JBER OPLAN 19-3
Environmental Management Plan

MAY 2011

HEADQUARTERS 673d Air Base Wing
JBER, ALASKA 99506-2850

OPR: HMMP Team

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 673D AIR BASE WING
JOINT BASE ELMENDORF-RICHARDSON, ALASKA

MEMORANDUM FOR DISTRIBUTION (Appendix G)

FROM: 673 ABW/CC
10471 20th Street, Suite 139
JBER AK 99506-2200

SUBJECT: JBER OPLAN 19-3, Environmental Management Plan 2011

1. Attached is the updated JBER OPLAN 19-3, Environmental Management Plan, which supersedes the 2006 OPLAN 19-3.

2. This plan provides the necessary guidance for being in compliance with the US Air Force Environmental Management System (EMS) requirements and to properly manage hazardous waste on Joint Base Elmendorf Richardson (JBER).

3. Annual review of this plan will be conducted by the Hazardous Waste Team with Mr. Scott Morey 673 CES/CEANQ, 552-1742 serving as lead.

ROBERT D. EVANS
Colonel, USAF
Commander

Attachment
JBER OPLAN 19-3, *Environmental Management Plan*

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 673D AIR BASE WING
JOINT BASE ELMENDORF-RICHARDSON, ALASKA

12 October 2010

MEMORANDUM FOR ALL PERSONNEL

FROM: 673 ABW/CC
10471 20th Street, Suite 139
JBER AK 99506-2200

SUBJECT: Joint Base Elmendorf Richardson Environmental Policy (JBER-20)

1. The mission of the 673d Air Base Wing is to support and defend US interests in the Asian Pacific region and around the world by providing units who are capable of meeting Pacific Command's theater mission requirements. Joint Base Elmendorf-Richardson (JBER) will perform this mission in concert with our stewardship responsibility to protect and conserve the environment and strive to attain an environmentally sustainable JBER. A sustainable JBER is an installation where future Soldiers and Airmen will have the same opportunities to complete the mission as the Soldiers and Airmen of today. In accomplishing our mission, we commit to:

- Proactively comply with environmental laws, regulations and policies
- Maintain an effective Environmental Management System (EMS) and continuously improve our business practices through effective planning, monitoring, review, and corrective action
- Integrate environmental practices in our daily decisions to manage our natural and cultural resources for mission sustainment
- Pursue pollution prevention (P2) as our preferred method for minimizing hazardous material use and waste generation
- Educate and train our workforce in the use of environmentally responsible practices with the idea that all employees are responsible for environmental stewardship

2. This policy will be given widest dissemination and applies to our military and civilian workforce as well as contractors. Copies of this will be posted in shops, work areas and will be available to the public through the 673 ABW Public Affairs Office.

3. This policy integrates elements of our EMS into our existing installation management structure to establish sound environmental programs. To this end, all new personnel will accomplish EMS Awareness Training as part of their in-processing requirements. For more information, please see your unit environmental coordinator or contact the JBER EMS manager at 552-4157.

4. This policy will be reviewed annually to ensure that these commitments remain consistent with the JBER mission and operational resources.

ROBERT D. EVANS
Colonel, USAF
Commander

INFORMATION AND EMERGENCY CONTACTS

Report On-Base Emergencies to

Fire Related Emergencies	911
Major Spills of Hazardous Substances or Wastes	911
Minor Spills of Hazardous Substances or Wastes	911

Emergency Assistance Information

Position	Assignment	Telephone Number[1]
Wing Command Post	Commander, 673 MSG	552-3004
Environmental Compliance	Environmental Compliance Representative	552-3435
Bioenvironmental Engineer	Bioenvironmental Technician	552-3850
BCE Service Call	Base Civil Engineer	552-3726
Emergency Medical Services	Chief of Medical Aid	580-5555
Ground Safety	Safety Representative	552-4244
Defense Force	Defense Force Commander	552-4304
Public Affairs	Public Affairs Representative	552-8151
Contracting Officer	Senior Procurement Representative	552-2810
Staff Judge Advocate	Judge Advocate Representative	552-3046
HQ PACAF Environmental Compliance		808 449-7374
US Environmental Protection Agency, Region 10 (Alaska)		271-5083
National Spill Response Center		800-424-8802
ADEC Southcentral Region		269-7500

Note: 1 - Area Code 907

JBER OPLAN 19-3

SECURITY INSTRUCTIONS

1. The long title of this plan is the ***JBER OPLAN 19-3, Environmental Management Plan.*** The short title is OPLAN 19-3, or EMP.

2. This document is unclassified.

3. Reproduction: Commanders of all tasked organizations are authorized to reproduce this plan or extract and reproduce any portions that are essential and necessary for planning and operational purposes.

4. The Office of Primary Responsibility (OPR) for this plan is the Hazardous Materials Management Process (HMMP) team consisting of 673 CES/CEANQ, 673 LRS (LRS), 673 ABW/SE (SE), and 673 AMDS/SGPB (SGPB). The 673 CES Environmental Compliance Section (673 CES/CEANQ) is the lead member of HMMP for updating this plan.

Record of Changes

Change Number	Date Entered	Posted By

Record of Annual Review

Reviewed By	Date Reviewed	Remarks

If you have not received the appropriate number of copies or no longer require this plan, please complete the following and forward to 673 CES/CEANQ, 6326 Arctic Warrior Drive, JBER AK 99506-3240.

MEMORANDUM FOR 673 CES/CEANQ

FROM: Date:

SUBJECT: Distribution of JBER OPLAN 19-3

1. This office is in receipt of copy(s) of subject document.

2. Request distribution is changed as follows:

   ☐ Exclude from Distribution.

   ☐ Increase number of copies to .

   ☐ Decrease number of copies to .

   ☐ Change office symbol and address to:

3. Remarks:

_____
(Signature of Commanding Officer or Authorized Representative)

_____
(Unit/Office Symbol) (Telephone #)

Note: Complete and return this form if distribution is not correct and received directly from 673 CES/CEANQ. Do not include classified material in this letter.

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Chapter 1

INTRODUCTION

1.1. Purpose of Plan

JBER OPLAN 19-3, Environmental Management Plan provides guidance to be in compliance with new Air Force Environmental Management System (EMS) requirements and to properly manage all hazardous materials and wastes used on base.

1.2. Background and Context

Prior to the 1970s, no significant policy driver or general awareness of the issues involved existed to prompt the formation of environment, safety, and occupational health (ESOH) programs. In the 1970s, in response to a series of legislative developments aimed at improving environmental, safety, and occupational health protections, Air Force ESOH programs began to be developed at the facility level. Over the past two decades, the Air Force has strengthened its programs to address an increasing universe of stringent ESOH regulatory standards and Executive Order (EO) mandates for Federal Agency ESOH responsibility. EO 13148, signed in April 2000, required Federal agencies to develop and field environmental management systems (EMSs) patterned after the ISO 14001 international standard. The objective of this EO was to institutionalize compliance assurance "as a part of doing business" in the execution of Department missions. The long-term goal, originally established through a joint SECAF/CSAF memorandum signed in January 2001, has been to develop an integrated ESOH management system (ESOHMS) as a means of continually improving ESOH performance.

Through all this, the Air Force's compliance-based approach - structured around the four environmental "pillars" of compliance, restoration, conservation, and pollution prevention that are combined with robust individual programs for ground safety and occupational health—provided an impressive record of responsiveness to regulation, but lacked a consistent alignment with the military mission and strategic mission goals and objectives. The Air Force began to address this need with the implementation and self-declaration of EMSs at appropriate facilities in 2005. On 23 June 2006, Elmendorf AFB (now Joint Base Elmendorf-Richardson or JBER) officially self-declared an EMS program was in place and functioning at this facility.

In addition to ESOH/ EMS mandates, numerous federal, state, and Air Force rules and regulations govern the management of hazardous materials and wastes. For hazardous wastes, on May 19, 1980, the U.S. Environmental Protection Agency (EPA) published the Hazardous Waste Management rules. Subtitle C of the Solid Waste Disposal Act, as amended by RCRA, directed the United States Environmental Protection Agency (EPA) to promulgate regulations to protect human health and the environment from improper management of hazardous wastes. The effective date of these far-reaching regulations was November 19, 1980. RCRA was again amended in 1984. These amendments increased the administrative and operational requirements for management of hazardous waste. EPA is the primary agency responsible for ensuring RCRA compliance in Alaska. The Occupational Safety and Health Act (OSHA) and the Emergency Planning, Community Right-to-Know Act (EPCRA) are the two primary federal regulations that govern hazardous material management.

1.3. Implementation

Procedures in this plan will be used to comply with EMS requirements, federal and state hazardous waste/material regulations, and Air Force Instructions (AFIs). Plan revisions will reflect changes in these various laws, rules, and regulations. Each revision to this plan will become effective immediately upon distribution, unless otherwise noted herein.

It is the responsibility of the installation commander to ensure compliance with all EMS, RCRA, OSHA, and EPCRA requirements, to apply for permits, and to file required reports to all appropriate external regulatory agencies.

All personnel working on base are accountable for conducting their activities in accordance with this plan. Organizations and tenants are required to provide necessary documentation detailed in this plan to the installation commander through the 673 Civil Engineer, Environmental Section (673 CES/CEANQ). This information is used for the purposes of permit application, annual reports required by Air Force and external regulatory agencies.

1.4. Applicability to Joint Base Elmendorf-Richardson (JBER)

This plan, signed by the 673d Air Base Wing Commander, applies to all military commands, civilian activities, tenants, contractors, subcontractors, and consultants (hereafter referred to as contractors) working on JBER. Although the instructions contained in this document may appear primarily directed to JBER personnel, contractors are also responsible for ensuring complete compliance with this plan. Additionally, as part of JBER's EMS program, an Environmental Policy statement (located in the preface of this plan) was also signed by the 673d Air Base Wing Commander. All military commands, civilian activities, tenants, contractors, subcontractors, and consultants (hereafter referred to as contractors) working on JBER must be aware of and follow the guidelines outlined in this policy statement.

Chapter 2

RESPONSIBILITIES

2.1. Tasked Organizations

Responsibilities for implementing this plan are distributed throughout base organizations that use hazardous materials and generate, accumulate, monitor, dispose, respond to incidents, store, and transport hazardous waste. Base compliance with federal, state, and local hazardous waste laws and regulations is the responsibility of the installation commander through the base Environmental, Safety and Occupational Health Committee (ESOHC). The development, maintenance, and implementation of this plan is the result of ESOHC action. The following organizations and personnel are tasked under this plan:

All personnel or organizations that meet the following criteria are tasked by this OPLAN:

- Military
- Civilians
- Contractors
- Tenants

on JBER that handle, order, transport, store hazardous materials. This plan also applies to those same persons that handle, store, or generate hazardous waste.

2.2. Specific Responsibilities

2.2.1. Hazardous Material Management Process (HMMP) Team

a. AFI 32-7086 requires the Environmental, Safety and Occupational Health Committee Meeting (ESOHC) to establish a cross-functional HMMP team. The HMMP team will include representatives from Civil Engineering (673 CES/CEANQ), Bioenvironmental Engineering (673 AMDS/SGPB), Safety (673 ABW/SE), and Logistics (673 LRS, representing supply, maintenance, transportation, and contracting). The HMMP team will be led by 673 CES/CEANQ and will report to the ESOHC.

b. The HMMP team will provide oversight for three major areas: the Hazardous Materials Pharmacy Program (including data entry into the AF automated tracking system), the weapon system Hazardous Materials Reduction Prioritization Process, and the Ozone Depleting Substance Management Program. The HMMP team will provide the necessary teamwork, coordination, and cross feed between various functions. The HMMP team will identify and resolve issues, particularly in policy and resource guidance; cross feed smart business practices; evaluate performance; incorporate hazardous materials management initiatives into existing business practices; and validate and prioritize strategies that support and enhance the hazardous materials management program. The team shall communicate policy goals and objectives and develop efficient hazardous materials management plans.

c. The HMMP team will determine the organizations responsible for entering and maintaining specific fields into the AF automated tracking database. The offices responsible include 673 CES/CEANQ, 673 AMDS/SGPB, 673 ABW/SE, and 673 LRS.

d. The HMMP team will review this plan annually, and update it as needed with changes by memorandum. This plan will be republished every three years or sooner if substantial revision is required, with 673 CES/CEANQ serving as lead.

e. 673 LRG will designate appropriate LRS personnel to participate in the HMMP team and establish, manage, and supervise the HAZMAT Pharmacy.

2.2.2. 673d Mission Support Group (MSG)

Provide security force patrol service to JBER hazardous waste accumulation sites and DS CSF.

2.2.3. Commanders of Activities Which Generate Waste

a. Designate, in writing: 1) an environmental coordinator, and 2) at least one primary and alternate hazardous waste manager for each accumulation point. Ensure these appointments are on file with 673 CES, Environmental Section (673 CES/CEANQ). Immediately notify 673 CES/CEANQ, in writing, of any waste manager or alternate manager personnel changes. Changes in hazardous waste managers must also be noted in the organization Environmental Notebook (see Chapter 4) and emergency notification lists. Each primary and alternate hazardous waste manager will have as one of his/her duties the task of being the organization hazardous waste accumulation area monitor.

b. Mission requirements resulting in personnel being TDY from JBER **do not** exempt an organization from hazardous waste regulations on base. If hazardous waste managers and assistant managers are TDY, the organization commander must ensure other personnel are trained to perform hazardous waste management duties. If the entire organization is to be TDY, all wastes at the organization must be turned in before deployment. Materials for energy recovery such as used oil may be burned for energy recovery or turned in for disposal. If all wastes and energy recoverable materials are turned in to the CSF (not accumulated/accumulation point closed), trained hazardous waste personnel would not be required.

c. Implement the hazardous waste management procedures stated or referenced in this plan.

d. Prevent hazardous wastes from spilling, or being deposited or disposed of, on the ground or into any storm sewer, sanitary or domestic sewer, oil/water separator, or water body or drainage.

e. Maintain and implement installation emergency procedures for response to hazardous waste releases, fires, or explosions.

f. Ensure hazardous waste is properly identified, packaged, labeled, accumulated, and turned in for disposal in accordance with this plan.

g. Integrate pollution prevention measures to minimize the generation of all wastes and, in particular, hazardous waste. Waste minimization progress reports such as the amount of used oil burned for energy recovery shall be provided to 673 CES/CEANQ as required.

h. Provide Environmental Section with the hazardous waste generation information necessary to prepare reports for local, state, and federal regulatory agencies; the Air Force; and the DoD.

i. Ensure that a copy of a manufacturer-specific MSDS is maintained for each hazardous material (and waste, if applicable) at the location where the material is stored or utilized. MSDS's must be readily available to personnel requesting this information.

j. Ensure that all personnel who: 1) handle, transport, or use hazardous materials; 2) are assigned hazardous waste management responsibilities; or 3) are assigned to respond to hazardous material or waste emergencies know their responsibilities and receive appropriate training to properly conduct their duties.

k. Provide safe equipment and locations for accumulation areas and coordinate each location with 673 CES/CEANQ, Ground Safety, Fire Prevention, and Bioenvironmental Engineering. If additional fire extinguishers are needed, purchase at GSA or local vendor. Coordinate with Fire Prevention to have new extinguisher certified. (552-2620)

l. Ensure that a site-specific floor plan is maintained, containing hazardous material flammable lockers and hazardous waste storage information, emergency exit routes, and emergency equipment locations. This map will be placed at the accumulation areas throughout the facility and in the organization Environmental Notebook.

m. Ensure that emergency telephone contacts are posted by a telephone designated for emergency notification in the facility. This telephone should be near the waste accumulation area and shall include a list with the installation fire department telephone number (911) and the organization's primary and alternate hazardous waste managers' telephone numbers.

n. Organization area(s) of responsibility shall be well maintained and the grounds not stained with petroleum, oils, and lubricants (POLs) or other wastes.

o. Ensure accumulation area containers and records are maintained in accordance with this plan.

2.2.4. Commanders of Activities Which Use Hazardous Materials

a. Designate, in writing, at least one hazardous material manager and alternate manager, and ensure these appointments are on file at the activity and at the HAZMAT Pharmacy (fax 552-0153). Immediately notify the HAZMAT Pharmacy (the Hazardous Material Element, 673 LRS/LGRMSH), in writing, of any related personnel changes. The hazardous material manager will work closely with the HAZMAT Pharmacy to maintain proper hazardous material management practices.

b. Implement the hazardous materials management procedures stated or referenced in this OPLAN. Coordinate the acquisition of all hazardous materials through the HAZMAT Pharmacy.

c. Ensure that policies are in place to prevent hazardous materials from spilling, or being deposited or disposed of, on the ground or into any oil/water separator, storm sewer, sanitary or domestic sewer, or water body or drainage.

d. Maintain accountability for, and document the management of, hazardous materials from receipt to disposal (cradle to grave). Accountability and documentation will be maintained throughout this process in accordance with chapters 4 and 7 of this plan.

e. Integrate pollution prevention measures to minimize the generation of surplus materials and wastes.

f. Monitor and document the use and reduction of hazardous materials and provide progress reports to 673 CES/CEANQas required.

g. Ensure all hazardous materials stored and used on JBER are reported and registered at the Hazmat Pharmacy.

h. Inspect organization buildings and grounds to ensure that hoarding and mismanagement of hazardous materials is not occurring.

i. Ensure the organization maintains a copy of a manufacturer supplied and specific Material Safety Data Sheet (MSDS) for each hazardous material stored, used, or procured at the location. MSDS's must be readily available to personnel requesting this information.

j. Ensure all personnel who handle, transport, or use hazardous materials, or are assigned to respond to hazardous material emergencies know their responsibilities and receive appropriate training to properly conduct their duties. At a minimum, all personnel with hazardous material responsibilities must familiarize themselves with the Environmental Notebook, this OPLAN, attend hazardous material management training provided by 673 CES/CEANQ, and have HAZCOM training.

k. Ensure that a floor plan is maintained, containing hazardous material storage locations, and hazardous waste storage information, emergency exit routes, and emergency equipment locations. This map will be placed throughout the facility and in the organization Environmental Notebook. If additional fire extinguishers are needed, they can be purchased at GSA or a local vendor. Contact Fire Prevention for certification of new fire extinguishers (552-2620).

l. Ensure an emergency contact telephone list is posted by all telephones near where hazardous materials are stored.

m. Ensure Hazardous Material Storage area(s) are kept clean and are professional in appearance at all times

2.2.5. Environmental Coordinators

a. Coordinate training for personnel assigned as primary or alternate hazardous material/waste managers with 673 CES Environmental Section.

b. Identify requirements for accumulation areas to be established for hazardous waste and/or hazardous materials that will be recycled, reclaimed, or burned for energy recovery.

c. Inspect waste accumulation and hazardous material storage areas quarterly using the Environmental Compliance Inspection Checklist from Appendix B of this plan, and assist individual managers with compliance issues or concerns. **Environmental Coordinators shall maintain quarterly summary reports of their organization's environmental compliance.**

2.2.6. Waste Managers and Their Alternates

a. Serve as the waste accumulation area manager and ensure that daily inspections are conducted (on operational duty days) and documented of all assigned organization waste accumulation areas.

b. Assume overall responsibility for management of the hazardous waste accumulation areas.

c. Designate one or more waste accumulation area(s) for each organization location.

d. Using the daily inspection checklist (see Appendix B), ensure that daily inspections are conducted and documented for proper use, labeling, and storage of hazardous waste containers. This includes checking that the containers are in good condition and compatible with other wastes being stored. Include on the form any recycling activities that may have occurred at the work center. The form is designed to include 31 days of daily inspections and should be faxed to the Environmental Section (552-7510) within five days of the new month (i.e., November's inspection form must be faxed by December 5th).

e. Notify the Environmental Section (552-3435) of all hazardous wastes generated at the organization. Coordinate with the Environmental Section to sample and analyze wastes generated at the organization, if no current waste profile exists or if the process generating the waste changes. Arrange to turn-in full hazardous waste accumulation containers, or containers approaching their accumulation time limit.

f. Conduct on-the-job training for the workers (and contractors) at the site, informing them of the waste accumulation areas and proper methods of waste management. Verify that on-the-job training is documented. In addition, see Chapter 5, Table 5-1.

g. Maintain an Environmental Notebook specific to the unique nature of the organization. This Environmental Notebook (described in Chapter 4 of this OPLAN) must be updated whenever changes in the organization's operations affect the hazardous materials/waste management practices or if regulations are updated.

h. Verify that container logs (Appendix B) are maintained to accurately identify the contents of each waste container and items that will be recycled, reclaimed, or burned for energy recovery.

i. Conduct initial assessments and direct initial response actions in hazardous waste emergencies and spills. Act as the organization emergency coordinator in the event of a spill, fire, or explosion until the base emergency coordinator arrives. These duties are listed below.

1. Ensuring that spills and other hazardous waste emergencies are immediately reported to the base fire department.

2. Knowledge of the basic hazard and risk assessment techniques.

3. Selection and use of proper personal protective equipment (PPE) provided to the first responder operational level (29 CFR 1910.120).

4. Understanding basic hazardous material/hazardous waste terms.

5. Controlling, containing, and/or confining hazardous waste during an emergency within the capabilities of level of training and the resources and PPE available at their organization.

6. Evacuating unneeded organization personnel to a safe location during emergency operations and evacuating all personnel if the emergency is beyond the resources of the organization to control.

7. Implementing basic decontamination procedures.

8. During an emergency situation, implement emergency response procedures described in the organization's Environmental Notebook, the Hazmat Response, and in the Comprehensive Emergency Management Plan (CEMP) 10-2. **(SEE DEFINITIONS)**

j. Maintain the organization Environmental Notebook (see Chapter 4, paragraph 4.4.1) and attend the appropriate hazardous waste training course (Chapter 5).

k. Furnish the Environmental Section with required waste information before turning in waste.

l. Provide the unit commander/supervisor with hazardous waste generation information necessary to prepare reports for the 673 CES.

m. To comply with the Emergency Planning, Community Right-to-Know Act (EPCRA) reporting requirements, provide an inventory of hazardous wastes to the Hazardous Material Management Process (HMMP) team when they request this information.

n. Ensure organization personnel comply with this OPLAN, the organization Environmental Notebook, and all regulating authorities.

o. Coordinate with the Environmental Section, Fire Prevention, Bioenvironmental Engineer, and Ground Safety in the placement (or relocation) of a hazardous waste accumulation area.

2.2.7. Hazardous Materials Managers and Their Alternates

a. Conduct and document weekly inspections (see Appendix B) of all Hazardous Materials stored or used for proper storage, labeling and ensure that the containers are in good condition and compatible with the materials being stored.

b. Conduct on-the-job training for all personnel assigned to their area of responsibility for the proper management of hazardous materials. Verify that the training is documented.

c. Support the base hazard communications program in accordance with AFI 90-821. Bioenvironmental Engineering will provide assistance to the supervisors in locating Material Safety Data Sheets (MSDSs) for hazardous chemical/materials when reasonable attempts at procurement by the supervisors have been exhausted. The supervisor is responsible, however, for ensuring that MSDSs are available for each hazardous chemical used in their respective work center. The MSDSs should be obtained when the products are procured or picked-up from the supply source.

d. Maintain the organization's Environmental Notebook (see Chapter 7, paragraph 7.6.1), attend the appropriate hazardous material training course (Chapter 5), and receive HAZCOM training.

e. Ensure no purchases of hazardous materials are made with a government purchase card etc. without first having an approved AF Form 3952.

f. Continually review hazardous materials procurement procedures to avoid obtaining surplus materials and to identify possible product substitutions.

g. Reduce the use of hazardous materials and choose less hazardous products whenever possible.

h. Attend HazMat training courses provided by 673 CES/CEANQ.

2.2.8. Persons Who Generate Wastes

a. Know who the organization emergency coordinators are and what immediate actions to take in the event of a spill or emergency.

b. Know their responsibilities concerning hazardous waste management and receive appropriate training to properly conduct their duties. At a minimum, all personnel working with or generating hazardous wastes must familiarize themselves with the organization's Environmental Notebook and this OPLAN, and attend the appropriate hazardous waste training course (Chapter 5).

c. Incorporate pollution prevention methods when possible and feasible.

d. Know how to identify and place hazardous wastes in the proper container and how to fill out the required container log.

2.2.9. Persons Who Use Hazardous Materials

a. Know who the organization emergency coordinators are and what immediate actions to take in event of a spill or emergency.

b. Know their responsibilities concerning hazardous materials management and receive appropriate training to properly conduct their duties. At a minimum, read this OPLAN, attend

the hazardous material training course provided by 673 CES/CEANQ (Chapter 5), and receive HAZCOM training.

c. Reduce the use of hazardous materials whenever possible.

d. Familiarize themselves with the hazardous materials stored on-site and their corresponding MSDS's.

2.2.10. Defense Logistics Agency/Disposition Services (DLA/DS)

a. Operate the Hazardous Waste Conforming Storage Facility (CSF) at Building 11735 Vandenberg Ave on JBER.

b. Comply with the instructions of this OPLAN, 40 CFR 260-283, and the JBER Hazardous Waste Permit and TSCA regulations at all times. Immediately notify the 673 CES Environmental Section of any compliance violations. The Base Fire Department must immediately be notified of any spills or emergency situations that may occur.

c. Assist the 673 CES in the preparation of required hazardous waste biennial reports for submission to the EPA or ADEC.

d. In accordance with the Base's Hazardous Waste Permit, ensure that the following programs are in place for all workers at the Disposition Services (DS) CSF:

1. Decontamination program.
2. New technology program.
3. Material handling program.
4. Training program.
5. Emergency response program.
6. Any changes to personnel must be approved with a Class I modification.

e. Provide services for the sale of hazardous materials and disposal of wastes generated by DoD agencies in Alaska.

f. Provide guidance on turn-in procedures to the 673 CES Environmental Section.

g. Sign as receiving CSF all hazardous waste manifests and notify the 673 CES/CEANQ (552-1742) of any discrepancies. Maintain a copy of all hazardous waste manifests (EPA Form 8200-22) for 50 years.

h. Submit to US EPA any required Exemption Reports within CFR time specifications and send 673 CES/CEANV a copy of the report.

i. Notifiy 673 CES/CEANV of any personnel changes to facilitate CEAN filing an EPA Class 1 permit modification for these personnel changes.

2.2.11. 673d Logistics Readiness Squadron

a. For hazardous wastes arriving from off site, follow responsibilities in Chapter 11 of this OPLAN.

b. Provide properly trained personnel and appropriately placarded trucks for transporting hazardous materials and wastes from the Ted Stevens Anchorage International Airport to the JBER in-transit storage facility. Note: commercial carriers may also be utilized.

c. HAZMAT Pharmacy will:

1. Manage the receipt, storage, issue, inspection, and distribution of hazardous materials purchased through base supply and other sources of supply.

2. Validate that all requests for hazardous materials are authorized on the unit's Chemical Authorization List (CAL) before material issue.

3. Perform quality control functions to ensure items are properly identified as hazardous materials to prevent inadvertent procurement or issue transactions for unauthorized materials.

4. Process all Base Supply/HAZMAT Pharmacy hazardous material transactions (to include GPC card and AF Form 9, Request for Purchase) through the tracking system to provide hazardous materials order, receipt, and issue data. Maintain and update all supply-related hazardous materials data fields on the government approved hazardous materials tracking system.

5. Establish a free-issue, reuse, and redistribution program for hazardous materials.

6. Serve as the point of contact for the redistribution of excess hazardous materials in serviceable condition. HAZMAT Pharmacy will send qualifying excess hazardous materials that cannot be re-issued to DLA/DS for resale. Hazardous materials that cannot be re-issued or sent to DLA/DS will be processed by HAZMAT Pharmacy and taken to the 673 CES Hazardous Waste Center (formerly called CSF) for disposal. Processing includes de-listing the product's bar code from the using organization's inventory, updating the computer tracking fields, and preparing necessary paperwork for sending the materials to DLA/DS or the HWC.

7. Serve as HMMP starting point for approval of Chemical authorization requests. Hazardous material users will submit request to the HAZMAT Pharmacy. The HAZMAT Pharmacy will populate the tracking system, and forward to 673 CES/CEANQ, 673 AMDS/SGPB, and 673 ABW/SE for assignment of Issue Exception Code (IEX) and completion of the approval process, in accordance with guidelines in AFI 32-7086 and Table 2-1 of this plan.

8. Provide a non-proprietary, manufacturer supplied and specific MSDS to each receiving organization upon initial issue of hazardous material.

2.2.12. 732 Air Mobility Squadron (AMS)

a. For hazardous wastes arriving from off site, follow responsibilities in Chapter 11 of this OPLAN.

b. For hazardous wastes arriving from off-base, notify the following JBER activities:

- Fire Department (552-4644)
- Defense Force (552-3105)
- Bioenvironmental Engineering (552-3850)
- Squadron Safety NCO (552-1300)
- 611 CES/CEA (552-4530)
- 673 CES/CEANQ (552-1742)
- DS CSF (552-4385)
- AMCC Duty Officer (552-5322)
- If injured personnel are present on the incoming flight, 732 AMS will contact the Emergency Room (580-5555)

2.2.13. All Airlift Squadrons (AS) including but may not be limited to 517/537/249/149 AS

a. For hazardous wastes arriving from off site, follow responsibilities in Chapter 11 of this OPLAN.

b. Ensure information on Uniform Hazardous Waste Manifest (EPA Form 8200-22) is correct and complete.

c. Maintain a copy of all hazardous waste manifests (EPA Form 8200-22) for 50 years.

d. Transfer EPA Form 8200-22 and all other hazardous waste documentation to 732 AMS upon arrival at JBER.

2.2.14. 611th Air Support Group

a. Ensure remote Air Force site wastes arriving at JBER are properly identified, packaged, labeled, and shipped in accordance with this OPLAN, 40 CFR 260-283, 49 CFR 100-177, and the JBER Hazardous Waste Permit. For hazardous wastes arriving from off site, follow responsibilities in Chapter 11 of this OPLAN. Immediately notify the JBER Environmental Section of any compliance violations and the JBER fire department of any spills or emergency situations.

b. Complete all necessary paperwork for wastes to be accepted by the DS.

c. Provide waste information as necessary to the Environmental Section for the preparation of required hazardous waste annual or biennial reports to the EPA or ADEC.

Chapter 3

HAZARDOUS WASTE ACCUMULATION AREA LOCATIONS

3.1. Locations of Hazardous Materials and Wastes for Energy Recovery

This section contains maps that depict the locations of hazardous waste accumulation areas (HWAA) on the joint base and the DS Hazardous Waste Conforming Storage Facility. Due to the heightened operations tempo of the joint base, a detailed listing of wastes these accumulation areas generate is on file at the JBER Hazardous Waste Center (Building 4314 Kenney Ave., 552-3435)

3.2. Accumulation Areas for Hazardous Materials and Wastes for Energy Recovery

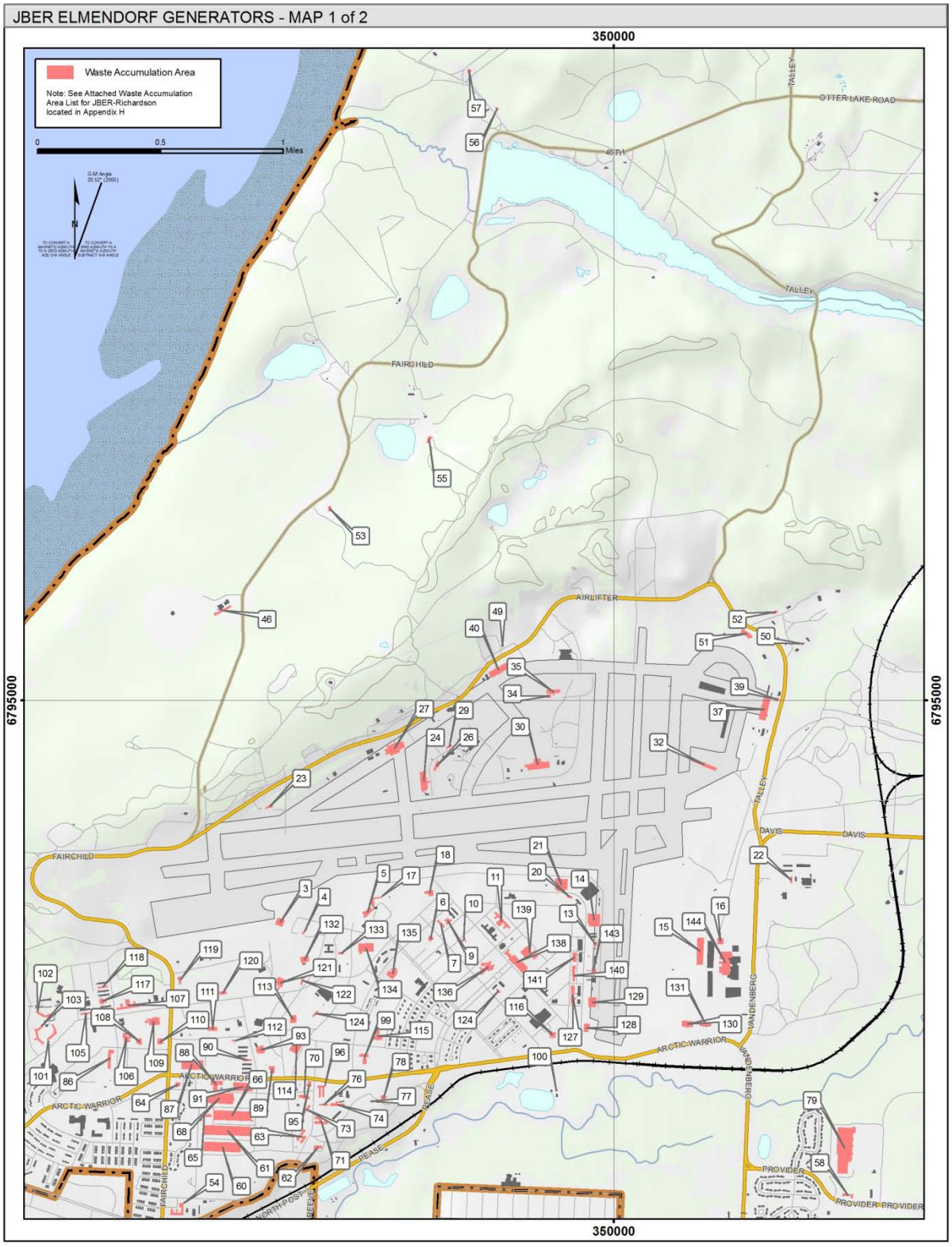
a. Hazardous waste accumulation areas are separated into several categories, defined below, ***All accumulation areas must be approved by the 673 CES, Environmental Section (673 CES/CEANQ).***

1. **Satellite Accumulation Areas (SAA):** Allows for the accumulation of up to 55 gallons of hazardous waste (or one quart of an acute hazardous waste) to be stored at or near the point of waste generation. No storage time limits are in effect until the container becomes full. Once a container is full or the 55-gallon limit is to be exceeded, a start date must be placed on the container and the waste must be moved to the JBER HWC (Building 4314 Kenney Ave.) or to a HWAA within three days.

2. **Hazardous Waste Accumulation Areas (HWAA):** Allows for the storage of hazardous waste with a maximum storage time limit of 90 days. The 90-day clock starts when the first drop goes into the container. There is no limit to the amount of waste that can be stored at an HWAA, although it is highly recommended that no more than 110 gallons of any one waste stream be stored. Before the 90-day time limit is reached, the waste must be moved to the JBER HWC.

3. **Emergency Accumulation Areas (EAA)**: Intended for one-time storage of hazardous wastes at spill sites, etc. Maximum storage time limit is the same as for HWAA.

4. **Hazardous Waste Generators (HWG)** JBER has certain hazardous waste generators that do not accumulate wastes on site. For example, if fluid is drained from a piece of equipment and is immediately transported to the JBER HWC in a container properly marked as hazardous waste, then the waste is never accumulated on site. Because the activity is still generating hazardous waste, it is given the special HWG status. The advantage of being a HWG is that an accumulation area and all the associated paperwork does not need to be established and maintained. ***All HWGs must be approved by the 673 CES/CEANQ***.


JBER ELMENDORF GENERATORS - MAP 1 of 2
Waste Accumulation Area
Note: See Attached Waste Accumulation Area List for JBER-Richardson located in Appendix H
0
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1 Miles
350000
6795000
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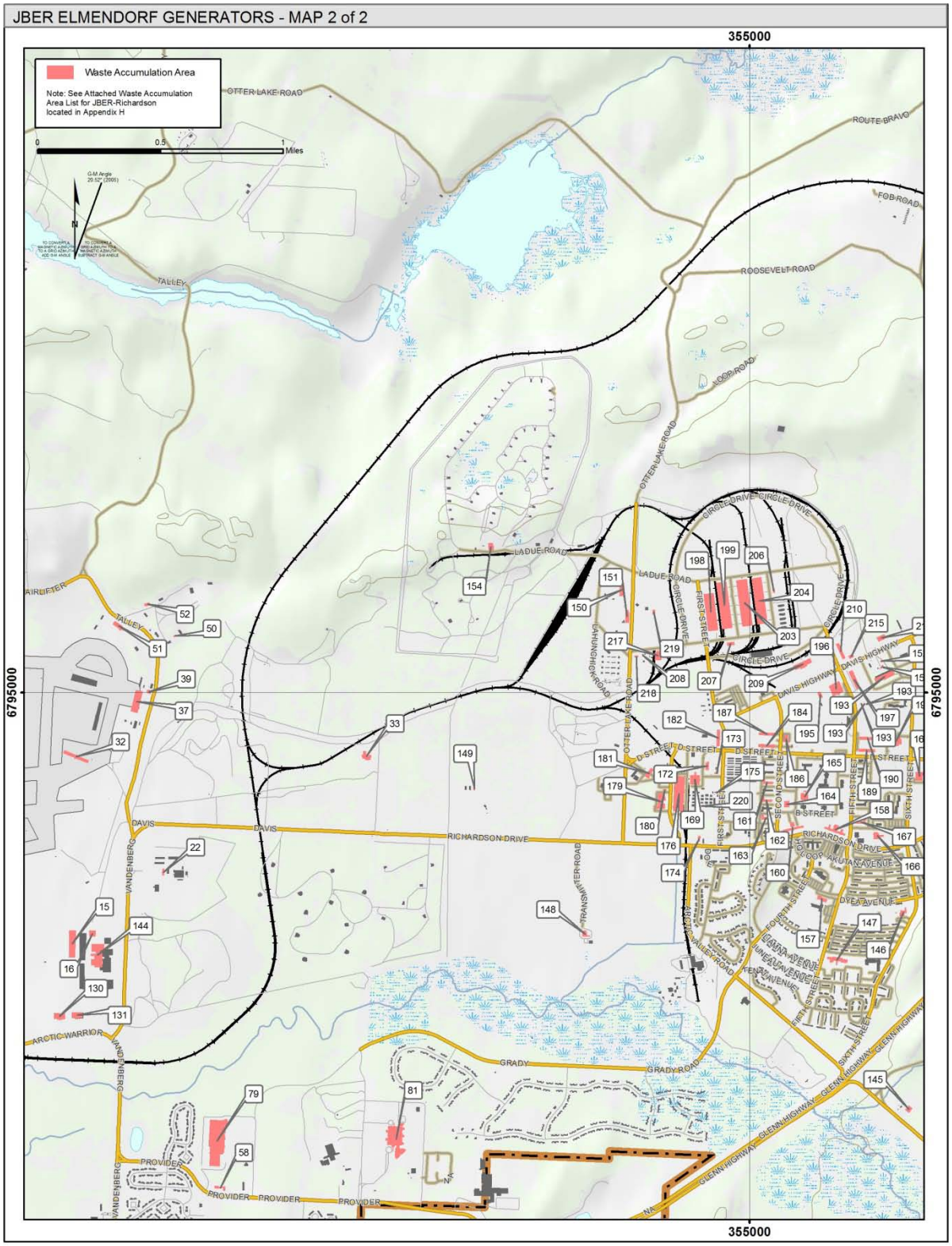
AIRLIFTER
DAVIS
ARCTIC WARRIOR
VANDENBERG
PEASE
PROVIDER


JBER ELMENDORF GENERATORS - MAP 2 of 2
Waste Accumulation Area
Note: See Attached Waste Accumulation Area List for JBER-Richardson located in Appendix H
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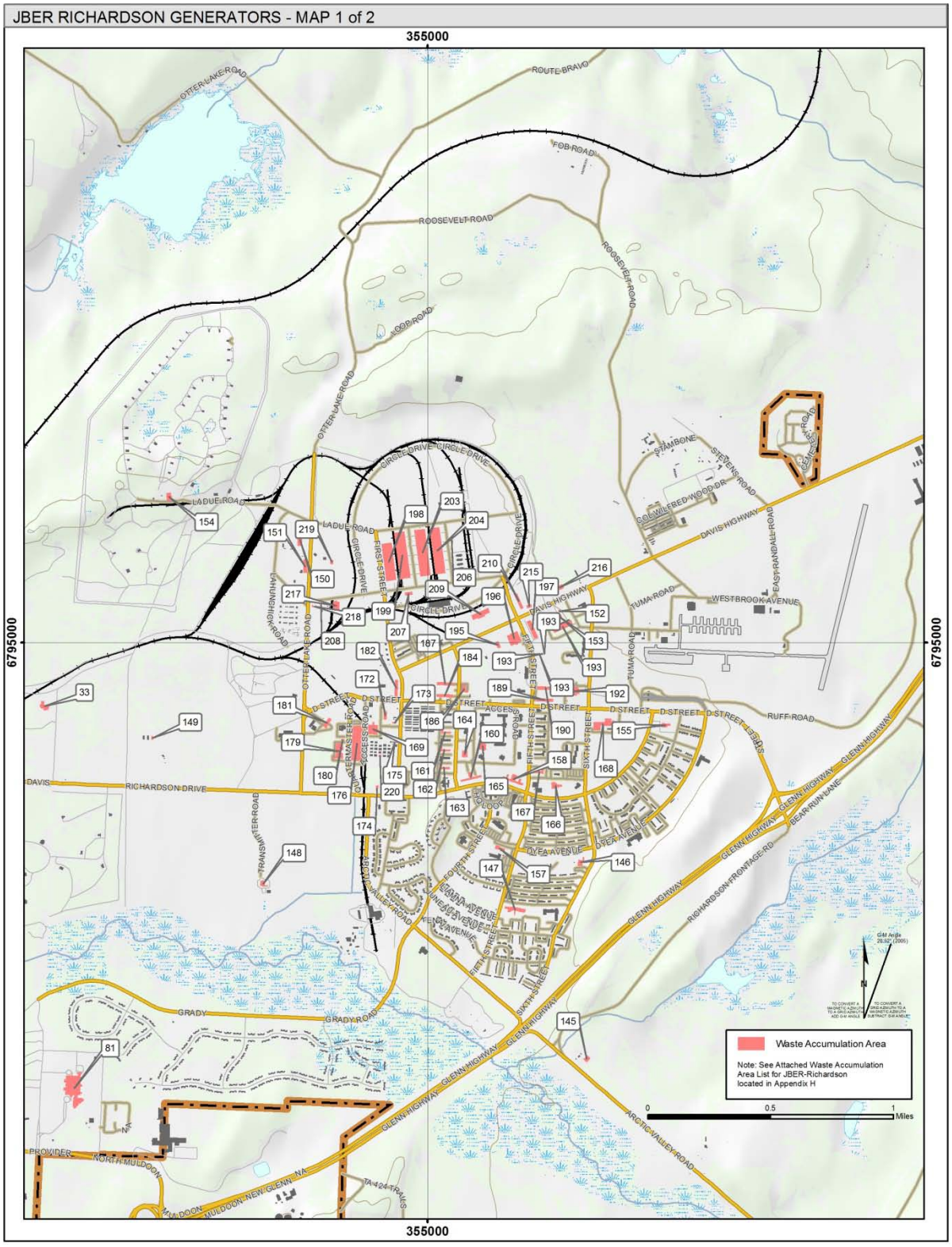
Miles
355000
6795000
OTTER LAKE ROAD
ROUTE BRAVO
FOB ROAD
ROOSEVELT ROAD
TALLEY
LOOP ROAD
LADUE ROAD
CIRCLE DRIVE
FIRST STREET
DAVIS HIGHWAY
D STREET
B STREET
RICHARDSON DRIVE
DAVIS
VANDENBERG
ARCTIC WARRIOR
GRADY
GRADY ROAD
PROVIDER
GLENN HIGHWAY
AIRLIFTER
TRANSMITTER ROAD
ARCTIC VALLEY ROAD
DYEA AVENUE
SIXTH STREET
FIFTH STREET
FOURTH STREET
SECOND STREET


JBER RICHARDSON GENERATORS - MAP 1 of 2
355000
6795000
Waste Accumulation Area
Note: See Attached Waste Accumulation Area List for JBER-Richardson located in Appendix H
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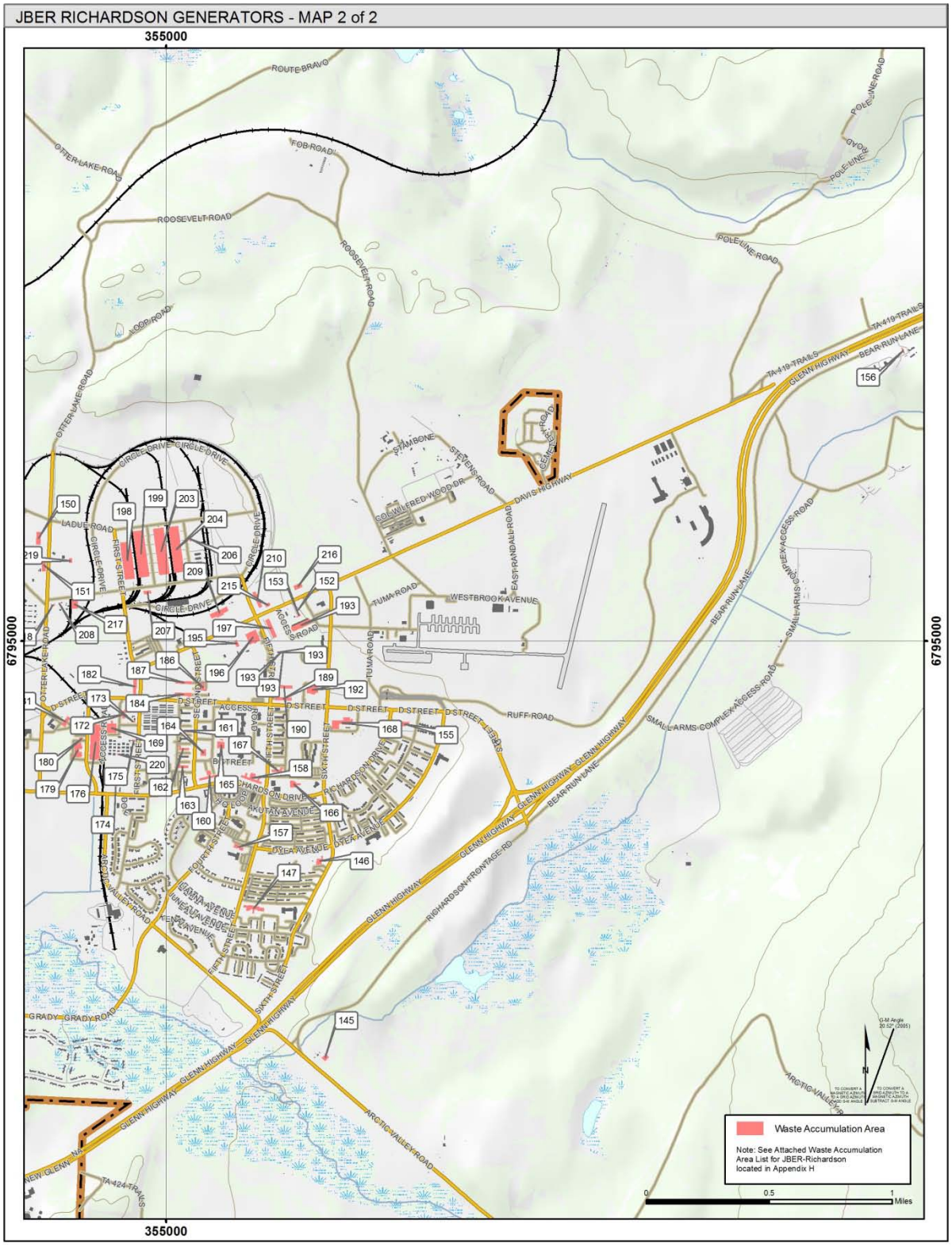
JBER RICHARDSON GENERATORS - MAP 2 of 2
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Waste Accumulation Area
Note: See Attached Waste Accumulation Area List for JBER-Richardson located in Appendix H
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Chapter 4

HAZARDOUS WASTE MANAGEMENT

4.1. Purpose

This chapter provides the guidance necessary to properly manage hazardous wastes on the joint base in accordance with federal, state, Air Force and local rules and regulations. Individuals, knowingly violating these regulations may be subject to fines and disciplinary action.

4.2. Special Terms

The special terms used in this chapter are explained in the glossary (Appendix A).

4.3. Responsibilities

Responsibilities for hazardous waste management are outlined in Chapter 2 of this OPLAN. All generators of hazardous waste must be aware of and in compliance with hazardous waste regulations and management procedures. In addition, all personnel handling hazardous materials, hazardous waste and materials for energy recovery on JBER must be adequately trained to protect human health and the environment. Wavers or exemptions will be considered on a case by case basis.

4.4. Waste Handling Guidelines

a. The laws controlling waste handling, storage, and disposal are very strict and complex and the penalties for violations are severe. Proper waste management is a serious matter. ***When it comes to hazardous waste management, don't guess!*** Contact your organization Hazardous Waste Manager, Environmental Coordinator, or call the 673 CES, Environmental Section (673 CES/CEANQ, 552-3435/1742) for guidance.

b. The Environmental Section will:

1. Assist activities in managing hazardous waste;
2. Identify and analyze all hazardous waste streams to ensure prompt disposal;
3. Determine the proper hazardous waste container for your particular waste;
4. Assist in finding ways to reduce, distill, recycle, or otherwise minimize your waste;
5. Assist in properly labeling and marking hazardous and non-hazardous waste containers;
6. Determine at what interval your wastes must be turned in for disposal;

7. Assist in completing the necessary paperwork to dispose of hazardous wastes;

8. Provide environmental training and guidance to personnel generating hazardous waste;

9. Inspect hazardous waste generators for compliance;

10. Issue exemption letters. Exemption letters will be kept on file at the Hazardous Waste Center.

c. A waste determination and handling quick-reference guide is included in Appendix C of this OPLAN. **Remember: Check with the HAZMAT Pharmacy before "wasting" a material.** The HAZMAT Pharmacy (673 LRS/LGRMSH) is often able to reissue materials if the product is in the original container and in good condition.

4.4.1. Hazardous Waste Environmental Notebook

All commands, contractors and tenants accumulating hazardous waste on JBER must supplement this chapter by developing and maintaining an individual hazardous waste Environmental Notebook. The Environmental Notebook must follow the outline shown in Table 4-1.

Table 4-1 Index for the Environmental Notebook

Tab	**Title of Section** ***(Environmental Notebook information should be in this order)***
Tab A	Letter of Appointment for Hazardous Waste Managers and Assistant Managers
Tab B	Duties of Hazardous Waste Manager / Assistant Hazardous Waste Manager
Tab C	Training Records for hazardous waste manager, assistant manager, and those requiring hazardous waste training (Keep training records on file for 3 years; See Chapter 5)
Tab D	Map showing location(s) of accumulation area(s) and spill response equipment
Tab E	Site-specific Spill Plan (See EMS discussion, Chapter 8.)
Tab F	Daily Inspection Logs (Keep logs on file for 3 years)
Tab G	Container Logs (Keep container logs on file for 3 years. For in-use containers, container log can be kept at or near container being used)

Tab	**Title of Section** ***(Environmental Notebook information should be in this order)***
Tab H	Summary Sheet of Waste Streams and Profile Numbers (Obtained from Environmental Section, 552-3435)
Tab I	Current copies of the Comprehensive Emergency Management Plan (CEMP) 10-2 and JBER OPLAN 19-3 (Paper copies or compact discs of these plans are required and are available at Environmental Section, 552-3435/1742)
Tab J	Current 673 CES/CEANQ Environmental Inspection Checklist
Tab K	Environmental Bulletins and Quarterly Inspection Reports from 673 CES/CEANQ (Keep Inspection Reports on file for 3 years)

4.5. Expert Advice

This OPLAN is not designed to make you a hazardous waste management expert. When questions arise on issues that are not addressed in this regulation or when further clarification or explanation is needed, ask your organization hazardous waste accumulation manager or Environmental Coordinator and you will be directed to the appropriate personnel who can provide expertise. Sometimes, the best thing to know in the environmental field is when to ask for help.

4.6. Background

a. JBER is regulated as a large quantity generator of RCRA hazardous waste (i.e., it produces more than 2,200 pounds of hazardous waste per month). In addition to approximately 100 hazardous waste accumulation points on base, JBER has received an EPA hazardous Waste Permit to operate a CSF located at Building 11735 Vandenberg Ave. JBER is identified by EPA identification number AK8570028649.

b. In 1995, the EPA issued universal waste standards. “Universal waste” is a term adopted by the EPA to apply to four very common hazardous wastes (batteries, mercury containing equipment, pesticides, and lamps, including fluorescent bulbs, mercury vapor/metal hydride bulbs, and sodium bulbs) that the EPA feels can be adequately controlled using less stringent management standards than those required for other hazardous waste. Universal wastes are discussed in detail later in this chapter.

4.7. Requirements for Hazardous Waste Generating Activities

This OPLAN is designed to meet all federal, state, DoD, and Air Force requirements for being in compliance with hazardous waste regulations. There are unique circumstances where an exemption to certain requirements of this plan may be granted by the Environmental Section.

Any exemptions must be obtained in writing from the Environmental Section and kept on file in the organization's Environmental Notebook.

4.7.1. General Information

a. The Environmental Section assists each activity in achieving and maintaining compliance with hazardous wastes rules and regulations. The Environmental Section computer tracks hazardous wastes and issues containers to each hazardous waste generator (contractors refer to paragraph 4.7.5.1. NAF and tenant functions refer to paragraph 4.7.5.2). The comprehensive services provided by the Environmental Section are listed below.

1. Issue proper hazardous waste containers to all activities generating hazardous wastes.

2. Computer track hazardous waste containers from "cradle-to-grave."

3. Properly label and mark all hazardous waste containers.

4. Pickup hazardous waste containers from activities every 80 days (or sooner, if necessary).

5. Identify and characterize all hazardous waste streams to ensure prompt disposal.

6. Perform necessary paperwork to dispose of hazardous waste.

7. Provide environmental training and guidance to personnel generating hazardous waste.

8. Inspect hazardous waste generators for compliance.

b. Every effort shall be made to minimize the generation of all wastes. If a waste is generated, it must be properly identified, managed and disposed. The laws controlling waste handling, storage, and disposal are very strict and complex and the penalties for violations are severe. Proper waste management is a serious matter and the generator's responsibility. **When it comes to waste management, don't guess!** Contact your organization hazardous waste manager, Squadron Environmental Coordinator, or call the Environmental Section for guidance.

NOTE: Hazardous wastes can harm you. No matter how harmless they may look, smell, or feel, they are dangerous. They may cause immediate physical harm or have adverse health effects that will not show up for years. That is why state and federal agencies regulate them so strictly. Pay attention to these pages. They contain information to protect your health, the health of co-workers, public safety, and the environment. **Spills (a spill is defined as a release to the environment) must be immediately reported to the JBER fire department at 911** (**Refer to Hazmat Response, CEMP 10-2 for detailed procedures on what to do in the event of a spill.** ***If you have any questions, contact the Environmental Section (552-3435).***

4.7.2. Hazardous Waste Management Requirements

a. All wastes generated by an organization must be evaluated by the Environmental Section to determine if the waste is a hazardous waste.

1. The contents of every container, whether hazardous or non-hazardous, must be known and identified through a label or marking on the outside of the container, which must be readily visible and easy to read. Waste labels can be obtained from the Environmental Section (552-3435).

NOTE: **Any container holding unknown contents is a violation of federal and state hazardous waste regulations.** If you have a container with unknown contents, immediately contact the Environmental Section. Do not guess at a container's contents, as it may contain hazardous waste constituents you are unaware of, and do not store it with other wastes due to possible incompatibility.

b. Each organization must notify the Environmental Section of hazardous wastes generated and whenever a process change occurs in a hazardous waste stream.

c. Each organization's waste stream will be reviewed by the Environmental Section using the JBER Waste Analysis Plan (on file at the Environmental Section) to identify each waste's characteristics or constituents. The results of the analysis will be used to create or change the waste profile for that particular waste stream. Each organization's waste stream(s) will be recorded on a waste profile that will be kept on file at the Environmental Section. A report *entitled Summary Sheet of Waste Streams and Profile Numbers* will be provided by the Environmental Section to each waste generator. This report shall be kept in the organization Environmental Notebook.

d. Each organization will turn in their wastes with the appropriate hazardous waste turn-in documents listed in Paragraph 4.7.5 (turn-in documents are provided by the Environmental Section, (552-3435).

4.7.3. Accumulation Area Requirements

a. All types of hazardous waste accumulation areas are strictly regulated by federal and state laws. Hazardous wastes may be accumulated in either a Satellite Accumulation Area (SAA), Hazardous Waste Accumulation Area (HWAA), or an Emergency Accumulation Area (EAA). Requirements for these accumulation areas are stated later in this chapter. The Environmental Section will assist waste generators in determining what type of accumulation area is required. Note: Hazardous materials must be segregated from hazardous wastes.

b. The Environmental Section, Ground Safety Office, and the Fire Department must approve all hazardous waste accumulation areas and the wastes to be stored in them. The Fire Department will also provide guidance on the maximum quantities of flammable and combustible substances that are allowed to be stored inside a building. A map showing the

location of each accumulation area and emergency response equipment must be included in the organization's Environmental Notebook. This map must be updated whenever changes in accumulation areas occur.

c. Hazardous wastes cannot be stored in underground storage tanks (USTs).

d. Hazardous materials/wastes are not to be placed in dumpsters or trash cans. A fire in a dumpster on JBER was caused by two incompatible hazardous materials reacting with each other after being placed in the dumpster.

e. Stored materials/wastes must be compatible with each other (see compatibility chart in Appendix D).

f. Hazardous and non-hazardous wastes generated by non-organization activities are not allowed to be added to the organization's waste containers. For example, a JBER employee is not allowed to change his/her car's engine oil and place this used oil in the organization's used oil storage containers.

g. A container log will be used when accumulating hazardous and non-regulated wastes. A log is also required for a UST. The container log will be located at or near the container/UST. The date, container ID number, type of material/waste, amount of material/waste, and name of the person putting the material/waste into the container must be filled in at the time the material/waste is added to the container. The container log form to be used for this purpose is provided in Appendix B.

h. Descriptions of accumulation areas are provided below.

1. To qualify as a SAA, the criteria listed below must be met.

a. The SAA must be located at or near the point of generation and under the control of the operator of the process generating the waste. Note: EPA in Region 10 (our region) is very strict about the "at or near" interpretation. Please contact the Environmental Section for guidance on what will qualify as "at or near." "Under control" means that no improper wastes can be added to the container, and that the person designated as the operator knows exactly what is in the containers and that it came from work occurring within that area. The SAA must be locked or secured at all times. The "secured" SAA may be a locked room (if in the same room as where the waste is generated), cabinet, storage locker, or a locking device on the container(s) itself.

b. The maximum total empty container volume of a SAA may be no more than 55 gallons. This volume limit also includes non-liquid wastes, such as spill debris. No more than one quart of acutely hazardous waste may be accumulated at a SAA. Multiple waste streams may be stored at one SAA, A waste stream refers to separate wastes that are physically or chemically different from each other, wastes that are generated from different types of processes, and wastes that are the same type but are generated at different points along the same process or

at different process locations. **Note: EPA Region 10 is very strict on this issue, saying that total container volumes cannot exceed 55 gallons even if they are not full.**

c. There is no limit to the number of SAAs at a facility. However, two or more SAAs may NOT be located immediately next to each other.

d. A SAA can be located adjacent to an HWAA as long as it meets all of the SAA requirements.

e. The SAA and the wastes stored in the SAA must meet the requirements of Sections 4.7.4 through 4.7.7 of this plan.

2. To qualify as an HWAA, the criteria listed below must be met.

a. An HWAA is intended primarily for 90-day or less accumulation of hazardous waste. An HWAA is necessary only if the maximum amount of waste being stored exceeds SAA limits or if wastes that are generated are not located at or near the point of generation. Unlike a SAA, the accumulation start date at an HWAA must be placed on each container when the first drop of waste is put into that container.

b. It is highly recommended that no more than 110 gallons (for example two 55-gallon drums) of any one kind of hazardous waste be stored at an HWAA. Non-hazardous wastes (e.g., uncontaminated antifreeze) do not count in this accumulation limit.

c. A container of hazardous waste located in an HWAA must be moved to the HWC within 90 days. If a hazardous waste does not have a waste profile, the Environmental Section should be contacted at 60 days from the time the first drop goes into the container in order to arrange for any necessary sampling. The EPA can penalize up to $25,000 per day for each container that exceeds the allowed accumulation time limits.

d. The HWAA and the wastes stored in the HWAA must meet the requirements of Sections 4.7.4 through 4.7.7 of this plan.

3. To qualify as an EAA, the criteria listed below must be met.

a. An EAA is designed for one-time accumulation of wastes from non-recurring situations, such as a spill, or from temporary construction activities. EAAs must be approved by the Environmental Section on a case-by-case basis. The storage of hazardous wastes at an EAA must not exceed 90 days. Like an HWAA, the accumulation start date must be placed on each container when the first drop of waste is put into that container.

b. The EAA and the wastes stored in the EAA must meet the requirements of Sections 4.7.4 through 4.7.7 of this plan.

4. To qualify as an RRAA, the criteria listed below must be met.

4.7.3.1. Requirements Applicable to All Accumulation Areas

a. Be under control and actively managed by personnel trained in accordance with paragraph 5.3.3 of this plan during all times that waste is being generated (including swing shifts).

b. Be clearly differentiated from other shop activities including other accumulation areas. This may be accomplished by using a storage locker, separate room, paint striping the area, roping the area off, etc.

c. Be free of structural deterioration. Please note that vents on commercial hazardous waste storage lockers must not be obstructed at any time.

d. Be constructed to prevent the accumulation of ice, snow, or water on the containers.

e. Have impervious flooring or an impermeable barrier to prevent hazardous substances from leaking into the ground. A 10-mil thick vinyl liner is an example of an impermeable barrier.

f. For accumulation areas containing liquid wastes, provide secondary containment with sufficient volume to hold 110 percent of the largest liquid holding waste container being accumulated.

g. Be clean and neat, maintaining a professionally kept appearance.

h. Maintain a minimum of 3 feet between rows of containers. No row will be more than two containers wide. The aisle space must allow easy inspection of all containers, unobstructed movement of personnel, and unobstructed movement of emergency equipment. If a hazardous waste storage locker is used for waste accumulation, the 3-foot requirement is not necessary: however, the containers must be easily accessible and all container labels must be immediately visible for inspection.

i. Be near a functioning telephone or other emergency communication equipment. Emergency contacts (fire department, accumulation manager, and assistant accumulation manager) must be posted next to the telephone or other communication equipment along with the location of a fire extinguisher and other spill response equipment. NOTE: At hazardous waste accumulation areas, if communication equipment is not present whenever hazardous waste is being poured, mixed, spread, or otherwise handled, all personnel involved in the operation must use the buddy system (i.e., must have immediate access through visual or voice contact with another employee).

j. Have adequate and appropriate spill response equipment located at or near the accumulation area. Minimum spill response equipment consists of an empty salvage drum, absorbents, shovels, brooms, gloves, eye protection, a serviceable fire extinguisher(s), and any other special equipment listed as necessary on the product’s MSDS.

k. Post signs, visible and easy to read from all approaches (applies to commercial storage lockers). The signs must show the items listed below.

1. Words "Storage area for: Hazardous Waste, Non-Hazardous Waste, and Hazardous Material" (or other suitable sign approved by the Environmental Section). *NOTE*: These signs are available through the Environmental Section.

2. Name and telephone number of hazardous waste manager.

3. Name and telephone number of alternate hazardous waste manager.

4. Emergency (fire department) telephone number - "911".

5. Words "No Smoking Within 50 Feet".

4.7.4. Container Management Requirements

a. A variety of containers, from 1-gallon cans to 110-gallon overpack drums, along with boxes or plastic totes, or even certain types of bags, may be used to accumulate hazardous wastes. The type of container used to accumulate hazardous waste depends on the characteristics of the waste and the quantity of waste that will be generated during the time it is accumulated. The container must be made of a material that does not react or deteriorate from contact with the waste and must seal tightly enough to prevent release of fumes if the waste contains volatile organic compounds. **The container must meet United Nations Performance Oriented Packaging (POP) container requirements.** If in doubt, contact the Environmental Section (552-3435) for guidance concerning container requirements and to obtain accumulation containers.

1. Empty Containers - For hazardous wastes and materials, a container, or the inner liner of a container, is considered empty of hazardous material/waste when all materials/waste have been removed using practices commonly employed to remove materials from that type of container, (e.g., pouring, pumping, and aspirating) AND no more than 1 inch of residue remains on the bottom of the container, or no more than 3 percent (by weight) of the total capacity of the container remains in the container or inner liner if the container is less than 110 gallons in size. **For acutely hazardous wastes**, such as Epinephrine (P042), Phosgene (P095) and Warfarin (P001), containers must be managed as hazardous waste or triple-rinsed using a solvent capable of removing the commercial chemical product residue or, if the container has an inner liner, the inner liner must be removed and managed as a hazardous waste. Containers that held a hazardous material that was a compressed gas (such as an aerosol spray can) are considered empty when the containers have been depressurized to equal atmospheric pressure and all liquid has been removed. Small aerosol containers shall be taken to the HWC, Building 4314 Kenney Ave. (552-3435) where they can be depressurized and the metal recycled.

***NOTE*: the Anchorage Municipal Landfill does not take liquids. Therefore, any item considered "RCRA empty" cannot be placed in a JBER dumpster if any free liquids remain in the container.**

2. Condition of Containers - Containers used to accumulate materials/wastes must be in good condition. The container must not be leaking, rusted (more than minor surface rust), corroded, dented more than 2 inches, have unserviceable filler caps/bungs and/or other sealing devices, have any bulges, grooves other than removed metal, dents in seams/corrugations, or be deteriorated in any other way. If a container used to accumulate material/waste is not in good condition or begins to leak, the material/waste will be transferred to another waste-compatible container in good condition or be overpacked into a larger waste-compatible container in good condition. If a leaking container is placed into an overpack, an absorbent capable of soaking up the liquid must be placed inside the overpack at the time of the container transfer.

3. Use of containers is described below.

a. To allow sufficient headspace for expansion of contents, do not overfill containers. Generally, a container is considered to be full (applies to liquids) when it is 90 percent filled. For example: 3 to 4 inches from the top of a 55-gallon drum; 1 to 2 inches from the top of a 5-gallon container; 1 inch from the top of a 1-gallon can. Be careful not to exceed the maximum weight specifications for a container. The UN number on a container shows its maximum weight capability in kilograms or specific gravity. If you have any questions about container limitations, contact the Environmental Section (552-3435).

b. **Containers holding materials/waste must be tightly closed (boxes/super sacks must be securely taped/tied closed) after every use.** Accumulation point managers must control access to all waste containers, such that the integrity of the contents is known and not compromised.

c. Special fill funnels are required if they are to remain attached to drums holding hazardous material/waste. These funnels are designed to not leak if the container is overturned or allow escape of fumes. Contact the Environmental Section to find out how to obtain these funnels.
Note: Containers of liquids may have non-sealing funnels, provided that they are located within a storage locker that has secondary containment.

d. When filling containers with liquids, be careful to avoid spills. If spillage occurs, the spilled material must be cleaned up immediately and properly managed.

e. Open-head containers will not be used to accumulate liquid hazardous and non-regulated wastes, unless approved by the Environmental Section.

4. Handling of containers is described below.

a. Do not place waste accumulation containers where they can be damaged by moving vehicles or equipment.

b. Containers holding materials/wastes must be protected from sources of ignition or reaction, such as open flames, smoking, cutting and welding, hot surfaces, friction,

sparks, spontaneous ignition, and radiant heat. Metal containers holding flammable wastes (or flammable materials for energy recovery) must be properly grounded.

c. Do not stack or place waste accumulation containers (including boxes and batteries) where they can easily fall, be knocked over, or crush each other from excessive weight. Barrels over 30-gallons in size shall not to be stacked.

5. Incompatible wastes are described below.

a. Incompatible wastes must never be placed in the same container, as a violent reaction may occur **(see compatible waste chart in** Appendix D**)**.

b. Containers with wastes that are incompatible must always be separated from each other by means of a dike, berm, wall, or other device. An example of another device would be to overpack two incompatible wastes into two separate overpacks and then separate them by a minimum of 3 feet. The overpacks would serve as walls separating the wastes.

c. Wastes must always be put in containers that are made of, or lined with, a material that is compatible with that waste.

d. Wastes must not be put into a container that previously held a waste or material that is incompatible with the new waste.

NOTE: There are some very specific instances that allow for storing certain incompatible wastes together; however, written permission from the Environmental Section will be required before incompatible wastes can be stored together.

6. Container labels and markings are described below.

a. Organization personnel must put start dates on all containers of hazardous waste as described below. For hazardous wastes stored in SAAs, the accumulation start date must be placed on a container only when it becomes full, the 55 gallon accumulation limit is reached, or the container is moved from the SAA. For hazardous wastes stored in HWAAs and EAAs, the accumulation start date must be placed on the container when the first drop is placed into the container

b. All containers holding hazardous waste will be marked with the words “Hazardous Waste” and proper DOT labels at all times. The identity of the contents must also be marked on the container. Labels and markings must be readily visible, legible, reasonably protected from the elements, and securely applied to each container. All non-applicable labels

shall be removed or painted out. Hazardous waste labels are issued by the Environmental Section (552-3435).

NOTE: Before the Environmental Section-supplied hazardous waste label is provided, it is permissible to write the words "Hazardous Waste" on a container using a paint pen or other permanent marker. In addition to the words "Hazardous Waste," the contents name, organization point of contact, and telephone number must be placed on the container.

c. Non-hazardous and non-regulated wastes will be labeled with proper DOT labels and with "Non-Hazardous Waste" or "Non-Regulated Waste" labels that state the waste's identity and the point of contact's name, location, telephone number, and any other labels required. All non-applicable labels shall be painted out. Non-Hazardous Waste labels are available from the Environmental Section (552-3435).

d. Materials to be burned for energy recovery, reclaimed, or recycled must be marked with labels provided by the Environmental Section (552-3435). The organization's name, point of contact, and telephone number must be placed on these labels. In addition, the containers must be marked with proper DOT labels. All non-applicable labels shall be painted out.

e. It is illegal to have a container of unknown waste. Should this occur, immediately contact the Environmental Section to have the container sampled and identified. Until the contents of the container are known, the container must be marked with the words "Hazardous Waste Pending Analytical Results". In addition, the container must be marked with the date it was sampled and, until analytical results are received identifying the contents of the container, the container must be managed as hazardous waste. Once test results are received, containers must be re-labeled with the appropriate label and the name of the waste. **The accumulation start date will be the date the container is discovered.**
***NOTE*: Never add waste to a container that has been sampled for laboratory analysis.**

4.7.5. Hazardous Waste Turn-in

a. The organization will coordinate with the Environmental Section's HWC (552-3435) to schedule a day and time to turn in the waste(s).

b. At turn-in, all hazardous wastes containers must have the items listed below.

1. A container log properly completed (Appendix B).

2. Containers that are in good condition.

3. Properly filled out hazardous waste labels adhered to the container.

4. Proper DOT markings and labels (see Appendix F).

5. DRMS Form 1930 or equivalent (HWC completes).

6. DD Form 1348-1A (HWC completes).

7. A copy of the manufacturer-specific MSDS. If the waste is an unused former hazardous material, or resulted from a product spill, the generator must provide a copy of the manufacturer-specific MSDS with the waste at turn-in.

8. Weight (the HWC will weigh the container).

9. Verified contents (HWC completes).

4.7.5.1. Hazardous Waste Turn-in For Government Contractors

a. Prior to the commencement of work the Contracting Officer (CO) shall coordinate with Environmental Section to discuss disposition of any potential waste. The contractor's CO or Contracting Officer's Technical Representative (COTR) will coordinate with the HWC to schedule a day and time to turn in hazardous waste(s) generated by the project. Once a date and time has been scheduled, the contractor is expected to arrive at the HWC on time and with all paperwork correct and complete. Transportation of wastes to the HWC is the responsibility of the contractor. Provisions can be made to have wastes received by the DS at the point of generation, but require coordination with the HWC, DS, and the CO or COTR utilizing the procedures described below. **NOTE: Waste disposal costs and other related costs such as containers and laboratory analysis are to be funded by the project and NOT 673 CES/CEANQ. Exceptions to this must be stated in writing and agreed to by 673 CES/CEANQ prior to beginning the project.**

b. At turn-in, all hazardous wastes containers must have the following:

1. A container log properly completed (Appendix B).

2. Containers that are clean and in good condition.

3. Properly filled-out hazardous waste labels adhered to the container.

4. Proper DOT labels (see Appendix F).

NOTE: All labels are the responsibility of the contractor. The contractor will coordinate with the HWC to ensure the labels are correctly filled out and properly placed on the container(s).

5. DRMS Form 1930 or equivalent (HWC will complete using contractor-supplied manufacturer-specific MSDS or contractor-supplied laboratory analysis data).

6. DD Form 1348-1A (HWC completes after above has been accepted by HWC).

7. A copy of the manufacturer-specific MSDS. If the waste is an unused former hazardous material, or resulted from a product spill, the generator must provide a copy of the manufacturer-specific MSDS with the waste at turn-in.

8. The HWC will weigh containers if they are transported to the HWC. If, however, the CO or COTR wish to have the waste(s) received at the point of generation, the contractor must provide the weight of each container to the HWC prior to scheduling a turn-in date.

9. Any contractor shipping wastes to the HWC on pallets shall contact the HWC to coordinate pallet requirements prior to shipment.

10. Verified contents (HWC completes).

4.7.5.2. Hazardous Waste Procedures for Non-Appropriated Funds **(NAF) and Tenant Organizations**

NAF and tenant organizations on base are required to be in compliance with this OPLAN. The Environmental Section will perform the tasks listed in Paragraph 4.7.1, however, AFI 32-7042 requires NAF and certain tenant activities to reimburse the installation for containers, waste disposal and sampling/laboratory analysis costs. In addition, some NAF activities (e.g., AAFES) have support agreements with DLA/DSDS where DLA/DSDS will directly accept wastes from these activities. The Environmental Section (552-1742) will determine the proper course of action for managing hazardous waste at these organizations. **NOTE: Unless stated in a host-tenant agreement, waste disposal costs and other related costs such as containers and laboratory analysis are to be funded by the NAF or Tenant organizations and NOT 673 CES/CEANQ. Exceptions to this must be stated in writing and agreed to by 673 CES/CEANQ prior to the waste being generated.**

4.7.6. Inspections

Accumulation areas must be inspected daily (on operational days) by the hazardous waste accumulation manager, assistant manager, or an authorized substitute (with current shop training in accordance with paragraph 5.3.3 of this OPLAN) using the daily inspection form provided in Appendix B of this OPLAN. Actions taken to correct any deficiencies must be noted on the inspection form and the date of inspection line signed.

Inspection logs must be stored in organization Environmental Notebook, as described in Section 4.4.1. Maintain inspection logs for 3 years from date of inspection.

Organizations will also be inspected by the Environmental Section (673 CES/CEANQ). Organizations are required to correct any deficiencies noted during this inspection. Note: The Environmental Section may update the inspection checklist periodically as regulations change or to improve the ease of using the checklist. Any updates of the inspection checklist will be sent to activities in an Environmental Bulletin issued by the Environmental Section. The current

inspection checklist (located in Appendix B) should be kept in the organization's Environmental Notebook (see paragraph 4.4.1).

4.7.7. Transportation of Hazardous Waste

Organizations, tenants, and contractors will not remove any hazardous wastes from JBER without written approval from the Environmental Section. Hazardous wastes will not be transported over any public highways except by an authorized hazardous waste transporter with the hazardous waste recorded on an EPA Form 8700-22 (Uniform Hazardous Waste Manifest). Generating activities will contact the Environmental Section in any situation where hazardous waste must be transported over public highways. Appendix F contains a quick reference guide for the DOT placarding required when transporting hazardous materials/wastes off-base over public highways.

4.8. Record Keeping Requirements

AF Manual 37-139, Table 32-1, Rule 17 requires that hazardous waste management manifests and disposal records (other than training records) be maintained for 50 years from the date of the record (applies to DLA/DSDS CSF). Rule 19 of the manual provides that records relating to training of personnel in hazardous waste management be destroyed 3 years after the employee last worked at the facility. Each generating organization will maintain the information described below in an Environmental Notebook. At a minimum, the current month's records must be maintained in the Environmental Notebook, provided that the latest 12 months of records are readily available within the same building and are sub-located using optional DD Form 2861. (Rationale: Regulatory inspectors expect at least 12 months of records to be immediately available for inspection). Previous records may be sub-located elsewhere using optional AF Form 21; however, it is recommended that they also be readily available.

a. Job descriptions for each position in the organization with hazardous waste management responsibilities, the job title that each of these positions carry, and the name(s) of each employee filling the position.

b. Training records for each employee with hazardous waste responsibilities. Note: This includes employees who no longer work at that work center. If the employee PCS's or otherwise leaves the work center, the records must be retained for 3 years.

c. Hazardous waste emergency response information, including a map showing the location of emergency equipment and evacuation routes at each building.

d. Summary Sheet of Waste Streams and Profile Numbers (obtained from Environmental Section, 552-3435).

e. Daily Inspection Logs (Appendix B).

f. Container Logs. In addition to what is required in the Environmental Notebook, a Container Log will be used when accumulating any wastes in a SAA, HWAA, or EAA and for non-regulated waste stored in a UST. This log will be located on or near the waste accumulation container/UST. The date, container ID number, type of waste, amount of waste, and printed

name of the person putting the waste into the container must be filled in at the time the waste is added to the container. The form for this purpose is provided in Appendix B.

g. Records on pollution prevention and waste minimization activities (e.g., solvent distillers, antifreeze recycling, used oil burners). Note: Record on Daily Inspection and Monthly Recycling Log (Appendix B).

h. A current paper copy CEMP 10-2 and JBER OPLAN 19-3 (see Table 4-1). Compact discs (CDs) of these plans are available from the Environmental Section, 552-3435/1742.

4.9. Spill Response and Personnel Safety

a. Federal and state laws prohibit the discharge of oil or hazardous substances from installations, vehicles, aircraft, and watercraft into the environment without a proper permit. It is illegal to intentionally spill oil or chemicals, and the penalties are severe. It is the responsibility of all military and civilian personnel to immediately report spills to the proper personnel.

b. All spills of hazardous substances or chemicals in any amount must be reported to the JBER Fire Department. Spills of petroleum products must be reported to the JBER Fire Department whenever any quantity enters a water body or storm drain or the quantity exceeds 1-gallon.

c. In the event of a spill or emergency, the person discovering the incident is required to follow guidance specified in Hazmat Response, CEMP 10-2.

4.10. Universal Waste Management (Universal Waste Accumulation Area, UWAA)

a. Batteries

1. As long as the casing of each individual battery is not breached and remains intact and closed, the battery does not have to be separated or stored in a separate container. Any battery that shows evidence of leakage, spillage, or damage that could leak in the foreseeable future must be separated in a proper protective container or closeable plastic bag. **The accumulation container must meet United Nations POP container requirements (containers provided by the HWC meet these requirements).** If in doubt, contact the Environmental Section (552-3435) for guidance concerning container requirements and to obtain accumulation containers. Damaged batteries must be turned into the HWC immediately for proper disposal.

2. Batteries must be segregated according to type, and collected in an appropriate container obtained from the Environmental Section HWC. **All lithium, nickel-cadmium, and batteries with exposed terminals on a single side must be protected from short circuits by covering terminals with tape, placing individual batteries in sealed plastic bags, etc. Note: Lithium batteries with discharge switches must be individually sealed in a plastic bag prior to placing them in the accumulation container.** Containers holding batteries must be labeled with the words “Universal Waste-Batteries" followed by the battery type in parentheses. For

example, a container holding lithium batteries must be labeled "Universal Waste- Batteries (Lithium)". Batteries being stored for one-to-one exchange with the vendor are considered materials and need not be labeled "Universal Waste". **Note: Used alkaline batteries are non-hazardous, but shall be managed the same as other battery types, and labeled with a JBER non-hazardous waste label. Damaged lead acid batteries must be managed as hazardous waste and must be stored in an appropriate container and turned into the HWC for proper disposal.**

3. Discharging the batteries to remove the electrical charge, regenerating used batteries, disassembling battery packs to remove individual batteries or cells, removing batteries from consumer products, or removing electrolyte from batteries are allowed. These activities are not considered waste treatment. NOTE: See TM38-450 for proper discharge procedures.

4. Battery electrolyte, or battery parts generated during maintenance, are not covered under this rule and must be handled appropriately.

5. Adequate supplies of acid absorbents and other spill response equipment to soak up spills and leaks from the batteries must be maintained.

6. Alkaline, Carbon-Zinc, Lithium, Magnesium-Carbon, Mercury, Nickel-cadmium, and Silver Oxide/Zinc batteries may be taken directly to the HWC and dropped off on a walk-in basis.

b. Pesticides

1. Universal waste management only applies to pesticides that have been recalled or stocks of unused pesticide products that are collected and managed as part of a waste pesticide collection program.

2. Pesticides may be stored in their original containers as long as the container is structurally sound (i.e., shows no evidence of leakage, spillage or damage) and the container bears the original label in readable form. Pesticide containers that are not structurally sound must be overpacked into a container meeting the standards in Section 4.7.4.

3. Containers without intact original labels will be labeled with the words "Waste-Pesticide(s).

4. Incompatible pesticides will not be packed into the same container.

5. Adequate and appropriate spill material must be kept on hand to respond to any potential release of the pesticide(s).

c. Mercury-Containing Equipment (i.e. thermostats, thermometers, manometers, barometers, mercury switches and pressure gauges.

1. Mercury-containing equipment (i.e. each device) or container must be labeled or marked clearly with the phrase “Universal Waste-Mercury Containing Equipment.” Note: A container having only universal waste mercury-containing thermostats may be labeled or marked “Universal Waste – Mercury Thermostats.”

2. Thermostats, with a mercury ampoule that shows evidence of leakage, spillage, or damage or that could leak in the foreseeable future must be placed in a container meeting the container standards in Section 4.7.4.

3. Ampoules may be removed from the thermostats as long as they are removed in a way that will prevent breakage of the ampoule, the removal is performed over or in a containment device, and a mercury cleanup system is readily available to immediately respond to any spill. Any mercury spilled during such an operation and the debris generated during cleanup will be considered a hazardous waste, and must be accumulated and disposed per this chapter.

4. Special cleanup equipment for mercury will be kept on hand to respond to any potential release of mercury.

d. Universal Waste Lamps (i.e., used fluorescent, mercury vapor/metal hydride, and sodium lamps).

1. Containers holding waste lamps of any type must be accumulated in a designated area and be labeled with the words “Universal Waste-Lamps." A special JBER label has been designed for used lamps and must be obtained from the Environmental Section (552-3435).

2. Contact the HWC at 552-3435 for disposal of universal waste lamps.

4.10.1. Accumulation Time Limits

a. Universal wastes may be stored for up to one year at JBER. **Note: JBER Universal Waste labels have expiration dates of nine months to facilitate consolidation of these wastes at the HWC.**

b. Activities, including contractors, must be able to demonstrate compliance with accumulation time limits by container markings, inventories, or other methods.

c. If universal wastes are the only wastes generated from an organization, the organization may be exempt from accumulation area requirements, with the exception of the container log and container management (Chapter 4.7.4) requirements. Any exemptions to this requirement are at the discretion of the JBER Hazardous Waste Program Manager.

4.10.2. Spill Response

In the event of a spill or emergency, the person discovering the incident is required to follow guidance specified in Hazmat Response, CEMP 10-2.

4.10.3. Transportation

Universal wastes will be transported as DOT hazardous materials if the original product was shipped as a hazardous material.

4.10.4. Record Keeping

a. Documentation of shipment of all universal waste must be maintained by the shipper for at least three years from the date of shipment.

b. Records will be maintained at the JBER DLA/DSDS CSF for any shipment from JBER. Records of shipment from other sites should be maintained by the shipper. If the universal waste is shipped from the field, a copy of the shipping documents should be sent to the Environmental Section for their records.

4.10.5. Universal Waste Turn-in

Universal waste must be turned in to the HWC in the same manner as hazardous.

NOTE: Appendix C of this plan lists waste handling procedures.

4.11. PCB Management

a. Unless specifically authorized by the Environmental Section, all PCB containing items will be disposed of through the JBER HWC (Building 4314 Kenney Ave.) or DLA/DSDS. PCB-contaminated items must be properly labeled in accordance with 40 CFR 761. The Environmental Section will evaluate what label is required for PCB containing items.

NOTE: Any substance containing PCB levels of 50 ppm is considered Toxic Substances Control Act (TSCA) waste. Used oil containing PCB's, and soil containing a PCB level of 1 ppm is considered PCB contaminated. PCB contaminated items must be marked with the date removed from service and be shipped off JBER within nine months of being removed from service.

b. The following is a description of PCB-related terms.

1. PCB Article: Any manufactured article, other than a PCB Container, that contains PCBs and whose surface(s) has been in direct contact with PCBs. PCB Articles include ballasts, capacitors, transformers, electric motors, pumps, pipes and any other manufactured item which: (1) is formed to a specific shape or design during manufacture, (2) has end use function(s) dependent in whole or in part upon its shape or design during end use, and (3) has either no change of chemical composition during its end use or only those changes of composition that have no commercial purpose separate from that of the PCB Article.

2. PCB Article Container: Any package, can, bottle, bag, barrel, drum, tank, or other vessel used to contain PCB Articles or PCB Equipment, and whose surface(s) has not been in direct contact with PCBs.

3. PCB Container: Any package, can, bottle, bag, barrel, drum, tank, or other vessel that contains PCBs or PCB Articles and whose surface(s) has been in direct contact with PCBs.

4. PCB-Contaminated Electrical Equipment: Any electrical equipment, including but not limited to: transformers (including those used in railway locomotives and self-propelled cars), capacitors, circuit breakers, reclosers, voltage regulators, switches (including sectionalizers and motor starters), electromagnets, and cable, that contains 50 ppm or greater PCBs, but less than 500 ppm PCBs. Oil-filled electrical equipment other than circuit breakers, reclosers, and cable whose PCB concentration is unknown must be assumed to be PCB Contaminated Electrical Equipment. (See 761.30(a) and (h) for provisions permitting reclassification of electrical equipment containing 500 ppm or greater PCBs to PCB-Contaminated Electrical Equipment).

5. PCB Equipment: any manufactured item, other than a PCB Container or a PCB Article Container, which contains a PCB Article or other PCB Equipment, including microwave ovens, electronic equipment, and fluorescent light ballast's and fixtures.

6. "PCB-Free": This term applies only if all electrical items in use on base are properly labeled as "non-PCB" (<50 ppm), a detailed equipment inventory is available with laboratory analysis results for each non-sealed item, and no PCB items are physically stored out-of-service on base awaiting disposal (including items at an on-base DLA/DS). The "PCB-free" requirements do not apply to small capacitors, regulators, switches, and other small sealed items (less than 3 pounds of dielectric fluid). Small capacitors are also exempt from the disposal requirements of 40 CFR 761, and may be disposed of as municipal solid waste. (Fluorescent light fixtures not labeled "PCB Free" may have small PCB capacitors and need to be taken to the JBER HWC (Building 4314 Kenney Ave.) for disposal.

7. PCB Item: Any PCB Article, PCB Article Container, PCB Container, or PCB Equipment, that deliberately or unintentionally contains or has as a part of it any PCB or PCBs.

8. PCB Transformer: Any transformer that contains 500 ppm PCBs or greater.

9. PCB Waste(s): Those PCBs and PCB Items that are subject to the disposal requirements of subpart D of 40 CFR 761.

4.12. Military Munitions

a. Definition of Military Munitions. Military munitions includes: confined gaseous, liquid, and solid propellants, explosives, pyrotechnics, chemical and riot control agents, smokes, and incendiaries used by DoD Components, including bulk explosives and chemical warfare agents, chemical munitions, rockets, guided and ballistic missiles, bombs, warheads, mortar

rounds, artillery ammunition, small arms ammunition, grenades, mines, torpedoes, depth charges, cluster munitions and dispensers, demolition charges, and devices and components thereof. Military munitions do not include wholly inert items, improvised explosive devices, and nuclear weapons, devices, and components thereof.

b. Foreign Military Munitions. As part of treaty and defense agreements with other nations, DoD Components conduct operations (i.e. training, testing, etc.) with foreign military organizations at installations and activities located in the United States and U.S. Trust Territories. These operations may result in the use of foreign military munitions. These munitions meet the criteria for "military munitions."

c. Non-Military Munitions.

1. Civilian Ammunition and Explosives. Military organizations sometimes come into possession of civilian ammunition and explosives. When acquired for use by DoD Components for national defense or security, it is a "military munition" and must be managed accordingly. When not acquired for DoD use (e.g. Military Police seize small arms ammunition from trespassers illegally hunting on a military installation) such ammunition and explosives are not "military munitions" and when disposed of, are subject to applicable RCRA regulations.

2. Law Enforcement. Military organizations also may manage ammunition or explosives for Federal, State, or local law enforcement agencies. Unless these munitions are produced or used by or for a DoD Component, DOE, or the U.S. Coast Guard (e.g., the ammunition is for security or law enforcement organizations located on military or DOE installations), these munitions are not "military munitions," and if discarded, are subject to applicable RCRA regulations.

d. AFPD32-10 March 2010, states that the base Environmental Section must be consulted before munitions are deactivated or disposed of on base.

4.12.1. Declaring a Military Munition to be a Waste

A military munition is "waste" military munition (WMM) if it has been identified as (1) a solid waste per 40 CFR Subpart M sections 266.200 and 266.202 or (2) a hazardous waste per 40 CFR 261 Part 261 Subpart C or D. In general, WMM are hazardous waste when they exhibit the hazardous waste characteristic of ignitability, corrosivity, reactivity, and/or toxicity; or are listed as a hazardous waste. Many military munitions meet the regulatory definition of ignitability, reactivity, and/or toxicity under RCRA. The EPA's Military Munitions Rule establishes the regulatory definition of solid waste as it applies to three specific categories of military munitions. These categories are: (1) unused munitions in the military stockpile, (2) used or fired munitions, and (3) munitions being used for their intended purpose. For additional guidance concerning military munitions, refer to Department of Defense *Policy to Implement the EPA's Military Munitions Rule*, dated 24 March 1998. This document is available at the Environmental Section (552-1742).

a. Designated Disposition Authorities (DDAs) are the only personnel authorized to declare unused military munitions WMM except in the case of an explosives or munitions emergencies, abandoned munitions, or a declaration by an authorized Military Official (AMO). DDAs will declare munitions to be a waste in the following circumstances:

1. When the unused military munition is removed from storage in a military magazine or other storage area for the purpose of being disposed of, burned, or incinerated, or treated prior to disposal (i.e. igloo door rule).

2. When the unused munition is damaged or deteriorated to the point it cannot be returned to serviceable condition and cannot reasonably be recycled or used for other purposes.

3. When a used munition is involved in a misfire or malfunction investigation and cannot be returned to serviceable condition.

4.12.2. Unused Munitions in the Military Stockpile

a. The EPA and DoD state that munitions stored in the active inventory do not meet the definition of discarded material and are not solid wastes. These munitions are treated similar to commercial chemical products and are considered usable for the purpose for which they were manufactured. For regulatory purposes, an unused munition becomes a solid waste when it is or has been abandoned by being disposed of (e.g., buried or landfilled), burned or incinerated, or otherwise treated prior to disposal. Leaking or deteriorated munitions and munitions designated by DoD to be obsolete meet the solid waste definition. Munitions that are damaged to the point where they cannot be put into serviceable condition qualify as solid wastes and are subject to RCRA if they meet the definition of hazardous waste. DoD has designated some munitions as obsolete due to operational reasons. If hazardous, these munitions are regulated under Subtitle C of RCRA.

b. Unused munitions that were buried in the past are regulated under RCRA **when unearthed or further managed** if they exhibit any RCRA hazardous waste characteristics. Although the munitions were unused products when buried, the EPA believes unearthing of the munitions constitutes management of a solid waste.

c. Munitions shipped to central depots, typically Army installations, undergo evaluation to determine the disposition of the munitions. Munitions removed from storage for the purpose of recycling or materials recovery are also exempt from RCRA requirements.

4.12.3. Used or Fired Munitions

a. Open burning or open detonation of unused munitions constitutes treatment of a hazardous waste unless the thermal treatment is done in response to an emergency or training activity. However, the EPA states that unused munitions scheduled for destruction do not constitute abandonment because the munitions may be called back into service in cases of emergency. The EPA believes that the munitions become regulated **when removed from a**

magazine for the purpose of destruction or disposal. The EPA decided not to impose storage requirements for munitions because DoD has standards developed by the DoD Explosives Safety Board for storage of munitions.

b. Munitions used as a product in firing are not regulated under RCRA. These munitions meet the definition of solid wastes when they are removed from their landing spot and transported **off-range** for storage, treatment, or disposal.

4.12.4. Munitions Used for Their Intended Purpose

Munitions used for their intended purpose are not considered solid or hazardous waste. "Used for their intended purpose" includes training; use in research, development and testing; and recovery, collection and on-range detonation during range clearance activities. Range clearance operations are considered a part of training because ranges must be periodically swept for debris for continued safe operation of the range. However, any unexploded ordnance shipped **off the range** for destruction qualifies as a solid waste and must be managed under RCRA Subtitle C if hazardous. Contact the Environmental Section (552-4157) for hazardous waste guidance.

4.12.5. Standards Applicable to Generators and Transporters

RCRA transport requirements do not apply to persons responding to immediate threats from munitions and would not apply to movement of stockpiled munitions shipped off-site to DoD-owned facilities. The exemption does not apply to off-site shipment of unexploded ordnance, munitions debris, or previously buried or landfilled munitions.

4.12.6. Storage of Military Munitions

The storage requirements only apply to those munitions considered to be hazardous wastes. Unused stockpiled munitions products do not fall into this category. These standards apply to unexploded ordnance removed from ranges, recovered munitions from burial pits, and munitions deemed by DoD to be hazardous wastes. Note: munitions are exempt from the usual hazardous waste storage requirements provided they: 1) are not chemical agents or chemical munitions; 2) are subject to Department of Defense Explosives Safety Board (DDESB) standards; 3) are stored in accordance with DDESB standards; and 4) the notice and reporting requirements are complied with.

4.12.7. Emergency Responses

a. Immediate responses to emergency activities involving munitions do not require permits to deactivate the munitions. Temporary emergency permits must be obtained for situations where the response is not immediate, but there is a substantial endangerment to human health and the environment. Emergency permits typically can be issued orally and require written follow-up to the state. The EPA agrees that emergency response experts (i.e. explosive ordnance disposal personnel) are qualified to define immediate responses and substantial endangerment to

human health and the environment. **Except for dire emergencies, the Environmental Section (552-1742) must be contacted prior to munitions disposal**.

b. The EPA states that open burn and open detonation operations do not constitute land disposal of a waste; therefore, the Land Disposal Restrictions of RCRA do not apply.

c. The EPA understands that often explosive ordnance personnel must transport munitions to a specific area out of harms way for detonation of an explosive. As long as the area is used for emergencies only, a treatment permit is not required.

4.12.8. Stockpiled Munitions

Munitions in the military stockpile become hazardous wastes when they are **received** at a treatment or disposal facility. The EPA states that munitions do not become hazardous wastes once their shelf life has expired or the weapons system becomes obsolete because they can be re-used through a variety of demilitarization processes.

4.12.9. Small Arms Range Management Issues

The hazardous waste process for active small arms ranges is an important area to understand. In order for a material to be regulated under RCRA, it must first be defined as a solid waste and then a hazardous waste. For a material to qualify as a solid waste, it must first be discarded. Discarded material is any material that is abandoned, recycled, or considered inherently waste-like. Materials are solid waste if they are abandoned by being disposed of; burned; incinerated; or accumulated, stored, or treated before or instead of being abandoned. Lead at active small arms ranges is not subject to regulation provided that all lead-contaminated media remains in the berm and the berm remains in active use.

4.12.9.1. Description of the Regulatory Process

When a bullet is fired into the small arms range berm, the berm and its contents are still in active use. This correlates to a parts cleaning vat which contains solvent with hazardous waste constituents. Once removed, the contaminated solvent must be managed as a hazardous waste because it is taken out of use and is being abandoned. The same scenario applies to lead-contaminated soil in the firing berm. RCRA regulates the **disposal** of solid and hazardous waste. If the berm remains active, accumulation of lead into the berm does not constitute disposal because the berm is being **used** as a firing target. The soil (if it exceeds the threshold for lead defined by the Toxicity Characteristic Leaching Procedure (TCLP) is only managed as a hazardous waste **after** it is removed from the berm for disposal or if the berm becomes inactive.

4.12.9.2. RCRA Requirements for Maintenance of Small Arms Ranges

a. Small arms ranges require periodic maintenance in order to prevent excess spent bullets in the firing berm. This excess of scrap ammunition in the berm can lead to safety concerns due to ricochet of the bullets. Maintenance of the berm involves removal of scrap

metal and possibly the soil. There are two options for the maintenance of the berm: (1) sift out scrap metal fragments from the berm for recycling and keep the soil in the berm for re-use and (2) sift out metal fragments for recycling and dispose of the soil.

b. Options (1) and (2) above fall under the scrap metal exclusion for recycling in 40 CFR 261.6(a)(3)(ii). The EPA considers these materials recyclable materials even though they qualify as hazardous waste. The key to this exclusion is that the scrap metal must be recycled.

c. Under Option (1), soil maintained within the berm is not subject to regulation because the soil is not being disposed of. If the soil remains in active use, it does not qualify as a hazardous waste. Analysis of the soil is not required because the soil is being returned for active use and is not being discarded. RCRA requires hazardous waste determinations only for materials that qualify as solid wastes (40 CFR 262.11).

d. Under Option (2), disposal of any soils may or may not be regulated under RCRA. In order to comply with RCRA, any soil removed from the berm must be analyzed for the presence of heavy metals (lead) or any other hazardous constituent that may reasonably be or have been expected to be accumulated. Any removed soil **pending analysis** must be labeled as "potential hazardous waste awaiting analysis" and be managed as a hazardous waste as described in this chapter. Berms that are no longer in use shall be characterized as per RCRA.

4.12.9.3. The Scrap Metal Exclusion

Bullet fragments can be collected and sold as scrap metal for recycling under a DLA/DSDS recycling contract. Recycling of scrap metal is excluded from certain parts of the regulation per the scrap metal exclusion in 40 CFR 261.6(a)(3)(ii).

4.13. Used Shop Rags

a. Shop rags contaminated with small amounts (not saturated) of oils, fuel, grease, and antifreeze may be laundered for reuse.

b. Shop rags contaminated with solvents or fuels with a flash point less than 100° F (gasoline) must be separated, collected in an accumulation point, and managed as hazardous waste.

c. Contact the HWC at 552-3435 for disposal options of contaminated shop rags.

4.14. Aerosols

a. Spent or discarded aerosols (including "duds") shall be managed as hazardous waste and accumulated IAW satellite accumulation point requirements and container management requirements 4.7.4.

b. Waste aerosols will be accumulated and stored in appropriate containers approved by 673 CES (HWC), Bldg. 4314 Kenney Ave. (552-3435). Small quantities of aerosols may be accumulated in approved containers located in an approved SAA, see Chapter 3 for Satellite Accumulation Area definition.

c. If the organization is not required to have a Hazardous Waste Manager, via exemption, the organization's Hazardous Material Manager will be responsible for managing waste aerosols. The Hazardous Material Manager will inspect the container daily and document this on the Weekly Hazardous Material Inspection Log.

Chapter 5

TRAINING

5.1. Personnel for Whom Training is Mandatory

Hazardous waste management training is required for all personnel who handle hazardous wastes and hazardous materials. Air Force Instruction (AFI) 32-7042 and 32-7046 states that "all personnel who work with hazardous waste, or materials, and their supervisors must receive and successfully complete appropriate training before working with hazardous waste." The type and amount of training depends on what hazardous material/waste is stored and used in the workplace, the level of response expected of employees in the event of a spill, the amount of hazardous waste generated per month, and whether or not hazardous materials/wastes are transported by the organization. Table 5-1 is a preliminary screening tool for minimum training requirements. Contractors generating hazardous waste on JBER must call the Environmental Section (552-1742) to determine what level of training is required. Note: AFI 32-4002 lists OSHA-required safety training.

Table 5-1: Preliminary Screening for Minimum Training Requirements

Criteria	Training Required/Frequency	POC
Site specific training required for every person exposed to workplace hazards	HAZCOM Training /As needed Note: OSHA requirement that does not replace hazardous waste training	Organization Personnel and Safety Office
Hazardous Materials Managers, Environmental Coordinators, and Quality Assurance Evaluators. Highly recommended for supervisors.	Hazardous Materials Course 16 hours / Once	673 ABW HMMP 552-2766
Anyone who handles or stores hazardous waste or materials for energy recovery.	Shop Personnel Training in accordance with paragraph 5.3.3 of this OPLAN / Yearly	Shop Supervisor/ Accumulation Area Manager
Supervisors of hazardous waste operations, and anyone who assists in the management of a hazardous waste accumulation area. At the discretion of shop supervisors, any shop personnel.	Hazardous Waste Handlers Course 8 hours / Yearly	Environmental Section 552-3435/1742 FAX: 552-7510

Table 5-1: Preliminary Screening for Minimum Training Requirements (cont'd)

Criteria	Training Required/Frequency	POC
Accumulation Area Managers and Assistant Managers, Environmental Coordinators, Environmental Section Personnel, Quality Assurance Evaluators, and Contract Administrative personnel	Hazardous Waste Subject Matter Expert Course / Once, then yearly Hazardous Waste Subject Matter Expert Refresher Course	Environmental Section 552-3435/1742 FAX: 552-7510
Anyone transporting hazardous materials or hazardous wastes	Requirement varies based on quantity and on base versus off-base transportation	JBER Fleet Management
CSF Site Workers, Emergency Response Personnel	40-hour Hazardous Waste Operations and Emergency Response / Once, then yearly refresher training	673 CES/CEX 552-2355
All personnel, including contractors and tenants, on JBER	Complete EMS Awareness training: www.pacaf.ecatts.com	552-3435

5.2. Training Frequency

The required training must be successfully completed by all of the personnel described above. For new personnel, training must be completed within 90 days of assignment to a position involving the handling or management of hazardous waste and materials. All hazardous material managers must receive EESOH-MIS training. Until that time, untrained personnel must not perform any tasks involving hazardous waste or materials management unless they are supervised by trained personnel. Facility personnel identified in section 5.1 must take part in an annual refresher training program.

5.3. Training Scope

There are two general components to the training required by RCRA (40 CFR 264.16). Personnel must be trained in: 1) how to perform duties in a way that ensures JBER compliance with hazardous waste regulations; and 2) how to respond to emergencies involving hazardous waste incidents (spills or potential spills).

5.3.1. Hazardous Waste CSF and Emergency Response Personnel

The training requirements are listed in the base EPA RCRA Part B hazardous waste storage permit for personnel working at the CSF (Building 11735 Vandenberg Ave.). The RCRA Contingency Response Plan outlines the type and amount of training required by personnel who respond to hazardous waste spills, fires, explosions, or incidents. Both the RCRA Part B permit and the RCRA Hazardous Waste Contingency Response Plan are on file at the 673 Civil Engineer, Environmental Section (673 CES/CEANQ) (552-3435).

5.3.2. Hazardous Waste Handlers and Accumulation Area (and Hazardous Waste Generator) Managers

The Environmental Section offers a 16 hour mandatory training session that covers hazardous waste and materials conducted at one of the JBER Education Centers. These courses include: the Basic Hazardous Waste Handlers Course; the Hazardous Waste Subject Matter Expert (SME) Course; and the Hazardous Waste SME Refresher Course. Table 5.1 lists the courses each person is required to attend.

a. All hazardous waste courses include a slide presentation and an accompanying script that details how to comply with hazardous waste regulations. Included are procedures for: determination of wastes that are hazardous, how to read an MSDS, container selection, container marking and labeling, management of the accumulation point, waste turn-in to the HWC or DLA/DS, on-base transportation, off-base transportation, manifesting, and emergency response. To fully comply with the regulations, JBER has tailored the training program to meet the base's specific requirements. This includes base-specific procedures for waste determination, accumulation, transportation, and turn-in.

b. The SME and SME Refresher courses include accumulation point management, labeling/marking, waste minimization and current topics of interest. After initial training, refresher training is required annually until that person is no longer assigned as a manager.

c. The course includes a slide presentation and an accompanying script for managing hazardous waste and materials. Highlights of the course include identifying hazardous waste/materials, choosing appropriate materials, DOT regulations, procurement procedures, how to read an MSDS, chemical compatibility, and managing hazardous material at the location.

d. Training records must be maintained in the organization's Environmental Notebooks. The training records must include the following.

1. The job title for each position at the installation related to hazardous waste/materials management and the name of the employee filling each job.

2. A written job description for each position related to hazardous waste/materials management. For the purposes of RCRA training records, the job description need only describe the job as it relates to the management of hazardous waste/materials and must include requisite

skills, education, or other qualifications, and the duties of facility personnel assigned to each position.

3. A written description of the type and amount of both introductory and continuing training that will be given to each person filling a position related to management of hazardous waste/materials.

4. Records docuenting the training or job experience to meet the training requirements that have been provided to and completed by base personnel, including contractors and tenants. These records must be kept for current employees as long as they work at the installation, and for an additional 3 years after the date they leave the base (or stop working at a position related to hazardous waste/materials management).

5.3.3. Shop Personnel Training

Shop supervisors or accumulation area managers are responsible for ensuring training of all shop personnel working near or with hazardous waste/materials. Personnel will be trained on the subjects listed below:

a. Container logs

b. Spill response/reporting procedures

c. Adding hazardous material or waste to a container

d. Waste and material segregation

e. Waste and material minimization

f. Personal protective equipment

g. Spill prevention

h. Proper storage procedures

i. Transporting hazardous waste/materials

j. Container marking/labeling

k. Daily inspection of accumulation areas, weekly inspection of hazardous material/storage areas and log documentation.

Training will be documented on AF Form 55 or its equivalent (military personnel) or memorandum (civilian personnel, if AF Form 55 is not used), be given to the person when they transfer, and a copy will be kept in the organization's Environmental Notebooks for one year after their separation and termination.

5.3.4. DLA/DS and Environmental Section (673 CES/CEANQ) Personnel

Personnel working at the DLA/DS CSF will follow training requirements specified in the JBER RCRA Part B Permit.

5.3.5. Transporters of Hazardous Waste

Transportation personnel who unload aircraft with hazardous waste, their supervisors, and loadmasters must complete hazardous waste training (see Table 5.1). Personnel transporting hazardous wastes or materials to or from JBER must be trained per DOT regulations (49 CFR 171-177).

5.3.6. Personnel Handling Hazardous Materials

Training for individuals handling hazardous materials must include: 1) general awareness/familiarization; 2) function specific training; and 3) safety training. Hazardous Material Managers must attend the Hazardous Materials Management Class offered by the 673 ABW HMMP (552-2766). OSHA also has training requirements for personnel involved with spills of hazardous substances. The type of training required is specified in 29 CFR 1910.120, "Hazardous Waste Operations and Emergency Response (HAZWOPER)." HAZWOPER has various levels of training as listed below. Contact Disaster Preparedness (673 CES/CEX, 552-2355) for information about these courses.

a. **First Responder Awareness Level:** For individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. Note: this training is included in the Hazardous Waste Subject Matter Expert Course and Hazardous Material Management Course offered by the Environmental Section for hazardous waste accumulation point managers.

b. **First Responder Operations Level:** Individuals responding to releases as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually stopping the release. Operational level training shall be a least eight hours of training.

c. **Hazardous Materials Technician:** Personnel who respond to releases for the purpose of stopping the release. These personnel should receive at least 24 hours of training.

d. **Hazardous Materials Specialist:** Individuals who respond with and provide support to hazardous material technicians. The hazardous materials specialist acts as the liaison to federal, state, and local governments. Personnel should receive at least 24 hours of training.

e. **On-Scene Incident Commander:** Assumes control of the incident beyond the first responder awareness level. Should receive at least 24 hours of training.

Chapter 6

USED OIL MANAGEMENT

6.1. Purpose

This chapter implements the used oil management requirements for JBER, as well as federal and state regulations, by setting forth procedures for the proper management of used oils. Used oil includes used petroleum lubricating oils, used oil filters, off-specification used oil, and absorbent materials containing POLs. Many used oils can be used on-site or sold for energy recovery. If a used oil is to be burned for energy recovery (i.e., used for fuel) then it is usually not a hazardous waste. Metal oil filters that have been hot-drained can be disposed of as scrap metal through the JBER HWC (552-3435). Absorbent material containing POLs shall be turned into the JBER HWC for disposal.

6.2. Special Terms

The special terms used in this chapter are explained in Appendix A.

6.3. Responsibilities

Compliance with used oil regulations requires a concerted effort by JBER commanders, tenants, contractors, and other organizations. Commanders/organization supervisors at all levels must ensure awareness and compliance with used oil management procedures and ensure that personnel handling used oil are adequately trained. Responsibilities of each organization are outlined in Chapter 2 of this OPLAN.

6.4. Identification of Used Oil and Used Oil Related Materials

a. The EPA provides the following definition of used oil:

Used oil means any oil that has been refined from crude oil, or any synthetic oil, that has been used and, as a result of such use, is contaminated by physical (e.g., high water content) or chemical (e.g., lead, halogens, or other toxic or hazardous constituents) impurities.

b. The definition of used oil does not include used oil residues resulting from the storage, processing, or re-refining of used oils. In other words, oil/water separator residue is not included in the definition of a used oil. Residues are covered under the existing RCRA regulations and if the residue exhibits one or more of the characteristics of a hazardous waste, then it must be managed as a hazardous waste. Likewise, a mixture of used oil with a hazardous waste that exhibits any hazardous characteristics must be managed as a hazardous waste. Any used oil mixed with a listed solvent (40 CFR 261.30) is a hazardous waste. A mixture of antifreeze and used oil may be a hazardous waste, and must be characterized by the HWC.

6.4.1. Characteristics of Used Oils

Although not regulated as hazardous waste in Alaska, petroleum-derived and synthetic used oils contain a wide variety of components in addition to their original base stock that are harmful to humans and the environment. Used oil often contains detergents, dilutants, and additives that are

added to the oil to assure proper viscosity and flow. Metal deactivators prevent reactions between lubricants and engine parts. Lead scavengers prevent lead buildup and antioxidants prevent lubricant breakdown at high operating temperatures. Therefore, petroleum products need to be handled with care.

NOTE: Mixing a hazardous waste with used oil after generation can cause the entire mixture to become a hazardous waste.

6.4.2. Used Oil Evaluation

All used oil generated on JBER must be properly characterized and the 673 CES, Environmental Section (673 CES/CEANQ) will assist each organization with this evaluation. The characterization of used oil involves the identification of the used oil as on-specification (on-spec) or off-specification (off-spec). Used oil burned for energy recovery is subject to regulation if it exceeds any of the allowable levels of the constituents and properties shown in Table 6-1. Once used oil has been shown not to exceed any specifications (40 CFR 279.11) through proper analysis, the analysis or documentation used to make this determination must be kept on file for three years (40 CFR 279.72), and a record of the amount of on-spec used oil burned or shipped off-site must be maintained (40 CFR 279.74(b)). Note: the Container Log located in Appendix B of this OPLAN may be used to document the amount of used oil burned. This information must also be recorded on the Daily Inspection Log in Appendix B.

Table 6-1: Used Oil Specification Levels

Constituent/Property	Allowable Level
Arsenic	5 ppm maximum
Cadmium	2 ppm maximum
Chromium	10 ppm maximum
Lead	100 ppm maximum
Flash Point	100 degrees Fahrenheit (F) minimum
Total Halogens	4,000 ppm maximum (see Note 1)

Note 1: Used oil containing more than 1,000 parts per million (ppm) total halogens is presumed to be a hazardous waste under the rebuttable presumption provided under 40 CFR Section 266.40(c). NOTE: This determination will be made by the Environmental Section.

6.4.3. Used Oil and Used Oil Mixtures

a. There are three basic types of used oil materials generated at JBER that are managed under the Used Oil Management Standards.

1. Petroleum-derived (i.e., engine oil, hydraulic fluid, and lubricating oils) and synthetic used oils.

2. Materials contaminated with used oil (i.e., rags, adsorbents, oil filters, and sorptive materials).

3. Used fuel with a flash point greater than 100 degrees F.

b. Used oils and lubricants contaminated with polychlorinated biphenyls (PCBs) and regulated under 40 CFR Part 761 are not subject to the Used Oil Management Standards, but instead are regulated by the Toxic Substances Control Act (TSCA) and cannot be burned for energy recovery.

6.4.3.1. Petroleum-derived and Synthetic Used Oil

a. All used oil, both petroleum-derived and synthetic, is presumed to be recyclable. This recycling presumption is intended to simplify the used oil management system by establishing one set of standards for all used oil handlers, regardless of whether the used oil exhibits a hazardous characteristic and regardless of whether the used oil ultimately will be recycled or disposed. This means that the standards apply until an actual decision to dispose of the used oil is made.

b. Used oils with certain levels of metals or halogens may qualify to be burned on base. The Environmental Section will determine if this is permissible.

c. A second presumption central to the used oil management standards is the rebuttable presumption that all used oil containing more than 1,000 ppm of total halogens is presumed to be mixed with chlorinated hazardous waste. This presumption may be rebutted by showing that the used oil does not contain chlorinated hazardous waste (40 CFR 279.10(b)(1)(ii). Otherwise, the used oil must be managed pursuant to the RCRA hazardous waste regulations. If the total halogen level in the used oil exceeds 4,000 ppm, it does not meet the specification limit for used oil.

d. Presumptions that impact how used oil should be managed at JBER are described below.

1. Assume that all used oil will be recycled as on-spec used oil for energy recovery. Analyze used oil for energy recovery, not for RCRA characteristics. Do not turn-in used oil as hazardous waste unless the Environmental Section provides written approval to dispose of the used oil.

2. Segregate used oil from hazardous wastes. If used oil is hazardous solely because it exhibits a characteristic of hazardous waste by its own nature, it may still be energy recoverable.

3. Document all used oil waste streams. If the halogen content is above 1,000 ppm, it will be necessary to prove that no chlorinated hazardous wastes (i.e., solvents) were mixed with the used oil stream. A properly maintained drum log or further sampling can be used to determine that no listed chlorinated solvents are found in the used oil.

4. Manage off-spec oil as used oil. JBER can burn both on-spec used oil, and, with Environmental Section approval, off-spec used oil in its used-oil burners.

6.4.3.2. Mixtures of Used Oil and Hazardous Waste

Mixtures of used oil and listed waste (e.g., spent chlorinated solvents) must be managed as a hazardous waste. Mixtures of used oil and characteristic hazardous waste (e.g., waste fuel) can be managed as used oil as long as the mixture does not exhibit hazardous characteristics. **NOTE: Do not mix used oil with any other materials or wastes.**

6.4.3.3. Used Oil Filters and Empty Oil Containers

a. Used oil filters were specifically addressed by the EPA in its May 20, 1992, "no-listing" rule. Under this rule, certain types of used oil filters were exempted from the definition of "hazardous waste". Under 40 CFR 261.4(b)(15) solid wastes that are not "hazardous wastes" include non-terne plated used oil filters that are not mixed with a listed hazardous waste, if these oil filters have been gravity hot-drained using one of the following methods:

1. Puncturing the filter anti-drain back valve or the filter dome end and hot draining,

2. Hot-draining and crushing,

3. Dismantling and hot-draining, or

4. Any other equivalent hot-draining method that will remove used oil. **(Turn hot filter right-side up on a drain pan, puncture dome, allow to drain contents until empty. Place empty filter in appropriate container.)**

5. Using a commercial filter crusher to extract the oil from the filter.

b. Used oil filters (metal) that have been properly hot-drained for 24 hours may be taken to Building 6258 Gibson Ave. for scrap metal recovery. It is not necessary to maintain container logs if the hot-drained used oil filters are to be recycled.

c. Empty oil containers (metal) must be taken to Building 6258 Gibson Ave. for scrap metal recovery unless a waiver is obtained from the Environmental Section (552-3435) to dispose of the containers in the municipal landfill. Note: The Municipality of Anchorage Landfill requirements state: 1) for containers less than five gallons in size, “empty” is defined as less than 3% of the container’s contents; and 2) containers five gallons or greater must be triple rinsed prior to being placed in the landfill.

6.4.3.4. Materials Not Regulated by Used Oil Management Standards

a. PCB-contaminated used oil is regulated under 40 CFR Part 761 and **cannot be burned for energy recovery**.

b. Residuals from used oil processing (i.e., oil/water separator residue, filtrate, oil burner residue) are currently managed under 40 CFR 261. Hence, they must be tested for hazardous characteristics and managed accordingly.

6.5. Documentation

a. Each used oil stream must be sampled/characterized by the Environmental Section. The analytical results/characterization and DRMS Form 1930 or equivalent profile must be available for each used oil stream, regardless of whether the waste stream is being burned for energy recovery or sent to the HWC.

6.6. Special Requirements for the Storage of Used Oil Containers

a. Requirements for the management of used oil are described below.

1. Used oils must be managed using the same container management and inspection requirements listed in Chapter 4. A container log and Daily Inspection Log must be completed using forms located in Appendix B of this OPLAN. Note: When containers are taken elsewhere to be recycled for energy recovery, the container log shall be annotated with the location and date of transfer, and a copy shall be maintained in the generator's container log file. After the container has been recycled, the generator must retrieve the container and obtain a copy of the container log that identifies the date the contents were consolidated or recycled for energy recovery.

2. Each container of used oil must be labeled with the words "Used Oil." In addition, all funnels, buckets, drain pans, visible drain pipes leading to a UST, etc., holding used oil must also be marked "Used Oil." *NOTE*: Federal regulations are very specific regarding used oil labeling. For example, a barrel marked Used Engine Oil would be a violation of federal regulations. **The Environmental Section (552-3435) will provide the proper labels for used oil container.**

3. Many different types of fluids are considered to be "used oil". Examples of used oil include engine oil, turbine oil, transmission oil, differential oil, gear oil, hydraulic fluid, synthetic oil, certain cutting fluids, etc. Different types of used oil may be accumulated in the same container, provided the combined fluids will meet the burning specifications of the oil burner into which it will be placed.

4. Used oil may be accumulated for up to one year although it is strongly recommended that no more than 110 gallons be accumulated and the materials are used for energy recovery quickly to avoid the appearance of "hoarding."

6.7. Used Oil Accumulation and Turn-in

a. Used oil must be accumulated in areas approved by the Environmental Section (552-3435). Containers must be inspected daily using the checklist shown in Appendix B.

b. All non-PCB/non-hazardous used oils shall be burned for energy recovery, unless prevented by extenuating circumstances (all oil burner tanks are full and/or all burners are inoperable). There are numerous burners available on JBER for used-oil energy recovery. If you do not have a used oil burner, contact the Environmental Section (552-3435) **to arrange for container delivery or transportation.** Used oil materials (absorbents) shall be turned-in to the HWC for disposal.

c. It is imperative that recycling information for energy recoverable materials be recorded on the Daily Inspection and Monthly Recycling Log and faxed monthly to the Environmental Section at 552-7510.

Used Oil Burners on JBER

673 SVS/SVRS	Auto Hobby Shops 6136 Doolittle Avenue and 755 D Street	552-3473 384-3718
AAFES/SERV STA	AAFES Service Station 710 Richardson Drive	428-1248
611 CES/CECOD	611th Equipment Maintenance 6260 Arctic Warrior Drive	552-3291/6718
ECS 168 BMA1	732 Otter Lake Road	384-7425

Chapter 7

HAZARDOUS MATERIAL MANAGEMENT

7.1. Purpose

This chapter implements the hazardous materials management requirements of numerous federal, state, Air Force and DoDI directives by establishing procedures for the proper management of hazardous materials. The following text identifies the applicable hazardous material management requirements, provides guidance to ensure that you meet these requirements, and establishes the responsibilities for organizations, tenants, contractors, and individuals to ensure that JBER remains in compliance with the relevant hazardous material laws and regulations.

7.2. Glossary

The special terms used in this chapter are explained in the glossary (Appendix A).

7.3. Responsibilities

Commanders/organization supervisors at all levels must ensure awareness and compliance with hazardous materials management procedures and ensure that personnel handling hazardous materials are adequately trained. Responsibilities of each organization are outlined in Chapter 2 of this plan.

7.4. Training Requirements

a. Commander/organization supervisors must assure the proper training of all personnel who manage, use, store, and/or dispose of hazardous materials. See Chapter 5 for training needs.

b. Used oil and materials need to be properly managed for safety and regulatory reasons. Therefore, organizations accumulating these materials must meet all training requirements specified for hazardous waste accumulation point managers (described in Chapter 5).

c. It is the responsibility of JBER employees to request adequate training needed to ensure their proper job performance.

7.5. Hazardous Material Inspection Requirements

a. Activities storing hazardous materials must be inspected weekly by the hazardous material manager, assistant manager, or an authorized substitute (with current shop training in accordance with paragraph 5.3.3 of this OPLAN) using the weekly hazardous material inspection form provided in Appendix B of this OPLAN. Actions taken to correct any deficiencies must be noted on the inspection form and the date of inspection line signed.

b. Inspection logs must be stored in the organization Environmental Notebook, as described in Section 7.6.1. Maintain inspection logs for at least 3 years from date of inspection.

c. Organizations will be inspected quarterly by the Environmental Coordinator using the Environmental Compliance Inspection Checklist from Appendix B of this plan. Environmental Coordinators will provide a copy of quarterly hazardous material inspection summaries to the 673 CES/CEANQ HMMP coordinator via e-mail. Organizations may also be randomly inspected by the Environmental Section (673 CES/CEANQ). Organizations are required to correct any deficiencies noted during these inspections. **Note:** the Environmental Section may update the environmental compliance inspection checklist periodically as regulations change or to improve the ease of using the checklist. Any updates of the inspection checklist will be sent to activities in an Environmental Bulletin or memorandum issued by the Environmental Section. The current environmental compliance inspection checklist should be kept in the organization's Environmental Notebook (paragraph 7.6.1).

7.6. Record Keeping Requirements

a. Supervisors are responsible for ensuring that manufacturer supplied and specific MSDS's are available for each hazardous chemical/material used within their respective work centers. Paper copies of MSDS's will be maintained in the HAZCOM binder. If an MSDS is not available for a newly procured product, the supervisor should not accept the chemical until an MSDS is obtained. MSDS's should be available from the source of supply, for instance the HAZMAT Pharmacy. MSDS's can also be obtained from Bioenvironmental Engineering or by contacting the manufacturer. For additional information on the JBER Hazard Communication Program, consult AFI 90-821.

b. Personnel must be familiar with the contents and location of the MSDS's for chemicals used by their respective organizations.

c. Job descriptions for the hazardous material manager(s) and the name(s) of each employee filling the position must be on file (see Appendix B for example of hazardous material manager appointment/job description).

d. Training records for each employee working with hazardous materials must be on file. Periodic briefings must be conducted when new products are brought into the workplace, if the product has new hazards associated with it. Training requirements are outlined in Chapter 5.

e. A copy of an approved AF Form 3952 for each hazardous material used at the organization must be on file. This record should be kept in the organization's Environmental Notebook (Table 7-1).

f. An accurate (updated quarterly/every 90 days) hazardous chemical authorization list must be on file (this may be obtained from the HAZMAT Pharmacy, 552-7450). The purpose of this requirement is to insure EPCRA (Emergency Planning, Community Right to Know Act) requirements are met.

g. Hazardous material emergency response information, including a map showing the location of emergency equipment and evacuation routes must be on file at each building.

h. Weekly Hazardous Material Inspection Logs (Appendix B). Keep on file for three years.

i. A current copy of the Hazmat Response, CEMP 10-2 and EMP 19-3.

7.6.1. Hazardous Material Environmental Notebook

All commands, contractors and tenants using hazardous material on JBER must supplement this chapter by developing and maintaining an individual hazardous material Environmental Notebook. The Environmental Notebook must follow the outline shown in Table 7-1.

Table 7-1. Index for the Hazardous Material Environmental Notebook

Tab	**Title of Section** ***(Environmental Notebook information should be in this order)***
Tab A	Letter of Appointment for Hazardous Material Manager(s)
Tab B	Duties of Hazardous Material Manager
Tab C	Training Records for Hazardous Material Manager, and those requiring hazardous material or HAZCOM training (See Chapter 5)
Tab D	Map showing location of hazardous materials, fire extinguisher(s), and spill response equipment
Tab E	Site-specific Spill Plan
Tab F	Chemical Authorization List updated quarterly/every 90 days (supplied by HAZMAT Pharmacy, 552-7450)
Tab G	AF Form 3952 for each Hazardous Material being used
Tab H	Paper copies of Material Safety Data Sheets for each Hazardous Material (Can be located in a separate book)
Tab I	Weekly Hazardous Material Inspection Logs (Keep logs on file for 3 years)
Tab J	Current copies of CEMP 10-2, EMP 19-3, and AFI 90-821 (HAZARD COMMUNICATION) (Paper copies or compact discs of these plans are required and are available at 673 CES/CEANQ Environmental Section, 552-2766)
Tab K	Current 673 CES/CEANQ Environmental Inspection Checklist (can be sub-located in the hazardous waste Environmental Notebook, see Ch. 4)
Tab L	Environmental Bulletins from 673 CES/CEANQ (can be sub-located in the hazardous waste Environmental Notebook, see Ch 4)

7.6.2. EPCRA Requirements

a. Each organization storing or bringing hazardous material on JBER must comply with EPCRA requirements. This includes materials transiting JBER that will be on the installation more than 14 days. The materials must be registered with the HAZMAT Pharmacy (552-7450) and an MSDS must be on hand at the point of storage and use, and an appropriate spill response plan must be in place at the point of storage and use. The HAZMAT Pharmacy will require the manufacturer supplied and specific MSDS, stock number, quantity, location, and purpose of the hazardous material. If the material is to be used by a tenant or base organization or contractor

(other than family housing residents) full compliance with HAZMAT Pharmacy procedures, i.e. AF Form 3952 etc, is required.

b. EPCRA requirements apply to contractors performing work or operating on the base. Each organization and contractors who bring hazardous materials on base must register these materials with the HAZMAT Pharmacy and comply with the applicable requirements in paragraph 7.6.2.a.

7.6.2.1. EPCRA Contractor Requirements

a. At the pre-performance conference, and during the contract performance period, the contract monitor or Air Force Quality Assurance Evaluator (QAE) will ensure workplace supervisors and JBER personnel are advised of hazardous chemicals introduced by the contractor and any protective measures necessary to protect personnel from these hazards. The contractor is required to submit information on the use of hazardous materials according to Federal Acquisition Regulation (FAR) clause 52.223-3.

b. If a contract requires a contractor to bring or use hazardous material on JBER, the Contracting Officer shall include FAR Clause 52.223-3, (Hazardous Material Identification and Material Safety Data), AFFARS Clause 5352.223-9003, and meet requirements of AFI 7086.

c. A representative from 673 CES/CEANQ can assist the contracting office with any installation-specific requirements (for inclusion in the contract) regarding how contractors report the required hazardous material usage data to the Hazmat Pharmacy (IAW FAR Clause 52.223-3).

d. Contractors are required to provide the Contracting Office with an inventory (including MSDS's) of proposed hazardous materials needed to execute the contract (IAW AFFARS Clause 5352.223-9003. The Contracting Office will forward this inventory to the HAZMAT Pharmacy for processing. If the material is a Class I ODS, the contracting officer must also have a copy of the applicable and current Senior Approving Office (SAO) approval of the Class I ODS requirements.

e. During the performance of the contract, contractors must report hazardous material usage to the Hazmat Pharmacy.

NOTE: Contractors are not required to coordinate with a government Unit Safety Representative (UEC). The base HMMP team, consisting of members from the CE, SE, and the BEE, will review the contractor-supplied list of hazardous materials that are planned to be used on base.

The HMMP team will determine which of the hazardous materials will require an approved AF Form 3952. As part of the HMMP review, the CE authorization is for environmental, fire protection concerns and emergency response purposes. The SE and BE reviews are "for information purposes only" and do not involve evaluation and approval of the contractor's safety and health program.

The purpose of the SE and BE review is to identify potential safety and health concerns regarding government personnel and resources and advise CE and the Contracting Office on how to mitigate identified hazards from planned contractor HAZMAT usage. If the HAZMAT is a Class I ODS, CE must ensure there is an applicable and current SAO approval for the contract Class I ODS requirements before signing the AF Form 3952.

f. The Hazmat Pharmacy is responsible for entering the contractor supplied information into the standardized Air Force HAZMAT tracking system. This system is then used by the HMMP team to provide necessary metrics to external regulatory agencies.

g. If the contractor needs to bring a hazardous material on the installation that was not included in the original hazardous material inventory, the contractor must first notify the Contracting Office and have the material reviewed by the HMMP team.

h. Hazardous materials for sale (e.g., by AAFES) on base must be reported to the HAZMAT Pharmacy. The retail organization must continually update, preferably quarterly, the quantities of materials that are on base.

7.7. Hazardous Materials Used on JBER

a. Hazardous materials used on base require an approved AF Form 3952 (Chemical/Hazardous Material Authorization Request, see paragraph 7.7.1.b. The AF Form 3952 is approved by the HMMP team, which consists of members from the HAZMAT Pharmacy, Bioenvironmental Engineering (BEE), Safety, and Environmental Section.

b. Using information on AF Form 3952 and the product's manufacturer-specific MSDS, the BEE and Safety review the material to ensure it is safe to use in the workplace and what personal protective equipment, if any, is required. The Environmental Section reviews the request and recommends less hazardous materials whenever possible. In addition, the Environmental Section uses information about the hazardous material to prepare necessary reports required by EPCRA, the Emergency Planning, and Community Right-to-Know Act. The HAZMAT Pharmacy recommends the most expedient method to acquire the material, including the re-issue of a material that was turned in as excess by other users. Most users will procure hazardous materials through the HAZMAT Pharmacy/Standard Base Supply System (SBSS), General Service Administration (GSA), or Government Purchase Card (GPC). Once the material is received, the HAZMAT Pharmacy inputs data about the material into the computer database, bar-codes the container if necessary, and issues the material to the user. Note: Bar-coded hazardous materials must be recociled (see paragraph 7.7.2) in the AF Tracking System once the product is completely used or becomes excess. Once the product is completely used, bar code labels may be faxed to the HAZMAT Pharmacy (552-7450) or physically returned by attaching labels to the Hazardous Material Bar Code Turn-In Accountability Sheet (see Appendix B). The Hazmat Pharmacy then de-lists the material from the computer database and will subsequently re-issued or dispose of the material.

c. Activities may transfer hazardous materials to other users on base if the receiving group has an approved AF Form 3952 for that material. Note: HAZMAT Pharmacy must be informed of hazardous material transfer of products between activities to allow successful tracking of hazardous materials.

7.7.1. Ordering Hazardous Materials

a. Prior to ordering a hazardous material, check to see if the material is available as an excess product at HAZMAT Pharmacy. Excess hazardous materials at HAZMAT Pharmacy are free and the re-issue of these materials helps the base reduce waste. For a listing of excess hazardous materials, please contact the HAZMAT Pharmacy at 552-7450.

1. Before claiming an excess hazardous material, you must have an approved AF Form 3952 on file at HAZMAT Pharmacy (see paragraph 7.7.1.b).

2. Users are encouraged to use less hazardous products whenever possible. There are several web sites that cater to federal buyers such as the GSA Environmental Products Guide located at http://www.gsa.gov/portal/content/104543. This web site provides pollution prevention, waste minimization and resource conservation information and includes a guide for selecting less harmful products by NSN (National Stock Number). It also lists items produced from recycled materials or that are conserve energy.

b. **AF FORM 3952**: An approved AF Form 3952 is required for all hazardous materials to be used by an organization in an industrial process. The HAZMAT Pharmacy is the single point of contact for ordering hazardous materials. No "walk-throughs" of AF Form 3952s to HMMP organizations is permitted. AF Form 3952s shall be completed in the AF Tracking System. Include in AF Form 3952 the amount and draw frequency of the hazardous material needed. It is critical to the base approving agencies that this form is accurately and completely filled out (see AFI 32-7086, Attachment 2 for instructions). The certifying official (Blocks 27a. and 27b. of Form 3952) should be the shop or work area supervisor.

Note: Personnel visiting JBER on TDY must go through the REDFLAG POC to co-ordinate orders through the Hazardous Materials Pharmacy. The AF Form 3952 must be approved prior to ordering. If material is in the HAZMAT Pharmacy warehouse, it will be delivered same day or following morning. If there is an afterhours, high priority order, contact 552-3502.

7.7.2. Turning in Hazardous Materials

a. Excess hazardous materials: The HAZMAT Pharmacy will accept serviceable, unopened, excess hazardous materials that have authorized base users. Contact the HAZMAT Pharmacy (552-7450) at 5253 Gibson Ave. to make an appointment.

AF Form 2005 is available on the Elmendorf web site at http://www.e-publishing.af.mil/forms. If the HAZMAT Pharmacy deems the hazardous material to be unserviceable, the user will be

directed to the base Hazardous Waste Center (HWC) for disposal actions. Note: Any shop that has access to AF Tracking System can delist or reconcile barcode labels in the database, and they don't need to affix them to paper any more. If for some reason the shop doesn't have access to the AF Tracking system, they may write container numbers on sheet and submit to Hazmat pharmacy.

b. Note: Any shop that has access to AF Tracking System can delist or reconcile barcode labels in the database, and they don't need to affix them to paper any more. If for some reason the shop doesn't have access to the AF Tracking system, they may write container numbers on sheet and submit to HAZMAT pharmacy.

7.8. Hazardous Material Storage

a. General storage requirements are listed below.

1. All hazardous materials must be stored in designated areas that are marked as such and be well-known to facility personnel.

2. Effective hazardous material maintenance and operating practices can help control leakage and prevent accidental fires. Leaking containers and accidental fires will be minimized if the procedures in this regulation are followed.

3. Hazardous material spills shall be **promptly cleaned up** and disposed of properly, Report spills to the JBER Fire Department at 911.

4. Adequate aisle space shall be maintained to allow unobstructed movement of personnel and fire protection equipment to any part of the building where any flammable or combustible liquid storage/use occurs.

5. Hazardous materials in operating areas shall be kept to a minimum, stored in a closed container, and be in the proper type of storage area. Ignitable and combustible materials and residues must be stored in closed metal or other appropriate containers (see Appendix D for compatible material storage).

6. Ground areas around buildings and outdoor operating and storage areas shall be kept clean and professional in appearance.

7. Portable, fully charged fire extinguishers with seals intact, or equivalent devices (e.g., fire hoses), must be available and compatible with the hazard at all locations where flammable or combustible liquids are stored.

8. A functioning telephone or other emergency communication equipment must be near the storage area. Emergency contacts (fire department and hazardous material manager) must be posted next to the telephone or other communication equipment along with the location of a fire extinguisher and other spill response equipment.

9. Have adequate and appropriate spill response equipment located at or near the hazardous material storage area. Spill response equipment shall follow the recommendations listed on the product's manufacturer supplied and specific MSDS.

b. Container requirements. Containers that are used to store hazardous materials must meet the requirements listed below.

1. Be in good condition and compatible with the material they hold (no dents, holes or visible damage).

2. Be kept closed. New product seals shall be left in place until a product is needed. Note: Containers of non-hazardous soap that are connected directly to pressure washers/cleaning equipment are exempt from the closed container requirement.

3. Be properly marked with a label, paint marker, or stencil that states the container's contents. Empty containers left in a shop area shall be marked with the word "Empty."

4. Be stacked one upon the other only to the extent that they are stable and the bottom containers can maintain their structure and integrity.

5. Meet DOT/United Nations standards for containers and portable tanks used to hold flammable or combustible liquids.

6. Be located outdoors/indoors in an approved storage area, approved by the JBER fire chief.

7. Transfer containers, vats, tanks, and other containers filled with hazardous materials must also be properly labeled. Additional information on Hazard Communication program labeling requirements can be found in 29 CFR 1910.1200 and AFI 90-821 (HAZARD COMMUNICATION).

c. Flammable/combustible storage cabinets must meet the requirements listed below.

1. Cabinets used to store flammable and/or combustible materials (flashpoint below 200 degrees F) must be made of fire-resistant materials.

2. All flammable or combustible materials (flashpoint below 200 degrees F) stored inside must be placed in approved, serviceable flammable storage cabinets. A copy of the written approval from the fire chief must be posted on the cabinet; this written approval shall be for inhabited facilities only. Cabinets located in sheds or outside require proper labeling only.

3. Cabinets must be located in an area posted with a sign(s) stating "Hazardous Materials Storage Area."

4. The cabinet must not be located within 50 feet of an ignition source. (Warning: a break room that allows smoking would be considered an ignition source.)

5. In accordance with AFOSH Standard 91-501 Chapter 22.4.4, all flammable/combustible storage cabinets must be listed/approved for the specific class of storage and have an automatic door closing mechanism. Cabinet doors must have a three point latching mechanism. Note: IAW AFPD 32-20, replacement cabinets will be required to have self-closing doors. Contact Fire Prevention Office for additional information at 552-2620. Not more than 120 gallons of Class I, Class II, and Class IIIA liquids, may be stored in a storage cabinet. The combined total of Class I and Class II liquids may not exceed 60 gallons per storage cabinet. However, many manufacturers have rated their flammable storage cabinets at less than 60 gallons. In that case, the cabinet must not exceed the manufacturer's capacity for flammable storage.

6. Cabinet doors shall remain tightly and securely closed when not in use.

7. Each flammable/combustible material cabinet shall be labeled, in easy-to-read letters, "Flammable Keep Fire Away" must be posted within 5 feet of the flammable material storage cabinet.

8. Incompatible materials shall not be stored with flammable/combustible materials. Cabinets shall be kept in a neat and professional manner.

9. Compressed gas cylinders such as propane and ether must be stored IAW AFJMAN 23-227 (I) and shall not be stored in flammable lockers.

d. Flammable/combustible material storage rooms (i.e., rooms built with fire resistant construction materials) must meet the requirements listed below.

1. The room must be posted with a sign stating "Hazardous Material Storage Area" (signs must be visible from all approaches to the room).

2. The room must be approved by the fire chief to store flammable and/or combustible materials. The approval notice must be posted on the entry door to the room.

3. Maintain at least 3 feet of aisle space in the room at all times.

4. Containers over 30 gallons capacity shall not be stacked one upon the other.

5. Signs must be posted stating "Keep Fire Away."

6. Materials that react with water (e.g., lithium batteries) must not be stored with flammable or combustible materials.

7. Openings to other rooms or buildings must have non-combustible, liquid-tight raised sills or ramps at least 4 inches tall, or the floor in the storage area shall be at least 4 inches below the surrounding floor. Openings shall be provided with approved self-closing fire doors. The room shall be liquid-tight where the walls join the floor.

8. Each room must have a working gravity or mechanical exhaust ventilation system. The ventilating equipment and any lighting fixture must be operated by the same switch. This switch must be located outside the entry door to the room.

9. A fire extinguisher must be located outside of the room, near the entry door.

e. Offices. Flammable and combustible materials beyond what is needed for maintenance and building operations shall not be stored in offices. These materials shall be stored in closed flammable storage cabinets or in a Fire Department-approved inside storage room.

f. Mercantile and retail stores. Leaking containers must be removed to an inside storage room or to a safe location outside the building, where the contents can be transferred to an undamaged container.

g. Warehouse storage must meet the requirements listed below.

1. Containers of flammable and/or combustible materials stored in stacks must be separated by pallets or non-combustible padding to ensure container stability and integrity.

2. Maintain at least 3 feet of aisle space to ensure access by emergency response equipment.

h. Outdoor storage must meet the following requirements.

1. Flammable and combustible materials cannot be stored within 50 feet of a building.

2. The area must be posted with signs stating "Hazardous Material Storage Area." The signs must be visible from all approaches. "Flammable, Keep Fire Away" signs must also be posted.

3. Written approval, from the fire chief, to store flammable and/or combustible materials in the storage area must be posted.

4. The stored material must be protected from the elements.

5. The storage area must be graded in a way that diverts spills to one area.

6. Procedures and equipment for cleaning up a spill must be in place.

7. At least a 6-inch curb for spill containment or other suitable spill containment must surround the storage area.

8. The storage area must be secure from trespassers and free of combustible debris (including weeds).

9. Fire extinguishers must be readily available.

i. The requirements for tanks holding hazardous materials are listed below.

1. Made of steel or other material compatible with the properties of the liquid stored.

2. Above ground storage tanks (ASTs) or tanks inside buildings must be made of non-combustible materials.

3. Refueling valves should have locks.

4. The minimum separation between any two flammable or combustible liquid storage tanks shall be not less than 3 feet, or less than 1/6 the sum of their diameters, whichever is greater.

5. ASTs must be adequately vented to prevent the development of vacuum pressure and have some form of construction or device that will relieve excessive internal pressure caused by fire exposure.

6. The area surrounding ASTs shall be provided with drainage that terminates in an impounding basin.

7. Flammable or combustible liquid tanks are only permitted in one-story buildings designed and protected for flammable or combustible liquid storage. These tanks must have an automatic-closing heat-activated valve on each withdrawal connection below the liquid line.

8. All tanks shall rest on the ground or on foundations made of concrete, masonry, piling, or steel.

9. Tanks located outdoors must have bumper poles around them.

10. Placards must be posted near or on tanks stating: "Flammable Material — Keep Ignition Sources Away."

11. Portable tanks must have the contents visibly marked on them.

j. All compressed gases shall be managed IAW AFJMAN23-227(i), Storage and handling of liquefied and gaseous, and their full and empty cylinders.

7.9. Labeling of Hazardous Material Containers

a. All hazardous materials must be labeled with a visible, easy-to-read manufacturer's label or another appropriate label, or marked with information containing product and hazard information. Hand-written labels must be legible and be written with a paint pencil or permanent marker. **No container should be unlabeled or incorrectly labeled**. Empty containers available for reuse must be marked "Empty" and state what the previous contents were.

b. Signs, placards, and other alternative methods of labeling are acceptable, as long as they contain the required information, clearly identify the container to which they apply, and are readily noticeable by workers.

c. Do not remove or deface existing labels on incoming containers of hazardous materials, unless the container is immediately marked with the required information.

d. DOT labels.

1. The DOT has specific hazard labels that must be placed on hazardous material before they are shipped. The labels are diamond shaped, and indicate the hazards associated with the material using uniform colors and pictures, such as skull and crossbones for poisonous materials. The DOT hazard labels can be obtained from Department of Labor or 673 Logistics Readiness Squadron. See Appendix F for a reference chart of DOT transportation labels.

2. Containers of hazardous materials leaving the workplace should not be labeled in a way that conflicts with the requirements of the Hazardous Material Transportation Act (49 USC 1801, *et seq.*) and regulations issued under that act by the DOT (49 CFR 172).

e. Occupational Safety and Health Act labeling requirements.

1. Each container in the workplace must be labeled, tagged, or marked with the following information:

a. Identity of the hazardous material(s), and

b. Appropriate hazard warnings.

2. The materials listed below must be labeled as described.

a. Radioactive Materials. Each container in which radioactive material is transported, stored, or used must have a durable, clearly visible label bearing the radiation caution symbol and the words: "Caution Radioactive Materials." If the containers are used for storage, the labels must also state the quantities and kinds of radioactive materials in the containers and the date of the last quantity measurement. If the material emits electromagnetic radiation, the warning symbol shall consist of a red isosceles triangle above an inverted black isosceles triangle, separated and outlined by an aluminum color border.

b. Compressed Gas. Each portable container shall be legibly marked with the name of its contents. Bulk storage areas must be permanently placarded with the name of the gas and the words: "No Smoking" and "No Open Flames."

c. Flammable and Combustible Liquids. Flammable cabinets shall be labeled, in conspicuous lettering, "Flammable Keep Fire Away."

d. Asbestos. Warning labels shall be affixed to all raw materials, mixtures, scrap, waste, debris, and other products containing asbestos fibers, or to their containers. The labels must state:

DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD

e. Polychlorinated Biphenyls. The following TSCA-regulated PCB items must be marked "PCB" in a durable, easy-to-read manner (labels are available at the Environmental Section). The letters and striping must be on a yellow or white background, 6-inch square. If the item is too small to carry a 6-inch mark, it may be reduced proportionately to 2 inches. Items to mark include:

1. PCB containers,
2. PCB transformers,
3. PCB large high-voltage capacitors at the time of removal,
4. Equipment containing a PCB transformer or a PCB large high voltage capacitor at the time of removal,
5. PCB large low-voltage capacitors at the time of removal,
6. Electrical motors using PCB coolants,
7. Hydraulic systems using PCB hydraulic fluid,
8. Heat transfer systems using PCBs,
9. PCB article containers containing articles or equipment,
10. PCB storage area that stores either PCBs or PCB items for disposal, and
11. Any vault door, machinery room door, fence, or other means of access to an area containing PCB items.

NOTE: Small items, such as light ballasts, do not need a label when in service.

7.10. Incompatible Materials

a. Incompatible materials must be stored away from each other and from incompatible wastes. See Appendix D for a quick reference guide for determining what materials are incompatible with each other.

b. Containers of incompatible materials must be separated by means of a dike, berm, wall, or some other device. (Please note, "Other devices" would include putting containers of incompatible materials in *separate* over packs and separating them by a minimum of 3 feet.)

Any device used to separate incompatible materials must eliminate the possibility that the incompatibles will mix together in the event of a spill or release. Appropriate spill control materials must be on hand to respond to all potential releases.

c. Incompatible materials must not be placed in the same container or be placed in an unwashed container that previously held an incompatible material. After incompatibles are stored in different containers, establish a minimum distance of separation for storage. Make sure that all personnel in the facility are aware of the location of the incompatible materials and the need to keep them separated. See Appendix D for examples of incompatible materials.

7.11. Spill Reporting Information

a. A spill is defined as a release to the environment. All spills of a hazardous substance or chemicals in any amount must be reported to the Fire Department. **Refer to** Chapter 8 **of this OPLAN and Hazmat Response, CEMP 10-2 for detailed procedures on what to do in the event of a spill.**

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Chapter 8

RESPONSE TO EMERGENCIES

8.1. Contingency Plan for Waste Generating Activities

a. Federal and state laws prohibit the discharge onto the ground or into a waterway of oil or hazardous substances from installations, vehicles, aircraft, and watercraft into the environment without a proper permit. It is illegal to intentionally spill oil or chemicals, and the penalties are severe. It is the responsibility of all JBER personnel, contractors and tenants working on JBER to immediately report spills to the proper personnel.

b. JBER has a separate Spill Response Plan, Hazmat Response, CEMP 10-2, which fully addresses emergency response activities relating to spills, fires, or explosions involving hazardous waste. This plan must be implemented whenever there is a spill, fire, explosion, or potential release of hazardous waste constituents that could threaten human health or the environment.

c. In the event of a hazardous material/waste incident, the incident witness must immediately contact the JBER Fire Department at 911 to report the incident. Additional reporting may be necessary and will be determined by the Environmental Section (673 CES/CEANQ).

8.2. Contingency Plan for Hazardous Waste Storage Facilities

A hazardous waste RCRA Contingency Plan is required by the JBER Hazardous Waste Permit for the DLA/DS Hazardous Waste CSF. This plan fully addresses the spill preparedness and prevention requirements of 40 CFR 264 subparts C and D. Emergency response activities relating to hazardous waste spills, fires, or explosions involving hazardous waste at the CSF shall be in accordance with the RCRA Contingency Plan, Hazmat Response, CEMP 10-2 and the Hazardous Waste Contingency Plan. Copies of these plans are on file at the HWC and JBER emergency response activities.

8.3. Spill Reporting

a. **Hazmat Response, CEMP 10-2 is to be implemented in the event of a spill.** All spills of a hazardous substance, chemical or POL, in any amount, must be reported to the JBER Fire Department

b. In the event of a spill or emergency, the person discovering the incident is required to immediately contact:

1. The organization supervisor or Commander, and

2. The JBER Fire Department by dialing 911. The JBER Fire Chief is the designated Emergency Coordinator (also the Installation On-Scene Coordinator [OSC]) and will coordinate all types of emergency response efforts. The JBER Fire Department will contact the Environmental Section if necessary.

c. The initial verbal report of a spill or emergency should include:

1. Name and telephone number of caller;
2. Exact location of the spill or emergency;
3. Type and description of the emergency;
4. An estimate of the amount of material spilled, on fire, etc.;
5. The extent of the actual and potential environmental pollution;
6. Injuries or property damage, if any;
7. Possible hazards to human health or the environment outside of the base; and
8. Any actions taken.

d. In the event of a spill, the following actions should be taken.

1. Ensure the safety of all personnel where the spill occurred. Make the scene OFF LIMITS to unauthorized personnel.

2. If safe to do so:

a. Extinguish/contain all flames;
b. Shut off electricity when the disconnect spark is not a hazard;
c. Eliminate ignition sources;
d. Close valves or take other action to arrest the flow; and
e. Contain the spill with booms, sorbents, snow, dirt, or other material.

3. The supervisor or person in charge should report the spill to the JBER Fire Department.

4. Start cleanup operations.

e. At a minimum, the following PPE is mandatory for handling any materials/wastes (*NOTE*: always refer to manufacturer-specific MSDS instructions for handling a hazardous material):

1. Eye protection (if a splash hazard exists), and;

2. Gloves (the type and material depend on the waste being handled).

3. When working with heavy containers or near moving equipment, steel-toed boots are highly recommended.

f. Depending upon the waste characteristics, the following additional equipment may be necessary:

1. Outwear (i.e., Tyvek, coveralls, etc.)

2. Hardhats.

3. Steel-toe rubber boots.

4. Respirator. (The type and cartridges necessary depend on the wastes being handled. Cartridges exist for dusts, acids, and organic compounds.) All respirators shall be approved, fitted and tested by the Bioenvironmental Engineer prior to use.

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Chapter 9

POLLUTION PREVENTION PLAN

9.1. Chapter Purpose

This chapter outlines the JBER Pollution Prevention (P2) Program and implements pollution prevention requirements needed to accomplish the goals of the JBER P2 Program.

9.2. Responsibilities

Meeting P2 directives of AFI 32-7080, *Pollution Prevention Program,* requires a concentrated effort by all JBER military and civilian personnel, tenant units, contractors, and other organizations. Commanders/activity supervisors at all levels must encourage P2 and waste minimization activities, such as recycling, to the maximum extent possible and follow the JBER Enviromental Management System, which is based on a continual improvement model.

a. The Natural Resources Element will be responsible for the actions described below.

1. Serve as the JBER representative for ensuring the implementation of P2 and waste minimization efforts on base.

2. Provide the Installation Commander with P2 initiatives (Commands will insure adequate funding and staffing for P2 and waste minimization initiatives).

3. Assist and support all JBER waste generating activities in developing, funding, and establishing P2 and waste minimization efforts.

4. Prepare and submit reports and certifications regarding P2 and waste minimization programs, as required by the Installation Commander and federal, state, and local agencies. This includes signing the waste minimization certification required on all hazardous waste manifests.

5. Insure that programs are in place to:

a. Reduce the volume and toxicity of waste(s) generated to the degree technically and economically practicable; and

b. Select practicable methods of waste reduction, reuse, recycling, storage, treatment and disposal currently available to minimize the present and future threat to human health and the environment.

6. Conduct an annual inventory of hazardous materials use, hazardous waste reduction, and changes in processes that result in a reduction in hazardous materials used or

hazardous wastes generated. Conduct an annual inventory of solid wastes and develop processes to reduce, reuse, recycle, and otherwise divert materials from the landfill.

7. Provide JBER personnel with P2 training that informs personnel of P2 activities and encourages them to assist and participate in meeting P2 goals. This training will be integrated into the hazardous waste training classes offered.

b. The 673 Contracting Squadron will be responsible for the actions described below.

1. Increase the purchase of green products whenever possible as required by Federal regulation, Executive Order, and Air Force Policy.

2. Comply with procurement guidelines established by the EPA for purchase of products made with recovered (recycled) materials.

3. Review procurement specifications and revise them to allow procurement of products containing recovered (recycled) material. The guidelines do not have to be followed if doing so would result in unreasonable cost, inadequate competition, unreasonable delays, or inability to meet reasonable performance standards. Deviation from the guidelines requires documentation.

4. Help establish a green procurement program.

c. It is the responsibility of every individual on JBER to perform the actions listed below.

1. Use P2 approaches to both hazardous and solid waste management. These approaches include:

a. Using products that generate less hazardous waste;

b. Reusing products;

c. Purchasing and using recycled and biopreferred products;

d. Recycling wastes.

2. Use waste minimization techniques, such as those listed below, whenever possible.

a. Source Reduction – Pollution source reduction is any practice that reduces the amount of hazardous substance, pollutant, or contaminant in a waste stream or otherwise released into the environment (including releases to the air) before recycling, treatment, or disposal. It includes:

1. Improvements in inventory control;

2. Process or procedure modifications;

3. Product substitution;

4. Equipment or technology modifications;

5. Improvements in materials management practices;

6. Improvements in training.

b. Re-use - This is any practice where a material is:

1. Able to be used again (in an environmentally sound manner) in the same process;

2. Recovered and able to be used again in a different process, or reclaimed where a useable material/product is removed and reused from a waste or waste by-product;

3. Recycling.

9.3. Background

The Pollution Prevention Act of 1990 introduced the idea of developing and carrying out specific plans to prevent or reduce pollution at the source (i.e., where it is generated) whenever feasible. P2 programs are based on practices that reduce or eliminate pollution through increased efficiency in the use of raw materials, energy, water, or other resources, and the protection of natural resources through conservation. The terms “pollution prevention” and “waste minimization” often are used as if they mean the same thing. Waste minimization activities actually are one part of pollution prevention programs. The term “waste minimization” is used under RCRA and refers to hazardous waste reduction. The term “pollution prevention (P2)” refers to the prevention and reduction of pollutants in all types of environmenta program areas. P2 is one of the four critical elements of the JBER environmental program (the other three elements are compliance, restoration, and conservation). P2 is a preferred environmental management technique at JBER. The order that the EPA prefers waste management to be conducted is:

a. Source Reduction.

b. Reuse.

c. Recycling.

d. Waste-to-energy.

e. Disposal.

9.4. Hazardous Materials Management Flight (HAZMAT Pharmacy)

HAZMAT Pharmacy is designed to improve control of hazardous materials on JBER. The goal is to achieve reductions in hazardous material usage, procurements of hazardous materials, and hazardous wastes generation through combinations of management controls, organizational changes, and automated information system support. HAZMAT Pharmacy follows a three-stage approach that provides increased cradle-to-grave control of hazardous materials.

a. HAZMAT Pharmacy is the single point of authorization on JBER through which hazardous materials may be requested. Users submit their request to HAZMAT Pharmacy, where it is reviewed to ensure the requester is authorized to use the material. The most environmentally benign product is obtained, and the quantity purchased is the minimum necessary to fulfill the user's needs.

b. Once the hazardous material is received on JBER, HAZMAT Pharmacy assumes control. HAZMAT Pharmacy controls the actual issue of the materials; assuring quantities issued are justified by customer needs. HAZMAT Pharmacy will monitor the quantities used and ensure availability of unused quantities to other requesters.

c. HAZMAT Pharmacy tracks all hazardous materials from the time they are ordered and continues through receipt, issue, and use. A bar code label will be placed on each container as appropriate for tracking purposes. For unused quantities, materials are collected for return and reissued. If necessary, they are recycled or disposed.

JBER's HAZMAT Pharmacy is located in Building 5253 Gibson Ave., 552-7450

9.5. Pollution Prevention Actions

a. All processes that use hazardous materials or generate hazardous waste must be identified and reviewed by the activity supervisors to determine if the process is needed and to verify that the hazardous material used in the process is the least environmentally damaging material available. 673 CES/CEANQ (552-2867) will assist in making these determinations when assistance is requested.

b. Documentation of this review must be maintained in the activity files.

c. Each new or modified process must be reviewed by the unit activity supervisor and the review documented.

d. The following P2/waste reduction procedures will be conducted by all JBER personnel whenever possible:

1. Source reduction.

a. The Secretary of the Air Force's Pollution Prevention Plan of 1992 has established the following goals for hazardous material and hazardous waste reductions:

1. No further procurement of Ozone Depleting Chemicals, and

2. Reduce the use of the EPA 17 Industrial Toxic chemicals by 50 percent from the 1992 baseline by 31 Dec 96.

b. Source reduction may be achieved by changing processes or procedures to generate less waste. Examples of process or procedural change are:

1. Stop leaks in piping and hoses,

2. Maintain and properly adjust equipment,

3. Employ proper work techniques,

4. Use lids on solvent tanks to slow evaporation, and

5. Use recirculating hot water washers or clean parts mechanically instead of using solvents.

c. Schedule similar tasks together to reduce cleanup.

2. Product substitution.

a. Use less hazardous and more recyclable products.

b. Use biodegradable solvents in place of chlorinated solvents.

c. Use non-asbestos gaskets in place of asbestos gaskets, if possible.

3. Improved materials management practices. Improved materials management provides an easy and low cost way to reduce waste. Good materials management practices include those listed below.

a. Order only the amount of product needed for the job or that can be expected to be used before the product's shelf life expires.

b. Order products in containers sized to a particular task or project to avoid large volume excess.

c. Use products whose shelf life is closest to expiring first (i.e., first in, first out).

d. Use products available from other organizations.

e. Space rows of drums appropriately to allow for easy transfer and inspection for damage or leaks.

f. Stack containers according to manufacturer's instructions to reduce tipping, puncturing, or other damage.

g. Segregate each toxic substance, hazardous waste, and non-hazardous waste to avoid cross-contamination, mixing of incompatible materials and unwanted reactions, and to facilitate materials exchange, recycling, or reclamation.

h. Store containers on pallets to prevent corrosion resulting from containers contacting concrete floors. Add containment berms to capture and contain leaks or spills.

i. Keep aisles free of obstructions.

j. Clearly label containers with information on contents, handling, storage, expiration dates, and health and safety hazards.

4. Reuse - Reuse products whenever possible.

a. Filter used solvents.

b. Reuse solvent (use slightly dirty solvent) for less critical cleaning.

c. Use out-of-date products for nonspecification projects rather than purchasing new products.

5. Recycling.

NOTE: The purchase of paper and other products that contain recycled material completes the cycle of waste minimization and creates a continued demand for recycled products in the market place. JBER is required by Executive Order 13514 to purchase paper containing at least 30% postconsumer fiber Buying paper with greater recycled content where practicable strengthens the waste minimization cycle.

9.6. Recommendation

In order to reduce pollution, each activity is encouraged to identify all potential pollution sources, including items stored in offices, hazardous material storage points, waste accumulation areas, and equipment using ozone depleting substances. Questions regarding P2 may be directed to the JBER Pollution Prevention Program Manager.

Chapter 10

OIL/WATER SEPARATORS, OIL BURNERS, MAINTENANCE BAYS AND WASH RACKS

10.1. Oil/Water Separator and Oil Burner Residue Handling and Disposal Program

Oil/water separators and oil burners on JBER will be serviced by either the 673 CES/CEOE, (552-5754) or contractor. Non-hazardous wastes generated by the separators and oil burners will be disposed of through the service contract held by 673 CES/CEOE. **Hazardous wastes generated by the separators and oil burners will be coordinated through the 673 CES/CEANQ (552-3435) for disposal.**

10.1.1. Scope of the Separator and Oil Burner Residue Handling and Disposal Program

a. 673 CES/CEOE or contractor responsibilities are described below.

1. Oil burners will be serviced monthly, and oil/water separators will be cleaned and pumped quarterly under their existing service contract.

2. Drums or containers for wastes generated by servicing operations will be provided by the 673 CES/CEANQ HWC (552-3435) as necessary.

3. Residues generated through servicing operations will be sampled through the 673 CES/CEOE service contract to determine if they are hazardous. Samples will be conducted according to the JBER Waste Analysis Plan. Sample results will be provided to HWC.

4. ALL wastes generated by servicing operations will be disposed of through 673 CES/CEANQ HWC (552-3435)**.**

b. Facility Manager responsibilities are described below.

1. Ensure that no hazardous chemicals or wastes are placed into oil/water separators and oil burners.

2. If the oil burner residue has a waste profile, it must be filed on-site in the organization Environmental Notebook.

3. Before the oil/water separators are pumped, the accumulation area manager or facility manager must certify that no hazardous chemicals or wastes have been placed into the oil/water separator (using user knowledge statement located in Appendix B).

4. If user knowledge indicates the potential for hazardous contamination, the servicing contractor will notify HWC personnel (552-3435). **If the contents are hazardous, the waste will be coordinated through the HWC (552-3435) for disposal.**

10.1.2. Acceptable Uses for Oil/Water Separators

a. The only material acceptable for disposal down an oil/water separator is wastewater generated from rinsing vehicle and floor cleaning. Oil/water separators may also be used for disposing of wastewater from rinsing empty POL drums.

b. Oil/water separators may not be used for direct disposal of containers of oil, fuel oil, solvents, hazardous wastes, solid wastes, and debris. If you have any question regarding what can be disposed down an oil/water separator, please contact the Environmental Section at 552-2760.

10.2. Maintenance Bays

a. Good housekeeping is an important element of a clean, safe work environment. OSHA and RCRA inspectors view workplace cleanliness as an important indicator of how well safety and hazardous waste programs are functioning. Therefore, maintenance bays are to be kept clean and free of POL buildup. Containers of new and used dry sweep should be properly marked and personnel must be aware of the proper procedures for disposing of contaminated dry sweep. It is recommended that cellulose absorbents be used for spills involving oils and JP-8. Containers used to collect residue from oil filters and oil cans must be adequately secured to prevent spillage, safeguarded with secondary containment, and marked “USED OIL”.

b. Parts washers with closeable lids should be closed when not in use. Parts washers should be used for cleaning parts only and the solvent used in the washer should be properly labeled on the outside of the parts washer. Dry sweep, rags and other foreign matter should be kept out of the washer. Parts washing machines must be used according to the manufacturer’s specifications and be complete (i.e., not missing any control devices). It is highly recommended organizations using a chlorinated or flammable solvent work with the Environmental Section (552-3435) to find a less hazardous substitute.

10.3. Wash Racks and Surrounding Areas

a. The wash rack area must be kept clean and free of POL build-up. Grates in the wash rack should be in place and not clogged. In addition, vehicle parking areas must be free of significant oil spills/stained soils.

b. Each organization must ensure hazardous solvents and unauthorized cleaners are not used in washracks. Dumpsters should **NOT** be used to dispose of hazardous materials/wastes, liquids, and items that are recyclable.

Chapter 11

TRANSPORTATION AND STORAGE OF OFF-SITE HAZARDOUS WASTE

11.1. Introduction

The JBER DLA/DS-operated CSF (11735 Vandenberg Ave.) is authorized to receive DoD-generated hazardous waste from sites listed in Table 11-1. The specific types of waste that DLA/DS can receive are stated in the JBER RCRA Part B Permit, which is available at the DLA/DS or the 673 Civil Engineer Squadron, Environmental Section (673 CES/CEANQ). Until received into the CSF on JBER, wastes will be stored at either the Hazardous Waste Transfer Facility (16414 Airlifter Drive) or Hardstand 21 (Figure 3-1). **All off-site wastes shipped to JBER must meet applicable DoD and federal requirements for the proper transportation of wastes.**

Table 11-1. List of Off-site Generators Supported by JBER and DLA/DS

Site	Point of Contact
Coast Guard Support Center	Commander, Kodiak Coast Guard Support Kodiak, AK Center
Coast Guard Air Station	Commander, Sitka Coast Guard Air Station Sitka, Alaska
Naval Air Station	Commander, Adak Naval Air Station Adak, AK
Coast Guard Marine Safety Office	Commander, Coast Guard Marine Safety Anchorage, AK Office
Corps of Engineers Alaska District	District Engineer, Anchorage AK Anchorage, AK
Naval Arctic Research Lab	Commander, Barrow Naval Arctic Research Barrow, AK Lab
USAF Barter Island	611th Air Support Group Commander
USAF Cape Lisburne	611th Air Support Group Commander
USAF Cape Newenham	611th Air Support Group Commander
USAF Cape Romanzof	611th Air Support Group Commander
USAF Cold Bay	611th Air Support Group Commander
USAF Eareckson	611th Air Support Group Commander
USAF Fort Yukon	611th Air Support Group Commander
USAF Galena	611th Air Support Group Commander
USAF Indian Mountain	611th Air Support Group Commander
USAF Kotzebue	611th Air Support Group Commander
USAF King Salmon	611th Air Support Group Commander
USAF Murphy Dome	611th Air Support Group Commander

USAF Oliktok	611th Air Support Group Commander
USAF Point Barrow	611th Air Support Group Commander
USAF Point Lay	611th Air Support Group Commander
USAF Sparrevohn	611th Air Support Group Commander
USAF Tatalina	611th Air Support Group Commander
USAF Tin City	611th Air Support Group Commander
Misc. Inactive Sites	611th Air Support Group Commander

11.2. Procedures for Shipments of Waste from Off-site

11.2.1. Pre-coordination

Below is a summary of the procedures applicable to off-site generators.

a. Waste generators desiring to send wastes to DLA/DS must contact DLA/DS (552-3745, fax 552-1762) a minimum of five days prior to shipping the waste to ensure the DLA/DS CSF is authorized to receive the type of waste and that there is sufficient storage capacity at the CSF. Requests must be in writing and contain the following information:

1. Desired shipping date,
2. Quantity of each type of waste by container size,
3. Sizes of containers,
4. The EPA waste codes for each waste,
5. Common name for each type of waste, and
6. Manifests, LDRs, DD Forms 1348-1A, and 1930 (see paragraphs 11.2.2 and 11.2.3).

A signed Hazardous Waste Acceptance Letter (or other local approval) must be received by the site authorizing the shipment before any hazardous waste can be shipped. The Hazardous Waste Acceptance Letter form is provided in Appendix B.

b. The DLA/DS CSF will maintain a log/calendar of all anticipated shipments, their size, and date scheduled into the CSF. **The generator is responsible for notifying the CSF if the shipment dates changes. Approval for a new date must be received before the shipment is sent.**

11.2.2. Documentation Requirements

a. Required turn-in documents for each container are described below (for hazardous wastes, see additional documentation requirements in paragraph 11.2.3).

1. Three copies of the Hazardous Waste Profile Sheet (DRMS Form 1930) are required the first time a waste/stream is turned in for the calendar year. Supporting documentation (lab analysis, manufacturer supplied and specific MSDS) must be attached to the DRMS Form 1930.

2. Six copies of DD Form 1348-1A. Note: a maximum of four containers of the same size and profile may be placed on one DD Form 1348-1A.

3. A container log for each container attached to the DD Form 1348-1A.

11.2.3. Hazardous Waste Manifests

The manifest is one of the most important elements of the RCRA hazardous waste regulatory program. The manifest is designed to track hazardous wastes from "cradle to grave". That is, from the point of generation to final disposal, and to record important information necessary to ensure proper treatment and disposal of wastes. The completed manifest contains information regarding the waste generator, transporter, CSF facility, and the type and quantity of waste being transported. The manifest becomes the historical document for hazardous waste shipments.

1. All hazardous waste shipped to JBER must have an accompanying Uniform Hazardous Waste Manifest (UHWM, EPA Form 8700-22). EPA Form 8700-22 is also required by the State of Alaska and is the same form specified in 40 CFR 262.

2. Land Disposal Restriction (LDR) Notification Form (DRMS Form 1851 or equivalent). LDR forms **must** have the Uniform Hazardous Waste Manifest number noted, and **must** accompany the manifest. A copy of the LDR form is available through the DLA/DS (552-7208).

3. A separate UHWM must be used for each aircraft pallet in the shipment to prevent split shipments.

4. Hazardous materials may not be shipped using the UHWM, unless the materials are accompanying an EPA hazardous waste shipment. In this case, the materials shall be listed after the hazardous wastes on the UHWM. For shipping non-hazardous wastes, a Non-Regulated Waste Manifest may be used for tracking or accountability purposes.

5. The number of manifest copies accompanying each shipment must be sufficient to provide each of the following one copy:

a. Generator,

b. Air transporters,

c. Receiving CSF facility, and

d. Return copy for generator (signed).

11.2.4. Waste Shipment Checklist

A Waste Shipment Checklist (provided at the end of this chapter) is required for sites maintained by the 611th Air Support Group. The purpose of the checklist is to ensure all proper documentation accompanies hazardous and non-hazardous waste shipments and documentation is completed correctly. **It is highly recommended that all facilities shipping hazardous and non-hazardous wastes to JBER also use the checklist.** The 611th environmental coordinator, site TMO, and site Aerial Port representative will perform specified checklist items, then sign and date the checklist. The checklist will be given to the air transporter upon loading the waste shipment. At JBER, the 611th, air transporter, ground transporter, and CSF personnel will perform specified checklist items, then also sign and date the checklist. Checklists will be returned to 611 CES/CEA by the CSF that receives the waste.

11.3. Specific Actions by Tasked Organizations

11.3.1. Site Generating the Waste

A site generating waste for transport to JBER must comply with this Chapter.

Non-611 ASG organizations must receive approval at least 14 days in advance from the JBER Environmental Section (552-1742) and DLA/DS (552-7208) to ship wastes to JBER.

11.3.2. Air Transporters

Airlift support squadrons are usually responsible for transporting hazardous/non-hazardous waste via air to JBER, however, a civilian contractor may be employed.

a. At 611th off-site locations, the paperwork described below is obtained by the aircraft loadmaster.

1. The site TMO or Aerial Port representative will provide the aircraft loadmaster a copy of the Waste Shipment Checklist (provided at the end of this chapter). The loadmaster will complete all applicable items on the 611th checklist, then sign and date the checklist.

2. The loadmaster must inspect the shipment, accept the hazardous/non-hazardous waste for shipment, then sign and date the Uniform Hazardous Waste Manifest (EPA Form 8700-22) as Transporter #1 **(Block 17 only)**. All military aircraft used to transport wastes will place the JBER EPA transporter number AK8570028649 on the manifest; civilian shippers must use their company's EPA transporter number. The loadmaster will also ensure the correct EPA ID number for the site is on the hazardous waste manifest.

3. An Air Force Air Transporter must retain a copy of each Uniform Hazardous Waste Manifest on file for 50 years.

11.3.3. JBER Aerial Port

The loadmaster will pass the Waste Shipment Checklist and Uniform Hazardous Waste Manifest (or Non-Regulated Waste Manifest, if applicable) to a 732 AMS representative. The Waste Shipment Checklist must be completed by the Military representative, signed and dated where applicable.

The 732 AMS is responsible for Aerial Port operations at JBER. Upon notification that a hazardous waste shipment is enroute, 732 AMS will contact the following organizations on JBER:

- 611 CES/CEA (552-4530)
- 673 CES/CEANQ (552-1742)
- DLA/DS CSF (552-3745)
- JBER Fire Department (552-4644)
- Transportation Dispatcher (verify transportation request 45 minutes prior to ETA, 552-2793/4475)
- Base Operations (information only, 552-3285 or HOT LINE)
- Squadron Safety NCO (552-1300)
- AMCC Duty Officer (552-5322)

The 732 AMS will transport hazardous waste (and non-hazardous wastes being sent to DLA/DS) to either Hardstand 21 or the Hazardous Waste Transfer Facility (16414 Airlifter Drive). The 732 AMS will initially inspect the waste for any leakage and report any spills immediately to the base fire department. 732 AMS will ensure adequate aisle space (3 feet) is present between containers/pallets at either Hardstand 21 or the Hazardous Waste Transfer Facility to facilitate access in case of emergency.

For off-site wastes arriving on Military aircraft, **the 732 AMS <u>will not</u> sign or otherwise annotate the Uniform Hazardous Waste Manifest (UHWM)** for the hazardous wastes and will place the UHWM (or Non-Regulated Waste Manifest, if applicable) at a designated weather-tight receptacle located at each transfer facility. **For civilian aircraft, personnel from 732 AMS will sign the UHWM as a representative of the 673 ABW, and then will place the manifest in the weather-tight receptacle.**

It is imperative that manifests be properly managed as they are required by DOT regulations to accompany the waste shipment at all times during transit!

For in-transit spills of wastes, the 732 AMS will record the following information and contact these organizations on JBER:

Cargo inventory and type of waste spilled

- Aircraft Type: Aircraft Number:
- Location:
- Type of Spill: Time of Spill:
- Estimated amount of Spill:
- Neutralizing Agent, if Acid Spill:
- Person(s) Involved:
- Log of all Information / actions taken:

Contact List:

- If injured personnel, contact the JBER Emergency Room (580-5555)
- JBER Fire Department (911/552-4644)
- Defense Force (552-3105)
- Bioenvironmental Engineering (552-3850/3951)
- Squadron Safety NCO (552-1300)
- 611 CES/CEA (552-4530)
- 673 CES/CEANQ (552-1742)
- DLA/DS CSF (552-3745)
- AMCC Duty Officer (552-5322)

11.3.4. 611 CES/CEA

The 611 CES/CEA will report any spills or leaking containers immediately to the base fire department.

11.3.5. 732 Air Mobility Squadron (AMS)

The 611 CES/CEA will pass the Waste Shipment Checklist and appropriate manifest to a 732 AMS representative (all paperwork will be placed in the weather tight receptacle at the Hazardous Waste Transfer Facility). This checklist must be completed by the Transportation representative, and be signed and dated. **732 AMS <u>will not</u> sign or otherwise annotate the hazardous (or non-hazardous, if appropriate) waste manifest.**

732 AMS will transport the waste containers, Waste Shipment Checklist, and waste manifest from Hardstand 21 or the Hazardous Waste Transfer Facility (16414 Airlifter Drive) to the receiving CSF (DLA/DS). If hazardous waste, CSF personnel will either sign the UHWM as the Facility Operator or reject the shipment. 732 AMS will, at the CSF's discretion, move the waste back to Hardstand 21 or the Hazardous Waste Transfer Facility if the shipment is rejected.

11.3.6. Receiving CSF

The receiving CSF on JBER is the DLA/DS located at 11735 Vandenberg Ave.

732 AMS will provide the CSF with the Waste Shipment Checklist. The checklist must be completed by the CSF. The CSF will return the checklist to 611 CES/CEA, 10471 20th Street, Suite 302, JBER AK, 99506-2200, within three days of receipt.

If hazardous waste, the receiving CSF will sign the Uniform Hazardous Waste Manifest, accepting responsibility for the shipment and will send one copy of the completed manifest (with all signatures) to the off-site environmental coordinator (see Generator's Name and Address on manifest, block 3). One copy of the manifest and the LDR's for that manifest will be retained in the CSF's files for 50 years. **If the shipment is rejected, the CSF will immediately contact 611 CES/CEA, 552-4530 and 673 CES/CEANQ, 552-1742.**

11.3.7. 673 CES/CEANQ

673 CES/CEANQ will inspect activities involved with the transporting of hazardous wastes during EESOH-CAMP inspections to ensure the shipments are properly managed while on JBER. 673 CES/CEANQ will ensure all activities are in compliance with the 673 ABW Hazardous Waste Permit.

673 CES/CEANQ will assume responsibilities described in Paragraph 11.3.4 for non-611th wastes.

11.3.8. Non-611 ASG Hazardous Waste Shipments

673 CES/CEANQ will assume responsibilities normally performed by 611 CES/CEA as outlined in paragraphs 11.3.2-11.3.6 of this chapter for non-611 ASG organizations shipping hazardous waste to JBER.

11.4. Shipments of Waste Arriving at Ted Stevens Anchorage International Airport

Hazardous waste shipped by commercial carrier will be picked up at Ted Stevens Anchorage International Airport by 611 CES or contracted through 773 LRS/LGRN. In addition to the requirements of this plan, the 773 LRS/LGRN or commercial carrier must meet transportation of hazardous wastes requirements specified in 49 CFR 100-177 (e.g., having proper vehicle placards). Required placards are shown in Appendix F of this OPLAN. All arrangements for pick-up of hazardous waste at the Ted Stevens Anchorage International Airport must be made with 773 LRS/LGRN. Note: A commercial carrier should not be used to transport these wastes to JBER unless contracted through TMO.

11.5. Spills and Emergencies

For emergencies or spills on base, dial 911. For additional guidance, refer to Chapter 8 of this OPLAN and Hazmat Response, CEMP 10-2.

WASTE SHIPMENT CHECKLIST

Version 5, Effective 2011

Each handler of hazardous/non-hazardous waste and associated paperwork must follow this checklist. Each requirement will be initialed off or designated as NA (Not Applicable). At the end of each section, the handler will print their name legibly, sign, and date the checklist. Any handler, who signs the EPA Form 8700-22, Uniform Hazardous Waste Manifest, **MUST** retain their signed copy, place it in a designated unit hazardous waste manifest file and maintain for a period of **fifty years** (it is necessary for manifests to be retained for this amount of time due to potential open enforcement actions).

The shipment of hazardous waste is strictly regulated by the US Environmental Protection Agency (EPA), the US Department of Transportation (DOT) and the US Air Force. Failure to comply with these regulations is punishable under the UCMJ and in civil and criminal court.

All shipments of hazardous waste must meet the guidelines set forth in 40 CFR 263, Standards Applicable to Transporters of Hazardous Waste and 40 CFR 268.50, Prohibitions on storage of restricted wastes, 49 CFR 171-178, noting especially section 173.12, Exceptions for Shipment of Waste Materials, and AFMAN 24-204, Preparing Hazardous Material for Military Air Shipment. The DOT P 5800.5, Emergency Response Guidebook, provides information on proper handling in the event of a release.

Copies of these regulations are located in all environmental sections:

673 CES/CEANQ – JBER : 552-4157
611 CES/CEAC – JBER : 552-4530
Chugach ESS - Eareckson AS: 392-3615
Chugach Support Services (CSS) - Galena AS: 446-3351
Chugach Support Services (CSS) - King Salmon Airport: 721-3473
ARCTEC Alaska - JBER (manages LRRS): 552-2150

MANIFEST # AK

NAME OF SITE:

Number of Hazardous/Non-Hazardous Waste Manifests in this shipment:

Environmental Coordinator

Has the Waste Manifest been completed by the site coordinator?
Has a written request for space been forwarded to DLA/DS (552-3745 or 552-3456) and the following information provided?
Space required.

Types and quantities of wastes by DOT shipping name, common name, EPA waste code.

Dates available for aircraft.
Number and type of containers coming in.
732 AMS pallets and nets/confirmed aircraft information.

Name and Rank (Print Legibly) **Signed Name** **Date**

Site TMO

Has the Shipper's Declaration of Dangerous Goods been properly completed?

Has the DD Form 1348-1 been completed and does it contain all information required by TMO?

Has the DD Form 1149, Transportation Control and Movement Document been completed?

Have you visually verified that containers are packaged and marked IAW Air Force and DOT standards?

Has 732 AMS been provided with the Shipper's Declaration of Dangerous Goods (24 hrs in advance)?

Has shipment been approved through Airlift Clearance Authority (ACA) (24 hrs in advance), 552-2936?

Name and Rank (Print Legibly) **Signed Name** **Date**

Site AMS

Is the Shipper's Declaration of Dangerous Goods correct? (Provided to air freight section 24 to 48 hrs prior to aircraft departure)

Has JBER ATOC/aircraft forecast been notified 24 hrs or more in advance of this shipment?

Has shipment been confirmed with ACA, 552-2936?

Have the page and paragraph number for proper emergency handling from DOT P 5800.5, Emergency Response Guidebook, been identified on the Air Manifest?

Have the loadmasters been briefed on hazards associated with cargo before the Hazardous Team Member briefing?

Name and Rank (Print Legibly) **Signed Name** **Date**

Return the checklist to the environmental coordinator who will attach checklist to the Uniform Hazardous Waste Manifest(s) and provide these documents to the loadmaster.

Loadmaster (Airlift Squadrons)

Were you notified prior to departure from JBER that you would be transporting EPA controlled hazardous wastes?

Prior to departure from site:

Have you received the Air Cargo Manifest?

Have you signed the Uniform Hazardous Waste Manifest **(Block 17 only)** and provided the generator with a signed copy?

NOTE: Do not write in Block 19 of the Uniform Hazardous Waste Manifest!

Upon arrival at JBER:

Did you provide the appropriate squadron with the Air Cargo Manifest?

Did you deliver the Uniform Hazardous Waste Manifest (or Non-Regulated Waste Manifest, if applicable), in person, to the appropriate squadron personnel?

Keep copy of Uniform Hazardous Waste Manifest for your records?

Name and Rank (Print Legibly) **Signed Name** **Date**

732 AMS

Did the loadmaster provide a copy of the Air Cargo Manifest?

Did the loadmaster provide you with the Uniform Hazardous Waste Manifest (or Non-Regulated Waste Manifest, if applicable)?

Has the shipment of all hazardous wastes and non-hazardous wastes bound for DLA/DS been moved to Hardstand 21 or 16414 Airlifter Drive?

Has the Uniform Hazardous Waste Manifest (or Non-Regulated Waste Manifest, if applicable) been placed in the weather-tight receptacle at Hardstand 21 or 16414 Airlifter Drive?

Has 611 CES/CEA (552-4530) been notified that the shipment is at Hardstand 21 or 16414 Airlifter Drive?

NOTE: 732 AMS does NOT sign the Uniform Hazardous Waste Manifest (or Non-Regulated Waste Manifest). 732 AMS will ensure the manifest is appropriately placed with the waste at Hardstand 21 or 16414 Airlifter Drive.

Name and Rank (Print Legibly) **Signed Name** **Date**

611 CES/CEA

Is the Uniform Hazardous Waste Manifest (or Non-Regulated Waste Manifest, if applicable) present at Hardstand 21 or 16414 Airlifter Drive?

Does the waste inventory match what is present on the manifest?

Are the wastes appropriately packaged, marked, labeled in accordance with RCRA and DOT regulations?

Have you coordinated with 773 LRS to transport the wastes to DLA/DS and with DLA/DS (552-3745 or 3456) to receive the wastes?

Name and Rank (Print Legibly) **Signed Name** **Date**

DLA/DS

Have you verified the quantity of containers listed on the manifest as those received?

Did you sign the Uniform Hazardous Waste Manifest?

Have you verified the identification of all containers and noted any discrepancies?

Have you notified 611 CES/CEA and 673 CES/CEANQ of any discrepancies?

Did you return copy 1 of the Uniform Hazardous Waste Manifest, with all original signatures to the site environmental coordinator?

Name and Rank (Print Legibly) **Signed Name** **Date**

PLEASE RETURN THE COMPLETED CHECKLIST TO

611 CES/CEAC, 10471 20th Street, Suite 302, JBER, AK 99506-2200, WITHIN THREE DUTY DAYS.

LOADMASTER WASTE TRANSFER CERTIFICATION

Aircraft Tail Number: Parking Spot:

Number of Waste Manifests in this shipment:

MANIFEST # AK

NAME OF SITE

MATERIAL ON MANIFEST

MANIFEST # AK

NAME OF SITE

MATERIAL ON MANIFEST

MANIFEST # AK:

NAME OF SITE:

MATERIAL ON MANIFEST:

Comments regarding shipment:
_____
_____

The shipment described above was transferred from ___ Airlift Squadron to _____at hours.

AS Loadmaster (Print)	**Signed Name**	**Date**
Loadteam Chief (Print)	**Signed Name (Optional)**	**Date**

This transfer was witnessed by:

Aircraft Commander (Print)	**Signed Name**	**Date**
Second Witness (Print)	**Signed Name**	**Date**

LOADMASTER MUST FILE A COPY OF THIS CERTIFICATION WITH THE FILE COPY OF THE MANIFEST IN THE SQUADRON VERTICAL FILE. THE MANIFEST MUST BE MAINTAINED FOR 50 YEARS.

Chapter 12

ENVIRONMENTAL MANAGEMENT SYSTEM

12.1. Authorization

The 673d Air Base Wing Commander has overall responsibility for management of the environmental and natural resources of JBER. Environmental stewardship is the responsibility of all organizations, tenants, and vendors on JBER. The 673 CES Environmental Section is the installation environmental office and is responsible for day to day management of the basewide environmental program.

The 673 ABW Environmental Management System (EMS) is intended to be conformant with the criteria defined in the international standard, ISO 14001 Environmental management systems.

This Environmental Management Plan provides an overview of the 673 Wing's implementation of the EMS.

12.2. Scope

This procedure summarizes the *JBER EMS Manual, Revision 1, 11 June 2010* and applies to the activities, services, operations, facilities and all personnel assigned to JBER.

12.3. Glossary of Terms

Environmental Aspect: element of an organization's activities, products or services that can interact with the environment. A significant environmental aspect is an environmental aspect that has or can have a significant environmental impact.

Environmental Impact: any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.

Environmental Objective: overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.

Environmental Target: detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

Environmental Management System: the part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

Environmental Management System Audit: a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's EMS conforms to the EMS audit criteria set by the organization, and for communication of the results of this process to management.

Environmental Policy: overall interactions and direction of an organization with regard to

environment as formally expressed by top management.

International Organization for Standardization 14001: ISO is the acronym for the International Organization for Standardization, located in Geneva, Switzerland. ISO promotes the development implementation of voluntary international standards, both for particular products and for environmental management issues. ISO 14000 refers to a series of voluntary standards in the environmental field under development by ISO. ISO 14001 EMS Standard defines an EMS.

12.4. Environmental Policy

The Environmental Policy provides a common vision for managing JBER environmental activities.

The 673d Air Base Wing Commander, 673 ABW/CC, has defined and documented the 673d Air Base Wing's Environmental Policy and will be given widest dissemination. Copies of the policy will be posted in shops, work areas, and unit bulletin boards as appropriate. The policy is available to the public through the Natural Resources Office or 673 ABW Public Affairs Office.

The above Policy will be communicated throughout all base agencies. It serves as the foundation for establishing and operating the JBER EMS. The Environmental Policy is reviewed periodically by the 673 CES Environmental Section Chief who ensures it remains appropriate to the nature, scale and environmental impacts of base activities, products and services; it is updated as appropriate.

12.4.1. Environmental Aspects

The EMS Coordinator will oversee the identification of the environmental aspects and impacts at JBER. The EMS Coordinator will also be responsible for designating which environmental aspects are significant. The EMS Cross Functional Team (CFT) will assist the EMS Coordinator with this process.

12.4.2. Environmental Process Inventory

The EMS Coordinator, along with the EMS CFT, will prepare an inventory of all processes – defined as activities, products, or services provided by or conducted on the base. This inventory will be developed using a process-based approach.

At JBER, typical processes conducted involve equipment and building maintenance operations, as well as flight line operations. It will be the job of the EMS Coordinator and the EMS CFT to identify each of these activities, products, and services. Identification of base processes must be done in a manner that is documented and repeatable.

Once the data regarding the activities, products, and services associated with the base are gathered, information will be documented in an Environmental Aspect Inventory (EAI) or an equivalent document.

12.4.3. Environmental Aspects

The EMS Coordinator, along with the EMS CFT will identify typical environmental aspects associated with these processes. The EMS Coordinator and the EMS CFT will use their knowledge of the nature, scale, and potential environmental impacts of the activities, products, and services to define base environmental aspects. The team may consult other members of the base to have them describe how their activities, products, and services may interact with the environment.

Documentation of the sources of information used to identify the environmental aspects is not required. However, identification of base environmental aspects must be done in a manner that is documented and repeatable. The EMS Coordinator and the EMS CFT will only identify the environmental aspects that the base can control or influence.

12.4.4. Significant Environmental Aspects and Impacts

The EMS Coordinator and the EMS CFT will use a simple numerical rating system to determine the significance of their environmental aspects/impacts. A number of rating criteria will be identified, numerical ratings will be defined and an algorithm incorporating those criteria and ratings will be used to calculate a significance score for each environmental aspect/impact. The EMS Coordinator and the EMS CFT will then sort and rank environmental aspects/impacts by a relative significance score. Potential rating factors will include the following:

a. Frequency – how often the process occurs.

b. Severity – the severity of the impact to the environment if a reasonable worst-case scenario were to occur.

c. Regulatory Implication – whether regulations and permits apply, and if so, what level of importance applicable regulatory agencies place on them.

d. Mission Degradation – the likelihood of a reasonable worst-case scenario restricting the mission if it were to occur (if the impact results in mission constraints, or if the base cannot perform, produce or provide the organization, product or service at all).

e. Community Concern – the level of concern the local community has with installation activities and the activities' associated risks.

12.5. Objectives, Targets, and Programs

The purpose of setting objectives and targets is to continually improve installation environmental performance. Once established, Environmental Management Programs (EMPs), or plans will be developed. These EMPs outline the specific tasks, responsible parties, and implementation timeline to achieve the objectives and targets.

12.5.1. Environmental Objectives and Targets

The EMS Coordinator and the EMS Cross Functional Team (CFT) will meet and establish objectives and targets on a periodic basis, but not less than once a year. In setting objectives and targets, the EMS Coordinator and the EMS CFT will consider the following factors:

a. Legal & other requirements;

b. Significant environmental aspects and technological options;

c. Financial, operational and mission requirements;

d. Views of interested parties.

12.5.2. Environmental Objective and Target Approval

Once drafted, the EMS Coordinator presents the objectives and targets to the 673 ABW/CC for approval. It is the responsibility of the 673 ABW Commander to approve installation objectives and targets.

12.5.3. Environmental Management Plan Development

Once approval is obtained from the 673 ABW/CC the EMS Coordinator and the EMS CFT document each objective and assigns its achievement to an applicable unit or tenant organization. It is the responsibility of the unit or tenant organization to which the objective is assigned to develop the EMP. The designated unit or tenant organization develops an EMP that describes the actions to be taken to achieve the established objective and target(s). The unit or tenant also designates responsibilities for achieving the objective and targets throughout their organization. A timeframe (schedule) is developed to identify when the objective and targets will be achieved. Finally, the unit or tenant organization will amend the objective and targets, if necessary, for new projects. The EMS Coordinator and the EMS CFT approves each of the EMPs.

12.5.4. Objectives, Targets, and Environmental Management Plans

Progress toward achieving the objectives and targets will be monitored and reviewed during the regular meetings of the EMS Coordinator and the EMS CFT, and also briefed to the Environmental, Safety, and Occupational Health Committee (ESOHC) on a semi-annual basis. The results of this review will be documented in meeting minutes.

If useful, periodic progress reports can be prepared for interested parties and member of the base to inform them on the status of the objectives and targets.

The EMS Coordinator and the EMS CFT will also evaluate whether the objectives and targets need to be modified to reflect changes in installation mission or activities. If the EMS Coordinator and the EMS CFT decide to modify or change an objective or target, this modification will be approved by the Wing Commander and a new EMP will be developed.

The objectives and targets will also be reviewed during the management review process and, if necessary, revised to reflect changing conditions and operations on the installation.

12.6. Roles and Responsibility of the EMS Coordinator and Cross Functional Team

The 673d Air Base Wing (673 ABW/CC) Commander will designate an individual to act as the EMS Coordinator for the installation. The EMS Coordinator will oversee the development, implementation, and maintenance of the EMS. The EMS Coordinator will also be responsible for reporting to the Environmental, Safety, and Occupation Health Committee (ESOHC) on the performance and improvement of the EMS. The 673 ABW/CC, with input from the EMS Coordinator, will appoint the members of the EMS CFT. The EMS CFT will be responsible for assisting the EMS Coordinator in the development, implementation, and maintenance of the EMS.

12.7. Training, Awareness and Competence

This paragraph establishes the process used to ensure that members who are involved with significant aspects are competent on the basis of appropriate education, training and/or experience.

This applies to all members of the base, as well as contractors and vendors, who perform work related to the significant aspects at JBER.

12.7.1. EMS Awareness Training

The EMS Coordinator will ensure that all members of the base who have the potential to impact the environment receive EMS Awareness Training. The objectives of this training are to focus on the importance of the environmental policy, the environmental responsibilities of members of the base, and the potential consequences of failing to provide environmental diligence.

The EMS Coordinator will ensure that the Environmental Policy is communicated to members of the bases and those working on behalf of the base, including contractors whose work may be associated with the base significant environmental aspects.

All EMS training that is required as part of JBER EMS must be documented. Units will ensure that training records are maintained for each appropriate item. EMS associated training can be conducted using the following methods: computer based training to include, but not limited to, Environmental Compliance Assessment Training and Tracking System (ECATTS); classroom training; Commander's Calls; training videos; and on-the-job training.

12.7.2. EMS Senior Leadership Training

The EMS Coordinator will ensure that all JBER senior leadership receives EMS senior leadership training. The objectives of this training are to provide senior leadership with an overview of the JBER EMS, and their specific role in implementation and maintenance of an effective EMS. Air Staff has published senior leadership training that is recommended for use to satisfy the requirement.

12.7.3. EMS Practitioner Training

Commanders will ensure that all members of the base whose work is involved with significant environmental aspects receive specific EMS practitioner training. The EMS practitioner training will include a review of applicable unit- or shop-operating instructions and Air Force and JBER guidance that need to be followed to prevent impacts to the environment. Air Staff has published practitioner training that is recommended for use to satisfy the requirement.

12.8. Communication

The primary purpose is to ensure the effective communication of the JBER environmental policy to base employees, residents, and interested external parties. This paragraph also describes the process that will be used to collect, record, and respond to both external and base communities and their comments related to environmental issues or concerns.

12.8.1. Communication Procedures

Communication of environmental-related information will be the primary responsibility of the 673d Air Base Wing Public Affairs Office (673 ABW/PA). The EMS Coordinator and the EMS CFT will support the 673 ABW/PA in its communication role.

673 ABW/PA activities will be carried out per the above mentioned AFI 35-101 and AFMAN 33-326. As necessary, the EMS Coordinator and the EMS CFT will provide technical support and assistance to respond accurately and thoroughly to comments or questions. The 673 ABW/PA will brief the EMS Coordinator on third party and base community inquiries to keep him/her informed of third party comments in preparation for the management review meeting.

12.8.2. Specific Communication Responsibilities

Procedure 5 and Attachment 5.1.1 in the JBER EMS Manual, Revision 1, 11 June 2010, detail staff EMS responsibilities at JBER. Key responsibilities are summarized below.

a. The 673 ABW/PA is responsible for:

1. Preparing articles for submittal to interested internal and external parties regarding EMS. Articles will be submitted to the PAO by the EMS CFT POC.

2. The 673 CES/CEANQ is responsible for:

a. Communicating to Unit Environmental Coordinators any environmental permit regulatory and/or changes that affect operations in their unit(s). This can be accomplished via documented meetings, email, postings on the base website and/or via written memorandums.

b. Communicating to the 673 Contracting Squadron (673 CONS) Commander any environmental permit and/or regulatory changes that affect contracted operations. This can be accomplished via documented meetings, email and/or via written memorandums.

c. The EMS Coordinator is responsible for communicating to Unit Environmental Coordinators via documented meetings, email, postings on the base website and/or via written memorandums:

1. EMS and other environmental training requirements.
2. Schedule and/or availability of training systems to meet EMS and other environmental training requirements.
3. Objectives and targets and related EMPs, operational controls, and monitoring and measurement requirements.

12.8.2.1. Unit Environmental Coordinators (UEC)

UECs will communicate EMS requirements and associated training, regulatory changes, targets and objectives and associated EMPs, operational controls, and monitoring and measurement requirements, and/or permit changes to their organizations via email, meetings, and/or written memorandums.

12.8.2.2. Communications with Contractors

The 673 Contracting Squadron Commander is responsible for communicating EMS and related permit and/or regulatory changes to contractors and vendors and to take the necessary contracting actions to ensure that the communicated requirements are binding.

12.9. Documentation Control

Documentation will be established, implemented, and maintained so that base personnel will be able to easily access current versions of EMS documents for their use in their work. Further, this procedure will ensure that EMS documents have been reviewed and approved prior to use. Access can be either through a website or hard copy.

EMS-generated documents are controlled by established AF record management procedures. UECs and appropriate supervisors are responsible for procuring and maintaining current copies of the pertinent documents required. Appropriate documents include, but are not limited to:

a. Environmental Policy
b. EMPs for Selected Significant Processes and Aspects
c. EMS Manual
d. Appointment Letters

12.10. Operational Controls

For each significant aspect, all existing operational controls (physical, engineering, and documented work practices) are identified to assess if current operational controls are adequate or need modification. The assessment of operational control adequacy includes:

- Identification and review of existing standard operating procedures,
- Identification and inspection of physical and engineering controls,
- Review of legal requirements, environmental plans, and permits to assess whether all required controls are in place,
- Review of Environmental, Safety, and Occupational Health Compliance Assessment and Management Program findings, enforcement instruments, and internal inspection deficiencies, and
- A decision on adequacy based on the factors listed above.

The EMS Coordinator, along with the EMS CFT, is responsible for this assessment. In some cases, simple operating criteria, which could serve as stand-alone, Technical Order-style steps, may need to be developed to facilitate incorporation of reliable procedures into day-to-day work practices. The EMS Coordinator ensures that any administrative operational control documents, that are determined to be inadequate, are improved through modification of existing procedures or development of new procedures.

The EMS Coordinator is also responsible for developing a list of any new administrative, physical, or engineering controls that may be required to ensure significant impacts are being controlled. These recommendations are forwarded to the 673 ABW/CC for further action.

12.10.1. Identification, Development and Implementation

The EMS Coordinator, along with the EMS CFT is responsible for maintaining an updated list of significant environmental aspects. The EMS Coordinator, along with the EMS CFT, will ensure that administrative, physical, and/or engineering operational controls are in place for each of the identified significant environmental aspect. A list of these identified controls will be developed and maintained by the EMS Coordinator.
For each significant aspect, all existing operational controls (physical, engineering, and documented work practices) should be identified to assess if current operational controls are adequate or need modification. The assessment of operational control adequacy should include:

a. Identification and review of existing standard operating procedures.

b. Identification and inspection of physical and engineering controls.

c. Review of legal requirements, environmental plans, and permits to assess whether all required controls are in place.

d. A decision on adequacy based on the factors listed above.

The EMS Coordinator, along with the EMS CFT, will be responsible for this assessment. The EMS Coordinator will ensure that any administrative operational control documents that are determined to be inadequate are improved through modification of existing procedures or development of new procedures. The EMS Coordinator will also be responsible for developing a list of any new physical or engineering controls that may be required to ensure significant

impacts are being controlled. These recommendations will be forwarded to the 673 ABW Commanders for further action.

12.11. Emergency Preparedness and Response

Proper preparations for and responses to emergency situations minimize adverse environmental impacts in the event of an actual emergency. JBER maintains emergency preparedness and response procedures to:

a. Determine how potential emergency situations and accidents are identified along with their environmental impacts so that the installation can ensure an appropriate response takes place.

b. Describe the process by which the emergency procedures will be reviewed, revised, and periodically tested.

c. Identify how personnel at JBER will respond to actual emergency situations and accidents in order to prevent or mitigate associated adverse environmental impact.

12.11.1. Emergency Procedures

The 673d Civil Engineer Squadron, Readiness Flight (673 CES/CEX) Chief, with support from 673 CES, Environmental Section (673 CES/CEA), will establish and maintain a list of potential emergency situations and potential accidents applicable to JBER that could result in impacts to the environment. This list will be developed based on review of existing emergency plans and related records and documents, such as but not limited to:

a. CEMP 10-2 and Checklists;

b. Base Operations Plan;

c. Spill Prevention, Control, and Countermeasures Plan;

d. Facility Response Plan;

e. Minutes from Environmental Incident Investigation and Review Board meetings.

12.11.2. Emergency Planning

New program and planning support is provided by the 673d Air Base Wing Plans, Programs, and Procedures (673 ABW/XPI). Training exercises and drills are coordinated by the 673d Air Base Wing Maintenance Group Inspections (673 ABW/XPI). In addition, emergency response personnel also include the Base Fire Department (673 CES/CEF), Defense Force (673 SFS), and Bioenvironmental Engineering (673 AMDS).

12.11.3. Emergency Testing and Review

Emergency response plans must be tested on a regular basis in accordance with individual plan requirements. Authorized emergency personnel will coordinate with the 673 CES/CEF, 673 ABW/XP and 673 CES/CEX, and 673 CES/CEANQ Chiefs to ensure that the prevention and

mitigation responses are included in the drills. The results of these test drills will be documented, and reviewed for potential improvements and changes to the prevention and mitigation response procedures.

12.12. Nonconformities, Audit, and Corrective Actions

EMS requires a standardized process for evaluating environmental compliance with federal, state and local regulations as well as military policies, instructions and directives applicable to JBER. All JBER unit and tenant organizations have the responsibility for identifying and reporting potential EMS nonconformities to the EMS Coordinator.

The purpose of the EMS audit is to:

a. Determine whether the JBER EMS operates in accordance with documented procedures and the ISO 14001 standard.

b. Determine whether the EMS has been properly implemented and maintained.

The ESOH CAMP will be used to audit the EMS implemented by JBER. Environmental compliance assessments are conducted in accordance with Air Force Instruction 32-7045, *Environmental Compliance Assessment and Management Program*. The ESOH CAMP was developed to help Air Force commanders assess compliance with environmental standards and to identify and track solutions for those activities found to be in non-compliance.

12.12.1 Regulatory Requirements

JBER audits its EMS to ensure that the system is operating in accordance with:

a. Air Force EMS guidance, including the U.S. Team Guide;

b. PACAF-specific modification to Air Force guidance;

c. JBER-specific modification to Air Force guidance;

d. The ISO 14001 Standard.

12.12.2. Report of Audit Finding

The findings associated with the EMS audit are reported in accordance with the procedures established for reporting findings associated with the ESOH CAMP system. The EMS Coordinator will initiate an EMS Nonconformity Report and assign responsibility for investigation and analysis to appropriate individual(s). Assigned individual(s) will determine the root cause of the nonconformity, with assistance provided from UECs and the 673 CES/CEANQ.

The EMS Coordinator and the EMS CFT assigns the EMS nonconformities to a particular unit or tenant commander, the EMS CFT, or other relevant party to correct. The assigned organization or individual is responsible for implementing the recommended corrective or preventative actions. They must also provide periodic status reports to the EMS Coordinator and the EMS CFT on their progress towards closing the nonconformity.

12.12.3. Verification of Mitigative, Corrective, and Preventive Actions

Once the selected action is completed, the assigned individual(s) will record the completed actions and the date the action was implemented on the EMS Nonconformity Letter. This information will then be forwarded to the EMS Coordinator. The action will be verified by the EMS Cross Functional Team (CFT) to ensure the nonconformity has been effectively addressed.

The EMS Coordinator is responsible for tracking all actions taken to address EMS nonconformities to ensure that they are completed in a timely manner. The EMS Coordinator must report information on completion and progress of EMS nonconformities to 673 ABW/CC during Management Reviews.

12.13. Management Reviews

The Management Review is a step in the continuous improvement process that is implemented as part of the EMS. It is one of the tools that will be used to evaluate whether the EMS is working effectively.

The 673 ABW/CC, CFT, and senior leadership meet at least annually to evaluate the EMS to ensure that it is suitable, adequate and effective. The EMS Coordinator establishes the meeting agenda for the Management Review. Minutes from the Management Review meeting are taken to document observations, conclusions, and recommendations.

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Appendix A

REFERENCES, GLOSSARY, and TERMS

Section I References

P.L. 102-386.....Federal Facilities Compliance Act

29 CFR 1910.120.....Selection and Use of Proper Personal Protective Equipment

40 CFR 260-283.....Hazardous Waste Treatment

40 CFR 268.7(a)(6).....Land Disposal Restriction Regulations

40 CFR 261.2-261.6.....Subtitle C Regulations

49 USC 1801.....Hazardous Material Transportation Act

49 CFR 172.....Regulations issued under the HMTA

49 CFR 172.101.....Regulations for Shipping Hazardous Materials by Highway, Air, Water or Rail

49 CFR 172.400.....Packaged Hazardous Materials Labeling Regulations

49 CFR 100-185.....DOT Regulations

40 CFR 260.10.....Definition for “Used Oil”

40 CFR 261.30.....Listed Solvents

40 CFR 279.....Regulations of Used Oils and Lubricants

40 CFR 761 under TSCA.....Used Oil Contaminated with PCBs

40 CFR 261&279.....Used Fuel [JP-8, Diesel, Gasoline]

40 CFR261.....Rags and Absorbants contaminated with Paints and/or Solvents

40 CFR 279.10(f).....De Minimis Wastewater Mixtures

40 CFR 279.10(b).....Used Oil Mixtures

40 CFR 261.4(b).....Solid Wastes

40 CFR 761.....PCB contaminated Used Oil Regulations

40 CFR 261.....Residuals from Used Oil Processing

40 CFR 279.11.....Specifications of Used Oil

40 CFR 279.72.....Analysis or Documentation of Used Oil

40 CFR 279.74(b) .....Used Oil Burned or Shipped

40 CFR 264.16.....Training Required by RCRA

40 CFR 264.....Contingenct Plan and Preparedness and Prevention Requirements

40 CFR 264.....Preparedness and Prevention

49 CFR 172.504.....Required Number and Type Placards for Shipping Vehicle

Section II Glossary

Abbreviations/Acronyms

ADEC.....Alaska Department of Environmental Conservation

Air Force .....United States Air Force

AMS.....Air Mobility Squadron

AST.....aboveground storage tank

CDL.....commercial driver's license

CFR.....Code of Federal Regulations

CO.....Contracting Officer

COTR.....Contracting Officer’s Technical Representative

C-Plan .....Contingency Response Plan

CSF .....Compliant Storage Facility

DD.....Defense Department

DoD.....Department of Defense

DOT .....Department of Transportation

DLA/DS .....Defense Logistics Agency/Disposal Services

EAA .....Emergency Accumulation Area

JBER .....Joint Base Elmendorf-Richardson

EMS .....Environmental Management System

EPA.....U. S. Environmental Protection Agency

EPCRA.....Emergency Planning and Community Right-to-Know Act

ESOHC .....Environmental, Safety and Occupational Health Committee

F .....Fahrenheit

FAR.....Federal Acquisition Regulation

HAZCOM .....hazard communication

HAZMAT Pharmacy .Hazardous Materials Element

HMTA.....Hazardous Materials Transportation Act

HWAA .....Hazardous Waste Accumulation Area

HWC …… Hazardous Waste Center (formerly JBER TSD)

HWG.....hazardous waste generators

LDR.....Land Disposal Restriction

MSDS.....material safety data sheet

NEV .....Notice of Environmental Violation

NOV.....Notice of Violation

OI .....Operating Instruction

off-spec .....off-specification

on-spec .....on-specification

OSC.....On-Scene Coordinator

OSHA.....Occupational Safety and Health Act (or Administration)

P2 .....Pollution Prévention

PACAF.....Pacific Air Forces

PCB.....polychlorinated biphenyls

POL.....petroleum, oils and lubricants

POP .....Performance Oriented Packaging

PPE.....personal protective equipment

ppm .....parts per million

PPMP .....Pollution Prevention Program Management Plan

QA/QC .....Quality Assurance/Quality Control

RCRA.....Resource Conservation and Recovery Act

RRAA .....Recovery/Recycle Accumulation Area

SAA.....Satellite Accumulation Area

SAP .....Sampling and Analysis Plan

SME .....Subject Matter Expert

SOP .....standard operating procedure

TCLP.....Toxicity Characteristic Leaching Procedure

TSCA .....Toxic Substances Control Act

UST.....underground storage tank

UWAA .....Universal Waste Accumulation AreaWAP Waste Analysis Plan

WR 161-21.....Wing Hazard Communication Program

673 LRS .....673d Logistics Readiness Squadron

Section III Terms

Accumulation: The temporary collection of hazardous waste in a proper container by the unit/organization that generates the waste, for a limited period of time pending transfer of the waste to a permitted or interim status CSF.

Aerosol: A material that is dispensed from its container as a mist, spray, or foam by a propellant under pressure.

Battery: A device consisting of one or more electrically connected electrochemical cells which are designed to receive, store, and deliver electrical 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 also includes an intact, unbroken battery from which the electrolyte has been removed, but does not include any electrolyte removed from the batteries. Lead acid batteries are not included in this definition and are still handled under the provisions of 40 CFR 266, subpart G.

Boiling Point: The temperature at which a liquid boils at regular atmospheric pressure (14.7 pounds per square inch).

Class I flammable liquid (under OSHA): Liquids having a flash point below 100 degrees Fahrenheit (37.8 degrees Celsius).

Class II liquids (under OSHA): Liquids with flash points at or above 100 degrees Fahrenheit (37.8 degrees Celsius) and below 140 degrees Fahrenheit (60 degrees Celsius).

Class III liquids (under OSHA): Liquids with flash points at or above 140 degrees Fahrenheit (60 degrees Celsius).

Closed container: A container (any can, barrel, or drum) sealed by a lid or other device so that neither liquid nor vapor will escape from it at ordinary temperatures or if the container is tipped over.

Combustible liquid (under DOT): Any liquid having a flash point at or above 141 degrees Fahrenheit (60.5 degrees Celsius) and below 200 degrees Fahrenheit (93 degrees Celsius).

Container: A portable device in which a material is accumulated, stored, transported, treated, disposed of, or otherwise handled.
Flammable aerosol: An aerosol labeled “Flammable” by the manufacturer.

Flammable liquid (Class I): Any liquid having a flash point below 100 degrees Fahrenheit (37.8 degrees Celsius).

Generating activity: The unit or organization whose act or process first produces the hazardous waste.

Generator: See generating activity.

Halogen: Any fluorine, chlorine, bromine, iodine, or astatine.

Hazardous: This term means different things to different regulatory agencies. For example, what is considered a hazardous chemical by OSHA may not be regulated as a hazardous waste by RCRA.

Hazardous chemicals: The raw materials as noted on the MSDS's that OSHA regulates to protect workers. This includes several thousand chemicals that pose either physical or health hazards to workers. Information concerning hazardous chemicals is provided on an MSDS that must be provided to any customer by the manufacturer to disclose the material's hazards and specific handling methods.

Hazardous materials: Materials that poses an unreasonable risk to health, life, or property during transport. These can be materials as dangerous as explosives or as seemingly benign as antifreeze. hazardous materials pose a problem during transport due to their specific physical characteristics (e.g., explosive, corrosive, marine pollutant, etc.). The transportation of these materials (as well as hazardous wastes) is regulated by the DOT and must be shipped according to the DOT regulations found in 49 CFR 171 to 177. All hazardous materials are defined as hazardous chemicals and therefore are regulated by OSHA.

Hazardous substances: Materials which, if spilled or released, could cause harm to human health or the environment. Hazardous substances are defined under the CERCLA and OSHA and trigger cleanup actions when found over certain thresholds in the environment. All CERCLA hazardous substances are regulated by the DOT if they are transported on public highways.

Hazardous wastes: Described in Appendix F. Defined and stringently regulated under RCRA. If transported on public highways, hazardous wastes are also regulated by the DOT.

Hazardous material employee: A person whose job directly involves hazardous materials transportation. This term includes an owner-operator of a motor vehicle that transports hazardous materials in commerce or someone who is responsible for determining DOT shipping names for wastes or materials.

Material safety data sheet: Document (required by OSHA) containing information on a material's ingredients, physical properties, and associated hazards that manufacturers are required by law to provide on all products they manufacture and sell. The MSDS is useful in evaluating the product to determine if it has hazardous constituents.

Nonbulk packaging: Packaging that has:

a. A container for liquids that has a maximum capacity of 119 gallons (450 liters).

b. A package of solid material that has a maximum net mass less than 882 pounds (400 kilograms) and a maximum capacity less than 199 gallons.

c. A water capacity greater than 1,000 pounds (454 kilograms) or less as a container for gas.

Non-regulated Waste: Not all wastes generated at JBER are regulated as hazardous waste under RCRA. These wastes are commonly referred to as non-regulated or non-hazardous wastes. Examples of non-hazardous wastes include used oil and antifreeze. The term "non-hazardous" is somewhat misleading. "Non-hazardous" **does not** mean that the waste cannot harm either you or the environment; it simply refers to the fact that it is not regulated as hazardous waste under RCRA. In fact, many non-hazardous wastes are quite toxic if consumed by humans or animals and can cause great harm if released to the environment.

Off-specification used oil: Used oil that exceeds the following criteria (Except that the specifications do not apply to mixtures of used oil and hazardous waste that continue to be regulated as hazardous waste.):

Constituent/Property	Allowable Level
Arsenic	5 ppm maximum
Cadmium	2 ppm maximum
Chromium	10 ppm maximum
Lead	100 ppm maximum
Flash Point	100 degrees Fahrenheit minimum
Total Halogens	4,000 ppm maximum (1,000 ppm rebuttable presumption of mixing)

On-specification used oil: Oil that falls within the allowable levels listed above. Once oil is determined to be on-specification it is no longer subject to these requirements.

PCB article: Any manufactured article, other than a PCB container, that contains PCBs and whose surface(s) has been in direct contact with PCBs.

PCB container: Any package, can, bottle, bag, barrel, drum, tank, or other device that contains PCBs or PCB articles and whose surface has been in direct contact with PCBs.

PCB item: Any PCB article, PCB article container, PCB container, or PCB equipment that deliberately or unintentionally contains or has as a part of it any PCB(s).

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

Portable tank: A closed container having a liquid capacity over 60 gallons and not intended for fixed installation.

Rebuttal presumption: The presumption that oil containing greater than 1,000 ppm halogens is hazardous waste can be rebutted by demonstrating that no mixing with hazardous waste has occurred (i.e., documenting that the source of halogens is not a listed hazardous waste).

Safety can: An approved container, of not more than 5 gallons capacity, having a spring-closing lid and spout cover, and so designed that it will safely relieve internal pressure when exposed to fire.

Thermostat: A temperature control device that contains metallic mercury in an ampule attached to a bimetal sensing element. Mercury-containing ampules that have been removed from these temperature control devices.

Universal waste: Hazardous waste batteries, pesticides, and mercury containing equipment meeting the definitions in this OPLAN that are managed under the universal waste requirements listed here. These wastes may be accumulated in a stand alone Universal Waste Accumulation Area (UWAA).

Used oil: Any oil that has been refined from crude oil, or any synthetic oil, that has been used and as a result of such use is contaminated by physical (e.g., high water content) or chemical (e.g., lead, halogens, etc.) impurities. Used oil containing more than 1,000 ppm total halogens is presumed to be a hazardous waste. This does not apply to metalworking oils or fluids containing chlorinated paraffins if they are processed to reclaim metalworking oils or fluids. Similarly, used oils contaminated with chlorofluorocarbons removed from refrigeration units, when the chlorofluorocarbons are destined for reclamation, are exempt unless such oils have been mixed with used oil from nonrefrigeration units.

Used oil fuel marketer: Any person who directs a shipment of off-specification used oil from their facility to a used oil burner or first claims that used oil to be burned for energy recovery meets the used oil fuel specifications.

Ventilation: The circulation of air for the prevention of fire and explosion.

Waste stream: A single type of waste that is generated regularly using the same materials or products, by the same process.

Appendix B

FORMS

This appendix includes the following forms:

1) HAZARDOUS WASTE DAILY INSPECTION LOG
2) HAZARDOUS MATERIAL WEEKLY INSPECTION LOG
3) CONTAINER LOG
4) OIL/WATER SEPARATOR USER KNOWLEDGE STATEMENT
5) GENERAL USER KNOWLEDGE STATEMENT
6) KNOWLEDGE STATEMENT FOR PETROLEUM OR LUBRICANT (POL) - CONTAMINATED SOIL
7) JBER OZONE DEPLETING CHEMICAL (ODC) EQUIPMENT TURN-IN PROCEDURE
8) CERTIFICATE OF REFRIGERATION EQUIPMENT OZONE DEPLETING CHEMICAL (ODC) USER KNOWLEDGE STATEMENT
10) CERTIFICATE OF OZONE-DEPLETING CHEMICAL REFRIGERANT REMOVAL
11) HAZARDOUS MATERIAL BAR CODE TURN-IN ACCOUNTABILITY SHEET
12) USER KNOWLEDGE STATEMENT FOR EQUIPMENT THAT CONTAINED OZONE-DEPLETING CHEMICAL (ODC) (REFRIGERANT, FREON OR HALON)
13) CONTAINER INVENTORY CONTROL LOG
14) HAZARDOUS WASTE ACCEPTANCE LETTER
15) HAZARDOUS WASTE MANAGER APPOINTMENT LETTER
16) ENVIRONMENTAL COORDINATOR APPOINTMENT LETTER
17) HAZARDOUS MATERIAL MANAGER APPOINTMENT LETTER
18) GSA / GPC REQUEST FOR HAZARDOUS MATERIAL

Headquarters, 673 ABW
JBER AK 99506-2850
May 2011

DAILY INSPECTION LOG

MONTH/YEAR:

Organization: Building: Accumulation Manager or Authorized Representative

CHECK ONE			DAY	Signature of Inspector Inspector must sign after each date inspected
OD	DD	No Items	1.	
OD	DD	No Items	2.	
OD	DD	No Items	3.	
OD	DD	No Items	4.	
OD	DD	No Items	5.	
OD	DD	No Items	6.	
OD	DD	No Items	7.	
OD	DD	No Items	8.	
OD	DD	No Items	9.	
OD	DD	No Items	10.	
OD	DD	No Items	11.	
OD	DD	No Items	12.	
OD	DD	No Items	13.	
OD	DD	No Items	14.	
OD	DD	No Items	15.	
OD	DD	No Items	16.	
OD	DD	No Items	17.	
OD	DD	No Items	18.	
OD	DD	No Items	19.	
OD	DD	No Items	20.	
OD	DD	No Items	21.	
OD	DD	No Items	22.	
OD	DD	No Items	23.	
OD	DD	No Items	24.	
OD	DD	No Items	25.	
OD	DD	No Items	26.	
OD	DD	No Items	27.	
OD	DD	No Items	28.	
OD	DD	No Items	29.	
OD	DD	No Items	30.	
OD	DD	No Items	31.	

INSPECTION REQUIREMENTS

Containers:

- Containers are tightly closed
- Containers are in good condition
- Containers are free of leaks
- Metal containers containing flammables are grounded

Container Marking:

- No older markings are on container
- For 90-day accum. points, start date is on container
- The words “Hazardous Waste” are on container
- Container contents are marked on container
- Container logs are being kept and maintained (3 years)

Accumulation Areas:

- Accumulation area is properly marked
- Wastes stored are compatible with each other
- Less than 55 gallons total empty capacity of HazWaste at a satellite point
- Accum. area is clean and spill free
- Adequate aisle space exists in accum. area
- Accum. area is secure from unauthorized use

Emergency Response Equipment:

- Emergency response names are posted at accum. point
- A salvage drum for spills is nearby
- Spill response equipment is nearby
- Fire extinguisher is charged, nearby and accessible
- Telephone is accessible and working
- Emerg. response personnel names are posted by phone

LOG MUST BE COMPLETED BY PERSONNEL WITH CURRENT SHOP TRAINING IN ACCORDANCE WITH PARAGRAPH 5.3.3 OF EMP 19-3

OD = OPERATIONAL DAY ⇒ *Requires daily inspection*
DD = DOWN DAY (includes holidays and weekends) ⇒ *No daily inspection required*
No Items ⇒ *No daily inspection required if no containers are present*

NOTE: If down days last more than seven consecutive days, inspection must be done at least weekly if hazardous wastes are stored at the accumulation point.

If any deficiencies are found during these inspections, please note what the deficiencies are and what steps were taken to correct the problem:

Note: A computer copy of this form is available through the Environmental Section (552-3435).

Fax copy of this inspection log to 673 CES/CEANQ at 552-7510 NLT five days after completing the log.
For more information call 552-3435 (Environmental Section).

WEEKLY HAZARDOUS MATERIAL INSPECTION LOG MONTH/YEAR

Organization:	Building: Hazardous Material Manager:

INSPECTION REQUIREMENTS
Hazardous Materials:
• Manufacturer-specific MSDS's available and on file for all hazardous materials
• AF Form 3952 on file for every hazardous material, and is chemical authorization list current (updated quarterly/every 90 days)
Containers:
• Containers are tightly closed
• If required, hazardous material container is bar-coded with HAZMAT Pharmacy bar code
• Containers are in good condition
• Containers are free of leaks
Container Marking:
• Container contents are marked on container
• No older markings are on container
Hazardous Material Storage Areas:
• Hazardous Material Storage area is properly marked
• Materials stored are compatible with each other
• Flammable/combustible liquids (flashpoint <200 degrees F) are stored in flammable lockers
• Storage area is clean and spill free
• Storage area is secure from unauthorized use
• Quantities of hazardous materials in shop do not exceed amount authorized on AF Form 3952
Emergency Response Equipment:
• Proper spill response equipment as directed by manufacturer-specific MSDS's is on hand
• Fire extinguisher is charged, nearby and accessible
• Telephone is accessible and working
• Emergency response personnel names are posted by phone

WEEK ONE		
INSPECTOR: Printed name:	Signature:	Date:
WEEK TWO		
INSPECTOR: Printed name:	Signature:	Date:
WEEK THREE		
INSPECTOR: Printed name:	Signature:	Date:
WEEK FOUR		
INSPECTOR: Printed name:	Signature:	Date:
WEEK FIVE		
INSPECTOR: Printed name:	Signature:	Date:

If any deficiencies are found during these inspections, please note what the deficiencies are and what steps were taken to correct the problem:

Headquarters, 673 ABW
JBER AK 99506-2850
May 2011

CONTAINER LOG

CONTAINER CONTENTS:

CONTAINER NUMBER:

CONTAINER SIZE:

Organization: Building: Hazardous Waste Manger and Alternate Manager

AMOUNT	DATE	NAME (Print Clearly)

TURN-IN VERIFICATION
GENERATOR CERTIFICATION

I, , hereby certify that all the information submitted in this document is to the best of my knowledge an accurate representation of the waste turned in or burned. All known or suspected hazards have been disclosed. If a waste profile exists on this waste, I certify that no changes have occurred in the process that generated this waste.

SIGNATURE _____ Date: _____

DISPOSAL METHOD: (Circle One: BURNED FOR ENERGY RECOVERY ON SITE; RECYCLED; SENT TO HWC)

This section to be filled in by the Environmental Section (673 CES/CEANQ)
Profile Number:
House Number: Turn-in date:

Note: A computer copy of this form is available at the Environmental Section. Please stop by with a computer disk if you would like a digital copy.

For more information call 552-3435 (Environmental Section).

Oil/Water Separator User Knowledge Statement

Organization:	Building:

GENERATOR CERTIFICATION

I, , hereby certify that no hazardous substance/waste has been placed in the oil/water separator to the best of my knowledge.

SIGNATURE _____ Date: _____

Note: If you suspect your oil/water separator has been contaminated with hazardous materials/wastes, immediately contact the Environmental Section, 552-3435.

The User Knowledge Statement is available on-line at https://portal.elmenorf.af.mil/default.aspx under Plans, in the JBER OPLAN 19-3, Environmental management Plan, Appendix B.

GENERAL USER KNOWLEDGE STATEMENT

CONTROL NUMBER:

NAME: **ORGANIZATION:** **PHONE:**

NAME OF WASTE:

DATE WASTE WAS GENERATED:

PROCESS THAT GENERATED WASTE:

CONTENTS:	**PERCENTAGES (Please Be Specific):**

PLEASE INCLUDE ANY MANUFACTURER-SPECIFIC MSDS OR OTHER PRODUCT INFORMATION IF AVAILABLE:

SIGNATURE:

CSF VERIFICATION:

☐ **Flash Point** ☐ **Ph** ☐ **Liquid** ☐ **Solid** ☐ **Semi-Solid** ☐ **PCB**

User Knowledge Statement for Petroleum, Oil, or Lubricant (POL) – Contaminated Soil

Contents:		
Spill Location:		
Date container was filled	Container Identification Serial#:	
Organization & Office Symbol:	Organization:	
Building #:	POC:	Duty Phone:

GENERATOR CERTIFICATION

I, , hereby certify that, to the best of my knowledge, no hazardous substance or hazardous waste was placed in this POL-contaminated soil.

SIGNATURE _____

Date:

Note: Turn this User Knowledge Statement in to the 673 Environmental Section, 673 CES/CEANQ, fax number 552-7510.

If you suspect this container has been contaminated with hazardous materials or hazardous wastes other than POL, immediately contact the 673 Environmental Section Hazardous Waste Office, 673 CES/CEANQ at 552-3435 or 552-1742.

The User Knowledge Statement is available on-line at https://portal.elmenorf.af.mil/default.aspx (see JBER OPLAN 19-3, Environmental Management Plan, Appendix B).

Headquarters, 673 ABW
JBER AK 99506-2850
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JBER Ozone Depleting Chemical (ODC) Equipment Turn-In Procedure

Attached are certificates that are required to turn in your refrigerator(s)/property that contains ODC. JBER has a Memorandum of Agreement with DLA/DS for CEANQ to receive equipment that contains ODC at a central location to streamline the following turn-in procedure:

1. Prepare the property turn-in document (DD-1348-1A), which will be initialed as received by CEANQ so that you have a copy for your records.

2. Attach a DD Form 1577 *Unserviceable (Condemned) Label - Materiel* ("red tag") condition code H (or D, if the equipment might be saleable) to the unit.

3. Attach the following statement on the property and to the turn-in document (DD Form 1348-1A) to identify that a class I or II refrigerant is contained in the item:

   WARNING: Contains a chlorofluorocarbon (CFC) refrigerant, a substance that harms the environment by destroying ozone in the atmosphere. Removal and reclaiming must be by an EPA-Certified Technician. If the refrigerant is removed, the technician's certificate must be attached to this item and a copy of the certificate must be retained for three years in the former owner's files.

4. If for some reason the unit doesn't contain refrigerant (vented by old age or compressor and/or lines are broken) then complete and sign the attached ODC User Knowledge Statement and attach it to the refrigerator/property, as well as retain a copy with the DD form 1348-1A for your equipment files.

5. Deliver the turn-in documents and item(s) to CEANQW, 4314 Kenny Ave, Monday through Thursday (0730 to 1530). Please call 552-3435 to have the gate to the pole barn opened.

6. When the technician certifies that the CFC has been removed from the unit, you will receive a copy to keep in your files for three years. A copy of the signed certificate must be attached to the refrigerator/property, and then it will be put in the scrap metal recycling bin.

If you have any questions or concerns, please contact 673 CES/CEANQ, at 552-3435.

Certificate of Refrigeration Equipment
Ozone Depleting Chemical (ODC)
User Knowledge Statement

Organization:	Building:

GENERATOR USER KNOWLEDGE STATEMENT

I, , (Equipment Custodian or Owner), hereby certify that, to the best of my knowledge, this refrigeration equipment unit is unserviceable and the ODC or other Refrigerant has been removed by an EPA ODC-certified technician in accordance with regulations, or that due to other circumstances it contains no ODC or Refrigerant.

SIGNATURE: _____ Date: _____

Equipment Custodian or Owner

EPA ODC-Certified Technician's Name:

EPA ODC-Certified Technician's Signature: _____
Phone Number:
Office Symbol (or company):
Address:

Date Unit is Out of Service or Refrigerant Removed:

Note: Equipment Custodian or Owner must retain a copy of this certificate on file for three years. One copy should be taped, pasted or adhered to the unit. Turn in the unit as scrap metal at the JBER Recycling Center 6258 Gibson Avenue, and provide one copy of the certificate to the recycling contractor. If you have questions, please call the 673 CES/CEANQ: 552-3435/1742.

CERTIFICATE OF OZONE-DEPLETING CHEMICAL REFRIGERANT REMOVAL

NOTE: Generator (owner) must retain copy of certificate for three years from date of receipt.

"In compliance with the requirements of the Clean Air Act amendments of 1990, section 608, I certify that the Ozone Depleting Chemical refrigerant has been recovered from this item in accordance with US EPA Title 40 Code of Federal Regulations 82.156 (f), (g), and (h)."

EPA-Certified ODC Recovery Technician Name (required):

Service Company Name (required):

Address:

City: State: Alaska Zip:

Date Refrigerant Removed (required):

Signature Of Technician (required):

Generator:

Additional information to match the certificate to the equipment to demonstrate compliance during regulatory inspections:

Item Description:

Noun and NSN:

SERIAL NUMBER(S):

TURN-IN DOCUMENT NUMBER (DD Form 1348-1A):

User Knowledge Statement For Equipment That Contained Ozone-Depleting Chemical (ODC) (Refrigerant, Freon, or Halon)

Contents:		
Spill Location or Building # of Release:		
Date ODC was removed from equipment:	Equipment Identification #:	
Organization & Office Symbol:	Organization:	
Building #:	POC:	Duty Phone:

GENERATOR CERTIFICATION

I, , hereby certify that this equipment does not contain any ODC because it was released and vented by damage to the equipment. To the best of my knowledge, the following event(s) caused release of ODC and it was not possible to recover the material.

Description of damage and cause:

SIGNATURE: _____

Date:

Note: Fax this User Knowledge Statement to 552-7510, 673 CES/CEANQ.

If you suspect this container has been contaminated with hazardous materials or hazardous wastes other than ODC, immediately contact the 673 Environmental Section Hazardous Waste Office, 673 CES/CEANQ at 552-3435.

HAZARDOUS MATERIAL BAR CODE TURN-IN ACCOUNTABILITY SHEET

Peel bar code from product and paste on this form. Sign form and send to HAZMAT Pharmacy (fax 552-0153)

Organization: Building Number: Date:

EMPTY HAZARDOUS MATERIAL CONTAINERS

BAR CODE NUMBER	BAR CODE NUMBER
PASTE BAR CODE HERE	PASTE BAR CODE HERE
PASTE BAR CODE HERE	PASTE BAR CODE HERE
PASTE BAR CODE HERE	PASTE BAR CODE HERE
PASTE BAR CODE HERE	PASTE BAR CODE HERE
PASTE BAR CODE HERE	PASTE BAR CODE HERE
PASTE BAR CODE HERE	PASTE BAR CODE HERE
PASTE BAR CODE HERE	PASTE BAR CODE HERE

GENERATOR CERTIFICATION

I, _____, hereby certify the contents associated with this bar code(s) have been utilized in an approved manner and the containers were disposed of IAW JBER OPLAN 19-3.

SIGNATURE _____ Date: _____

HAZARDOUS WASTE ACCEPTANCE LETTER Date:

Confirmation to Ship Hazardous Waste to JBER

TO:

FROM:

Generator of Waste:	Phone/Fax Number:	Point of Contact:
EPA Waste Codes (from waste profile)	**Number of Containers**	**Size and Type of Containers**

For more information call DLA/DS (552-3745) or the 673 CES, Environmental Section (552-3435)

Headquarters, 673 ABW
JBER AK 99506-2850
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APPOINTMENT LETTER
HAZARDOUS WASTE MANAGER AND/OR ASSISTANT MANAGER

Organization _____ **Location:** _____ **Date:** _____

Section 1. Purpose and Applicability

The purpose of a hazardous waste manager and assistant hazardous waste manager is to ensure their organization is in compliance at all times with hazardous waste requirements of the Resource Conservation and Recovery Act (RCRA) and 673 JBER OPLAN 19-3.

Section 2. Required Training:

a. Hazardous waste managers and assistant managers are required to be properly trained in hazardous waste management practices and are required to follow the JBER OPLAN 19-3*, Environmental Management Plan*. The hazardous waste manager and assistant manager must attend the Hazardous Waste Subject Matter Expert Course offered by 673 CES/CEANQ. This course includes how to properly handle, identify, containerize, label, transport, and dispose of hazardous wastes; respond to emergencies and spills; paperwork requirements; waste minimization; personnel safety and used oil management.

b. This training is available through the Environmental Section, 673 CES/CEANQ at 552-3435. Hazardous waste training must be completed within six months of appointment as a waste manager or assistant manager.

Section 3. Duties:

Hazardous waste managers and assistant managers are required to ensure the following. A detailed listing of duties is stated in Chapter 2.2.13 of JBER OPLAN 19-3.

Containers:
- Containers are tightly closed when not in use
- Containers must be in good condition and show no evidence of leaking

Container Marking:
- Environmental Section (673 CES/CEANQ, 552-3435) labels identifying container contents are used
- Markings on container must reflect container's contents
- The words "Hazardous Waste" must be on hazardous waste container
- For 90-day accumulation areas, the hazardous waste container must have accumulation start date placed on the container the moment the first drop enters the container. For satellite accumulation areas, start date must be the on container when the container is full or the 55-gallon hazardous waste limit is reached. The container must then be sent to a 90-day accumulation area or to the base HWC within 3 days.

Accumulation Areas:
- Accumulation area is properly marked
- Wastes stored are compatible with each other
- Less than 55 gallons of hazardous waste at a Satellite Accumulation Area
- Accumulation area is clean and spill free
- Adequate aisle space exists in accumulation area
- Accumulation area is secure from unauthorized use

Paperwork:
- Daily inspections of hazardous waste are being conducted
- Container Inventory Control Log maintained (highly recommended)
- Container Logs are being kept and maintained
- Training Records for personnel are maintained

Emergency Response Equipment:
- Emergency response names are posted at accumulation. point
- A salvage drum for spills is nearby
- Spill response equipment is nearby
- Fire extinguisher is charged, nearby and accessible
- Telephone is accessible and working
- Emergency response personnel names are posted by phone

Energy Recovery Items:
- Promptly burn items for energy recovery in Used Oil Burners.

Name: _____ Rank/Grade: _____ Position (check one): ☐ Haz Waste Manager ☐ Alternate Haz Waste Manager
Name: _____ Rank/Grade: _____ Position (check one): ☐ Haz Waste Manager ☐ Alternate Haz Waste Manager
Name: _____ Rank/Grade: _____ Position (check one): ☐ Haz Waste Manager ☐ Alternate Haz Waste Manager
Name: _____ Rank/Grade: _____ Position (check one): ☐ Haz Waste Manager ☐ Alternate Haz Waste Manager
Name: _____ Rank/Grade: _____ Position (check one): ☐ Haz Waste Manager ☐ Alternate Haz Waste Manager

Section 4. Appointment:

Certifying Authority (Commander):
Name: _____ Rank/Grade: _____

Title: _____

Signature: _____ Date: _____

Headquarters, 673 ABW
JBER AK 99506-2850
May 2011

APPOINTMENT LETTER
ENVIRONMENTAL COORDINATOR

Organization _____ **Location:** _____ **Date:** _____

Section 1. Purpose and Applicability

The purpose of a environmental coordinator is to provide managerial and technical guidance to individual hazardous waste accumulation / material storage area managers and the squadron commander to insure compliance with federal, state and local and base environmental laws and regulations. These requirements include but are not limited to; container compatibility, labeling, storage, segregation, records documentation and maintenance, spill response and pollution prevention, inspections and turn in of all waste, materials for use, or items for recycling and energy recovery. Coordinates with appropriate agencies to schedule all environmental training for organization personnel. Ensures appropriate hazardous material and hazardous waste appointment letters for personnel are current and forwarded to 673 CES/CEANQ in a timely manner. Conducts and documents quarterly and spot hazardous material and hazardous waste inspections. Environmental Coordinators will e-mail or hand deliver documentation (copy of checklist, memo, etc.) of quarterly hazardous material inspections to 673 CES/CEANQ HMMP coordinator. Recommends the establishment of accumulation / storage areas as required to meet unit specific needs. Integrates pollution prevention measures whenever possible to limit the use of hazardous materials and generation of hazardous waste. Coordinates activities with the CE Environmental Section as required. Attends and provides input to the Hazardous Material Management Process Team (HMMP) on installation-wide environmental issues as required. Informs commander of changes affecting the organization's environmental status.

Section 2. Required Training:

Environmental coordinators are required to be properly trained in hazardous material and hazardous waste management IAW Chapter 5 of the JBER OPLAN 19-3, Environmental Management Plan.

Hazardous waste training is available through the Environmental Section, 673 CES/CEANQ at 552-3435. Hazardous material training is available through the Environmental Section, 673 CES/CEANQ at 552-2766. Training must be completed within six months of appointment as a Squadron Environmental Coordinator.

Section 3. Appointment:

Name: _____ Rank/Grade: _____

Certifying Authority (Commander):

Name: _____ Rank/Grade: _____

Title: _____

Signature: _____ Date: _____

Headquarters, 673 ABW
JBER AK 99506-2850
May 2011

APPOINTMENT LETTER
HAZARDOUS MATERIAL MANAGER

Organization: _____ **Location:** _____ **Date:** _____

Section 1. Purpose and Applicability

The purpose of a hazardous material manager is to ensure hazardous materials are properly procured, managed, and disposed of at their activity IAW the Occupational Health and Safety Act and JBER OPLAN 19-3.

Section 2. Required Training:

Hazardous material managers are required to be properly trained in hazardous material management practices and are required to follow the JBER OPLAN 19-3, *Hazardous Waste, Used Oil, and Hazardous Material Management Plan*. The hazardous material manager must attend the Hazardous Material Management Course offered by 673 CES/CEANQ. This course includes how to: properly procure, handle, identify, containerize, label, transport, and dispose of hazardous materials; respond to emergencies and spills; paperwork requirements; hazardous material minimization; and ensure personnel safety in the workplace.

This training is available through the Environmental Section, 673 CES/CEANQ at 552-2766. Hazardous material training must be completed no later than 90 days after being appointed as hazardous material manager.

Section 3. Duties:

The Hazardous Material Manager is required to ensure the following. A detailed listing of duties is stated in Chapter 2 of JBER OPLAN 19-3.

Hazardous Materials:
- Manufacturer-specific MSDS's available and on file for all hazardous materials
- AF Form 3952 for every hazardous material in shop and current chemical authorization list (updated quarterly/every 90 days) on file

Containers:
- Containers are tightly closed when not in use
- If required, hazardous material container is bar-coded with HAZMAT Pharmacy bar code
- Containers are in good condition
- Containers are free of leaks

Container Marking:
- Container contents are marked on container
- No older markings are on container

Hazardous Material Storage Areas:
- Hazardous Material Storage area is properly marked
- Materials stored are compatible with each other
- Flammable/combustible liquids (flashpoint < 200 degrees F) are stored in flammable lockers
- Storage area is clean, spill free, and secure from unauthorized us
- Quantities of hazardous materials do not exceed amount authorized

Emergency Response Equipment:
- Proper spill response equipment as directed by manufacturer-specific MSDS's is available
- Fire extinguisher is charged, nearby and accessible
- Telephone is accessible and working
- Emergency response personnel names are posted by phone

Section 4. Appointment:

Name: _____ Rank/Grade: _____ Position (check one): Haz Mat Manager Alternate Haz Mat Manager
Name: _____ Rank/Grade: _____ Position (check one): Haz Mat Manager Alternate Haz Mat Manager
Name: _____ Rank/Grade: _____ Position (check one): Haz Mat Manager Alternate Haz Mat Manager
Name: _____ Rank/Grade: _____ Position (check one): Haz Mat Manager Alternate Haz Mat Manager
Name: _____ Rank/Grade: _____ Position (check one): Haz Mat Manager Alternate Haz Mat Manager

Certifying Authority (Commander):

Name: _____ Rank/Grade: _____

Title: _____

Signature: _____ Date: _____

GSA/GPC Request for Hazardous Material (HAZMAT)

1. Request the following item to be purchased using GSA/GPC:

Part Number: _____

Noun: _____

Quantity: _____

Unit Price: _____

Extended Cost: _____

Vendor and Point of Contact: _____

Workcenter HAZMAT Pharmacy Monitor Signature:

_____

GSA/GPC Monitor/RA Signature: _____

2. Have you previously used this item (Circle); Yes/No If yes Control Number _____

NSN _____ (if known)

3. I understand that I am responsible for completing the following action immediately after purchasing the above HAZMAT. Deliver items to the Hazardous Material Pharmacy (HAZMAT Pharmacy) for barcoding. If purchase was made after normal duty hours the above action must be complete at the start of the next duty day.

4. Organization and Shop Code: _____

Authorized Purchase Signature: _____ Phone: _____

Printed Name: _____ Date: _____

***** *To be filled-out by HAZMAT Pharmacy* *****

I have confirmed that an AF Form 3952 was approved by 673 AMDS/SGPB, 673 CES/CEANQ, and 673 ABW/SE for this item.

HAZMAT Pharmacy GSA/GPC Representative (Signature/Printed Name)	Control Number	Date & Time of Purchase

ENVIRONMENTAL COMPLIANCE INSPECTION CHECKLIST

1. PURPOSE:

   a. To provide a standardized checklist for Hazardous Materials Management Process Team (HMMP) inspectors for conducting field audits of organizations that create and store hazardous wastes or materials that will be recycled, reclaimed, or burned for energy recovery. The HMMP consists of 673 CES/CEANQ, 673 LRS, 673 AMDS/SGPB, and 673 ABW/SE.

   b. To assess compliance with federal, state, and Air Force environmental regulations.

2. APPLICABILITY: This checklist is applicable to all organizations and tenants assigned, attached to, or supported by JBER, Alaska.

3. GENERAL: This inspection checklist is designed to assess environmental compliance with cited regulations. Major categories for inspections include:

   a. Program management.

   b. Hazardous materials management.

   c. Waste and recycling management.

   d. Universal waste management.

   e. Maintenance bays.

   f. Wash racks.

4. TASK: Maintain hazardous material (HM)/hazardous waste (HW) management areas to comply with federal, state, and Air Force environmental regulations.

5. CONDITION: Operators of facilities that store HM and generate HW will inspect their hazardous material areas weekly, and their hazardous waste accumulation areas daily for compliance with environmental regulations. These facilities will also be inspected at least quarterly by the Squadron Environmental Coordinators.

6. STANDARD: Quarterly inspections will be conducted using the attached checklist. Discrepancies noted during this inspection may result in the Command receiving a Notice of Violation by EPA or ADEC and therefore should be corrected promptly. Starred (*****) items in this checklist are of critical importance and require immediate attention.

7. REFERENCES:

   a. AFI 32-7042, “Solid and Hazardous Waste Compliance”

   b. AFI 32-7086, “Hazardous Materials Management”

   c. JBER OPLAN 19-3, “Environmental Management Plan”

   d. Title 40 Code of Federal Regulations, Chapters 260-283

ENVIRONMENTAL COMPLIANCE INSPECTION CHECKLIST

1. INSPECTOR'S NAME(S)/TELEPHONE NUMBER(S):

---

2. INSPECTOR'S ORGANIZATION:

---

3. DATE/TIME OF INSPECTION:

---

4. ORGANIZATION BEING INSPECTED:

---

5. BUILDING NUMBER: _____

6. ORGANIZATION HAZARDOUS WASTE TECHNICIAN:

---

7. ORGANIZATION PERSON(S) ACCOMPANYING THE INSPECTOR:

---

8. DATE OF LAST ENVIRONMENTAL COMPLIANCE INSPECTION:

---

1. PROGRAM MANAGEMENT

	PASS		FAIL
PERSONNEL APPOINTMENTS			
1. HAZARDOUS WASTE: Are the organization's Hazardous Waste Manager and alternate appointed in writing? Ch 4.4.1, Table 4-1	☐	*	☐
2. Are job titles, with the name of the person filling the job, available for each job related to hazardous waste management? Ch 4.8.a	☐	*	☐
3. HAZARDOUS MATERIAL: Is the organization's Hazardous Material Manager appointed in writing? Ch 7.6.1, Table 7-1; Ch 7.6.c	☐	*	☐
4. Is a job description for the Hazardous Material Manager present? Ch 7.6.c	☐	*	☐
TRAINING			
5. HAZARDOUS WASTE: Have accumulation area managers/assistant managers received formal JBER training and yearly refresher training, and are the certificates for this training on file? Ch 4.8.b; Ch 5.1, Table 5-1	☐		☐
6. HAZARDOUS MATERIAL: Has Hazardous Material Manager received formal JBER training and is the attendance documentation for this training on file? Ch 7.6.d; Ch 5.1, Table 5-1	☐	*	☐
7. Is there a record indicating when workers last received unit level training concerning the Hazard Communication Program and hazardous material/waste management, including spill clean-up procedures? Ch 4.8; Ch 5.3.3; Ch 7.6	☐		☐
8. Does the organization have an Environmental Notebook on file? Ch 4.4.1, Table 4-1/Ch 7.6.1	☐	*	☐
9. Does the organization have a written spill contingency plan on file (this may be part of the Environmental Notebook)? Ch 4.4.1, Table 4-1; 4.8.c/Ch 7.6.g.	☐		☐
10. Are the contingency plans current and being followed? Ch 4.8	☐		☐
11. Does the organization have a diagram of the area(s) where hazardous materials and hazardous wastes are stored? Is this diagram current? Ch 4.8.c	☐		☐
12. Are weekly hazardous material inspections conducted/documented? Ch 7.6.h Ch 7.5.a	☐		☐
13. Are daily hazardous waste inspections conducted/documented? Ch 4.8.e Ch 4.7.6.a	☐	*	☐
14. For containers holding hazardous waste or materials for recycling, reclamation and recovery: are container logs maintained for 3 years? (Note: No container log needed for oil filters that are hot drained) Ch 4.8.f	☐	*	☐
15. Does the organization have a current copy of EMP 19-3 and Hazmat Response, CEMP 10-2 on file? Ch 4.8.h; Ch 7.6.i	☐		☐

2. HAZARDOUS MATERIALS MANAGEMENT

THIS SECTION NOT APPLICABLE _____	PASS		FAIL
1. Are approved AF Form 3952s on file for each hazardous material being used by the organization? Ch 7.6.e	☐	*	☐
2. Are paper copies of maufacturer-specific MSDS's on file for every hazardous material being used by the organization? Ch 7.6.a	☐	*	☐
3. Is an accurate (updated quarterly/every 90 days) chemical authorization list for hazardous materials used by the organization on file? Ch 7.6.f	☐	*	☐
4. Are materials and wastes properly segregated? Ch 9.5.d.3.g	☐		☐
5. Are product shelf lives being checked? Ch 9.5.d.3.c	☐		☐
6. Are there procedures to ensure stock rotation on a "first-in, first-used" basis? Ch 9.5.d.3.c and Ch 2.2.9.c	☐		☐
7. Are all containers holding hazardous materials properly marked to reflect their contents, to include empty containers being marked "empty"? Ch 7.8.b.3	☐		☐
8. MATERIAL COMPATIBILITY. Are the following not stored together: flammables with corrosives or oxidizers; poisons with corrosives; caustics with acids? Ch 7.10	☐	*	☐
9. Are any containers open? Are bungs tightly closed after every use? Ch 4.7.4.3.b and Ch 7.8.b.2	☐		☐
10. Are product containers serviceable? Ch 7.8.b.1	☐		☐
11. Are flammable/combustible materials stored in a flammable material locker that are fire department approved, serviceable, and properly marked? Ch 7.8.c.2/3/7	☐		☐
12. Are hazardous materials in operating areas kept to a minimum? Ch 7.8.a.5	☐		☐
13. Is the material storage area(s) properly designated and marked? Ch 7.8.a.1	☐		☐
14. Are containers that are stored outside covered in a manner to prevent accumulation or intrusion of rain water? Ch 7.8.h.4	☐		☐
15. Are grounds around outdoor operating and storage areas properly groomed and free of trash/clutter? Ch 7.8.a.6	☐		☐
16. Are unneeded, damaged, leaking and excess hazardous materials (and empty containers formerly holding hazardous material) promptly and properly turned in? Ch 4.7.4.a.2; Ch 7.7.b; Ch 7.7.2	☐	*	☐

EMERGENCY RESPONSE	PASS		FAIL
17. Is a working telephone easily accessible with emergency contacts posted and location of emergency response equipment in case of emergency? Ch 7.8.a.8	☐	*	☐
18. Does the organization supervisor know what responses are required in cases of fire, explosion, spills, etc.? Ch 2.2.14.i	☐	*	☐
SPILL CONTROL			
19. Is spill response equipment as recommended on the product's MSDS's available? Ch 7.8.a.9	☐		☐
20. Are sufficient absorbent materials on hand appropriate to the products being used? Ch 7.8.a.9	☐	*	☐
21. Are spills promptly cleaned up and any spill debris properly disposed of? Ch 7.8.a.3	☐	*	☐
FIRE PROTECTION			
22. Is a fire extinguisher readily accessible? Ch 7.8.a.7 (multi posted)	☐	*	☐
23. Is the fire extinguisher fully charged with seal intact? Ch 7.8.a.7	☐	*	☐

Inspector's Comments:

3. WASTE AND RECYCLING MANAGEMENT

THIS SECTION NOT APPLICABLE _____

CONTAINER STORAGE REQUIREMENTS	PASS		FAIL
1. Are any containers open? Are bungs tightly closed (boxes must be securely taped closed) after every use? Ch 4.7.4.a.3.b	☐		☐
2. Are any containers: leaking, rusted (more than surface), corroded, dented more than 2", have unserviceable filler caps/bung and/other sealing devices, any bulges, grooves other than removed metal, dents in seams/ corrugations or deteriorated in any other way? Ch 4.7.4.a.2	☐	*	☐
3. Is container appropriate for the product it is holding? Ch 4.7.4.a	☐	*	☐
4. Are containers not over-filled? (3 to 4 inches from the top of a 55-gallon Drum, 1.5 to 2 inches from the top of a 5-gallon can, 1 inch from the top of a 1-gallon can.) Ch 4.7.4.a.3.a	☐		☐
5. When overpacking containers with leaking liquid, is an absorbent material capable of soaking up the liquid placed in the overpack? Ch 4.7.4.a.2	☐		☐
CONTAINER MARKING			
Hazardous Waste Only			
6. Are the words "Hazardous Waste" and the container's contents marked on container(s) holding hazardous waste? Ch 4.7.4.a.6.b	☐	*	☐
7. For non-satellite accumulation areas, is accumulation start date marked on container(s) and 90-day storage time limit not exceeded? For satellite accumulation areas, is start date put on when container is full? Ch 4.7.3.h.2.a; Ch 4.7.3.h.1d	☐	*	☐
Materials for Energy Recovery, Reclamation, and Recycling Only			
8. Are containers holding materials for Energy Recovery, Reclamation, and Recycling properly marked with an JBER label (available from the Environmental Section, 673 CES/CEANQ) Ch 7.8.1.a.2	☐	*	☐
9. Are products marked as "Used Oil" where applicable? This includes used oil funnels, drip pans, drain buckets and UST drain pipes. Ch 6.7.a.2	☐	*	☐
All Containers			
10. Are container logs kept for all containers holding wastes and materials that will be recycled, reclaimed, or burned for energy recovery, and does the container log match the contents of the container? Ch 4.8.f	☐	*	☐
11. Are container(s) contents properly marked? Ch 4.7.2.a.1	☐		☐
12. Are all other nonapplicable (old) labels painted out? Ch 4.7.4.a.6.b	☐		☐

	PASS		FAIL
ACCUMULATION AREA MANAGEMENT			
13. Can the accumulation area be differentiated from other shop activities? Ch 4.7.3.1.b	☐		☐
14. Is the accumulation area free of obvious structural deterioration? Ch 4.7.3.1.c	☐		☐
15. Are there signs designating the area as a hazardous waste accumulation point posted on all visible sides? Ch 4.7.3.1.k	☐	*	☐
16. Are signs stating "No Smoking Within 50 Feet" posted on all visible sides? Ch 4.7.3.1.k.5	☐	*	☐
17. At satellite accumulation points, are there no more than 55-gallons of hazardous waste (or 1 quart of acutely hazardous waste) being stored? Ch.3.2.a.1; Ch 4.7.3.h.1.b	☐	*	☐
18. If applicable, are the hazardous waste building vents unobstructed and functional? Ch 4.7.3.1.c.	☐		☐
19. PRODUCT COMPATIBILITY. Are the following not stored together: flammables with corrosives or oxidizers; poisons with corrosives; caustics with acids? Ch 4.7.4.a.5.b; Ch 7.10	☐	*	☐
20. Are hazardous wastes segregated from hazardous materials? Ch 4.7.3.e	☐		☐
21. Does the accumulation area have adequate secondary containment capable of holding 110 percent of the largest container? (Applies to liquids only) Ch 4.7.3.1.f	☐		☐
22. Are drums stored in a covered area? Ch 4.7.3.1.d	☐		☐
23. Are drums that are stored outside covered in a manner to prevent accumulation or intrusion of rain water and have secondary containment? Ch 4.7.3.1.d	☐		☐
24. Are drums positioned so labels can be easily read? Ch 4.7.4.a.6.b	☐		☐
25. Are flammable drums properly grounded? Ch 4.7.4.a.4.b	☐		☐
26. Is adequate aisle space (3 feet) present between drums to allow unobstructed movement for emergency response? Ch 4.7.3.1.h	☐	*	☐
27. Are container logs used for each barrel containing waste? Ch 4.8.f	☐	*	☐
28. Is the accumulation area clean and neat? Ch 4.7.3.1.g; Ch 10.2.a	☐		☐
29. Are the proper personnel contacts posted at the accumulation area in case of an emergency? Ch 4.7.3.1.i and k	☐	*	☐

EMERGENCY RESPONSE	PASS		FAIL
30. Aerosols:. Are spent aerosol cans being managed as "Hazardous Waste" and stored appropriately? Ch 4.14.a	☐		☐
31. Is telephone easily accessible with emergency contacts posted in case of emergency? Ch 4.7.3.1.i and k	☐	*	☐
32. Is telephone working? Ch 4.7.3.1.i	☐	*	☐
33. Is there always a designated employee at the organization or on-call within a short distance of the organization who has the responsibility for coordinating all emergency response measures? Ch 2.2.11.a	☐	*	☐
34. Does the organization supervisor know what responses are required in cases of fire, explosion, spills, etc.? Ch 2.2.14.i	☐	*	☐
SPILL CONTROL			
35. Is an empty salvage drum nearby? Ch 4.7.3.1.j	☐		☐
36. Are sufficient absorbent materials on hand appropriate to the products being stored? Ch 4.7.3.1.j	☐	*	☐
37. Is all appropriate personal protective equipment nearby and accessible? ☐ Gloves ☐ Boots ☐ Apron ☐ Goggles ☐ Respirator (if applicable) Ch 4.7.3.1.j; Ch 8.3.e	☐	*	☐
FIRE PROTECTION			
87. Is a fire extinguisher readily accessible? Ch 7.8.a.7 (multi posted)	☐	*	☐
98. Is the fire extinguisher fully charged with the seal intact? Ch 7.8.a.7	☐	*	☐
PERSONAL SAFETY 409. Does the accumulation point provide an evacuation route? Ch 2.2.11.k	☐		☐
41. Do personnel working with hazardous materials/wastes know the locations of MSDS's and safety precautions for the materials/wastes? Ch 2.2.11.i Ch 7.6.a/b	☐		☐

Inspector's Comments:

4. UNIVERSAL WASTE MANAGEMENT

THIS SECTION NOT APPLICABLE ☐	PASS		FAIL
1. Are batteries that aren't damaged, ruptured or leaking containerized in tightly closed containers and labeled "Universal Waste Batteries" followed by the battery type, e.g.: Universal Waste Batteries (Lithium)? Ch 4.10.a.2	☐	*	☐
2. Are batteries that are damaged, ruptured or leaking separated from non-damaged batteries (may be closeable plastic bag), containerized in tightly closed containers and labeled "Universal Waste Batteries?" Ch 4.10.a.1/2	☐	*	☐
3. Are batteries segregated by type and marked with an JBER label? (Note: these labels are available through 673 CES/CEANQ, 552-3435) Ch 4.10.a.2	☐		☐
4. Are universal waste lamps accumulated in a designated area and labeled "Universal Waste Lamps?" Ch 4.10.d.1	☐	*	☐
5. Is a start date marked on each container of universal waste? Ch 4.10.1.b	☐	*	☐
6. Is the one year accumulation time limit not being exceeded? Ch 4.10.1.a	☐	*	☐
7. Are batteries stored in a way that prevents possibility of leaks or rupture? Ch 4.10.a.1	☐		☐
8. Are MSDS's on hand for each type of universal waste stored? Ch 7.6.a	☐		☐

Inspector's Comments:

5. MAINTENANCE BAYS

	PASS		FAIL
THIS SECTION NOT APPLICABLE ☐			
1. Are the maintenance bay floors free of POL buildup? Ch 10.2	☐		☐
2. Are containers for new and used dry sweep in place and properly marked? Ch 10.2	☐		☐
3. Are all personnel aware of the proper procedures for disposing of contaminated dry sweep? Ch 10.2	☐	*	☐
4. If parts washers with closable lids are used, are lids closed when not in use? Ch 10.2.b	☐		☐
5. Are dry sweep, rags and other foreign matter kept out of parts washer? Ch 10.2.b	☐		☐
6. Is parts washer used for cleaning parts only and properly labeled? Ch 10.2.b	☐		☐
7. Are parts washing machines approved and complete (i.e., not missing any control devices)? Ch 10.2.b	☐		☐
8. Are spills and leaks promptly and properly cleaned and reported? Ch 8.3	☐	*	☐
9. Is vehicle parking area free of significant oil spills/stained soils? Ch 10.3.a	☐		☐
10. Is the container used to collect residue from oil filters and oil cans adequately secured to prevent spillage, safeguarded with secondary containment, and marked “USED OIL”? Ch 10.2.a	☐		☐

Inspector's Comments:

6. WASH RACKS

	PASS		FAIL
THIS SECTION NOT APPLICABLE ☐			
1. Is the wash rack area clean and concrete/asphalt free of POL build-up? Ch 10.3.a	☐		☐
2. Does the organization ensure hazardous solvents and unauthorized cleaners are not used on washrack? Ch 10.3.b	☐	*	☐
3. Does the organization ensure that free liquids such as used oil, fuels, and other hazardous products are not put into the oil/water separator? Ch 10.1.1.b.1; Ch 10.1.2.b	☐	*	☐
4. Are all grates in place? Ch 10.3.a	☐		☐
5. Are dumpsters free of hazardous materials/waste? Ch 10.3.b	☐	*	☐
6. Are dumpsters free of recyclable products? Ch 10.3.b	☐	*	☐

Inspector's Comments:

Appendix C

WASTE HANDLING GUIDELINES

C-1.0. Waste Generators Responsibility

According to U. S. Environmental Protection Agency (EPA) and U. S. Air Force (Air Force) regulations, **waste generators are responsible for determining if *any* of the wastes they generate are hazardous wastes**. A "waste generator" is defined as someone whose act or process first causes a material to become a waste. This means that the person who drains (an act) antifreeze out of a vehicle would be the generator of that antifreeze waste or the supply clerk who decides (a process) that there is no use for a case of spray paint would be the generator of that paint waste. The 673 CES, Environmental Section (673 CES/CEANQ, 552-3435) will provide the necessary guidance in determining if a waste is hazardous and will assist all activities in maintaining compliance with hazardous waste regulations.

C-1.1. Waste Analysis Plan

As a large quantity generator of hazardous waste and an operator of a Treatment, Storage, and Disposal Facility (CSF), Joint Base Elmendorf-Richardson (JBER) is required to have a Waste Analysis Plan (WAP) as part of our Resource Conservation and Recovery Act (RCRA) Hazardous Waste Permit. The WAP provides detailed guidance on how to correctly identify a waste. The WAP is primarily used by the Environmental Section to identify wastes and establish waste stream profiles for hazardous waste generators on JBER. In addition, the CSF operated by the Defense Reutilization and Marketing Office (DLA/DS) is required to adhere to the provisions of this OPLAN 19-3. The Hazardous Waste permit and WAP can be reviewed at any time by anyone requiring additional information at the Environmental Section (552-3435).

C-2.0. Waste Determination

a. There are two ways a waste becomes a hazardous waste:

1. The waste is a "listed" hazardous waste (EPA has provided four lists of specific wastes in the hazardous waste regulations), or

2. The waste is a "characteristic" hazardous waste (EPA considers four types of characteristics to be "hazardous" characteristics: ignitability, corrosivity, reactivity, and toxicity).

C-2.1. Listed Wastes

Wastes from three of EPA's four hazardous waste lists are generated on JBER: the F-, P-, and U-listed Wastes. The F-List includes certain spent (used) solvents. If you are disposing of a used solvent for the first time, check with Environmental Section to determine if it is a listed waste. The other two lists are for "Commercial Chemical Products," which means that only one active

ingredient will be listed on the MSDS. If more than one active ingredient is listed on the MSDS (and the waste is not a spent solvent), you do not have a listed hazardous waste. If the material has been used, it is not going to be a U-or P- Listed waste. The F, P and U lists are located in the Code of Federal Regulations (40 CFR 261). The Environmental Section (552-3435) will assist you in determining if your product is EPA listed and therefore a hazardous waste.

Table C-1: F-Listed Hazardous Wastes from Non-specific Sources.

Industry and EPA hazardous waste No.	Hazardous Waste Description	Hazard Code
F001	The following spent halogenated solvents used in degreasing: Tetrachloroethylene, trichloroethylene, methylene chloride, 1,1,1-trichloroethane, carbon tetrachloride, and chlorinated fluorocarbons; all spent solvent mixtures/blends used in degreasing containing, before use, a total of ten percent or more (by volume) of one or more of the above halogenated solvents or those solvents listed in F002, F004, and F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures.	(T)
F002	The following spent halogenated solvents: Tetrachloroethylene, methylene chloride, trichloroethylene, 1,1,1- trichloroethane, chlorobenzene, 1,1,2- trichloro-1,2,2- trifluoroethane, ortho-dichlorobenzene, trichlorofluoro-methane, and 1,1,2- trichloroethane; all spent solvent mixtures/ blends containing, before use, a total of ten percent or more (by volume) of one or more of the above halogenated solvents or those listed in F001, F004, or F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures.	(T)
F003	The following spent non-halogenated solvents: Xylene, acetone, ethyl acetate, ethyl benzene, ethyl ether, methyl isobutyl ketone, n-butyl alcohol, cyclohexanone, and methanol; all spent solvent mixtures/blends containing, before use, only the above spent non- halogenated solvents; and all spent solvent mixtures/blends containing, before use, one or more of the above non-halogenated solvents, and, a total of ten percent or more (by volume) of one or more of those solvents listed in F001, F002, F004, and F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures.	(I)*
F004	The following spent non-halogenated solvents: Cresols and cresylic acid, and nitrobenzene; all spent solvent mixtures/blends containing, before use, a total of ten percent or more (by volume) of one or more of the above non-halogenated solvents or those solvents listed in F001, F002, and F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures.	(T)
F005	The following spent non- halogenated solvents: Toluene, methyl ethyl ketone, carbon disulfide, isobutanol, pyridine, benzene, 2- ethoxyethanol, and 2- nitropropane; all spent solvent mixtures/blends containing, before use, a total of ten percent or more (by volume) of one or more of the above non-halogenated solvents or those solvents listed in F001, F002, or F004; and still bottoms from the recovery of these spent solvents and spent solvent mixtures.	(I,T)

C-2.3. Characteristic Wastes

If you have determined that you do not have a listed hazardous waste, you must decide if you have a characteristic hazardous waste. Look at the manufacturer supplied and specific MSDS for the material and follow the procedures described below.

a. Check the flashpoint of liquids on the MSDS. If the flashpoint of the liquid is less than or equal to 140 degrees Fahrenheit (°F), or if the waste is a U. S. Department of Transportation (DOT) oxidizer, the waste is considered an ignitable hazardous waste (D001).

b. Check the pH of liquids on the MSDS, if the pH of the liquid is less than or equal to 2 or greater than or equal to 12.5, the waste is considered a corrosive hazardous waste (D002).

c. Check the reactivity section of the MSDS. If the waste reacts with water, is capable of exploding at normal temperatures or under a strong initiating force or when heated under confinement, or the waste can create toxic gases under normal conditions, the waste is a reactive hazardous waste (D003).

d. The fourth characteristic, toxicity, often requires laboratory testing to determine its toxicity. The Environmental Section (552-3435) will assist you in making a toxicity determination. Toxicity wastes are designated by a waste code between D004 and D043.

e. Miscellaneous. Check and see what the "Disposal" section of the MSDS states. **Do not** assume that you have a non-hazardous waste if the section reads*: "Dispose of in accordance with federal, state, and local regulations."* If the section states that you have a hazardous waste, you must assume that you do, in fact, have a hazardous waste.

f. Table C-1 lists the common wastes generated on JBER and indicates if the waste is a hazardous or non-hazardous waste. In addition, the table provides disposal guidelines and who to call for assistance.

Table C-2: Toxicity Characteristics List

EPA HW #	Contaminant	Regulatory Level (mg/L)	EPA HW #	Contaminant	Regulatory Level (mg/L)
D004	Arsenic	5.0	D024	m-cresol	200.0
D005	Barium	100.0	D025	p-cresol	200.0
D006	Cadmium	1.0	D026	Cresol	200.0
D007	Chromium	5.0	D027	1,4-Dichlorobenzene	7.5
D008	Lead	5.0	D028	1,2-Dichloroethane	0.5
D009	Mercury	0.2	D029	1,1-Dichloroethylene	0.7
D010	Selenium	1.0	D030	2,4-Dinitrotoluene	0.13
D011	Silver	5.0	D031	Heptachlor	0.008
D012	Endrin	0.02	D032	Hexachlorobenzene	0.13
D013	Lindane	0.4	D033	Hexachlorobutadiene	0.5
D014	Methoxychlor	10.0	D034	Hexachloroethane	3.0
D015	Toxaphene	0.5	D035	Methyl Ethyl Ketone	200.0
D016	2,4-D	10.0	D036	Nitrobenzene	2.0
D017	2,4,5-TP (Silvex)	1.0	D037	Pentachlorophenol	100.0
D018	Benzene	0.5	D038	Pyridine	5.0
D019	Carbon Tetrachloride	0.5	D039	Tetrachloroethylene	0.7
D020	Chlordane	0.003	D040	Trichloroethylene	0.5
D021	Chlorobenzene	100.0	D041	2,4,5-Trichlorophenol	400.0
D022	Chloroform	6.0	D042	2,4,6-Trichlorophenol	2.0
D023	o-cresol	200.0	D043	Vinyl Chloride	0.2

Table C-3: Material and Waste Disposal Guidelines

The following chart is a quick-reference guide for disposing of materials and wastes that are generated on JBER. This guide is not meant to be all-inclusive. **Remember: Check with HAZMAT Pharmacy before "wasting" a material**. HAZMAT Pharmacy is able to reissue many materials if the product is in the original container and in good condition.
Rows completely shaded indicate the item is either reclaimable or recyclable.

(G) indicates the waste is part of a global waste stream.

Item	Classification	Profile Updated	Guidelines	Comments
Acids (see Corrosives)				
Aerosol Containers	Manage discarded containers as Hazardous Waste	NA	Bring all unused aerosol containers to HAZMAT Pharmacy Used or empty aerosol containers deliver to the HWC (552-3435)	HAZMAT Pharmacy will evaluate each aerosol container for possible reissue. Waste aerosols will be recycled after puncturing at HWC.
Alcohol, Isopropyl	Hazardous, D001	Every 36 Months	Turn in to HWC	Manage as RCRA hazardous waste
Alkaline Solutions	Hazardous, D002	Annually	Turn in to HWC	Manage as RCRA hazardous waste. Exemples: Sodium hydroxide, potassium hydroxide
Aluminum foil, cans and trays	Nonhazardous	NA	Recycle	Contact the JBER Qualified Recycling Program (QRP). Deposit in recycling containers on base if available.
Antifreeze: Ethylene Glycol Propylene Glycol	Used antifreeze will be managed as hazardous waste prior to recycling if TCLP metals are present.	Annually	Recycle Used antifreeze requires lab testing for metals prior to recycling. Contact Environment Flight for more information.	Contact 673 LRS/LGRMSH, 552-9512 to recycle these items. Needs to be tested for metals.
Asbestos	TSCA regulated	Every 36 Months	Contact CES Asbestos Office, 552-2766	Do NOT touch or disturb asbestos. Fibers become airborne If potential asbestos material is found, contact CES Asbestos Office 552-2766 to arrange testing.
Ash: ..... Incinerator …….. ..... SmokePots/Smoke Grenades ..... Space Heaters ……..	 Requires testing Requires testing Requires testing	 Annually Annually Annually	Manage as hazardous waste prior to testing	Contact Environmental Section.
Bases (see Corrosives)				
Batteries: Most batteries are to managed under Universal Waste regulations (See JBER EMP 19-3). Batteries are to be labeled: "Universal Waste Batteries" followed by the battery name in parentheses. For example, lithium batteries should be labeled: "Universal Waste Batteries (Lithium)" The start date should be placed on the battery container label as well. Contact Environmental Section for information on how long you can accumulate used batteries at your organization. Broken batteries need to be properly overpacked and any contents such as acids need to be managed as hazardous waste. **Do not mix different kinds of batteries together in the same container.**				
Batteries: Alkaline (G) ..... Carbon-zinc (G) …….. Lead-Acid - undamaged (G) ..... damaged (G) ..... Lithium (G) ..... Magnesium-Carbon (G) …… Manganese-Dioxide/Zinc (G) .... Mercury (G) ..... Nickel-Cadmium (G) .... Nickel Metal Hydride (G) ……. Silver Oxide/Zinc (G) ……..	 Nonhazardous Nonhazardous Recyclable material Hazardous Waste, D002, D008 Universal Waste Universal Waste Universal Waste Universal Waste Universal Waste Nonhazardous Universal Waste		Protect **Lead-Acid** battery terminals from short-circuiting. Always discharge CDD-equipped **Lithium** batteries. Do not store **Magnesium** or **Mercury** batteries in air tight containers since they may emit hydrogen gas. Refer to MSDS for proper battery handling and storage. Turn batteries in to HWC.	For additional guidance, contact Environmental Section. **Lead Acid** batteries may be returned to the 673 CMS/MXMCE/B Battery Shop, 552-3194.
Brake Fluid	Hazardous if flash point below 140°F (D001) otherwise Nonhazardous	Annually	Store in sealed container. Must have hazardous waste label if flash point < 140°F.	Certain petroleum-based brake fluids may be burned for energy recovery. Contact Environmental Section for guidance.

Table C-3: Material and Waste Disposal Guidelines (Continued)

Item	Classification	Profile Updated	Guidelines	Comments
Calcium Hypochlorite (G)	Hazardous, D001	Annually	Can generate enough heat to cause a fire if thrown in dumpster	Manage as hazardous waste, oxidizer Keep away from organic materials
Cardboard: Corrugated	Nonhazardous	NA	Recycle	Contact the JBER QRP. Put in cardboard recycle bins on base if available.
Cement & Concrete	Nonhazardous	NA unless a spill has occurred	If not contaminated with oil or chemicals, may be landfilled	Contact CEO Operations Flight for guidance
Chlorofluorocarbons (CFCs)	Unused -Nonhazardous Used --Hazardous (F004) / Nonhazardous if recycled	Annually	Recycle Do NOT vent to atmosphere	Excess CFCs must be turned in to 673 LRS/EBS-DH. Contact 673 CEO for reclaiming
Cans: Aluminum	Nonhazardous	NA	Recycle	Contact the JBER QRP. Deposit in recycling containers on base if available.
Cans: Tin	Nonhazardous	NA	Remove labels and Recycle	Contact the JBER QRP. Deposit in recycling containers on base if available
Compostable Items: Kitchen scraps (paper, vegetable wastes, and bones) Grass clippings, yard trimmings	Nonhazardous	NA	Disposal or Composting	Dispose in dumpsters; contact the JBER QRP regarding individual composting options.
Contaminated Media: <u>All chemical spills must be reported to the Fire Department.</u>				
Rags/Pads/Filter Paper containing: Oils (G) **Antifreeze: must be tested** Fuels (flash point **>100°F) (G) ...** Fuels (flash point **<100°F) (G)** ... Paint, enamel..... Solvents..... **Soils** ..... contaminated with: Antifreeze, POLs including: Fuel Oil, Gasoline, JP-8, Kerosene, Lubricating Oils, Oily Residue, Oil Refuse, and other Liquid Hydrocarbons Soils with Solvents	 Nonhazardous Requires testing If hazardous, turn in to HWC Burn for energy recovery Hazardous, D001, D018 Hazardous, D001 Hazardous, D001, may be F-listed Hazardous	 Annually Annually Annually Annually Annually Each Occurrence Each Occurrence	 Turn in to HWC Turn in to HWC Burn for energy recovery Turn in to HWC Turn in to HWC Turn in to HWC Turn in to HWC	 Contact Environmental Section for guidance Rags can also be laundered and re-used **Can be burned in space heaters** Depending on contaminate levels, POL contaminated soil can be sent for thermal treatment. Contact Environmental Section for guidance 552-3435.
Chemical Defense Equipment:				
Decontaminating Agent (DS-2 Diethylene Triamine) (G) ..... Detector Kit, Chemical Agent, M256, M259A1 (G) ..... Paper, Chemical Agent Detector, VGH, ABC-M8 (G)	Hazardous, D002 Hazardous, D001, D009 Nonhazardous	Every 36 Months Every 36 Months Every 36 Months	Turn in HWC Turn in HWC Turn in HWC	Do not allow DS-2 to come into contact with bleach Individual ampoules may contain poison Leave in sealed packages to minimize skin contact
Corrosives: Acids, bases (also called caustics), or mixtures having a pH less than or equal to 2 or greater than or equal to 12.5 are RCRA regulated as hazardous waste. Acids and bases can cause severe burns if skin contact occurs. Fumes from corrosives can also burn the nose, mouth, and lungs if inhaled. Wear protective clothing when working with corrosives and do not mix with other chemicals. **Never add water to acid!**				

Item	Classification	Profile Updated	Guidelines	Comments
Acids:				
Acidic Solutions	Hazardous, check pH		Store in appropriate container. Refer to MSDS for pH, proper handling, storage and disposal requirements Turn in to HWC	Contact Environmental Fight for assistance
Acetic.....	Hazardous, D001, D002			
Chromic.....	Hazardous, D001, D002, D007			
Acetic Anhydride.....	Hazardous, D001, D002			
Hydrobromic.....	Hazardous, D002			
Hydrochloric (Muratic).....	Hazardous, D002			

Table C-3: Material and Waste Disposal Guidelines (Continued)

Item	Classification	Profile Updated	Guidelines	Comments
Acids (Continued):				
Hydrofluoric.....	Hazardous, D002, U134 (unused)	Every 36 Months	Store in appropriate container. Refer to MSDS for pH, proper handling, storage and disposal requirements	Contact Environmental Section for assistance
Nitric.....	Hazardous, D002	Every 36 Months		
Perchloric.....	Hazardous, D002	Annually		
Phosphoric.....	Hazardous, D002	Every 36 Months	Store in appropriate container. Refer to MSDS for pH, proper handling, storage and disposal requirements	Contact Environmental Section for guidance
Potassium Hydroxide.....	Hazardous, D002	Every 36 Months		
Sulfuric (battery acid).....	Hazardous, D002	Annually		
Bases:				
Alkaline Soap Solutions.....	Check MSDS for pH	Annually	Store in appropriate container. Refer to MSDS for proper handling, storage, and disposal requirements. Try to use the product instead of "wasting" it whenever possible	Contact Environmental Section for assistance. Bring unused items in original container to HAZMAT Pharmacy for possible re-issue. If HAZMAT Pharmacy cannot re-issue it, then the item will become a waste
Ammonia (liquid).....	Nonhazardous	Every 36 Months		
Ammonium Hydroxide.....	Check MSDS for pH	Annually		
Bleach, Chlorine.....	Hazardous, D001	Every 36 Months		
Drain Cleaner.....	Check MSDS for pH	Every 36 Months		
Oven Cleaner.....	Check MSDS for pH	Every 36 Months		
Rust Removers or Preservatives..	Check MSDS for pH	Annually		
Sodium Hydroxide.....	Hazardous, D002	Every 36 Months		
Toilet Cleaners.....	Check MSDS for pH	Annually		
Corrosion Inhibitor (Fuel System)	Hazardous, D001	Annually	Dispose of through CSF	Manage as hazardous waste, oxidizer
Cutback Adhesive (232 Henry Asphalt)	Hazardous D001, and D002	Annually	Flammable and corrosive. Store in appropriate container	Manage as hazardous waste
Empty Containers	Nonhazardous if empty	NA	Recycle for scrap metal	See section of this regulation on empty container management
Exit Signs	Possibly Hazardous, D009 Radioactive	Every 36 Months		Contact Bioenvironmental Engineering Section, 552-3850 May also contain PCBs, if sign does not have the words "Non-PCB" on it
Fire Suppressant Foam	Nonhazardous	Every 36 Months		Contact Environmental Section for assistance
Flammable Gases:				
Acetylene.....	Hazardous, D001, D003	Annually	Refer to MSDS for proper compressed gas handling	Contact Environmental Section for assistance
Anhydrous Ammonia.....	Nonhazardous	Every 36 Months		
Oxygen.....	Hazardous, D001, D003	Annually	Refer to MSDS for proper compressed gas handling	Contact Environmental Section for assistance
Propane.....	Hazardous, D001, D003	Annually		
Formaldehyde (unused product) and Formaldehyde-Contaminated Debris (G)	Hazardous, U152 (unused) Nonhazardous (used)	Every 36 Months	Must be managed as RCRA hazardous waste	Contact Environmental Section for assistance
Fiberboard: Cereal Boxes, Beverage Cases	Nonhazardous	NA	Remove plastic and Recycle	Contact Environmental Section for assistance
Filters:		Annual	**Used oil filters that are hot drained should be taken to 4314** Kenney Ave. **for scrap metal**	**Fuel filters will be turned in to HWC for disposal**
Air (paint booths & firing range)	Requires testing, often hazardous			
Antifreeze recyclers	Requires testing, often hazardous			
Coolant	Requires testing, often hazardous			
Diesel (G)	Requires testing, often hazardous			
Fuel (G)	Requires testing, often hazardous		Note: Motor Oil filters can also be gravity hot drained and recycled for scrap metal	
Turbine (G)	Requires testing, often hazardous			
Motor Oil	Nonhazardous			
Parts Washer	Requires testing, often hazardous			
Flares & 30 Mil Cartridges	Hazardous, D003	Annual		
Fluorescent Light Ballasts (G)	Pre 1978: Regulated under TSCA for PCBs; post 1978: Non-PCB	Annually	Bring all unneeded fluorescent light ballasts to HWC	If the word "Non-PCB" is not found on the ballast, assume PCBs are present and treat as PCB material
Light bulbs (Fluorescent, mercury vapor/metal hydride, sodium)	Universal Waste	NA	Manage as RCRA Universal Waste	Call Environmental Section for disposal info

Table C-3: Material and Waste Disposal Guidelines (Continued)

Item	Classification	Profile Updated	Guidelines	Comments
Glass (clear, brown and green): Food and Beverage Containers.	Nonhazardous	NA	Recycle. No need to separate colors (No light bulbs, windows, or ceramics)	Contact Environmental Section for assistance
Insulation (non-asbestos)	Nonhazardous	NA	Dispose of in landfill	If unsure if asbestos, call Environmental Section
Laser Printer Cartridges	Nonhazardous	NA	These can be recycled by the manufacturer.	Contact HazWaste Center 552-3435
Mask Filters: chromium-contaminated (G)	Hazardous, D007	Every 36 Months	Check MSDS for constituents	Contact Environmental Section for assistance
Medical Waste: expired medications	Acutely Hazardous P-list	Every 36 Months	Do NOT dispose of in dumpsters	Contact 673 MDSS/SGSLF (580-2464) for assistance
Medical Waste: medical debris (needles, swabs, etc.)	Regulated	Every 36 Months	Do NOT dispose of in dumpsters	Contact 673 MDSS/SGSLF (580-2464) for assistance
Mercury-contaminated debris (G)	Hazardous, D009	Every 36 Months	Manage as hazardous waste	Contact Environmental Section for assistance
Metals: Iron (ferrous)	Nonhazardous	NA	Recycle	Place in scrap metals bins located on base
Metals: Nonferrous Copper Brass Aluminum wire, pipe, tubing, fittings, siding, etc.	Nonhazardous	NA	Recycle Separate different metals	Contact Environmental Section for assistance
Newsprint: Paper, Paper Inserts, Magazines and Catalogs	Nonhazardous	NA	Recycle Remove any plastic before recycling	Contact Environmental Section for assistance
Office Paper: High quality White letterhead Envelopes Computer printout Computer greenbar Other high quality white paper	Nonhazardous	NA	Recycle Remove any plastic before recycling.	Contact Environmental Section for assistance
Office Paper: Low quality Color paper Blueprint Non-carbon Manila envelopes **Unserviceable** file folders Chipboard backing Phone books Junk mail	Nonhazardous	NA	Recycle Remove any plastic before recycling. Do NOT mix low quality paper with high quality paper	Deposit in paper recycling bins on base
Oxidizers / Reactives: Oxidizers/reactives include materials or mixtures that are unstable, react violently with or form explosive mixtures with water, generate toxic gases or vapors when mixed with water or exposed to pH conditions between 2 and 12.5, or are capable of explosive reaction when heated or subjected to shock.				
HTH (Calcium Hypochlorite) (G) Sodium Hypochlorite (Water Purification Tablets, STB) (G) .... MEK Peroxide (in solution > 9% concentration)	Hazardous, D001 Hazardous, D003 Hazardous, U160, D001, D003 (unused pure product or spill cleanup debris) Used may be Hazardous, D035, D003, D001 (test for MEK and reactivity)	Annually Every 36 Months Every 36 Months	DOT Oxidizer Reactive Forbidden to be transported	Contact Environmental Section for assistance
Plastic: HDPE Type 2 (natural) Milk and Water Jugs ONLY	Nonhazardous	NA	Remove labels and recycle	Contact Environmental Section for assistance

Table C-3: Material and Waste Disposal Guidelines (Continued)

Item	Classification	Profile Updated	Guidelines	Comments
Paint and Paint-related Materials:				
Aerosol Spray Cans (see aerosol cans)				Note: Bring unneeded items to HAZMAT Pharmacy. HAZMAT Pharmacy will determine if the items can be reused or need to be sent to the HWC (4314 Kenney Ave) for disposal. Aerosol cans are depressurized at the HWC and are managed as hazardous waste until punctured.
CARC Paint (with MEK).....	Hazardous, D001, D035, D003	Annually	Check MSDS for precautions on all paints and paint-related materials	
CARC Paint (other, see MSDS)....	Hazardous, D001, D003	Annually		
Paint (solvent or petroleum-based)	Hazardous, D001, D003	Annually		
Paint, Latex (water-based, non-mercury)	Nonhazardous	Annually		
Paint, Latex (water-based, mercury).....	Hazardous, D009	Annually	Latex paint is potentially recyclable. Contact CSF for information	
Paint Chips (lead-based).....	Hazardous (requires testing), D008	Annually		
Paint-related Materials (used coating, varnish, thinner)	Hazardous (requires testing), D001, possible F-list if used	Annually		
PCBs	TSCA Waste	Annually	Regulated under TSCA	Environmental Section will arrange testing
Pentachlorophenol (PCP)	Hazardous, F027	Every 36 Months		Manage as hazardous waste
PCP-treated wood (G)	Hazardous, D037	Annually		Many ammo boxes are PCP treated
Pesticides	May be Universal waste	Every 36 Months	Refer to product MSDS	Contact Environmental Section for assistance
Petroleums / Fuels:				
Fuel, Blazo.....	Hazardous, D001	Annually	Dispose of through HWC	Contact Environmental Section for assistance
Fuel, Butane.....	Hazardous, D001	Annually	Dispose of through HWC	
Fuel, Diesel (G)	Reclaimable,	Annually	Manage as hazardous material	Contact Environmental Section for assistance
Fuel, Gasoline.....	Reclaimable	Annually	Manage as hazardous material	See Fuel Recovery Operating Instruction
Fuel, JP-8.....	Reclaimable	Annually	Manage as hazardous materia	
Fuel, Kerosene.....	Reclaimable	Annually	Manage as hazardous material	
Fuel, Methanol.....	Reclaimable	Annually	Dispose of through HWC	
Fuel, Propane (compressed gas)..	Hazardous, D001, U154 (unused)	Annually	Dispose of through HWC	
Oil, Grease Products.....	Hazardous, D001	Annually	Dispose of through HWC	Contact Environmental Section for assistance
Oil, Hydraulic Fluid.....	Nonhazardous	Annually	Burn in Energy Recovery Units	
Oil, Synthetic.....	Nonhazardous	Annually	Dispose of through CSF	Contact Environmental Section for possible burning
Oil, Transformer.....	Nonhazardous	Annually	Dispose of through HWC	
Oil, Transmission Fluid.....	Test (not Used Oil)	Annually	Burn in Energy Recovery Units	
Oil, Unused Motor Oil.....	Nonhazardous	Annually	Burn in Energy Recovery Units	Contact Environmental Section for assistance
Oil, Used Oil.....	Nonhazardous	Annually	Burn in Energy Recovery Units	
Oil mixed with hazardous waste.....	Hazardous (requires testing)	Annually	Dispose of through HWC	
Photographic wastes (see acidic solutions, basic solutions or silver)	Possibly Hazardous D002, D011	Every 36 Months	Refer to product MSDS	Contact Environmental Section for assistance
Silver (recoverable and solutions)	Hazardous, D011	Every 36 Months	Nonhazardous when properly recycled or recovered	Contact Environmental Section for assistance
Refrigerators	May contain Chlorofluorocarbons (CFCs)		Turn in to HWC for CFC removal by an EPA certified technician	Contact Environmental Section, 552-3435 for assistance
Residues:				
Oil/Water Separator	All Residues require testing	Annually	**Never pour solvents into oil/water separator**	Contact Environmental Section for assistance
Oil Burner		Annually		
Paint Booth		Annually		
Sand Trap		Annually		
Cleaning Pit		Annually		
Steam Tank		Annually		
Natural Gas Distillate		Annually		
Solvent Recycler		Annually		
Parts Cleaner		Annually		

Table C-3: Material and Waste Disposal Guidelines (Continued)

Item	Classification	Profile Updated	Guidelines	Comments
Solvents: To be RCRA F Listed, solvents must be spent (used) and used for solvent properties and must be 10% or more of the any listed solvent(s) before use. If not used as a solvent, may be RCRA D001 (ignitable) or U-listed. See JBER OPLAN 19-3 for additional information.				
Acetone Alcohol, Denatured Car Polish Carbon Tetrachloride Carburetor Cleaner Chlorinated solvents Citrus-based (De-solv-it) Copper Napthanate Dry Cleaning Solvent (tetrachloroethylene or Perc) Fingerprint Remover Formaldehyde Freon Furniture Polish Methanol	Hazardous, D001, U002 (unused) Hazardous, D001, possible F List (used) Hazardous, D001, Refer to MSDS Hazardous, D001 Hazardous, F001, D019 (used), U211(unused) Hazardous Used requires testing, check F List Used requires testing Nonhazardous Hazardous, D001 Hazardous, F005 Hazardous, U122 Hazardous, spent F004 Hazardous, D001, U154 (unused) Hazardous, D001, F003 (used),	Annually Annually Every 36 Months Annually Annually Annually Every 36 Months Annually Every 36 Months Every 36 Months Every 36 Months Every 36 Months Every 36 Months Annually	Dispose of solvents through HWC Note: certain solvents may be recycled on base but must be managed as hazardous waste until they are recycled. Contact the Pollution Prevention Office, 552-2867, for additional information. Also, refer to solvent distillation Operating Instruction.	Contact Environmental Section for assistance. **Solvents or solvent-contaminated items <u>CANNOT BE BURNED</u> for energy recovery.**
Methyl Ethyl Ketone (MEK) Misc. Halogenated Solvents Methylene Chloride Naphtha Paint Strippers Paint Thinner PD680 Type I	Hazardous, D001, D035, F005 (used) D001, D035, U155 (unused) Hazardous, F001, F002 Hazardous, F001, F002 (used), U080 (unused) Hazardous, D001 Hazardous, D001, Check F List if used Hazardous, D001, Check F List if used Hazardous, D001, test for metals if used	Every 36 Months Annually Annually Annually Annually Annually Annually	Dispose of solvents through HWC Note: certain solvents may be recycled on base but must be managed as hazardous waste until they are recycled. Contact the Pollution Prevention Office, 552-2867, for additional information. Also, refer to solvent distillation Operating Instruction.	Contact Environmental Section for assistance. **Solvents or solvent-contaminated items <u>CANNOT BE BURNED</u> for energy recovery.**
PD680 Type II Stoddard Solvent Tetrachloroethylene Thinners Toluene 1,1,1 Trichloroethane (methyl chloroform) Xylene Styrene Monomer Resin	Hazardous, D001, test for metals if used Hazardous, D001, test for metals if used Hazardous, D039, F001 or F002 (used), U210, D039 (unused) Hazardous, D001 Hazardous, D001, F005 (used), U220 (unused) Hazardous, F001 or F002 (used), U226 (unused) Hazardous, D001, F003 (used), D001, U239 (unused) Hazardous, D001	Annually Annually Annually Annually Every 36 Months Annually Every 36 Months Annually	Dispose of solvents through HWC Note: certain solvents may be recycled on base but must be managed as hazardous waste until they are recycled. Contact the Pollution Prevention Office, 552-2867, for additional information.	Contact Environmental Section for assistance. **Solvents or solvent-contaminated items <u>CANNOT BE BURNED</u> for energy recovery.**
Sandblast Media	Hazardous or Nonhazardous, requires testing	Annually		
Wastewater:				Contact Environmental Section, 552-2760 for assistance.
Paint Booth Radiator Repair Oil/Water Separator (G)	All listed in this category require testing to determine if hazardous	All listed in this category require annual testing to determine if hazardous		

Appendix D

HAZARDOUS WASTE COMPATIBILITY

D-1.0. Hazardous Waste Compatibility Chart

A hazardous material load and segregation chart on the next page provides a quick reference for material compatibility.

NOTE: The following Hazardous Materials Load and Segregation Chart is intended to be a guide only. This chart is misleading, in that it allows for Class 8 materials (Corrosive liquids) to be stored together; however, both acids and bases (caustics) are Class 8 and SHOULD NOT be stored together (if these come into contact, a violent reaction could result). Therefore, acids and bases must be segregated.

The following are examples of incompatibility scenarios:

Acids + Bases = Heat, Violent Reaction

Acids or Bases + Reactive Metals, Metal Hydrides = Heat, Explosion, Hydrogen Gas

Water or Alcohol + Acid, Base, Calcium, Lithium, Potassium, Metal Hydride = Heat, Fire, Explosion, Flammable Gas

Therefore, the following should be segregated:

Reactives	vs	Ignitables
Acids (pH < 7)	vs	Caustics (Bases - pH > 7)
Corrosives	vs	Flammables
Oxidizers	vs	EVERYTHING

NOTE: Many corrosives are Metal and Water Reactive. Most Organic Reactives must be segregated from Inorganic Reactives (metals).

A copyrighted Hazardous Materials Load and Segregation Chart is available from Hazardous Materials Program Manager (552-2760).

A copyrighted Hazardous Materials Load and Segregation Chart is available from Hazardous Materials Program Manager (552-2760).

Appendix E

Hazardous Waste Services

OPERATING INSTRUCTION

Published May 2011
Supersedes all other copies

JBER, ALASKA 99506-2850
OPR: 673 CES/CEANQ

Table of Contents

Section

1.0. Background

This operating instruction describes comprehensive environmental services to be provided by the 673 CES, Environmental Section (673 CES/CEANQ) for organizations and tenants generating hazardous waste on Joint Base Elmendorf-Richardson (JBER). The responsibilities that each organization will have as a participant in this program are also described.

2.0. Responsibilities

2.1.1. Environmental Section

The Environmental Section will:

a. Issue proper hazardous waste containers to all activities generating hazardous wastes. Note: users should anticipate if containers will be required for weekends or after-hour situations. In case of emergency, contact 552-SPIL (552-7745) to receive containers.

b. Computer track hazardous waste containers from “cradle-to-grave.”

c. Properly label and mark all hazardous waste containers.

d. Pick up hazardous waste containers from organizations prior to 80 days or sooner if the container is full.

e. Identify and analyze all hazardous waste streams to ensure prompt disposal.

f. Prepare necessary paperwork to dispose of hazardous waste.

g. Provide environmental training and guidance to personnel generating hazardous waste.

h. Inspect hazardous waste generators for compliance.

2.1.2. Hazardous Waste Generator Responsibilities

Hazardous Waste generators will:

a. Follow JBER OPLAN 19-3 to ensure their wastes are properly managed.

b. Place wastes in proper containers.

c. Ensure each container is properly labeled and marked.

d. Ensure their organization hazardous waste accumulation point is properly maintained and inspected daily.

e. Promptly call the Environmental Section (552-3435) when a container is needed or needs to be picked up. If possible, the generator should give the Environmental Section at least three days notice that a container will need to be picked up. This can be accomplished by closely monitoring the volume in each container. Note: see Container management requirements in Chapter 4.7.4 of this OPLAN 19-3.

f. Assist the Environmental Section in loading/unloading containers at the pickup point.

g. Waste generators will notify the Environmental Section (552-3435) whenever a change in the waste generating process occurs. This may require re-sampling of the waste.

3.0. Service Timelines

The Environmental Section will use the following timetable:

a. For hazardous waste from Hazardous Waste Accumulation Areas (HWAAs) (90-day accumulation points):

1. Container issued within three days of request. The container will be properly labeled and marked.

2. Container delivered by Environmental Section personnel to the HWAA.

3. The Environmental Section will pick up the container at the accumulation point prior to 80 days or sooner if full and process it into the HWC.

b. For hazardous waste from Satellite Accumulation Areas (SAAs):

1. Container issued within three days of request with label.

2. Container delivered by Environmental Section personnel to the SAA.

c. For non-hazardous wastes:

1. Container issued within three days of request with label.

2. Container delivered by Environmental Section personnel to generator.

***NOTE*: Non-hazardous wastes needing to be sent off-base for disposal will be fully serviced by the Environmental Section.**

4.0. Standard Operating Guidelines

a. Generator will call the Environmental Section (552-3435) to request a waste container.

b. The Environmental Section staff will generate a work order for the delivery of the container.

c. The Environmental Section will properly mark and label the container.

d. The Environmental Section will deliver the container.

e. Based on waste type, the Environmental Section will contact the generator to schedule pick up of container. If container becomes full before the scheduled pick-up date, the generator will contact the Environmental Section (552-3435) and schedule a new pick-up date for the waste.

f. Only those wastes scheduled to be picked-up will be accepted when the Environmental Section staff arrive to pick up the waste. No add-ons will be accepted without coordination with the HWC, 552-3435.

g. Generators must ensure container labels reflect the true contents of that container.

h. The Environmental Section must have clear access to any containers needing to be picked up.

i. The Environmental Section will not enter the flight line area to deliver or pick-up containers.

j. Generating activities that accumulate small containers of batteries and light tubes may be asked to deliver the waste containers to the HWC.

k. The Environmental Section will issue waste containers and labels to contractors when required to do so by contract. However, contractors are responsible for pickup and delivery of waste containers from/to the HWC/DLA/DS.

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Appendix F
U. S. DEPARTMENT OF TRANSPORTATION PLACARDS AND LABELS

A copyrighted Hazardous Materials Placarding Chart is available from Hazardous Materials Program Manager (552-2760).

A copyrighted Hazardous Materials Placarding Chart is available from Hazardous Materials Program Manager (552-2760).

A copyrighted Hazardous Materials Placarding Chart is available from Hazardous Materials Program Manager (552-2760).

Appendix G

DISTRIBUTION LIST

This OPLAN will be distributed electronically using the restricted area on the JBER, 673 ABW PLANS homepage. 673 CES/CEANQ will send a message to all organizations notifying them of the EMP location following 673 ABW/CC approval.

The following persons are authorized to print one hard copy of this plan:

- Military
- Civilians
- Tenants
- Contractors
- Subcontractors

This OPLAN will be distributed (one cd copy) to each unit on JBER that is listed to store hazardous material or that is listed to generate hazardous waste. This cd copy will be supplied in the Hazardous Material & Waste Environmental Notebooks that are issued by the JBER Hazardous Waste Center (HWC). A cd copy can also be obtained by request at the HWC, 4314 Kenney Avenue, JBER.

Appendix H

JBER Hazardous Waste Accumulation Areas

Map Labels #	Shop	Building #	Type	Shop Process
1	ALASKA ROAD BORING	NA	HWAA	CONSTRUCTION
2	WELDON CONSTRUCTION	NA	INCIDENTAL	CONSTRUCTION
3	673 FSS/FSCA	10286	SAA	SMALL AIRCRAFT MAINTENANCE
4	773 CES/CEOFP	10306	HWAA	EMERGENCY POWER SYSTEMS MAINTAINANCE
5	732 AMS/TRP	10364	SAA	BULB REPLACEMENT
6	3 OSS/DMO	10415	SAA	AIRCREW TRAINING
7	673 ABW/HC	10427	UWAA	BULB REPLACEMENT
8	673 ABW/SEG	10427	UWAA	WING SAFETY OFFICE
9	673 CS/SCOII	10435	UWAA	COMPUTER TRANSPORT NETWORKING
10	673 AMDS/SGPB	10449	UWAA	BIOENVIRONMENTAL ENGINEERING
11	673 CON/LGCA	10480	UWAA	CONTRACTING OFFICE
12	673 ABW/PA	10480	UWAA	BASE PHOTO LAB
13	3 CMS/MXMCE	10555	SAA	AIRCRAFT ELECTRIC & ENVIRONMENTAL SYSTEMS
14	3 OSS/OSL3	10571	UWAA	SURVIVALEQUIPMENT INSPECT AND REPAIR
15	3 AMXS/525 AMU	10682	SAA	F-22 AIRCRAFT MAINTENANCE
16	3 EMS/MXMGL	10694	HWAA	GROUND EQUIPMENT MAINTENANCE
17	3 EMS/MXMTT	11369	NHWAA	TRANSIENT AIRCRAFT MAINTENANCE
18	673 LRS/LGRV	11415	SAA	FIRE VEHICLE MAINTENANCE
19	673 CES/CEF	11415	UWAA	FIRE DEPARTMENT
20	3 EMS/MXM	11540	UWAA	EMS ORDERLY ROOM AND STAFF
21	525 FS/AFE	11551	UWAA	SURVIVAL EQUIPMENT INSPECT AND REPAIR
22	3 MOS/MGQP	12737	UWAA	QA
23	732 AMS/TRF	13272	UWAA	FLEET SUPPLY SERVICES
24	703 AMXS/962 AMU	14410	HWAA	E-3 AIRCRAFT MAINTENANCE
25	962 AACS/AFE	14410	UWAA	FLIGHT EQUIPMENT
26	3 EMS/MXMGS	14415	HWAA	AEROSPACE GROUND EQUIPMENT MAINT.
27	773 LRS/LGRA	15380	UWAA	AIR DELIVERY
28	732 AMS/TRK	15380	SAA	AIRCRAFT SERVICES
29	732 AMS/MXAS	15432	HWAA	ENROUTE AIRCRAFT MAINTENANCE UNIT
30	773 LRS/LGRX	15510	UWAA	OFFICE AND ADMINISTRATION
31	773 LRS/LGRRP	15510	UWAA	LOGISTICS READINESS
32	3 AMXS/MXAC	15658	SAA	F-22 COMBAT ALERT CELL MECH MAINT
33	D COMPANY ANTI TERRORISM	15920	HWAA	MARINE DETACHMENT/D COMPANY ANTI TERRORISM
34	3 CMS/MXMCF/H	16519	HWAA	C17 FUEL TANK MAINT
35	673 LRS/LGRMSH	16521	HWAA	MATERIAL HANDLING EQUIPMENT (463L) MAINTENANCE
36	703 AMXS/517 QAR	16521	SAA	C-12 AIRCRAFT MAINTENANCE UNIT
37	90 FS/OSL	16716	UWAA	90FS LIFE SUPPORT
38	3 AMXS/90 AMU/MXARF	16716	SAA	F-15 AIRCRAFT MAINTENANCE
39	3 EMS/MXMRS	16718	SAA	INSPECT AND REPAIR AIRCRAFT ARMAMENT SYSTEMS
40	3 OSS/517AFE	17470	SAA	MAINTAIN LIFE SUPPORT EQUIPMENT
41	703 AMXS/517 AMU	17508	HWAA	C-17 AIRCRAFT MAINTENANCE UNIT FOR AIRCRAFT
42	517 AS/AFE	17508	UWAA	FLIGHT EQUIPMENT INSPECTIONS
43	3 EMS/MXMFSH	17508	HWAA	AIRCRAFT STRUCTURAL AND SHEET METAL REPAIR
44	3 EMS/MXMFN	17508	SAA	INSPECTION NDI FOR WING AIRCRAFT
45	3 CMS/MXMCP	17534	SAA	AIRCRAFT HYDRUALICS REPAIR & OVERHAUL
46	381 IS/ SCMR	18220	UWAA	RF SYSTEMS MAINTENANCE

47	381 IS	18220	UWAA	GROUND RADIO MAINTENANCE
48	381 IS/CE	18220	UWAA	BUILDING MANAGEMENT
49	AKIMA	18471	NHWAA	FILTER REPLACEMENTS
50	3 EMS/MXMWPD	18727	HWAA	AIN MUNITIONS HANDLING EQUIPMENT MAINT
51	3 EMS/MXMWPC	18762	HWAA	MISSILE MAINTENANCE
52	3 EMS/MXMWPA	19713	HWAA	CONVENTIONAL MUNITIONS FLIGHT
53	16th ASOS/LG	21309	HWAA	GROUP SUPPORT DETACHMENT
54	COE/CEPOA-LM1	2204	UWAA	MANAGEMENT FOR BASE CONSTRUCTION
55	HILLBERG SKI LODGE	23400	UWAA	SKI LODGE
56	3 EMS/MXMWMC	32433	UWAA	STORAGE
57	3 EMS/MXMWMB	33415	HWAA	EXPLOSIVE ORDINANCE INSPECTION SECTION
58	AAFES CAR WASH	3805	NHWAA	AAFES FACILITY MAINTENANCE
59	AAFES JM SHOPPETTE	3829	HWAA	AUTOMOBILE MAINTENANCE
60	FMO	4241	SAA	HOUSING FURNITURE MANAGEMENT
61	673 LRS/LGRMS	4251	SAA	SUPPLY WAREHOUSE(HWG)
62	673 SFS/SFLC	4309	NHWAA	WEAPONS TRAINING AND FIRING RANGE OPERATIONS
63	673 CES/CEANQ	4314	HWAA	TEMPORARY STORAGE AND DISPOSAL OF WASTES
64	AAFES SHOPPETTE	5201	UWAA	FACILITY MAINTENANCE
65	COE/CEPOA-LM	5223	SAA	CONSTRUCTION MANAGEMENT
66	3 MDSS/SGSMX	5250	SAA	MEDICAL LOGISTICS
67	673 CES/CEX	5250	UWAA	READINESS FLIGHT FACILITY MAINT
68	773 LRS/LGRTC	5257	SAA	AIRCRAFT PACKING AND CRATING
69	673 LRS/LGRMSH	5253	UWAA	HAZARDOUS MATERIAL PHARMACY
70	673 CES/CEAN	5312	UWAA	NATURAL RESOURCES MANAGEMENT
71	773 CES/CEOIH	5327	SAA	HVAC
72	773 CES/CEOMU	5327	INCIDENTAL	UTILITY PLUMBING
73	673 CES/CED	5332	UWAA	EXPLOSIVE ORDINANCE DISPOSAL
74	773 CES/CEORVP	5333	HWAA	BASE PAINTING OPERATIONS
75	773 CES/CEOHS	5333	UWAA	STUCTURES
76	773 CES/CEOIE	5337	SAA	BASE ELECTRICAL MAINTENANCE
77	ECC OWS	5374	INCIDENTAL	OIL WATER SEPARATOR CLEAN OUT
78	673 CS/SCMPS	5385	UWAA	SATELLITE COMMUNICATIONS
79	DECA	5800	SAA	COMMISARY
80	AAFES/OPERATIONS/BX	5800	UWAA	AAFES FACILITY MAINTENANCE
81	BSA/LB&B	5955	HWAA	HOSPITAL MAINTENANCE
82	673 MDSS/SGSH	5955	HWAA	HOSPITAL PATHOLOGY LABORATORY OPERATIONS
83	673 MDSS/SGSM	5955	UWAA	MERC
84	673 MDSS/SGSLF	5955	UWAA	HOSPITAL FACILITY MAINTENANCE
85	673 DS/SGD	5955	HWAA	DENTAL CLINIC
86	673 FSS/FSCTS	6136	HWAA	AUTOMOBILE MAINTENANCE
87	673 LRS/LGRV	6211	HWAA	AUTOMOBILE AND HEAVY EQUIPMENT MAINTENANCE
88	372 TRS DET 14	6230	UWAA	FLIGHT LINE TRAINING
89	3 CMS/MXMDA	6253	HWAA	SPECIAL TOOLS AND EQUIPMENT CALIBRATION
90	RECYCLING CENTER	6258	INCIDENTAL	RECYCLING CENTER
91	611 CES/CEOSM	6260	UWAA	SUPPLY
92	611 CES/CEOFP	6260	HWAA	CABLE ARRESTING SYSTEMS OVERHAUL AND UPKEEP
93	POLAR SERVICES	6263	SAA	GROUND SUPPORT EQUIPMENT PAINTING
94	3 EMS/MXMFSC	6263	HWAA	CORROSION PREVENTIVE MAINTENANCE
95	3 OSS/OSL	6315	SAA	SURVIVAL EQUIPMENT INSPECT AND REPAIR
96	773 CES/CEOE	6326	ON CALL	GATE BARRIER MAINTENANCE
97	673 CES/CERW	6326	UWAA	3 CES IT MIANT
98	673 CES/CECCI	6326	UWAA	CE HEADQUARTER FACILITY MANAGER
99	SITKA CHILD DEVELOPMENT	6376	UWAA	CHILD CARE CENTER
100	673 FSS/FSGC	6538	HWAA	GOLF COURSE EQUIPMENT MAINTENANCE

101	673 CES/CEACU/2	7053	UWAA	DORM FACILITY MAINTENANCE
102	673 CES/CEACU	7079	UWAA	SQUADRON BUILDING FACILITY MAINTENANCE
103	673 CES/CEACU/1	7083	UWAA	SQUADRON BUILDING FACILITY MAINTENANCE
104	673 CES/CEACD	7083	UWAA	SQUADRON BUILDING FACILITY MAINTENANCE
105	FAR NORTH SERVICES	7111	UWAA	DEMOLITION
106	KASHIM CLUB	7135	UWAA	OFFICERS CLUB
107	673 FSS/SVML	7153	UWAA	3 SVS LODGING
108	673 FSS/SAP	7163	UWAA	SCHOOL AGE PROGRAM
109	BOWLING CENTER	7176	SAA	BOWLING
110	KATMAI CHILD CENTER	7181	UWAA	CHILD CARE CENTER
111	673 LRS/LGRF	7228	SAA	REFUELING TRUCKS AND EQUIPMENT MAINTENANCE
112	773 LRS/LGRNO	7250	UWAA	TRANSPORTATION SQUADRON VEHICLE OPERATIONS
113	673 SVS/SVRO	7301	HWAA	OUTDOOR RECREATION CENTER
114	3 MXG/MXLS	7309	UWAA	WEAPONS LOAD TRAINING
115	DENALI CHILD CARE CENTER	7377	UWAA	CHILD CARE SERVICES
116	673 SVS/SVMS	7535	UWAA	DINING FACILITY
117	3 WG/CCN	8124	UWAA	BUILDING MAINTENANCE
118	673 CES/CEHD	8130	UWAA	SUPPORT GROUP DORMITORY
119	DCSS/AN	8197	UWAA	DEFENSE COURIER SERVICE
120	3 EMS/MXMFM	8237	SAA	METALS TECHNOLOGY, WELDING SHOP
121	673 LRS/LGRVF	8288	HWAA	HEAVY EQUIPMENT AND DIESEL REPAIR.
122	673 CES/CEFO	8306	SAA	FIRE EXT. MAINTENANCE
123	673 CES/CEOIL	8306	SAA	FUEL TANK PUMPING AND PUMP SYSTEMS MAINT.
124	673 LRS/LGRF	8317	NHWAA	FUEL TANK STORAGE AND MAINTENANCE
125	673 CES/CEANC	8481	UWAA	WILDLIFE MUSEUM
126	176 ACS/SCMN	8493	UWAA	611TH COMPUTER MAINTENANCE
127	3 EMS/MXMGY	8549	HWAA	MAINTAIN AEROSPACE GROUND EQUIPMENT
128	3 CMS/MXMVA	8559	HWAA	F-15 AVIONICS TROUBLESHOOTING AND REPAIR
129	DET 1/353 CTS	8565	NHWAA	WAR SIMULATION TRAINING
130	3 CMS/MXMCF/S	8681	SAA	AIRCRAFT FUEL TANK MAINT
131	3 CMS/MXMPS	8691	HWAA	JET ENGINE MAINTENANCE
132	ARMY DET. (AKRFC)	9311	SAA	ARMY C-12 AIRCRAFT MAINTENANCE
133	3 CMS/MXMCG	9336	HWAA	EJECTION SEAT MAINTENANCE
134	773 CES/CEOH	9361	SAA	BASE ROAD AND FLIGHTLINE MAINT
135	SUSITNA CLUB	9387	UWAA	CLUB
136	611 ACOM/ GENERAL DYNAMICS	9480	UWAA	OFFICE
137	673 CS/SCOTW	9480	UWAA	COMMUNICATIONS MAINTENANCE
138	673 AMDS/SGPZ	9497	UWAA	HEALTH AND WELLNESS CENTER (HAWC)
139	673 FSS/SVMP	9510	UWAA	FITNESS CENTER
140	DET 1/353 CTS/ACMI	9549	SAA	ACMI POD MAINTENANCE
141	3 EMS/MXMTWT	9551	INCIDENTAL	AIRCRAFT WHEEL AND TIRE MAINTENANCE
142	3 OSS/OSOL	9551	UWAA	SURVIAL TRAINING
143	3 CMS/MXMPT	9563	NHWAA	F-15 ENGINE TESTING AND DIAGNOSTICS
144	3 EMS/MXMFSL2	9696	HWAA	F-22 CORROSION PREVENTIVE MAINTENANCE ON
145	MOOSE RUN GOLF COURSE	27-011	HWAA	VEHICLE MAINTENANCE
146	YOUTH SERVICES	297	SAA	FOOD SERVICE
147	PART DAY CHILD PROGRAM	337	UWAA	BUILDING MAINTENANCE
148	673 CS/SC MET	35750	UWAA	BUILDING MAINTENANCE
149	ECC	45-125	HWAA	POST WIDE OPERATIONS
150	FSC 6TH ENGINEERS	45-715	HWAA	VEHICLE AND EQUIPMENT MAINTENANCE
151	716TH EOD MOTORPOOL	45-726	SAA	VECHICLE MAINTENANCE
152	VETERINARY SERVICE BRANCH	47-812	SAA	MEDICAL SUPPLIES

153	VETERINARY TREATMENT FACILITY	47-815	SAA	MEDICAL SUPPLIES
154	AMMO SUPPLY PT	55803	HWAA	AMMUNITION STORAGE
155	AAFES SHOPPETTE	560	UWAA	FUEL SUPPLY
156	RANGE CONTROL	59002	SAA	BUILDING MAINTENANCE
157	CHILD DEVELOPMENT CENTER	6	UWAA	BUILDING MAINTENANCE
158	BILLETING	600	HWAA	BUILDING CLEANING
159	USAG	600	UWAA	BUILDING MAINTENANCE
160	TROOP STORE	602	UWAA	STORE
161	JBER FIRE DEPT	624	NHWAA	BUILDING MAINTENANCE
162	2377 PFAR	628	ON CALL	BUILDING MAINTENANCE
163	501ST INF	632	SAA	WEAPONS CLEANING
164	USA DENTAC	634	SAA	DENTAL SUPPLY
165	WILDERNESS INN DINING FACILITY	647	NHWAA	FOOD SERVICE
166	GOLD RUSH INN DINING FACILITY	655	NHWAA	FOOD SERVICE
167	ASAP	658	NHWAA	OFFICE SUPPLIES
168	BUCKNER FIELD HOUSE	690	UWAA	BUILDING AND VEHICLE MAINTENANCE
169	773 CES ELECTRICAL SHOP	700	INCIDENTAL	BUILDING MAINTENANCE
170	SHAW FACILITY MAINTENANCE	700	HWAA	FACILITY MAINTENANCE
171	TROOP ISSUE	700	UWAA	MATERIAL ISSUE
172	773 CES ROADS AND GROUNDS	704	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
173	SELF HELP	706	UWAA	HOUSING MAINTENANCE
174	AAFES SERVICE STATION	710	SAA	VEHICLE MAINTENANCE
175	SHAW PEST CONTROL	721	HWAA	PESTICIDE MANAGEMENT
176	673 CES ENVIRONMENTAL	724	NHWAA	OFFICE
177	CRREL	724	INCIDENTAL	WELL TESTING
178	673 CES CONTRACTING	724	UWAA	FACILITY DEMOING
179	673 FSS DRY CLEANERS	726	SAA	LAUNDRY SERVICES
180	OMS	728	INCIDENTAL	FACILITY MAINTENANCE
181	ECS 168TH BMA 1	732	HWAA	VEHICLE AND EQUIPMENT MAINTENANCE
182	SHAW MAINTENANCE	740	HWAA	VEHICLE MAINTENANCE
183	SHAW MAINTENANCE NORTH	740-N	HWAA	FACILITY MAINTENANCE
184	1-501ST INF	750	UWAA	COMMO
185	501ST INF MOTORPOOL	750	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
186	AUTO SKILLS CENTER	755	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
187	725TH D CO	756	SAA	VEHICLE MAINTENANCE
188	1/40TH CAV MOTORPOOL	756	SAA	MAINTENANCE
189	509TH INF MOTORPOOL	778	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
190	377TH PFAR MOTORPOOL	784	SAA	VEHCILE AND EQUIPMENT MAINTENANCE
191	G BATTERY 2377	784	SAA	
192	TROOP MEDICAL CLINIC	786	UWAA	BUILDING MAINTENANCE
193	BERING STRAIGHTS	792	UWAA	BUILDING MAINTENANCE
194	CHUGACH MAINTENANCE	792	UWAA	BUILDING MAINTENANCE
195	OUTDOOR RECREATION	794	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
196	V & W SHOP	796	HWAA	VEHICLE AND WEAPON MAINTENANCE
197	98TH MAINTENANCE	798	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
198	SUPPORT SERVICES	800	INCIDENTAL	WAREHOUSE SUPPLIES
199	98TH MAINTENANCE SUPPLY	802	SAA	WAREHOUSE SUPPLY
200	C CO 425TH BSTS	802	INCIDENTAL	
201	TSC	802	SAA	BUILDING MAINTENANCE

202	BATTLE SIMULATION CENTER	802	UWAA	BUILDING AND EQUIPMENT MAINTENANCE
203	673 LRS/LGRMSH	804		JBER-RICHARDSON HAZMART PHARMACY EXTENSION
204	725TH A CO SSA	806	INCIDENTAL	WAREHOUSE SUPPLY
205	4TH QM-HHC 17TH CSSB-190T	806	SAA	VEHICLE MAINTENANCE
206	GENERATOR SHOP	809	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
207	ESSM NAVY BASE	812	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
208	POL/ WASTE WATER UTILITIES	955	INCIDENTAL	BUILDING MAINTENANCE
209	SPERS	974	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
210	95TH CHEMICAL CO MOTORPOOL	975	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
211	95TH CHEMICAL CO 5TH PLATOON	975	NHWAA	CHEMICAL DEFENSE EQUIPMENT TESTING
212	ALOG CORPORATION SERVICES	975	NHWAA	NBC EQUIPMENT MAINTENANCE
213	725TH BSB MOTORPOOL	976-E	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
214	4/25TH BSTB MOTORPOOL	976-W	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
215	A CO 307TH SIGNAL MOTORPOOL	979	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
216	793rd HHD MP BN	982	SAA	VEHICLE AND EQUIPMENT MAINTENANCE
217	COAST GUARD	984	UWAA	BUILDING MAINTENANCE
218	DFA-POL LABORATORY	986	HWAA	LABORATORY
219	673 LRS FUEL POINT	992	NHWAA	FUEL SUPPLY
220	NCO ACADEMY	THQ20	UWAA	BUILDING MAINTENANCE

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