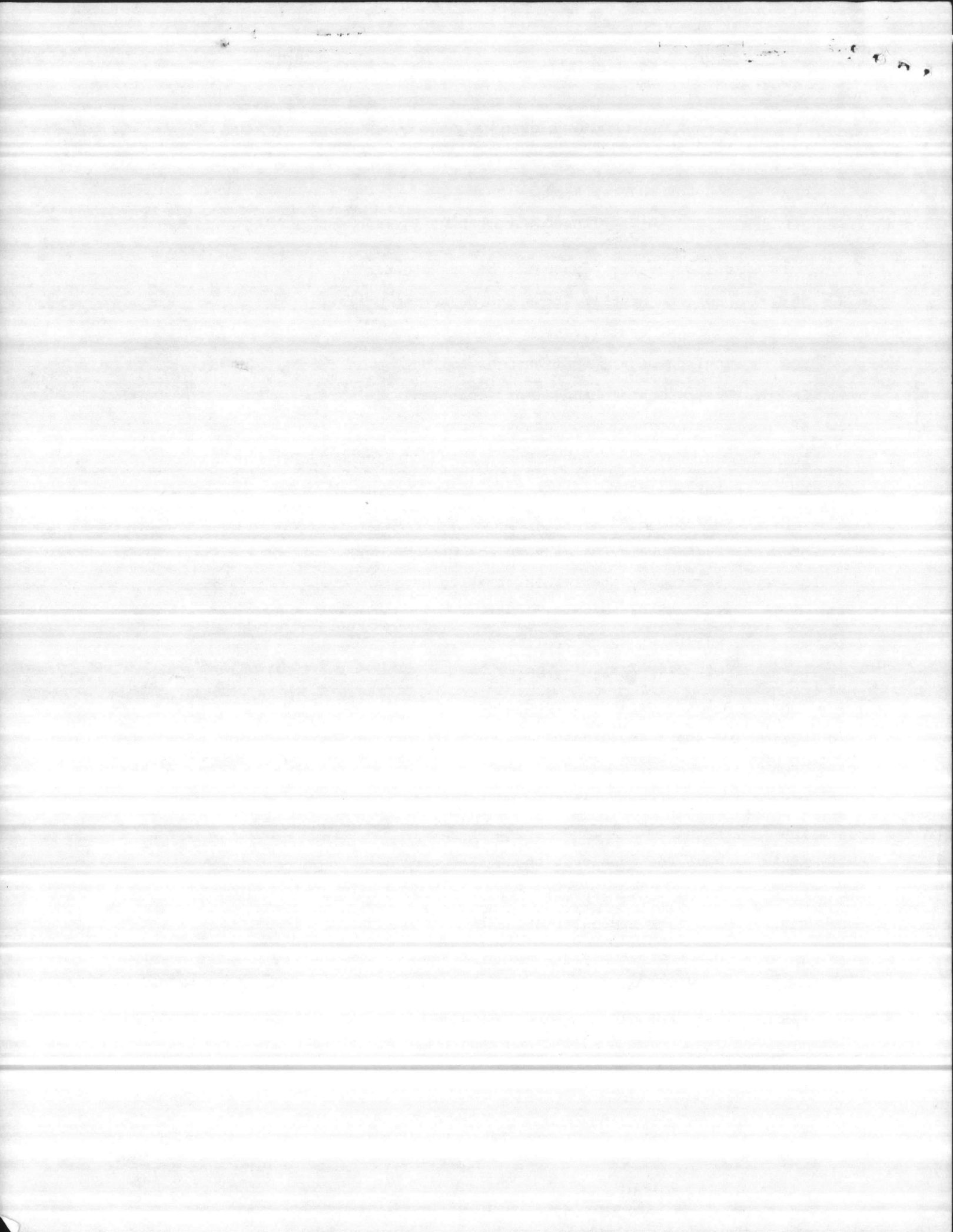
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**COMMON ABBREVIATIONS USED IN THE HAZARDOUS MATERIAL AND  
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ENCLOSURE (3)







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

BO 6240.5A  
NREAD/st  
10 Mar 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.

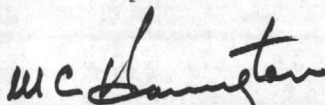
(6) Within 30 days of the date of this Order, and as requested thereafter, provide a current listing of Primary and Alternate HMDO's. The list shall contain name, rank, unit and phone number. The list will be provided to the Director, Natural Resources and Environmental Affairs Division, Marine Corps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

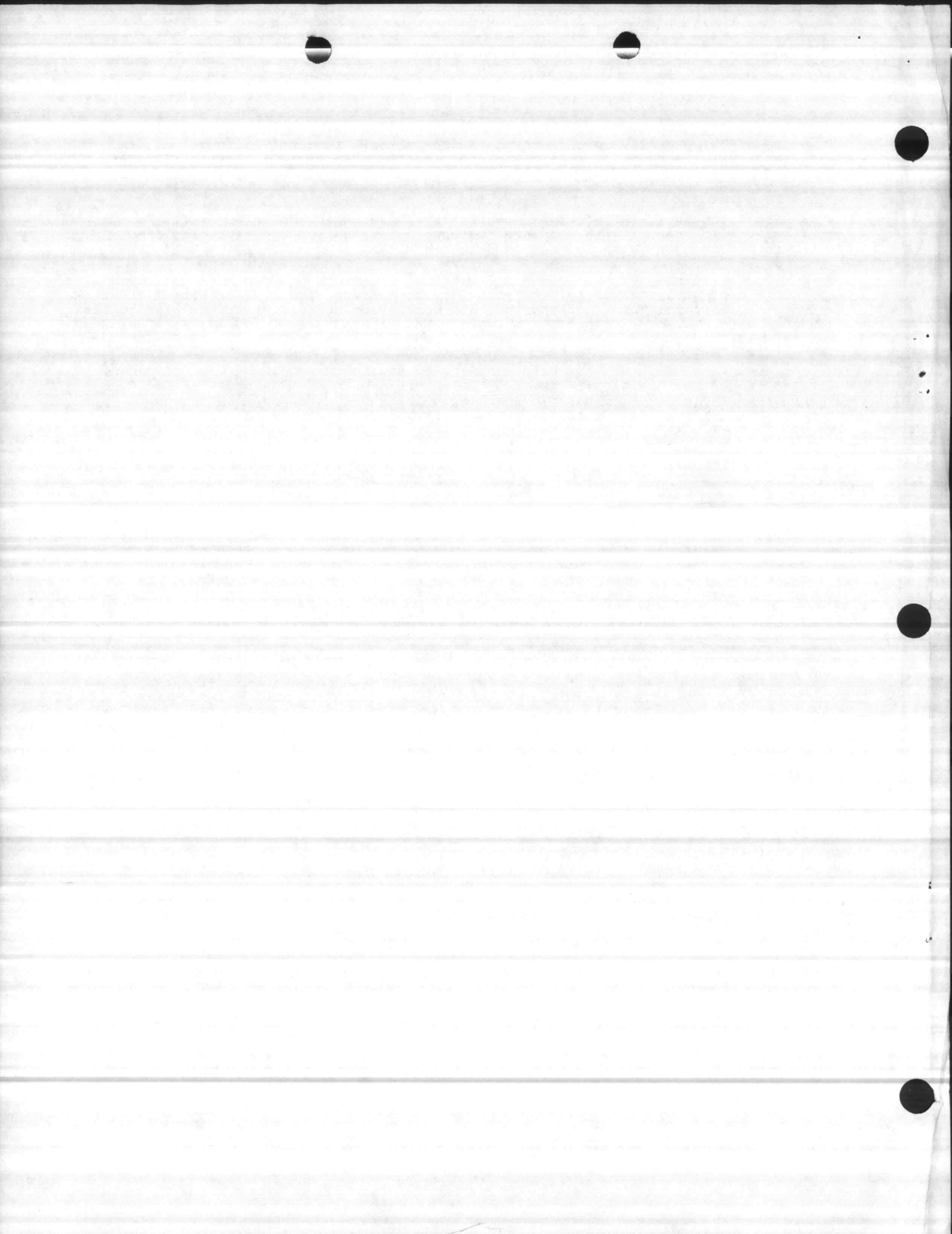
d. The Assistant Chief of Staff, Logistics and Assistant Chief of Staff, Facilities will cooperate with the local Defense Reutilization and Marketing Officer in improving HW disposal services to organizations generating HW subject to this Order.

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.

ENCLOSURE (1)

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.

ENCLOSURE (1)

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

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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 Code Date  
Signature

Appendix A to  
ENCLOSURE (1)

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.

ENCLOSURE (2)

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(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.

ENCLOSURE (2)

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.

ENCLOSURE (3)

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.





