NAVAL HOSPITAL
CAMP LEJUENE, NORTH CAROLINA 28542-5008

5200
13/11556
22 Sep 86

MEMORANDUM

From: CO, Naval Hospital
To: Director, Natural Resources & Environmental Affairs Division, Marine Corps Base, Camp Lejuene

Subj: PROPOSED BASE ORDER 6240.5A

Encl (1) BO 6240.5A

1. I have reviewed enclosure (1) and concur.

R. NEAL GRAHAM
By direction

**DEPARTMENT OF THE NAVY**
**NAVAL DENTAL CLINIC**
**CAMP LEJEUNE, NORTH CAROLINA 28542-5009**

IN REPLY REFER TO:
5000/1
NDCCLNC:00
24 Sep 86

From: Commanding Officer, Naval Dental Clinic, Camp Lejeune
To: Director, Natural Resources and Environmental Affairs Division, Marine Corps Base, Camp Lejeune

Subj: PROPOSED BASE ORDER 6240.5A

Encl: (1) BO 6240.5A

1. Enclosure (1) has been reviewed and concurrence is provided.

J. A. FADY
Acting

**UNITED STATES MARINE CORPS**
2d Marine Division, Fleet Marine Force
Camp Lejeune, North Carolina 28542-5500

IN REPLY REFER TO:
5200
AC/S, G-4
19 Sep 86

MEMORANDUM ENDORSEMENT on Dir, NREAD, MCB CamLej ltr 5200 NREAD of 15 Sep 86

From: Commanding General, 2d Marine Division, FMF
To: Director, Natural Resources and Environmental Affairs Division, Marine Corps Base, Camp Lejeune, NC

Subj: PROPOSED BASE ORDER 6240.5A

1. Returned.

2. As requested, the proposed order has been reviewed. It is concurred with as written.

R. A. HORD
By direction

UNITED STATES MARINE CORPS
II MARINE AMPHIBIOUS FORCE
CAMP LEJEUNE, NORTH CAROLINA 28542-5401

IN REPLY REFER TO:

5000
G-4

SEP 25 1986

From: Commanding General, II Marine Amphibious Force
To: Director, Natural Resources and Environmental Affairs Division, Marine Corps Base, Camp Lejeune, N.C. 28542

Subj: PROPOSED BASE ORDER 6240.5A

Ref: (a) Director NREAD ltr 5200 NREAD of 15 Sept 86

1. In accordance with the reference, the proposed Base Order 6240.5A has been reviewed by this Headquarters and no comments or recommendations are provided.

J. MARTIN, JR.
By direction

**UNITED STATES MARINE CORPS**
MARINE CORPS AIR STATION
NEW RIVER, JACKSONVILLE
NORTH CAROLINA 28545-5001

IN REPLY REFER TO:
6240
GSO
6 Oct 86

From: Commanding Officer, Marine Corps Air Station, New River
To: Commanding General, Marine Corps Base, Camp Lejeune, North Carolina 28542

Subj: PROPOSED BASE ORDER 6240.5A

Ref: (a) Dir, NREAD ltr 5200 NREAD of 15 Sep 86

1. In response to the reference, the following changes to the subject order are submitted:

a. Change second sentence of paragraph 4a(4) to read "SOP will be readily available at point of generation."

b. Add paragraph 4b(6) as follows "Provide a list of primary and alternate HMDC's and HMDO's within the command to the installation (Camp Lejeune or MCAS, New River, as appropriate) HMDC on a quarterly basis. The list shall include name, rank, unit and phone number."

c. Change paragraph 1h of enclosure (1) to read
sketch for each HW generation, accumulation and sto
Areas should be color coded to differentiate among
sites."

ok but don't add about color

d. Add paragraph 1i to enclosure (1) as follow
Safety for all HW generated."

~~Generated~~ or hard copy of (HMIS) ~~data~~. Sp out Hazardous Material Information Systems data.

e. enclosure (1) as follows "Copies
of comp ents (Form DD-1348-1) for all HW
genera "

don't chg. parg. 2e of encl. (1).

f. e of enclosure (1) to read
HW/HM reported..."

g. Add new ph after Step 7 of paragrap
enclosure (1) w River units will follow turn
procedur Air Station Order 6280.1_."

Developed per MCO 5100.25 For all HW Generators.

h. C h sentences of paragraph 4a, enclosure
(1) to re to recommend a work site as a SAA will
be made by MDC. The HMDC will develop the
proposal a the Director, NREAD for technical
review and

[illegible]

[illegible]

[illegible]

[illegible]

6 Oct 86

From: Commanding Officer, Marine Corps Air Station, New River
To: Commanding General, Marine Corps Base, Camp Lejeune, North Carolina 28541

Subj: INCREASED RAGE CHECK 6210.5A

Ref: (a) Dir, MPRAD ltr 5700 MRRAD of 15 Sep 86

1. In response to the reference, the following changes to the subject order are submitted.

a. Change second sentence of paragraph 4a(4) to read "CCP will be readily available at point of generation."

b. Add paragraph 4b(6) as follows "Provide a list of primary and alternate LTCI and EMDC's within the command to the Installation (Camp Lejeune or MCAS, New River, as appropriate) EMDC or a quarterly basis. The list shall include name, rank, unit and phone number."

c. Change paragraph 1h of enclosure (1) to read "Location sketch for each in operation, accumulating and storage area. Areas should be color coded to differentiate among the three sites."

d. Add paragraph 1i to enclosure (1) as follows "[illegible] data sheets or [illegible] generated."

e. Add paragraph 1j to enclosure (1) as follows "[illegible] comments (Form 10-1514-1) for all HW generated and disposed of."

f. Change paragraph 1e of enclosure (1) to read "Spills of HW [illegible] reported..."

g. Add new subparagraph [illegible] of paragraph [illegible] enclosure (1) " [illegible] New River units will follow [illegible] procedures [illegible] in Air Station Order 6280.1."

h. Delete [illegible] and [illegible] enclosure or paragraph 4a. [illegible] (4) to read "Alternation to recommend a work site as a SAA will be made [illegible] the coordinator at TC, [illegible] HQ will develop the proposal and submit it to the Director, MPRAD for approval [illegible]."

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
NEW RIVER, JACKSONVILLE
NORTH CAROLINA 28545-5001

IN REPLY REFER TO:
6240
GSO
6 Oct 86

From: Commanding Officer, Marine Corps Air Station, New River
To: Commanding General, Marine Corps Base, Camp Lejeune, North Carolina 28542

Subj: PROPOSED BASE ORDER 6240.5A

Ref: (a) Dir, NREAD ltr 5200 NREAD of 15 Sep 86

1. In response to the reference, the following changes to the subject order are submitted:

a. Change second sentence of paragraph 4a(4) to read "SOP will be readily available at point of generation."

b. Add paragraph 4b(6) as follows "Provide a list of primary and alternate HMDC's and HMDO's within the command to the installation (Camp Lejeune or MCAS, New River, as appropriate) HMDC on a quarterly basis. The list shall include name, rank, unit and phone number."

c. Change paragraph 1h of enclosure (1) to read "Location sketch for each HW generation, accumulation and storage area. Areas should be color coded to differentiate among the three sites."

d. Add paragraph 1i to enclosure (1) as follows "Material Safety Data Sheets for all HW generated."

e. Add paragraph 1j to enclosure (1) as follows "Copies of completed turn-in documents (Form DD-1348-1) for all HW generated and disposed of."

f. Change paragraph 2e of enclosure (1) to read "Spills of HW/HM will be immediately reported..."

g. Add new subparagraph after Step 7 of paragraph 3, enclosure (1) "MCAS, New River units will follow turn-in procedures set forth in Air Station Order 6280.1_."

h. Change 5th and 6th sentences of paragraph 4a, enclosure (1) to read "The decision to recommend a work site as a SAA will be made by the cognizant HMDC. The HMDC will develop the proposal and submit it to the Director, NREAD for technical review and approval."

Subj: PROPOSED BASE ORDER 6240.5A

i. Change second sentence of paragraph 4b(8), enclosure (1) to read "Filled containers must, by EPA regulations, be removed from SAA to an approved storage area within three days of the date filled."

j. Add paragraph 1d(5) to enclosure (2) as follows: "Inspect all points of HW generation on an annual basis, or more frequently as required, to ensure compliance with [illegible] and other applicable directives. The results of these inspections will be provided in writing to the activity via the chain of command."

add to & Action as C.

k. Add paragraph 1m to enclosure (2): "Officer in Charge of Construction/Resident Officer in Charge of Construction will ensure that all contracts include [illegible] proper handling, storage and disposal of HM/HW. A contractor shall have total responsibility for HM/HW generated."

add 1m to not written & added as action d.

l. Delete the form shown on page A-1 of enclosure (3). It is going to be difficult to keep track of training of an individual when his name appears [illegible] many other names, coupled with not being able to send a copy of a person's complete training record when the employee transfers. It is recommended that the format on page A-1 be used to document all training.

2. Pending incorporation of the above changes, this Command concurs in the subject Order.

B. D. Waddell

B. D. WADDELL

i. Change second sentence of paragraph 4b(8), enclosure (1) to read "Filled containers must, by EPA regulations, be removed from SAA to an approved storage area within three days of the date filled."

j. Add paragraph 1d(5) to enclosure (2) as follows "Inspect all points of HW generation on an annual basis, or more frequently as required, to ensure compliance with this Order and other applicable directives. The results of the annual inspections will be provided in writing to the inspected activity via the chain of command."

k. Add paragraph 1m to enclosure (2) as follows "Officer in Charge of Construction/Resident Officer in Charge of Construction will ensure that all contracts include provisions for the proper handling, storage and disposal of HM/HW by the contractor. A contractor shall have total responsibility and liability for HM/HW generated."

l. Delete the form shown on page A-2, Appendix A to enclosure (3). It is going to be difficult to track the training of an individual when his name appears on a roster with many other names, coupled with not being able to send a copy of a person's complete training record when the employee transfers. It is recommended that the format on page A-1 be used to document all training.

2. Pending incorporation of the above changes, this Command concurs in the subject Order.

B. D. Waddell

B. D. WADDELL

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

BO 6240.5A
NREAD/st

BASE ORDER 6240.5A

From: Commanding General, Marine Corps Base, Camp Lejeune
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, Tital: 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. The same Congressional action also stripped federal officers and employees of their official immunity for violation of federal, state and local pollution control and 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 ahndled 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. Organizational commanders subject to this Order should be aware that four basic management issues must be addressed if HW are to be safely and efficiently handled and legal requirements satisfied. These are: use of proper type containers in good condition; clear, accurate marking and labeling of containers; availability of adequate supplies, equipment and storage facilities; and most important, proper HW training for all personnel routinely involved in HW management. Enclosures (1), (2) and (3) provide revised responsibilities, guidelines and procedures for HW management and related personnel training. HW training for military personnel is a major ongoing problem due to personnel turn over rates. see Note 1 below

D. Major commands have established two collateral duty positions to coordinate and to assist with the implementation of the subject program. These are titled Hazardous Material Disposal Coordinator (HMDC) and Hazardous Material Disposal Officer (HMDO).

Note 1 delete shaded Area And insert: Use of containers which both meet requirements of reference (c) and are in good condition.

HMDC AND HMDO responsibilities are outlined in enclosure (2). The appointment and training of qualified primary and alternate HMDCs and HMDOs ~~is~~ 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 safely and dealing with potential emergencies.

(2) HW training plans will be developed and implemented for all HW managers and handlers, and appropriate records maintained to document that proper training is being provided to personnel.

(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 SOP in cooperation with HMDO for each facility where HW are routinely handled and stored. SOP will be readily available at facility.

(5) A system of internal controls will be implemented continuously in a manner which ensures that violations of this Order are identified and proper level of disciplinary action is taken to discourage recurring violations.

B. Major commands will take action requried to limit HW generation to the fewest 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 at all times a listing/directory of facilities where HW are handled and stored and esure timely submittal of waste identification documents per enclosure (1).

(3) Require OIC/NCOIC's ~~in charge~~ 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 or dealing with HW and related emergency response.

(4) Require Commanding Officers of each Marine Air Group, Regiment, Battalion and separate Company (or equivalent) to appoint a HMDO with the authority and resources 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.

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 prove the following:

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

b. Copy of BO 6240.5_ and 11090.1_.

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

d. Waste Identification Document (WID) for each HW generated or handled completed per attachment (A) of this enclosure.

e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies.

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 storage area.

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

a. Possession of a properly completed and signed WID constitutes authorization to generate, handle or store a 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 attachment (B) 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, 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 routine 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 placed on the container per attachment (B).

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.

Enclosure (1)

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.

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.

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. AC/S 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 AC/S, Facilities, MCB. DRMO will submit a request to the Traffic Management Office (TMO), MCB, to arrange transportation of the HM/HW to DMRO designated facility.

STEP 5. TMO in cooperation with HMDO will determine if generating organization can safely, legally transport the item to DRMO designated facility. TMO must directly supervise transportation of HW. Whenever practical, Command turning in a HM will provide transportation. TMO and HMDO will cooperate 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. DMRO 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.

STEP 7. When DRMO accepts physical custody of the HM/HW, turn-in is complete.

ENCLOSURE (1)

4. Standards for Hazardous Waste Satellite Accumulation Areas

a. General. Satellite accumulation area (SAA) is a term developed by the Environmental Protection Agency (EPA) to designate a work site which may generate and accumulate hazardous waste (HW) without regard to the 90 day storage limit normally applicable to non-permitted HW storage facilities. The purpose of setting up this special category of HW storage is to assist those generators who generate HW at a very slow rate, example, one container per every 6 months. Previously, these generators were requried to dispose of partially filled containers, a very inefficient and often expensive practice. Any work site routinely generating a HW at a rate of less than one full container per 45 day interval may benefit from being designated as a SAA. The decision to designate a work site as a SAA will be made by the cognizant Hazardous Material Disposal Coordinator (HMDC). The HMDC will develop the proposal and submit to the Director, Natural Resources and Environmental Affairs Division (NREAD), MCB, for concurrence and technical review. The HMDC will ensure that SAA requirements are incorporated into the HW SOP for the generating site.

b. SAA Requirements.

(1) SAA must meet applicable fire prevention regulations enforced by the Base Fire Protection Division.

(2) All containers must meet Department of Transportation (DOT) regulations for the specific type of materials stored in them.

(3) All containers will have a hazardous waste label attached per BO 6240.5. The "accumulation start date" will be left blank until the date container is full, at which time the current date will be entered. The container must be physically moved to the designated storage area shown in the HW SOP.

(4) A sign shall be installed at the SAA which provides the following or equivalent:

(a) IN CASE OF EMERGENCY NOTIFY BASE FIRE DISPATCHER AT 451-3333 and HAZARDOUS MATERIAL DISPOSAL OFFICER AT _____.

(b) UNAUTHORIZED PERSONNEL KEEP OUT

(c) NO SMOKING

(d) SPILL CONTINGENCY PLAN IS ATTACHED BELOW:

(5) The spill contingency plan should specify by name and title persons responsible for all key phases of HW handling and emergency response.

(6) Adequate supplies and equipment should be on hand at all times to ensure safe, timely handling of the HW and related spills and leaks.

(7) An informal inspection of the SAA will be conducted during each normal work day. Deficiencies will be promptly corrected. A log of discrepancies discovered and corrective action taken will be maintained in any format designated by OIC.

(8) Total volume of HW at SAA may not exceed 55 gallons. Filled containers must, by EPA regulations, be removed from SAA within 3 days of the date filled.

BO 6240.5A

# WASTE INFORMATION 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. 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 Signature DATE

5. 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. _____

_____
HMDC Signature DATE

Appendix A to
ENCLOSURE (1)

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

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

7. WASTE CLASSIFICATION: _____ Hazardous ____ Nonhazardous

8. EPA WASTE NUMBER(S): _____

9. REASON FOR HAZARD CLASSIFICATION: _____

10. HANDLING INSTRUCTIONS: _____

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

12. CONTAINER AND LABELING REQUIREMENTS:

A. DOT/DOD CONTAINER TYPE: _____

B. DOT PROPER SHIPPING NAME: _____

C. DOT HAZARD CLASS: _____

D. UN/NA NUMBER: _____

E. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

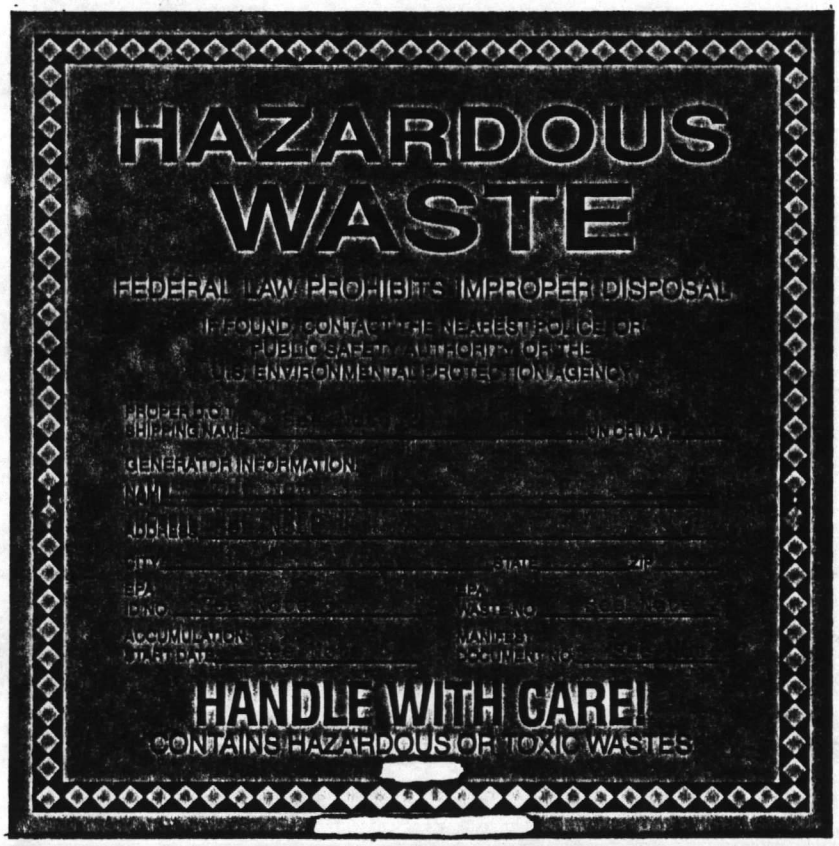
13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

14.

HMDC Signature | Code | Date

Appendix A to
ENCLOSURE (1)

See Note 1




Note 1: The above label or equivalent will be placed on all hazardous waste (HW) containers prior to use for storage of HW. Damaged labels will be immediately replaced, using same information as on original label. If original label is illegible, contact your Hazardous Material Disposal Officer for guidance.

Note 2: Obtain this information from your HW Standard Operating Procedure. If not available, contact your Hazardous Material Disposal Officer.

Note 3: Enter the name of the organization having physical custody of the HW at time label placed on the container, unless replacing a damaged label. See Note 1 above.

Note 4: Enter either "MCAS, New River, Jacksonville" for HW generated aboard or by organizations stationed aboard the Marine Corps Air Station, New River. Enter "Marine Corps Base, Camp Lejeune" for all other HW generated locally.

Note 5: Enter NC 8170022570 for all waste generated aboard or by organizations stationed aboard MCAS, New River. Enter NC 6170022580 for all other HW generated within the Camp Lejeune complex.

Note 6: Enter the date that HW first placed in the container unless the facility has written authorization from CG, MCB, Camp Lejeune to operate as a HW satellite accumulation area. In which case, follow instructions provided within the written authorization.

Note 7: Leave blank, will be completed by the Traffic Management Officer, Camp Lejeune.

Appendix B 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 BO 6240.5.

(2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Format in Appendix (C) enclosure(1) will be followed.

(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 questioned 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 inspections of HW generation and storage sites and notify HMDO's of corrective action required. Format in Appendix (C), Enclosure(1) will be followed

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

(4) Serve as command point of contact with Marine Corps Base Environmental personnel on matters dealing with worksite HW inspections by State and Federal agencies and implementation of this Order.

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

(6) Develop and provide to the Base Civilian Personnel Division (CPD) the HW training requirements of the HMDC's command.

c. Assistant Chief of Staff, Facilities, Marine Corps Base 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.

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

ENCLOSURE (2)

(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 preventation, control, cleanup and related HW disposal.

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

(f) Preparation and submission of reports to regulatory agencies required by 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 and pretreatment facilities associated with base sewage collection and treatment systems.

(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).

(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 chmical 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) Develop and implement a program to provide, on a continuing and reimbursable basis, empty containers, labels, labeling equipment, absorbents, and other HM/HW handling supplies required to implement this Order and BO 11090.1B.

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

h. Traffic Management Officer, Logistics Department, Marine Corps Base will serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

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

(2) 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 (DRMO) or the organization generating the HM/HW.

i. Assistant Chief of Staff, Manpower will:

(1) Develop and implement a comprehensive HW personnel training plan meeting the requirements of reference (b) and related State of North Carolina regulations.

(2) Coordinate local implementation of the Marine Corps Hazardous Material Information System, per MCO 5100.2S and provide safety data and related technical support to HMDC's, HMDO's and other cognizant officials as required to implement this Order.

j. Officer is Charge, Preservation, Packaging and Packing (PP&P) Section, 2dFSSG will provide PP&P support (in accordance with established regulations and procedures) to HMDO's, HMDC's, TMO and DRMO 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).

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

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

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

(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.

1. 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. Attachment (A) Part II outlines the minimum HW training required for all categories of employees identified in Section 2 below.

2. 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., Attachment (A) Part I or II (or equivalent) 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. Deputy Traffic Management Officer (TMO) and subordinate personnel involved in transportation and related certification of HW for shipment per DOT regulations.

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 and storage 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 hygenists

Preparation of Attachment (A) Part I or II for these staff specialists and emergency personnel are 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, Manpower, Marine Corps Base. The following officials are responsible for notifying Assistant Chief of Staff, Manpower, of specialized training requirements for their subordinates and other personnel as shown.

a. The DRMO for self and subordinates

b. The TMO for subordinates

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

ENCLOSURE (3)

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

Organizational commanders are responsible for developing and implementing training plans and procedures to provide RCRA required training and maintain records outlined in Attachment (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, Manpower representative will coordinate the scheduling and funding of specialized HW training.

5. 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. TMO will maintain HW training records for all employees identified in paragraph 2c above.

d. HW training records for all employees identified in paragraphs 5(a)-5(c) will be maintained on Attachment (A) Part I. Records of personnel identified in paragraph 5(d) will be maintained on Attachment (A) Part II. HMDO will maintain HW training records for personnel identified in paragraph 5(d) above. A copy of training records for personnel identified in paragraph 5(d) above will be maintained in HWMSOP.

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/Trainer Name of | c. Signature and Date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Appendix A to
ENCLOSURE (3)

PART II

MINIMUM LEVELS AND RECORD KEEPING FOR HAZARDOUS WASTE MANAGEMENT ORIENTATION TRAINING

1. Name of Organization: _____

2. Description of Training: The personnel shown below were provided a minimum of one and one-half hours of on-the-job training covering the following:

a. Review of the types and characteristics of HM/HW handled.

b. Review of activity oil and hazardous substance spill preventation and contingency plan contained in BO 11090.1_.

c. Organizational procedures and policy for implementation of BO 6240.5.

d. Procedures to follow in protecting personal safety during HM/HW emergencies.

e. Review of the HW Standard Operating Procedure for the organization.

The training included question and answer session at the end of training.

3. Personnel Training Provided to:

| Name of Trainee | Name of Trainer | Training Date | Trainer/Trainee Signatures |
|---|---|---|---|
| | | | |

Appendix A to
ENCLOSURE (3)