

Department of the Army  
Defense Language Institute, Foreign Language Center

Presidio of Monterey  
and  
Ord Military Community

# HAZARDOUS WASTE MANAGEMENT PLAN

Standard Operating Procedures  
for the Management of Hazardous Wastes

August 2007

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# HAZARDOUS WASTE MANAGEMENT PLAN

## Environmental Quality

### PROCEDURES FOR MANAGING HAZARDOUS WASTE IN COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS

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HAZARDOUS WASTE MANAGEMENT PLAN

Environmental Quality  
PROCEDURES FOR MANAGING HAZARDOUS WASTE IN COMPLIANCE  
WITH FEDERAL AND STATE LAWS AND REGULATIONS

1. PURPOSE. To establish procedures and policies for the proper storage, management, transportation, and disposal of Hazardous Materials, (HM) and Hazardous Wastes (HW). This Plan provides guidance to insure compliance with Federal, state, and local laws and regulations.
2. APPLICABILITY. This Plan is applicable to all units and activities of Presidio of Monterey (POM) and Ord Military Community (OMC) including tenant units, contractors, and other users. This Plan supersedes Ft.Ord Reg 200-1 dtd. 04 SEP 1990 and the Hazardous Waste Management Plans dated May 1998 and June 2002.
3. REFERENCES. (See Appendix A)
4. GENERAL.
  - a. Department of Defense (DOD) installations and personnel are required to comply with all Federal, State, and local laws designed to protect the environment, and must fund program requirements to maintain compliance with applicable laws and regulations. Anyone receiving notice of a violation or non-compliance including tenant activities and contractors, will report such violations or non-compliance within 24 hours to the Garrison Commander (GC). All enforcement actions taken against the Installation as a result of non-compliance must be reported within 24 hours to Headquarters, IMCOM WEST. Violators can be held personally liable for cleanup costs and civil or criminal penalties. The term “violators” not only includes the actual

person who caused the contamination or non-compliance but also the supervisors and commanders who allowed the regulatory violation and/or environmental pollution to occur and did not take immediate corrective action to prevent or correct the violation.

b. This document provides guidance for the proper management of Hazardous Material(HM) and Hazardous Waste (HW). Hazardous materials are useful products that exhibit characteristics such as ignitability, corrosivity, reactivity, or toxicity. A hazardous material becomes a hazardous waste when it can no longer be used for its original intended purpose because it is contaminated, used, spent, or beyond its shelf life. The owner of the hazardous material is responsible for determining when that material can no longer be used and thus becomes a hazardous waste, unless it is obvious, for example, a material in a badly deteriorated container, or a paint or adhesive partially dried and unusable.

c. HW shall not be disposed of in drains, dumpsters, training areas, wash racks, oil-water separators, or landfills. HW must be disposed in coordination with the Directorate of Public Works (DPW) Environmental Division and the Defense Reutilization and Marketing Office (DRMO) Stockton. Hazardous waste may be brought (by arrangement with Environmental Division personnel) to an accumulation area at the DPW Environmental Division secure accumulation area near building 279 at POM, or to Building 4495 at OMC. HW cannot legally be transported on a public road by an unlicensed hauler except for hazardous waste that has been generated in a household. HW may be turned in to an accumulation area, by calling the Environmental Division for a pick-up, or directly to a licensed hauler. The turn-in point must be on the post where the waste was generated and under the direction of the Environmental Division. If HW assistance is needed, call the Environmental Division at 242-7933, 7204 or 7925.

d. Personnel working with HM and HW shall be made aware of the hazards to which they are exposed and the precautions required to protect themselves. The Safety Health Office can provide guidance on the Hazard Communication Program regulations. The appropriate safety equipment shall also be available in the work area. Refer to the Safety Office and Occupational Health Office for guidance with regard to personal protective equipment including respirators, protective eyewear, and clothing.

e. Information on chemical hazards and required safety equipment shall be posted in all work areas. This information is available on the product's Material Safety Data

Sheet (MSDS), required to be provided by the supplier of non-household hazardous materials.

## 5. RESPONSIBILITIES.

### a. Commander and Directors.

(1) Appoint, on orders, primary and alternate Hazardous Waste Berm (hazardous waste accumulation area) Managers for all hazardous waste accumulation areas within the activity.

(2) Ensure accountability of all HM and HW.

(3) Ensure all HM and HW is stored and disposed of properly.

(4) Set Unit HM and HW management policy and establish an active HM and HW program in compliance with all pertinent laws and regulations. The Installation Pollution Prevention Plan identifies opportunities to modify or replace current processes that generate HW. This Plan calls for lessening amounts of HM used while encouraging HM recycling, reducing HW disposal costs while helping protect public health, reducing costs, saving energy and conserving natural resources.

(5) Ensure personnel comply with this Hazardous Waste Management Plan.

(6) Ensure that HM and HW berm managers and their supervisors have received the appropriate training. (Large Quantity berm managers are required to have 24 hours training within 3 months of assuming their HW duties and 8 hours annually thereafter; Satellite accumulation managers are required to have 8 hours initial and 8 hours annually thereafter.)

(7) Ensure all personnel who handle HM or HW in the course of their work are made aware of the hazards to which they are exposed and the precautions required to protect themselves in the work environment.

(8) Ensure all personnel generating HW from private and commercial activities are aware of its proper disposal.

b. Hazardous Waste Berm Managers (Primary and Alternate).

(1) Properly label HW containers as soon as HW is placed into them, and turn in HW within 60 days of the accumulation start date.

(2) Accumulate each type of HW in separate containers.

(3) Maintain a proper separation of incompatible waste.

(4) Ensure that MSDSs are kept in the workplace for HM in use at that location.

(5) Inspect HW storage areas weekly and document results.

(6) Initiate and process turn-in documents (TIDs) for turn in of HW and HM.

(7) Ensure HW handlers have received Hazardous Communication training.

(8) Maintain required HW records. These include inspection reports, training documentation, a unit spill contingency plan, the Hazardous Waste Management Plan, turn-in documents, the Business Response Plan, and HM or HW storage tank records if applicable.

(9) Maintain work areas and accumulation areas in a clean, orderly, and safe condition. Aisles are to be kept clear with no obstructions that could create a hazard.

(10) Contain and clean up spills immediately. For spills too large to handle, or that pose a health or safety hazard to personnel or the environment, notify the Fire Department, the Environmental Division, and the Safety Office.

c. Individual Soldiers and Civilians Handling Hazardous Materials and Hazardous Wastes.

(1) Contain and clean up spills immediately. For spills too large to handle or spills which pose a health or safety hazard to personnel or the environment, notify the Fire Department (911), the Directorate of Public Works (242-7924) and the DPW Environmental Division (242-7933, 7925, 7204).

(2) Place HW in properly designated containers. Do not mix different wastes together, and keep each waste properly identified. Do not store incompatible wastes near each other (see Appendix D).

(3) Always ensure that all containers of hazardous materials at least have the common name clearly visible on the outside. If a label is becoming illegible, at a minimum, the common name of the hazardous material must be written on the container using indelible ink or paint pen. If a substance is placed into a new container or one previously used for other substances, cross out or obliterate incorrect labeling and write, at a minimum the common name of the contents on the container. This practice must be done even for relatively low hazard, or harmless, materials such as soap powder, windshield cleaning solution, baking soda, fertilizer, etc. so the degree of hazard can be immediately determined by others who would otherwise have no idea whether or not the unlabeled material presents a serious hazard. Unknown substances are assumed to be HW until sample analysis confirms the degree of hazard.

(4) Maintenance of privately owned vehicles (POVs) involving draining or changing of fluids on the POM or OMC is prohibited.

(5) Never place hazardous wastes into a dumpster, down a drain, or into the wash rack drain system. Turn in HW to an accumulation area or call the Environmental Division for assistance.

(6) Wear the appropriate protective clothing when handling HM/HW. Refer to the MSDS, HMIS, Occupational Health Office, or Safety Office for guidance.

(7) Obtain the appropriate training to handle hazardous waste or hazardous materials. See Section 5(a)(6).

## 6. PROCEDURES.

### a. Identification of Hazardous Waste.

(1) It is the responsibility of the activity which generates or owns an HM or HW to properly identify it. The activity must be able to accurately identify the contents of all containers holding HW or HM.

(2) Hazardous Waste must be identified both by common name and proper Department of Transportation (DOT) shipping name as provided in 49 Code of Federal Regulations (CFR). Section 172.101 and Section 172.102. Contact the Environmental Division for assistance in determining the proper DOT shipping name of HM/HW not listed in Appendix B of this document.

(3) The activity shall contact the Environmental Division for assistance in identifying all unknown hazardous wastes. If analysis is required, then the Environmental Division will initiate that action, using a California State Certified Laboratory.

### b. Hazardous Waste Storage Requirements.

#### (1) Hazardous Waste Accumulation Area.

(a) All HW shall be accumulated in strict accordance with the Resource Conservation and Recovery Act (RCRA), Title 22, California Code of Regulations (CCRs) and requirements listed herein.

(b) All Large Quantity (LQ) generating activities shall utilize a designated fenced, locked, and secured HW accumulation area. The location of any HW accumulation areas must be approved by the Environmental Division.

(c) The HW (LQ) accumulation area shall be constructed to include all the following specifications:

(i) Impermeable bermed containment area.

(ii) A bilingual sign which states "CAUTION: HAZARDOUS WASTE STORAGE AREA UNAUTHORIZED PERSONS KEEP OUT. CUIDADO: ZONA

DE RESIDUOS PELIGROSOS PROHIBITA LA ENTRADA A PERSONAS NO AUTORIZADAS”. This sign is available from the DPW Environmental Division.

(iii) A sign which states “NO SMOKING WITHIN 50 FEET”.

(iv) Signs denoting the hazardous properties of hazardous waste normally accumulated in the berm area, for example, “FLAMMABLE”, “CORROSIVE”, “TOXIC”. These signs may stay in place even if that type of waste is not always present in the berm.

(v) A sign listing the telephone numbers of points of contact in case of a spill or emergency. At a minimum, the sign should state: “IN CASE OF SPILL OR EMERGENCY IMMEDIATELY CONTACT THE FIRE DEPARTMENT AND ENVIRONMENTAL DIVISION” with the appropriate phone numbers (see Appendix C. The sign must also include the HW berm manager’s name and telephone number.

(vi) Have spill clean-up materials inside or within 10 feet of the accumulation area. At a minimum, the required spill response materials are an empty 55 gallon overpack drum, absorbent, push broom and flat head shovel. The absorbent can be stored in the 55 gallon drum to keep it from weathering. A copy of the spill contingency plan for that particular accumulation area must be posted on the berm.

(vii) Have an operable fire extinguisher within 10 feet of the accumulation area. The HW berm manager must contact the Fire Department to assess the site and establish the type of fire extinguisher needed. The fire extinguisher must be inspected periodically in accordance with fire department guidelines.

(viii) On HW berms equipped with a drain valve, the valve must be closed at all times. If the berm fills with rain water, contact the Environmental Division for a determination as to whether or not the water is contaminated. If the accumulated water is hazardous, then it must be pumped into appropriate containers and managed as HW.

(ix) Aisle space within the accumulation area must be adequate to allow unobstructed movement of personnel to all containers, or about 2 feet in width.

(x) All Satellite accumulation containers shall be labeled correctly and shall be located at or near the point of HW generation.

(xi) All aboveground storage tanks (AST)s used for accumulation of HW, including 55-gallon drums, shall be approved by the Environmental Division prior to installation and use. HW managers and alternates shall comply with the following requirements:

1. Inspect ASTs daily for leakage, damage or corrosion.
2. Keep the tanks closed and locked at all times except when waste oil is being added or removed.

c. Separation of Hazardous Wastes.

(1) Hazardous materials shall not be kept in a hazardous waste berm. Only hazardous wastes may be kept in a berm.

(2) HW shall not be mixed. Separate containers are required for each type of waste generated. For example, waste oil, brake fluid, solvent, and antifreeze must all be accumulated in separate containers.

(3) Incompatible wastes shall be separated by a physical barrier. For example, combustibles and flammables such as fuels, lubricants, solvents, paints, and thinners are compatible with each other and may be accumulated in the same area. However, corrosives and flammables, such as battery acid and gasoline, are not compatible, and must be kept in separate areas. Two other examples of incompatible wastes are acids and bases; oxidizers and acids. If there is any question as to what chemicals are compatible consult a compatibility chart or contact the Hazardous Waste Office. Additional information on incompatibles is found at Appendix D.

d. Hazardous Waste Containers.

(1) Hazardous waste shall be accumulated in DOT approved containers or use the original packaging. A container must be compatible with the waste that is placed into it. For example, battery acid (a corrosive), must be placed into a plastic container not a steel drum. The Hazardous Waste Office may be contacted if there is any question regarding packaging.

(2) Hazardous waste shall be accumulated in containers labeled and marked with the following information:

(a) Hazardous Waste Label. (Appendix E provides examples of Hazardous Waste Labels.)

(b) DOT Hazardous Class Label if applicable. (See Appendix E.)

(c) Common name and Hazardous Property printed on the drum. For example: "Waste Oil" and "Toxic". Use a paint pen or some other permanent marking such as a stencil. Letters must be at least one-half inch high.

(3) Liquid wastes shall only directly be placed in bung drums or cans with small screw-on caps. To prevent overflow due to expansion, do not fill the container completely. Leave at least the following headspace:

- 5 gallon can: 1.5 to 2 inches
- 55 gallon drum: 3 to 5 inches

(4) Overpacks are a type of DOT approved containers where the entire lid may be removed. Hazardous liquids or solids in corroded, bulging, dented, or otherwise deteriorated containers must be overpacked or transferred directly into the appropriate container for those materials.

(a) When overpacking containers of liquids it is necessary to place clay absorbent in the overpack drum sufficient to absorb any seepage from the original containers. Overpacked containers of solid wastes do not require any absorbent.

(5) All HM/HW containers shall be closed at all times except when HM/HW is in the process of being added or removed. An overpack container is closed when the lid and retaining ring are in place. A bung drum or can is closed when all bungs and caps are screwed in at least finger tight and any vents are closed.

(6) Hazardous waste shall be turned in within 60 days of the accumulation start date. (The accumulation start date is the date when the first portion of waste was placed in the container.) A Satellite Generator (Satellite Accumulation Point) however, may accumulate for up to 10 months or up to 55 gallons of a particular HW whichever occurs first. (Procedures for Satellite Accumulation Points at the POM and OMC are found in the Satellite SOP at Appendix K.) HW must be turned-in to a

representative of DRMO Stockton, or to the accumulation points at POM or OMC (depending on where it is generated). To turn in HW at POM, coordinate an appointment with the HW Office. HW generated at OMC may be brought directly to building 4495 any time during working hours without an appointment.

e. Hazardous Waste Labeling and Marking Requirements.

(1) The regulations, Title 40 CFR, Title 49 CFR and Title 22 CCR, have established specific labeling and marking requirements for hazardous waste containers.

(a) An HW label must be placed on the container as soon as the first amount of HW is placed into the container. Appendix B provides the information needed to complete the required hazardous waste labels for most hazardous wastes generated at POM and OMC.

(b) All labels shall be filled out using permanent non water soluble ink that will not readily fade. Approved permanent pens are available from the Hazardous Waste Office.

(c) A Hazard Class Label (Flammable, Corrosive, Oxidizer, etc.) must be placed on containers if required by DOT. Appendix B provides a table for determining the hazard class label required, if any, for common hazardous wastes generated at POM and OMC.

(d) Remove, or spray paint, over any labels on the container not applicable to the HW inside. New HW labels must not be placed over old ones. Any old labels must be removed or completely spray painted.

(e) All HW containers shall have the following information printed on the side of the container in letters at least one half inch high using a paint pen or stencil.

- Common name of the contents.
- Hazardous property, for example, “flammable”, “toxic”, etc.
- Turn-in document number if one has been assigned for that container.

(f) Aboveground storage tanks (AST)s containing HW shall be labeled with a hazardous waste label and hazardous class label as required for the waste stored.

(g) HW labels and hazard class labels are available from the Environmental Division.

f. Hazardous Waste Accumulation Area Inspections.

(1) Title 22 California Code of Regulations requires activities to inspect each HW accumulation area weekly. Inspection results must be documented and kept on file.

(2) The weekly HW accumulation area inspection shall be accomplished using the approved inspection form included at Appendix F. The form may be photocopied or obtained from the Environmental Division. Every block or blank space must be filled in with the appropriate information or N/A. An Inspection Checklist for Satellite Accumulation Points is found at Appendix J.

(3) Results of the weekly inspections shall be kept on file with the other HW records and made accessible to county, state and Federal inspectors upon request.

g. Hazardous Material Storage Requirements:

(1) All Hazardous material storage areas shall be inspected monthly. At a minimum, the inspection shall:

(a) Identify any leaking or damaged containers.

(b) Insure proper separation of hazardous materials according to compatibility.

(c) Ensure all containers are properly labeled and marked.

(d) Ensure that inventory is rotated such that older materials are used before the new stock.

(e) Ensure that damaged, leaking, and excess HMs are properly turned in as HW.

(3) If the expiration date has been exceeded call DOL Supply to determine if the date has been extended. If the expiration date is extended mark all applicable containers to show the new date.

(4) Activities that store hazardous materials such as fuels or solvents in aboveground tanks or drums must monitor the tanks in compliance with Federal, state, and county regulations. Contact the HW Office for assistance and guidance.

h. Transportation of HW.

(1) Transportation of HW shall only be accomplished in accordance with the following:

(a) HW shall not be transported on any public highway or road except by a State of California licensed HW hauler accompanied by a properly filled out Uniform Hazardous Waste Manifest. The Uniform Hazardous Waste Manifest shall only be signed by an individual granted signatory authority by the Garrison Commander.

(b) HW generated on POM and OMC may be transported within the post in which it was generated by the generating activity for the purpose of taking it to the HW accumulation area. No manifest or special license is needed to transport HW within the post boundaries.

(c) HW generated off post must be turned in at the host installation. Arrangements with the host facilities must be made well in advance.

(d) HW shall be secured during transportation to avoid spills.

(e) HW in cans will be stacked no more than two high, and no more than two drums to a pallet.

(f) All containers shall be transported in an upright position.

(g) Incompatible wastes will not be transported on the same vehicle.

i. Procedures for Turn-In of Hazardous Material and Hazardous Waste.

(1) Hazardous material that is no longer usable is defined as a hazardous waste.

(2) All HW generated on POM must be turned in to the DPW Hazardous Waste yard near building 279 at POM. An appointment may be made by calling 7925 or 7933.

(3) All HW generated on OMC must be turned in to the Hazardous Waste yard at OMC. No appointment is necessary during working hours.

(4) Most hazardous waste generated on POM or OMC will be removed from the DPW Hazardous Waste yards by contractors through DRMO, Stockton. One exception is contractor generated hazardous waste which may or may not be removed through the DRMO depending on how the contract is set up. Another exception is for waste oil, fluorescent lamps, antifreeze, and certain other wastes where separate contracts are set up through the HW office.

(5) Hazardous Waste Turn-In: Hazardous wastes are to be turned in to the Hazardous Waste accumulation areas following the procedures outlined below.

i. Containers are to be in good condition, free of large dents and severe rust, non leaking, lids tightened, safe to handle and transport, and properly labeled.

ii. Prepare a separate DD Form 1348-1A Turn-in Document (TID) for each type of waste being turned in. Examples of DD Form 1348-1A TIDs are included in Appendix G.

iii. The unit Hazardous Waste Berm Manager is responsible for completing the TID, assuring the hazardous waste label is properly filled out, assuring the hazard class label, if required, is affixed on each drum, and the turn-in document number is placed on each drum.

iv. The unit Hazardous Waste Berm Manager shall also sign the TID in the lower right corner to certify that the waste is properly classified, described, packaged, marked, and labeled.

v. Environmental Division will assign a document number and give the unit Hazardous Waste Berm Manager a copy of the TID for records.

vi. The Hazardous Waste Office provides copies of the TID to the DRMO where they are entered into a database. The DRMO then generates a delivery order (DO). Once the DO is processed, a waste pickup takes place within 30 days.

(6) Turn-in and Disposal of Special Hazardous Items:

(i) Call the HW office for questions on unusual items such as chemical test kits, pharmaceuticals, electrical transformers and capacitors.

(ii) Radioactive materials or any material or combination of materials that voluntarily cause ionizing radiation, although not managed under hazardous waste regulations, must be intensely controlled. The installation Radiation Protection Officer (RPO) must be contacted for details on handling and controlling radioactive materials and equipment.

(iii) Although most scrap metal is nonhazardous solid waste, some items such as shock absorbers, gas cylinders, fuel tanks, asbestos brake shoes, and clutch plates, cannot be processed as scrap and must be turned in as hazardous waste since they contain hazardous residues or components.

(iv) Rags which are oily but not saturated may be laundered. If saturated, they must be turned in as a hazardous waste.

(v) Sweeping compound may be kept and reused for minor spills until contaminated to the point it is no longer usable, at which time it must be turned in as a hazardous waste.

(vi) Oil and fuel filters are to be thoroughly drained then overpacked and disposed of as hazardous waste. Oil and fuel drained from the filters must be disposed of separately as a hazardous waste.

(vii) Paint which is partially used may be kept in tightly sealed containers for future use. Chemical Agent Resistant Coatings (CARC) paints may go bad in the can even if sealed. Unusable paint must be turned in as a hazardous waste.

(7) Disposal of Empty Containers.

(i) In general, containers are considered empty when no hazardous material can be poured or drained from it. If it is a solid waste then it is considered empty when there is no crusted material from successive layers or mass of solidified material. A thin layer or powder is considered acceptable.

(ii) An empty container that is one gallon or less and did not previously contain an acutely hazardous waste (highly toxic or poisonous) may be disposed of as trash.

(iii) Empty containers that are to be turned in as a hazardous waste need to be labeled with an Empty Label and a Hazardous Waste Label.

(iv) Empty containers to be turned in as HW must be closed and free of open holes. If the container can not be sealed in some manner then it must be wrapped in plastic or placed into another container such as an overpack drum which can be sealed.

(v) Empty containers that are going to be reused by the activity must have only the Empty Label affixed to them and be in good condition for reuse. If there are numerous empty containers grouped together, then an empty label is only required on the container on each corner.

(vi) Waste aerosol containers are to be treated as HW regardless of whether or not their contents have been used up.

#### (8) Universal Waste.

(i) Certain classes of hazardous waste extremely common in business and household use have relaxed controls to encourage recycling. A Universal Waste Label (see Appendix E) is required instead of the usual HW label, and allowable accumulation time is one year. Universal waste management regulations divide businesses into two groups: small-quantity handlers which accumulate no more than 5000kg of Universal Wastes at one time and large quantity handlers which accumulate more than 5000 kg at one time. Most hands-on management requirements are identical for both groups. Large quantity handlers are subject to additional notification and record-keeping requirements and must keep records of shipments and handling.

(ii) Types of universal waste include non automotive dry cell batteries. Batteries of any type can be dangerous especially if swollen, broken, leaking, or improperly vented and certain battery types are incompatible and must be kept separated. Lithium, mercury, nickel-cadmium (Ni-Cad) nickel-metal-hydride

(NiMH), alkaline, and ordinary flashlight batteries must be disposed of as universal waste.

(iii) Fluorescent lights and mercury thermometers are to be disposed of as universal hazardous wastes because of the mercury content. However, broken fluorescent lights and broken mercury thermometers must be handled as RCRA HW and do not fall under universal waste rules.

j. Spill Response and Emergency Procedures.

(1) Each activity shall appoint an emergency coordinator. The emergency coordinator is responsible for coordinating all emergency response measures until relieved by the installation spill response personnel, if necessary. The activity emergency coordinator shall be thoroughly familiar with the activity's spill contingency plan, all facility operations and activities, the location and characteristics of the wastes or products handled, locations of records, and facility layout. The emergency coordinator shall also have the authority to commit the activity's resources and carry out the spill contingency plan.

(2) Whenever there is an imminent or actual emergency situation, the activity emergency coordinator or designee shall immediately activate the internal alarm, warning, or communications system, where applicable, to notify appropriate personnel. The Fire Department and Environmental Division shall be notified in all emergency situations. An emergency situation exists whenever there is a hazardous waste or material release which cannot be contained, threatening human health, the environment or government or private property.

(3) Federal, state and local agencies with designated response roles will be notified by the installation emergency coordinator if needed.

(4) The activity emergency coordinator will attempt to identify the character, source, amount, and aerial extent of released materials by observation, by checking records, or by knowledge of operations.

(5) The activity emergency coordinator will assist the installation spill response personnel upon request.

(6) The activity emergency coordinator will implement activity procedures to contain spillage and prevent threats to human health and the environment only if

the resources are available to do so safely without threat to health and safety of response personnel.

(7) The affected activity shall clean up the spillage if it is within, or determined by the Environmental Division to be within the activity's ability to do so.

(8) If HM or HW is spilled, clay absorbent is overall best for the clean up of puddles on pavement. Socks, pads, and skimmer booms of absorbent material are useful to remove petroleum from water. Plugs and mats are available to seal drains to keep contaminants from the sewer system. Saturated absorbents must be placed in overpack drums and turned in as hazardous waste.

k. Spill Contingency Plans

(1) Each activity generating and storing hazardous waste shall write and possess a unit level Spill Contingency (Spill Response) Plan for its waste handling and storage areas. An example is found at Appendix I. The plan shall be designed to minimize hazards to human health and the environment from fires, explosions, or any release of hazardous waste or hazardous materials to air, soil, or surface waters. The activity Spill Contingency Plan shall be incorporated into this document and kept on site.

(2) The provisions of the plan shall be carried out whenever there is a fire, explosion, or release of hazardous waste or hazardous materials which could threaten human health, the environment, or property.

(3) All activity personnel shall read and understand all procedures contained in the Spill Contingency Plan, and shall be trained in executing these procedures. This training shall be documented and the training records kept on-site.

(4) Contents of the activity Spill Contingency Plan shall include at a minimum:

(a) An analysis of the type and severity of spills which could occur at the activity.

(b) A step-by-step description of the actions activity personnel must take in case of fire, explosion, or unplanned release of hazardous waste or materials to the environment.

(c) A description of outside emergency assistance available such as the police department, fire department, Environmental Division, and the Directorate of Public Works.

(d) A list of names, addresses, and phone numbers of activity personnel qualified to act and or provide facilities information in case of emergencies. The list will be kept current in all copies of the contingency plan.

(e) A comprehensive list of the activity's emergency equipment and supplies, their location and use capabilities.

(f) A map which identifies storm and sanitary drains and surface drainages which may need to be diked or protected if a liquid spill occurs.

(g) An evacuation plan for personnel where there is the possibility that evacuation could be necessary. The evacuation plan should describe a primary and an alternate evacuation route.

(5) The activity Spill Contingency Plan must be kept at all hazardous waste generation, management and storage areas.

(6) The activity Spill Contingency Plan will be reviewed annually and amended if:

(a) The facility changes design, construction, operation, location, or procedures.

(b) The emergency coordinators change.

(c) The emergency equipment changes.

#### 1. Hazardous Waste Training Requirements.

(1) Federal and state law requires that all personnel managing or handling hazardous wastes must be trained, either through classroom instruction, correspondence courses and on-the-job-training, to respond to emergencies, protect the environment, and properly handle and dispose of hazardous wastes.

(2) Each Primary Hazardous Waste Berm Manager and Alternate Hazardous Waste Berm Manager must complete a minimum of 24 hours of introductory training and 8 hours of annual update training. The introductory training must be completed within three months of the date the employee begins their job. All handlers (those who manage HW incidental to their job, such as mechanics, POL clerks, welders, etc.), only need a minimum of 8 hours introductory and 8 hours of annual update training.

(3) To meet this requirement, unit hazardous waste berm managers and alternates will satisfactorily complete the Hazardous Waste Operations (HAZWOPER) course, or a course designed specifically for hazardous materials technician training as defined by OSHA (29 CFR 1910.120). In general, individuals are to have competency in the following:

- Recognition of hazardous substances.
- Implementation of Spill Contingency Plans.
- Selection and use of PPE.
- Hazardous risk assessment.
- Spill containment and control.
- Decontamination technique.
- Familiarity with toxicological and chemical terminology.

4. All instances of training must be documented using the forms provided at Appendix H. The training record must be maintained with all hazardous waste records and documents for every person in the activity that requires HW training. The following information must be entered on the form:

(a) The job title, job description, amount and type of training to be completed by each person involved in managing or handling HW.

(b) The name of the employee filling each position and records which document the actual training completed by each person.

m. Record Keeping Requirements.

(1) Each activity generating hazardous wastes must maintain a set of records, available to inspectors upon request. Records more than three years old may be placed in a separate file (archived). All of these records must be kept until further

notice from the Environmental Division or SJA. The following list indicates the specific records which each activity must maintain:

- (a) Current Hazardous Waste Management Plan.
- (b) Activity Spill Contingency Plan.
- (c) Weekly Hazardous Waste Inspection records.
- (d) Tank Monitoring Records if applicable.
- (e) Hazardous Waste Training Records.
- (f) Copies of 1348-1A turn-in documents.
- (g) Business Response Plan

**APPENDIX A**  
**LIST OF REFERENCES**

## **APPENDIX A REFERENCES**

1. Title 22, California Code of Regulations, Health and Safety Code
2. Title 29, Code of Federal Regulations (OSHA)
3. Title 40, Code of Federal Regulations (EPA, RCRA)
4. Title 49, Code of Federal Regulations (DOT)
5. AR 200-1, Environmental Protection and Enhancement
6. AR 420-47, Solid and Hazardous Waste Management
7. DA PAM 200-1
8. DoD 4145.19-R-1, Hazardous Material Storage and Handling Criteria Regulation
9. DoD 4160.21-M, Defense Reutilization and Marketing Manual
10. DRMS-H 4160.3, Vol I, Disposal Operating Procedures
11. DRMS-M 6050-1
12. DRMS-M 4160.14

**APPENDIX B**

**LABELING AND TURN-IN DOCUMENT (TID)  
INFORMATION FOR  
COMMON HAZARDOUS MATERIALS  
AND HAZARDOUS WASTES**

752	ACETYLENE GAS CYLINDER	8120	WASTE, ACETYLENE, DISSOLVED, 2.1, UN 1001	ACETYLENE, ACETONE	D001 U002	141		FLAMMABLE GAS	COMPRESSED GAS
115	ADHESIVE, FLAMMABLE	8040	WASTE, ADHESIVE, 3, UN 1133, PG II	PETROLEUM DISTILLATE, ISOPROPANOL, MINERAL SPIRITS, METHANOL, TEXTILE SPIRITS, RUBBER CEMENT, RESIN	D001	281	9113	FLAMMABLE LIQUID	ADHESIVE
094	ADHESIVE-TOXIC, SCOTCHWELD 1496 ADHESIVE, SUPERBOARDER 499 THERMAL CYCLING RTV109 ADHESIVE, WATER-BASED ADHESIVE, BULLDOG LINOLEUM PASTE, FORM-A-GASKET, RESIWELD, BR-101 COVE BASE CEMENT, #131 ASPHALT EMULSION, BELZONA111, MULTIPURPOSE WHITE LATEX ADHESIVE, ADVANTAGE, PRO 007, (PREVIOUSLY PRO 777), WALL TITE 00400 BORDER & VINYL-OVER-VINYL ADHESIVE,	8040	NON-RCRA HAZARDOUS WASTE LIQUID	ETHYL CYANACRYLATE, EPICHLOROHYDRIN, POLY GLYCOL, DICRANDIAMIDE, METHYL TRIACETOXY SILENE	N/A	281	9801	NONE	ADHESIVE
088	ADHESIVES, FLAMMABLE, HIGH TACK SEALANT, TRU BOND TILEBOARD & WALL-BOARD ADHESIVE, PERMATEX HIGH TACK ADHESIVE AND SEALANT, GASKET SEALER GS-3; TILEBOARD ADHESIVE, FRANKLIN CEILING TILE ADHESIVE, HENRY COVE BASE ADHESIVE 140	8040	WASTE ADHESIVES, 3, UN 1133, PG II	HEPTANE, ALIPHATIC PETROLEUM & DISTILLATE, ACETONE, TOLUENE, BENZENE, HEXANE, XYLENE, NAPHTHA, ALCOHOL	D001	214 281	9113	FLAMMABLE LIQUID	ADHESIVE
051	AEROSOL PAINT	8010	WASTE, AEROSOL, 2.1, UN 1950	VINYL TOLUENE, TOLUENE, CARBON BLACK, ZIRCONIUM, MEK, NAPHTHA, CASTOR OIL, ZINC CHROMATE, ACETONE, ISOBUTYL ACETATE, BUTANE	D001	331	9115	FLAMMABLE GAS	PAINT
123	AEROSOL PESTICIDES	6840	WASTE, INSECTICIDE GAS, NOS, 2.2, UN 1968	FLUOROTRICHLOROMETHANE, DICHLOROFIFLUROROMETHANE, D-PHENOTHRIN	N/A	612 232	9805	NON FLAMMABLE GAS	AEROSOL, NON- FLAMMABLE
1436	ANTIFREEZE AND BRAKE FLUID MIXTURE	6850	NON RCRA HAZARDOUS WASTE LIQUID	ETHYLENE GLYCOL, TRIBUTYL PHOSPHATE, PROPYLENE GYLCOL, GLYCOL ETHER, POLYGLYCOL ETHER	N/A	223	9801 9803	NONE	ANTIFREEZE
030	ANTIFREEZE, ETHYLENE GLYCOL MIXTURE, USED	6850	HAZARDOUS WASTE LIQUIDS, NOS, 9, NA 3082, PG III	ETHYLENE GLYCOL, TRISODIUM, PHOSPHATE, LEAD	D008	135	9441	CLASS 9	ANTIFREEZE
022	ASBESTOS TILE	9620	WASTE, ASBESTOS, 9, UN 2212, PG III	ASBESTOS	N/A	151	9804 AB	CLASS 9	ASBESTOS

017	ASBESTOS, PIPE INSULATION	9999	WASTE, ASBESTOS, 9, UN 2212, PG III	ASBESTOS	N/A	151	9804 AB	CLASS 9	ASBESTOS
1418	BALLASTS CONTAINING PCB'S	9150	POLYCHLORINATED BIPHENYLS, 9, UN 2315, PG II	PCB EQUIPMENT (Fluorescent Light Ballasts)	N/A	261	7006	CLASS 9, PCB	PCB
099	BATTERY, WET SULFURIC ACID	6135	BATTERY, WET, FILLED W/ACID, 8, UN 2794, PG III	SULFURIC ACID LEAD, LEAD DIOXIDE LEAD SULFATE	D002	141 181	9774	CORROSIVE	BATTERY
013	BRAKE FLUID(SILICONE OR REGULAR)	9150	NON-RCRA HAZARDOUS WASTE LIQUID	TRIBUTYL PHOSPHATE, PROPYLENE GLYCOL, GLYCOL ETHER, POLYGLYCOL ETHER	N/A	223	9801	NONE	AUTOMOTIVE
010	BRAKE SHOES ASBESTOS CONTAMINATED VEHICULAR, WASTE	2940	WASTE, ASBESTOS, 9, NA 2212, PG III	ASBESTOS	N/A	151	9804 AB	CLASS 9	ASBESTOS
1290	CLEANER - ALL PURPOSE (LIGHTHOUSE FOR THE BLIND 7930-00-357-7386)	7930	NON-RCRA HAZARDOUS WASTE LIQUID	GLYCOL ETHER, ACETIC ACID, SODIUM CARBONATE, POLYALKOXYLATED LINEAR ALCOHOL	N/A	331	9801 9803	NONE	CLEANER
106	DETERGENT	7930	WASTE, CORROSIVE LIQUIDS, NOS, 8, UN 1760, PG II	POTASSIUM HYDROXIDE, SODIUM HYPOCHLORITE	D002	561	9221 9222	CORROSIVE	CLEANER, CORROSIVE
005	DIESEL, WASTE	9140	WASTE, DIESEL FUEL, 3, NA 1993, PG III	DIESEL, TRACE WATER, GASOLINE, SOLVENT	D001	223	9113	FLAMMABLE LIQUID	POL
004	DRY CLEANING SOLVENT STODDARD, PD 680	6850	WASTE, FLAMMABLE LIQUIDS, NOS, 3, UN 1993, PG I	MINERAL SPIRITS, PETROLEUM DISTILLATES	D001	223	9111	FLAMMABLE LIQUID	SOLVENT
316	EMPTY CONTAINER	9999	HAZARDOUS WASTE SOLID, 9, NA 3077, PG III	PREVIOUSLY CONTAINED E.H. WASTE	D009 D011	541	9804 AC	CLASS 9	EMPTY CONTAINER
1199	EMPTY CONTAINER - PREVIOUSLY CONTAINED SULFURIC ACID	9999	WASTE, CORROSIVE SOLIDS, NOS, 8, UN1759, PG I	PLASTIC CONTAINER, SULFURIC ACID	D002	513	9804 AC	CORROSIVE	EMPTY CONTAINER, CORROSIVES
052	EMPTY CONTAINER/SPRAYER PREVIOUSLY CONTAINED PESTICIDES OR HERBICIDES	9999	NON-RCRA HAZARDOUS WASTE SOLID	METAL, RUBBER, DDT, CHLORDANE, LINDANE, HERBICIDE CONTAINERS	N/A	512 513	9804 AC	NONE	EMPTY CONTAINERS, HERBICIDE, PESTICIDE
1462	EMPTY CONTAINERS, PREVIOUSLY CONTAINED CORROSIVES	9999	NON RCRA HAZARDOUS WASTE SOLID	RESIDUES OF POTASSIUM HYDROXIDE, SODIUM HYDROXIDE, SODIUM HYPOCHLORITE	N/A	512 513	9804 AC	NONE	EMPTY CONTAINER, CORROSIVES
007	EMPTY PETROLEUM CONTAINERS	8110	NON-RCRA HAZARDOUS WASTE SOLID	OIL, HYDRAULIC FLUID, TRANSMISSION, BRAKE FLUID, ANTIFREEZE, KEROSENE	N/A	512	9804 AC	NONE	EMPTY CONTAINER
034	ENAMEL PAINT, ALKYD GLOSS, 3D, BROWN RAW UMBER, 1A LAMPBLACK, TINTING MEDIUM	8010	WASTE, PAINT, 3, UN 1263, PG II	MINERAL SPIRITS, ALIPHATIC SOLVENT, ISOPROPANOL, TOLUENE, XYLENE	D001	331	9121	FLAMMABLE LIQUID	PAINT
016	FILTERS, OIL\FUEL	9150	NON-RCRA HAZARDOUS WASTE SOLID	OIL, GASOLINE, DIESEL RESIDUE	N/A	223 352	9804 FF	NONE	FILTERS
647	FLOOR POLISH REMOVER	6810	WASTE COMPOUND, CLEANING LIQUIDS, 8, NA 1760, PG III	SODIUM HYDROXIDE, SODIUM METASILICATE	D002	331	9221	CORROSIVE	CLEANER CORROSIVE

842	FLOOR POLISH REMOVER, X-209 STRIPPER, IRON STONE ACRYLIC SEAL	7930	NON-RCRA HAZARDOUS WASTE LIQUIDS	POTASSIUM HYDROXIDE, DIPROPYLENE GLYCOL-METHYL ETHER	N/A	331 214	9801	NONE	STRIPPER
588	FLOOR WAX	7930	NON-RCRA HAZARDOUS WASTE LIQUIDS	STYRENELACRYLIC POLYMERS, GLYCOLEETHER, ZINC OXIDE, TRIBUTOXYETHYL PHOSPHATE	N/A	331	9803	NONE	WAX
1459	FLUORESCENT LIGHTS	6240	WASTE MERCURY,8, UN 2809,PG I	MERCURY	D002 D009	181	9444 AA	CORROSIVE	LAMPS, FLUORESCENT
548	FORMALDEHYDE OR FORMALIN, FIXATIVE	6505 HW01	WASTE, FORMALDEHYDE, SOLUTION, 9, UN 2209, PG III	FORMALDEHYDE	U122	331	9751	NONE	CHEMICAL
014	GASOLINE, UNLEADED	9130	WASTE, GASOLINE, 3, UN 1203, PG II	PETROLEUM HYDROCARBONS	D001 D018	212 331	9113	FLAMMABLE LIQUID	POL
019	GREASE, GAA	9150	NON-RCRA HAZARDOUS WASTE, SOLID	MINERAL OIL	N/A	223 352	9803	NONE	POL
033	GREASE, GENERAL PURPOSE	9150	NON-RCRA HAZARDOUS WASTE SOLID	MOLYBDENUM DISULFIDE, MINERAL SPIRITS	N/A	223	9804	NONE	POL
011	HYDRAULIC FLUID	9150	NON-RCRA HAZARDOUS WASTE LIQUIDS	OIL, TRICRESYL PHOSPHATE	N/A	223	9803	NONE	POL
862	INSECT REPELLANT	6505	NON-RCRA HAZARDOUS WASTE LIQUIDS	SULFUR, BENZOCAINE	N/A	331	9411	NONE	PESTICIDE
1094	INSECT REPELLANT, AEROSOL	6840	WASTE, AEROSOLS (NON-FLAMMABLE), 2.2, UN1950	N,N-DIETHYL TOLUAMIDE, DICHLORODIFLOUROMETHANE	N/A	232	9415	NON- FLAMMABLE GAS	AEROSOL, NON- FLAMMABLE
543	ISOPROPYL ALCOHOL	6505	WASTE, ISPROPANOL, 3, UN 1219, PG II	ISOPROPYL ALCOHOL	D001	331	9121	FLAMMABLE LIQUID	CHEMICAL
031	LATEX PAINT,SERPIFLEX SHIELD,WHITE & CLEAR, CERTANE 2000	8010	NON-RCRA HAZARDOUS WASTE LIQUID	ETHYLENE GLYCOL, AMMONIA, RESIN EMULSION,VINYL ACRYLIC LATEX,FORMALDEHYDE, ACETALDEHYDE,VINYL ACETATE	N/A	331	9801	NONE	PAINT
117	LATEX W/METALS FLAT WALL PAINT, ZOOM, PYRO PLASTIC	8010	HAZARDOUS WASTE, LIQUIDS, NOS, 9, NA 3082, PG III	VINYL ACETATE, ETHYLENE GLYCOL, TITANIUM DIOXIDE, ALUMINUM SILICATE PHENYL MERCURY ACETATE, VINYL CHLORIDE	D009	133	9411 9413	CLASS 9	PAINT
018	LEAD ACID, BATTERY ACID/ELECTROLYTE	6810	WASTE, BATTERY FLUID, ACID, 8, UN 2796, PG II	SULFURIC ACID, LEAD	D002 D008	792	9211	CORROSIVE	BATTERY FLUID
1367	LEAD PAINT CHIPS	8010	HAZARDOUS WASTE SOLID,NOS,9, NA 3082,PG III	PAINT CHIPS CONTAINING LEAD	D008	352	9441 9444	CLASS 9	PAINT
572	MERCURY, METALLIC	6685	WASTE, MERCURY, 8, UN 2809, PG III	MERCURY	D009 D002	725	9441	CORROSIVE POISON	CHEMICAL
1383	MURIATIC ACID	6810	WASTE HYDROCHLORIC ACID SOLUTION,8, UN 1789,PG II	HYDROCHLORIC ACID	D002	791	9211	CORROSIVE	CORROSIVE, ACID
1340	OIL CONTAMINATED WITH HALOGENS	9150	HAZARDOUS WASTE LIQUID,NOS,9, NA 3082,PG III	OIL WITH NON SPECIFIED HALOGENS >1,000 PPM	F001	211 223	9802	CLASS 9	POL

098	OIL MIXED W/ETHYL BENZENE, BENZENE TOLUENE, XYLENE & HALOGENATED SOLVENTS & OTHER SOLVENTS	9150	NON-RCRA HAZARDOUS WASTE LIQUID	OIL, TETRACHLOROETHANE, TRICHLOROETHANE, BENZENE, TOLUENE, ETHYL-BENZENE XYLENE PROPYL-BENZENE, LEAD, WATER	N/A	223 214	9801		POL
023	OIL, CONTAMINATED	9150	NON-RCRA HAZARDOUS WASTE LIQUIDS	OIL, TRANSMISSION FLUID, HYDRAULIC FLUID, DIESEL, GASOLINE, SOLVENT, WATER	N/A	221	9803	NONE	POL
006	OIL, WASTE	9150	NON-RCRA HAZARDOUS WASTE LIQUIDS	OIL, PETROLEUM HYDROCARBON, TRACE WATER	N/A	221	9803	NONE	POL
028	PAINT THINNER, STRIPPER	8010	WASTE, PAINT RELATED MATERIAL, 3, UN 1263, PG II	METHANOL, MEK, TOLUENE, XYLENE, TURPENTINE, ETHYLENE GLYCOL	D001 D035	331	9121	FLAMMABLE LIQUID	PAINT
029	PAINT W/LEAD	8010	WASTE, PAINT, 3, UN 1263, PG II	ISO BUTYL ACETATE, TOLUENE, MINERAL SPIRITS, LEAD CHROMATE	D001 D008 D007	331	9411	FLAMMABLE LIQUID	PAINT
037	PAINT W/METAL/SOLVENTS ALUMINUM PAINT - INCLUDES STAIN, RUST-NIX TILE RED, FLAM-GARD FIRE RETARDANT VARNISH FLAM-GARD SEMI-GLOSS OVERCOAT VARNISH, FLAMORT VARNISH	8010	WASTE, PAINT, 3, UN 1263, PG II	MINERAL SPIRITS, TOLUENE XYLENE, MEK, ALCOHOLS, CHROMIUM, NAPHTHA, COBALT, ANTIMONY	D001	214 331	9111 9113	FLAMMABLE LIQUID	PAINT, METALS, FIRE RETARDANT
734	PAINT, POLYURETHANE	8010	WASTE, PAINT, 3, UN 1263, PG II	METHYL ISOBUTYL, KETONE, TOLUENE ALIPHATIC, XYLENE, ISOCYANATE, MEK	D001 D035	331	9111	FLAMMABLE LIQUID	PAINT
125	PESTICIDES (RODENTICIDES)	6505	WASTE, PESTICIDES, SOLID, TOXIC, NOS, UN 2588, 6.1, PG I	SULFANILAMIDE, WARFARIN, PINDONE	N/A	232	9411	POISON	PESTICIDE
515	PINE OIL, CLEANING COMPOUND	7930	WASTE, PINE OIL, 3, UN 1272, PG III	PINE OIL, SODIUM HYDROXIDE	D001	223	9111	FLAMMABLE LIQUID	CLEANER, FLAMMABLE
020	RAGS/CARDBOARD CONTAMINATED WITH PETROLEUM	9999	NON-RCRA HAZARDOUS WASTE, SOLID	OIL, DIESEL, GASOLINE	N/A	223 352	9804	NONE	RAGS
041	SOIL, RAGS CONTAMINATED W/PAINT, OIL, FUEL & OTHER PETROLEUM PRODUCT	9390	NON-RCRA HAZARDOUS WASTE SOLID	PAINT, OIL, DIESEL, GAS (UNLEADED), SOIL, RAGS, ABSORBENTS, PAINT THINNER	N/A	352 223	9801	NONE	RAGS
053	SPILL RESIDUE CONTAMINATED W/ACID — ABSORBENT, RAGS, CARDBOARD	9999	NON-RCRA HAZARDOUS WASTE SOLID	SULFURIC ACID, CARDBOARD, SOLVENT, RAGS, ABSORBENT HYDROCHLORIC ACID	N/A	352	9804	NONE	SPILL RESIDUE, ACID
1372	SPILL RESIDUE WITH FLAMMABLE ADHESIVES OR TAR	9999	NON-RCRA HAZARDOUS WASTE SOLID	DRY SWEEP, SOIL AND ROOFING TAR OR FLAMMABLE ADHESIVES, METHANOL, XYLENE, NAPHTHA	N/A	352	9801 9804	NONE	SPILL RESIDUE WITH FLAMMABLE ADHESIVES
1200	SPILL RESIDUE WITH INDICATOR SOLUTION	9999	WASTE, CORROSIVE SOLIDS, POISONOUS, NOS, 8, UN1759, PG I	DRY SWEEP, HYDROCHLORIC ACID, ZINC CHLORIDE, ISOCTYL ALCOHOLS, CHROMIUM (II), CHLORIDE, WATER	D002	181	9201	CORROSIVE POISON	SPILL RESIDUE, ACID

1478	SPILL RESIDUE WITH NON-FLAMMABLE ADHESIVES	9999	NON RCRA HAZARDOUS WASTE SOLID	DRY SWEEP AND NON FLAMMABLE ADHESIVES, HYDROUS SILICATE, LATEX	N/A	352	9801 9804	NONE	SPILL RESIDUE, NON FLAMMABLE
078	SPILL RESIDUE WITH SILVER FIXER	9999	HAZARDOUS WASTE SOLID, NOS, NA 3077, PG III	SOIL, DRY SWEEP, SILVER	D011	331 352	9441 9444	CLASS 9	SPILL RESIDUE, FIXER
475	SPILL RESIDUE, ACIDIC	9999	WASTE, SLUDGE, ACID, 8, UN 1906, PG II	SULFURIC ACID, BICARBONATE OF SODA	D002	491	9211	CORROSIVE	SPILL RESIDUE, ACID
009	SPILL RESIDUE-PETROLEUM, RAGS, RUBBER HOSES	9999	NON-RCRA HAZARDOUS WASTE SOLID	OIL, DIESEL, GASOLINE, DRY SWEEP, SOIL, RAGS, ETHYLENE GLYCOL, GREASE, RUBBER HOSES, METALPARTS, BUTANONE, HEXANONE, ACETONE, ETHYLBENZENE, TOLUENE	N/A	223 352	9804	NONE	SPILL RESIDUE, POL
113	STODDARD SOLVENT	7930	WASTE, FLAMMABLE LIQUIDS, NOS, 3, UN 1993, PG I	PETROLEUM DISTILLATES	D001	213	9121	FLAMMABLE LIQUID	SOLVENT
534 (A)	SULFURIC ACID	6810	WASTE SULFURIC ACID, 8, UN 1830	SULFURIC ACID	D002	791	9211	CORROSIVE	CHEMICAL
046	TONER- BLACK CARBON-STYRENE, SHARP BLACK TONER	6750	NON-RCRA HAZARDOUS WASTE SOLID	METAL OXIDES, IRON FERRITE, ZINC OXIDE, STYRENE, GRAPHITE, WAX, METHANOL, STYRENE, CARBON BLACK	N/A	181	9804	NONE	TONER, NON FLAMMABLE
012	TRANSMISSION FLUID, (DEXTRON II)	9150	NON-RCRA HAZARDOUS WASTE LIQUIDS	MINERAL OIL	N/A	223	9803	NONE	POL
1218	TURPENTINE	8010	WASTE, TURPENTINE, 3, UN 1299, PG III	TURPENTINE	D001	331	9111	FLAMMABLE LIQUID	PAINT
459	USED PPE - SOLID	9999	NON-RCRA HAZARDOUS WASTE SOLID	TYVEK, FILTER	N/A	352	9804	NONE	SPILL RESIDUE
3022	WASTE PHOTO FIXER WITH SILVER	9999	HAZARDOUS WASTE LIQUID (SILVER), 9, NA3082, PG III	SILVER SULFIDE, SULFITE, ALUMINUM, POTASSIUM	D011	541	9442 FS	CLASS 9	PHOTO
021	WATER CONTAMINATED W/PETROLEUM	9150	NON-RCRA HAZARDOUS LIQUIDS	WATER, OIL, MINERAL OIL	N/A	223	9803	NONE	WATER, CONTAMINATED
1063	WAX, FLOOR, WATER EMULSION TYPE	7930	NON-RCRA HAZARDOUS WASTE LIQUID	POLYESTER RESIN, POYLETHYLENE WAX, TALL OIL FATTY ACID, 2-PHENYLPHENOL, 2,6-DI-TERT-BUTYL-P-CRESOL, ZINC OCTOATE, 2-DIETHYLAMINOETHANOL, TIRBUTOXYETHYL PHOSPAHTE, AMMONIUM HYDROXIDE	N/A	331	9801	NONE	WAX
686	WAX, GENERAL PURPOSE, SOLVENT; SUPER SHEEN (LP MOP DRESSING), MOP TREATMENT	7930	WASTE, COMBUSTIBLE LIQUIDS, NOS, NA 1993, PG II	PETROLEUM DISTILLATES	D001	331	9111 9113	NONE	WAX, FLAMMABLE, MOP TREATMENT

**APPENDIX C**  
**POINTS OF CONTACT**

**APPENDIX C  
POINTS OF CONTACT**

**PRIMARY CONTACTS**

Emergency Coordinator.....Phone: 831-242-7925/7932/7916  
Staff Duty Officer (Evenings/Holidays/Weekends)..... Phone: 831-242-5119  
Emergency Center (Monterey County).....911  
Monterey County Health Department  
    Division of Environmental Health..... 831-755-4511

**ALTERNATE CONTACTS**

Chemtrec (Highway incidents only).....1-800-424-9300  
Poison Control Center.....1-800-662-9886  
Community Hospital of the Monterey Peninsula..... 1-831-624-5311  
  
Ambulance..... 911

**FOR HIGHWAY INCIDENTS ALSO CALL:**

California Highway Patrol..... 911  
Sheriff (County Roads)..... 911  
Local Police (City Streets)..... 911

**FOR PESTICIDE RELATED INCIDENTS, ALSO CALL:**

County Agricultural Commissioner..... 831-759-7325 or 911

**LIST OF CONTRACTORS FOR SITE CLEAN-UP**

Ecology Control Industries.....800-321-5479  
Philip Services (ALLWASTE).....800-321-1030

Site clean-up at the Ord Military Community will be initiated by the Environmental Division (Chief, 242-7932/7925. Additional support contracts would be obtained through the Directorate of Contracting or the U. S. Army Corps of Engineers.

## INSTALLATION RESPONSE TEAM

<b>Garrison Commander.....</b>	<b>831-242-6601/6518</b>
<b>Installation On-Scene Coordinator.....</b>	<b>831-242-7925</b>
<b>Chief, Environmental Division, Mr. Mark Reese .....</b>	<b>831-424-2038</b>
<b>Alternate Installation On-Scene Coordinator.....</b>	<b>831-242-7916/7932</b>
<b>Director, DPW, Mr. James Willison.....</b>	<b>Off-Duty 831-899-1103</b>
<b>Hazardous Waste Manager OMC.....</b>	<b>831-242-7933/7925</b>
<b>Fire Department Incident Commander.....</b>	<b>911 or 831-242-7700 (emergency)</b>
<b>Chief, POM Fire Department.....</b>	<b>831-242-7701/7702 (non-emergency)</b>
<b>Chief, Federal Police.....</b>	<b>831-242-7729/7738</b>
<b>Directorate of Public Works.....</b>	<b>831-242-5598</b>
<b>Safety Officer.....</b>	<b>831-242-6505/06/07</b>
<b>California Medical Detachment.....</b>	<b>831-242-7550/52</b>
<b>Off-Duty Hours.....</b>	<b>831-242-5234/5663</b>
<b>Staff Judge Advocate Representative.....</b>	<b>831-242-5080/6411</b>
<b>Public Affairs Officer.....</b>	<b>831-242-5555</b>
<b>Staff Duty Officer .....</b>	<b>831-242-5119</b>
<b>Operations Center.....</b>	<b>831-242-5784</b>

## **APPENDIX D**

# **COMPATIBILITY INFORMATION FOR HAZARDOUS MATERIALS**

## Hazardous Materials/Hazardous Waste Storage Incompatibility Chart,

In general: Reactives must be segregated from Ignitables

Acids must be segregated from Caustics

Corrosives should be segregated from Flammables

Oxidizers should be segregated from EVERYTHING

Many Corrosives are "Water Reactive"

Most Organic Reactives must be segregated from Inorganic Reactives (metals)

Ignitables (Flammables/Combustibles)	Corrosives	
	Acids	Caustics
Carburetor Cleaners Engine Cleaners Epoxy, Resins, Adhesives, and Rubber Cements Finishes Fuels Lacquers Paints Paint Thinners Paint Wastes Pesticides that contain Solvents (such as Methyl Alcohol, Ethyl Alcohol, Isopropyl Alcohol, Toluene, Xylene). Petroleum Solvents (Drycleaning Fluid) Solvents: Acetone Benzene Carbon Tetrachloride (Carbon Tet) Ethanol (Ethyl Alcohol) Ethyl Benzene Isopropanol (Isopropyl Alcohol) Kerosene (Fuel Oil #1) Methanol (Wood Alcohol) Methyl Ethyl Ketone (MEK) Petroleum Distillates Tetrahydrofuran (THF) Toluene (Methacide, Methylbenzene, Methylbenzol, Phenylmethane, Toluol, Antisal 1A) White Spirits (White Spirits, Mineral Spirits, Naptha) Xylene (Xylol) Stains Stripping Agents Varsol Waste Fuels Waste Ink Wax Removers Wood Cleaners	Battery Acids Degreasers and Engine Cleaners Etching Fluids Hydrobromic Acid Hydrochloric Acid (Muriatic Acid) Nitric Acid (<40%) (Aquafortis) Phosphoric Acid Rust Removers (Naval Jelly) Sulfuric Acid (Oil of Vitriol)	Acetylene Sludge Alkaline Battery Acids Alkaline Cleaners Alkaline Degreasers Alkaline Etching Fluids Lime and Water Lime Wastewater Potassium Hydroxide (Caustic Potash) Rust Removers Sodium Hydroxide (Caustic Soda, Soda Lye)
	<b>Reactive Metals</b>	<b>Reactive Organic Compounds and Solutions</b>
	Lithium (Batteries) Aluminum Beryllium Calcium Magnesium Sodium Zinc Powder	Alcohols Aldehydes Chromic Acids (from chrome plating, copper stripping and aluminum anodizing) Cyanides (from electroplating operations) Hypochlorides (from water treatment plants, swimming pools, sanitizing operations) Organic Peroxides (including Hydrogen Peroxide) Perchlorates Permanganates Sulfides
	<b>Oxidizers</b>	
	Chlorine Gas Nitric Acid (>40%), aka Red Fuming Nitric Nitrates (Sodium Nitrate, Ammonium Nitrate) Perchlorates Perchloric Acid Peroxides Calcium Hypochlorite (>60%)	

**APPENDIX E**

**EXAMPLES**  
**OF**  
**HAZARDOUS WASTE LABELS**

# HAZARDOUS WASTE

STATE AND FEDERAL LAW PROHIBIT IMPROPER DISPOSAL.

IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY  
AUTHORITY, THE U.S. ENVIRONMENTAL PROTECTION AGENCY  
OR THE CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL.

GENERATOR INFORMATION:

NAME Ord Military Community  
ADDRESS Bldg. 4495 PHONE 831-242-7933  
CITY Seaside STATE CA ZIP 93944-5005

EPA / MANIFEST ID NO. / DOCUMENT NO. CA 7210020676 /

EPA WASTE NO. D008 CA WASTE NO. 352 ACCUMULATION START DATE

CONTENTS, COMPOSITION: Paint Chips Containing Lead

PHYSICAL STATE:  SOLID  LIQUID | HAZARDOUS PROPERTIES:  FLAMMABLE  TOXIC  
 CORROSIVE  REACTIVITY  OTHER

HAZARDOUS WASTE SOLID, NOS 9,  
NA3077, PG III

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

## HANDLE WITH CARE!

STYLE WMCA6

LABELMASTER® (800) 621-5808 www.labelmaster.com

Accumulation Start Date -- Date HW first placed in container

Manifest Document Number -- Leave this space blank during storage. Filled in at time of shipment with number from shipping manifest.

# HAZARDOUS WASTE

STATE AND FEDERAL LAW PROHIBIT IMPROPER DISPOSAL.  
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY  
AUTHORITY, THE U.S. ENVIRONMENTAL PROTECTION AGENCY  
OR THE CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL.

GENERATOR INFORMATION:

NAME Presidio of Monterey  
ADDRESS Bldg 279 PHONE 831-242-7933  
CITY Monterey STATE CA ZIP 93944  
EPA / MANIFEST ID NO. / DOCUMENT NO. CA6210490383 /  
EPA WASTE NO. N/A CA WASTE NO. 151 ACCUMULATION START DATE \_\_\_\_\_  
CONTENTS, COMPOSITION: Friable Asbestos

PHYSICAL STATE:  SOLID  LIQUID | HAZARDOUS PROPERTIES:  FLAMMABLE  TOXIC  
 CORROSIVE  REACTIVITY  OTHER \_\_\_\_\_

WASTE Asbestos, 9, NA2212 PG, III

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

## HANDLE WITH CARE!

STYLE WMCA6

LABELMASTER® (800) 621-5808 www.labelmaster.com

Accumulation Start Date -- Date HW first placed in container

Manifest Document Number -- Leave this space blank during storage. Filled in at time of shipment with number from shipping manifest.

# WORKPLACE ACCUMULATION CONTAINER

Proper D.O.T. Shipping Name:  
HAZARDOUS WASTE LIQUID  
(SILVER), 9, NA3082 PGIII

UN or NA# NA3082

Generator: DENTAC

Facility: POM  
BLDG. 422

Address: 242-5613 MONTEREY

Phone CALIFORNIA City 93944

State CA Zip 93944

EPA ID No. CA6210490383

Workplace Accumulation

Start Date: \_\_\_\_\_

## HAZARDOUS WASTE

STATE AND FEDERAL LAW  
PROHIBITS IMPROPER DISPOSAL.  
IF FOUND, CONTACT THE NEAREST  
POLICE OR PUBLIC SAFETY  
AUTHORITY, THE  
U.S. ENVIRONMENTAL PROTECTION  
AGENCY OR THE CALIFORNIA  
DEPARTMENT OF TOXIC  
SUBSTANCES CONTROL.

### HANDLE WITH CARE!

Composition: WASTE PHOTO  
FIXER WITH SILVER

Physical State of Waste:  
Solid \_\_\_\_\_ Liquid X

Hazardous Properties:  Toxic  
 Flammable  Corrosive  
 Reactivity  Other \_\_\_\_\_

EPA Waste No. D011

CA Waste No. 541

Date Placed in Hazardous  
Waste Storage Area: \_\_\_\_\_

Manifest Document Number:  
\_\_\_\_\_

WAC-CA LABELMASTER® (800) 621-5808 www.labelmaster.com Rev. 7/94

Accumulation Start Date is date HW first placed in container. Date placed in HW Storage Area is filled in when HW is relocated to the 90-day storage site.

Manifest Document Number completed at time of shipment off-post with number from the manifest accompanying the shipment.

# WORKPLACE ACCUMULATION CONTAINER

Proper D.O.T. Shipping Name:  
WASTE FLAMMABLE LIQUIDS,  
NOS, 3, UN1993, PGI

UN or NA# UNI203  
Generator: DOL

Facility: OMC  
Address: BLDG. 4506

Phone 242-7613 City SEASIDE  
State CALIFORNIA Zip 93944

EPA ID No. CA7210020676

Workplace Accumulation  
Start Date: \_\_\_\_\_

## HAZARDOUS WASTE

STATE AND FEDERAL LAW  
PROHIBITS IMPROPER DISPOSAL.  
IF FOUND, CONTACT THE NEAREST  
POLICE OR PUBLIC SAFETY  
AUTHORITY, THE  
U.S. ENVIRONMENTAL PROTECTION  
AGENCY OR THE CALIFORNIA  
DEPARTMENT OF TOXIC  
SUBSTANCES CONTROL.

### HANDLE WITH CARE!

Composition: FUEL FILTERS  
(GASOLINE, DIESEL)

Physical State of Waste:  
Solid \_\_\_\_\_ Liquid X

Hazardous Properties:  Toxic  
 Flammable  Corrosive  
 Reactivity  Other \_\_\_\_\_

EPA Waste No. D001

CA Waste No. 213,223

Date Placed in Hazardous  
Waste Storage Area: \_\_\_\_\_

Manifest Document Number:  
\_\_\_\_\_

WAC-CA LABELMASTER® (800) 621-5808 www.labelmaster.com Rev. 7/94

Accumulation Start Date is date HW first placed in container. Date placed in HW Storage Area is filled in when HW is relocated to the 90-day storage site.

Manifest Document Number completed at time of shipment off-post with number from the manifest accompanying the shipment.

# UNIVERSAL WASTE

CONTENTS Nicad Batteries

ACCUMULATION START DATE Feb 8, 2007

SHIPPER DOL

ADDRESS Bldg. 4506, OMC

CITY, STATE, ZIP Seaside, CA 93944

BRADY® SIGNMARK® DIV

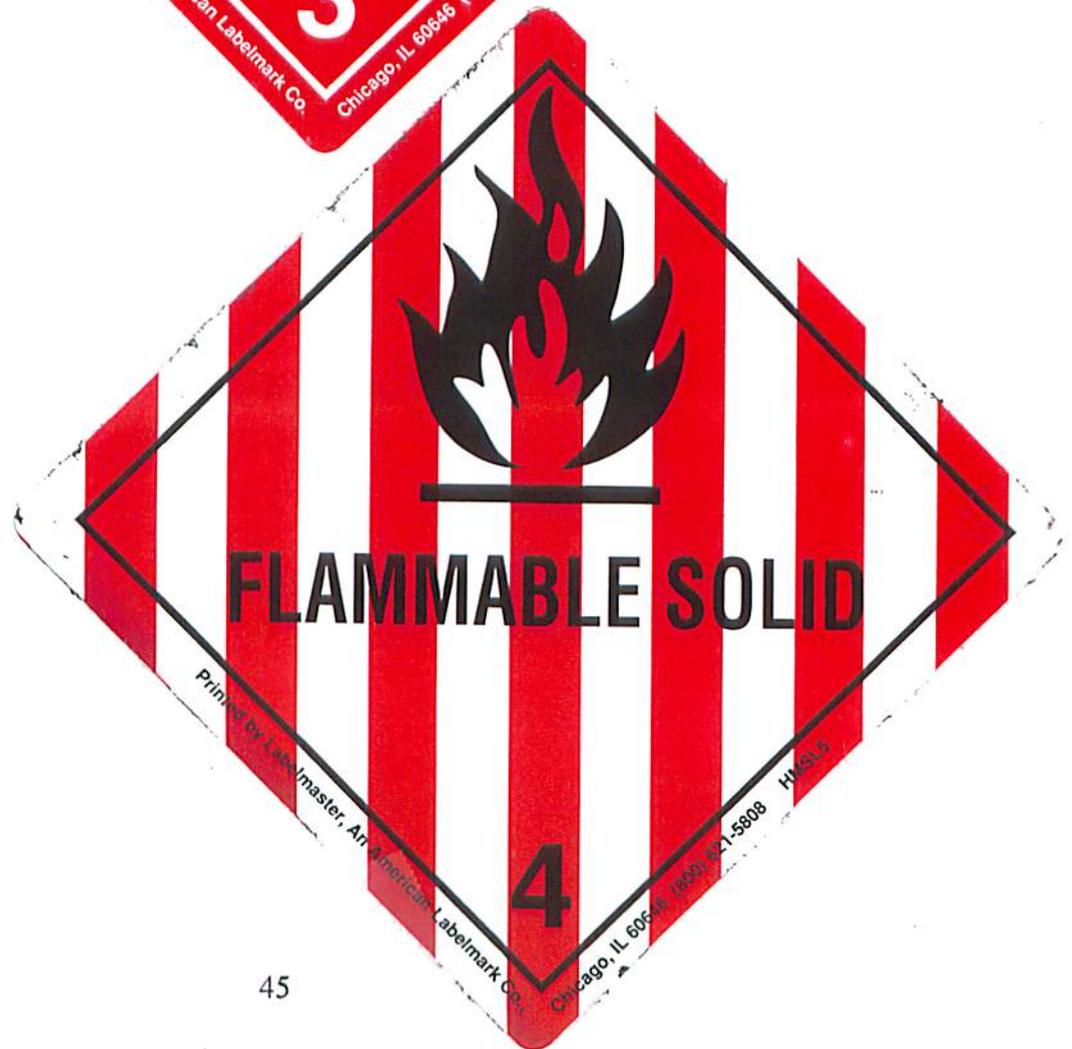
**EMPTY**

*DATE* \_\_\_\_\_

Lab Safety Supply Inc.

Reorder No. 20021



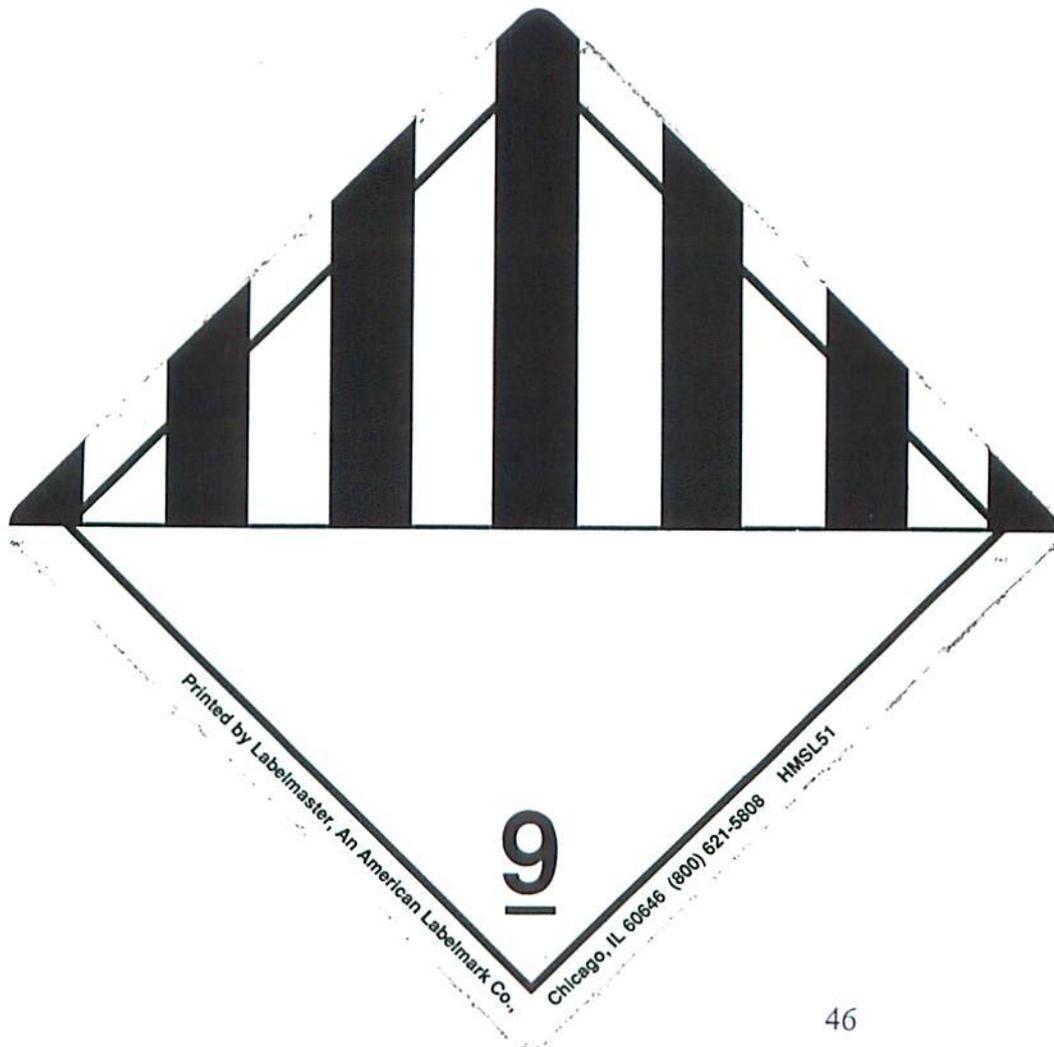


**DANGER**

**CONTAINS ASBESTOS  
FIBERS**

**—  
AVOID CREATING DUST  
—  
CANCER AND LUNG DISEASE HAZARD**

CU-LB35R Printed by Labelmaster, An American Labelmark Co., Chicago, IL 60646 (800) 621-5808







# MATERIALS FOR RECYCLE

## ORIGINATOR INFORMATION

NAME DOL

ADDRESS Bldg 4506, OMC

CITY, STATE, ZIP Seaside, CA 93944

CONTENTS PLASTIC Oil Containers

(EMPTY)

Start Date: Feb 8, 2007

## **APPENDIX F**

### **HW INSPECTION CHECKLIST FOR LARGE QUANTITY GENERATORS**

**HAZARDOUS WASTE GENERATOR INSPECTION FORM**

Type of Inspection: (Circle One) Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Courtesy \_\_\_\_\_

UNIT \_\_\_\_\_ POC \_\_\_\_\_ BLDG # \_\_\_\_\_ PHONE # \_\_\_\_\_

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ TOTAL VIOLATIONS \_\_\_\_\_

**COMPLIANCE**

STORAGE AREA:	IN	OUT	COMMENTS
1. Area Secured _____			
2. Required Signs:			
a. Bilingual HW _____			
b. Danger, No Smoking _____			
c. Emergency Contacts _____			
d. Hazard Class _____			
3. Spill Response Supplies:			
a. Absorbents _____			
b. Shovel _____			
c. Broom _____			
d. Container _____			
4. Fire Extinguisher			
a. Charged _____			
b. Inspected _____			
5. Sump Free of Spills _____			
6. Area Free of Spills _____			
7. Incompatibles Separated _____			
8. Aisle Space Sufficient _____			
9. Eyewash Showers tested _____			

TOTAL \_\_\_\_\_

**HW CONTAINERS (Including Above Ground Tanks)**

10. HW Label on Container _____			
11. HW Label Completed			
a. Permanent Ink _____			
b. Generator/Address _____			
c. EPA Identification No. _____			
d. Accum Start Date _____			
e. Proper Shipping Name _____			
f. Proper UN/NA No. _____			
g. Physical State _____			
h. Haz Properties _____			
12. Required Markings:			
a. Common Name _____			
b. Hazardous Class _____			

**COMPLIANCE**

**IN      OUT      COMMENTS**

13. HW Class Label Affixed			
14. Containers in Good Condition			
15. HW Compatible with Container			
16. Liquid stored in bung drum/can			
17. Within 30-day Accum. Limit			
18. Within 90-day Accum. Limit			
19. Containers closed			
20. HW only stored in HW area			
21. Empties Properly Labeled:			
a. Empty Label Affixed			
b. HW Label Affixed			

**TOTAL**

**ABOVE GROUND TANKS**

22. Area Free of Spills			
23. Tank in Good Condition			
24. Tank Inlet Secured			
25. Required Signs/Markings:			
26. Inspected as required			

**TOTAL**

**RECORDS**

27. HW Management Plan Avail			
28. Unit Spill Plan Sufficient			
29. Adequate Training Records			
30. HW Weekly Inspection Results			
31. HW Monthly Inspection Results			
32. DD1348-1A Turn-in Documents			
33. AST Inspection Records			

**TOTAL**

**COMMENTS**

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**APPENDIX G**

**EXAMPLES**

**OF**

**DD1348-1A TURN-IN DOCUMENTS**



54

3	4	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0																												
FROM: BXF												QUANTITY: 1												SUPPLEMENTARY ADDRESS: SZ3279												SHIP FROM: ORD Military Community P.O. Box 5005 Monterey, Ca. 93944												SHIP TO: DRMO Stockton Sharpe Army Depot French Camp CA 95231																							
UNIT PRICE: 0.70												DOLLARS: 26.60												MARK FOR: HW												TOTAL PRICE: 26.60																																			
DOC DATE: W912A8 6024-0710												NMFC: 8010-00-VARNISH												FRT RATE:												TYPE CARGO:												PS:																							
QTY. REC'D:												UP:												UNIT WEIGHT:												UNIT CUBE:												UFC:												SL:											
FREIGHT CLASSIFICATION NOMENCLATURE: Waste Flammable liquids, n.o.s., 3, UN1993, PGI																																																																							
ITEM NOMENCLATURE: MINERAL SPIRITS, NAPHTHA																																																																							
TY CONT: DM												NO CONT: 1												TOTAL WEIGHT: 38												TOTAL CUBE:																																			
RECEIVED BY:																																				DATE RECEIVED:																																			
EPA Codes: D001																								State Codes: CA141																																															
ASD: 11/23/2006																																																																							
Total Cost of Disposal: \$0.70 x 38 = \$26.60 Total																																																																							
UNUSEABLE OR OUTDATED PRODUCT FROM BUILDING MAINTENANCE																																																																							
Proper Shipping Name: Waste Flammable liquids, n.o.s.																																																																							
This is to certify that the above named item(s) are properly classified, described, packaged, marked, labeled and in proper condition to transport in accordance with local, State, DOT and EPA regulations.																																																																							
Signature: 																								HWPS#: W62KP4-797 CLIN: 9101 / 0.70 EPA ID#: CA7210020676																																															
BRAC																																																																							

NUMBER & SUFFIX (30-44)

STOCK NO. & ADD (8-22)

UI (23-24)  
QTY (25-29)  
CON CODE (71)  
DIST (55-66)  
UP (74-80)

DATA



**APPENDIX H**  
**HW TRAINING RECORD FORMS**





**APPENDIX I**

**SPILL CONTINGENCY PLAN**

**EXAMPLE**

**SPILL PLAN, Bldg. 4495, Ord Military Community (OMC)**  
**Hazardous Waste Central Accumulation Area**

1. **Purpose**

This Spill Plan is prepared in accordance with the DLIFLC, POM & OMC Hazardous Waste Management Plan for the hazardous waste accumulation area noted above. The plan will be carried out whenever there is a fire, explosion, or release of a hazardous waste (HW) or its constituents which could threaten human health or the environment.

2. **Name and Address of Facility**

Hazardous Waste Central Accumulation Area, Building 4495, OMC

3. **Facility Personnel**

a. Berm Manager

- Jeff Trebler 831-242-7525
- Richard Schmitt (alternate) 831-242-7933

b. The Installation On-Scene Coordinator and other emergency contacts are listed at Appendix E.

c. The accumulation area is comprised of an inside working area for packaging, and 12 cabinets situated on an open asphalt coated storage lot. Each cabinet has secondary containment built into the bottom. The area is fenced and located at Building 4495 on Joe Lloyd Way near 8th Avenue (see Appendix A). Hours of operation are 0800 to 1600 hours.

4. **Spill Response Procedures**

a. The OMC Fire Department (GEN Jim Moore Blvd.) is the First Responder and the Fire Chief is the Incident Commander. The Installation On-Scene Coordinator (IOSC) is Mark Reese, of the Directorate of Environmental and Natural Resources, 831-242-7925/24, who will be the Emergency Coordinator until the arrival of the Fire Department. Whenever there is an emergency, the Fire Department should be notified immediately by calling 911. Personnel may be evacuated if necessary following the evacuation route shown at Appendix B. The IOSC should remain in a location that is remote from the spill to provide information if necessary.

**SPILL PLAN, Bldg. 4495 Hazardous Waste Accumulation Area (continued)**

b. Spill assessment, notification, and cleanup will be completed in accordance with the Installation Spill Contingency Plan.

c. Personnel may not re-enter the facility unless clearance is received from the Fire Department.

**5. Spill response equipment kept at the site**

Broom  
Absorbent  
Tyvek coveralls  
Gloves, neoprene  
Respirator w/cartridges  
Protective boots  
Rubber apron  
Goggles  
Overpack drums  
Polyethylene containers  
Fire extinguishers

Emergency supplies are also carried on the Fire Department's HAZMAT response vehicle.

**6. HW Storage**

The chemicals at this facility are primarily outdated hazardous materials and hazardous wastes brought in as a result of routine facility operations, from military housing or generated by BRAC (base closure) cleanup operations. The largest containers stored in this area are 55 gallon bung type drums, and 85 gallon overpack drums.

**7. Most Probable Spills and Routes**

a. Spills occurring on the outside asphalt will travel eastward toward a storm drain located near the southeast corner of Building 4495, or onto the unpaved surrounding area as shown on the map at Appendix C.

b. Spills occurring in the cabinets will remain in the cabinets' secondary containment until cleanup occurs.

**SPILL PLAN, Bldg. 4495 Hazardous Waste Accumulation Area (continued)**

c. Spills inside Building 4495 would generally be into the secondary containment provided by spill containment pallets used during packaging operations. Spills onto the floor would tend to spread slowly since the floor has very little slope. Hazardous waste could enter one of the three floor drains located within the building as shown at Appendix D.

**8. Evacuation Plan**

If a spill or fire occurs which endangers the safety or health of personnel working in or around where the incident occurs, these areas will be evacuated (see Appendix B). Any person encountering a situation that could threaten human safety can initiate evacuation procedures.

**9. Notification Procedures**

Any person encountering a spill or fire should immediately report the situation to the Fire Department and the Directorate of Environmental and Natural Resources (DENR). A list of emergency contacts is found at Appendix E.

Encls.

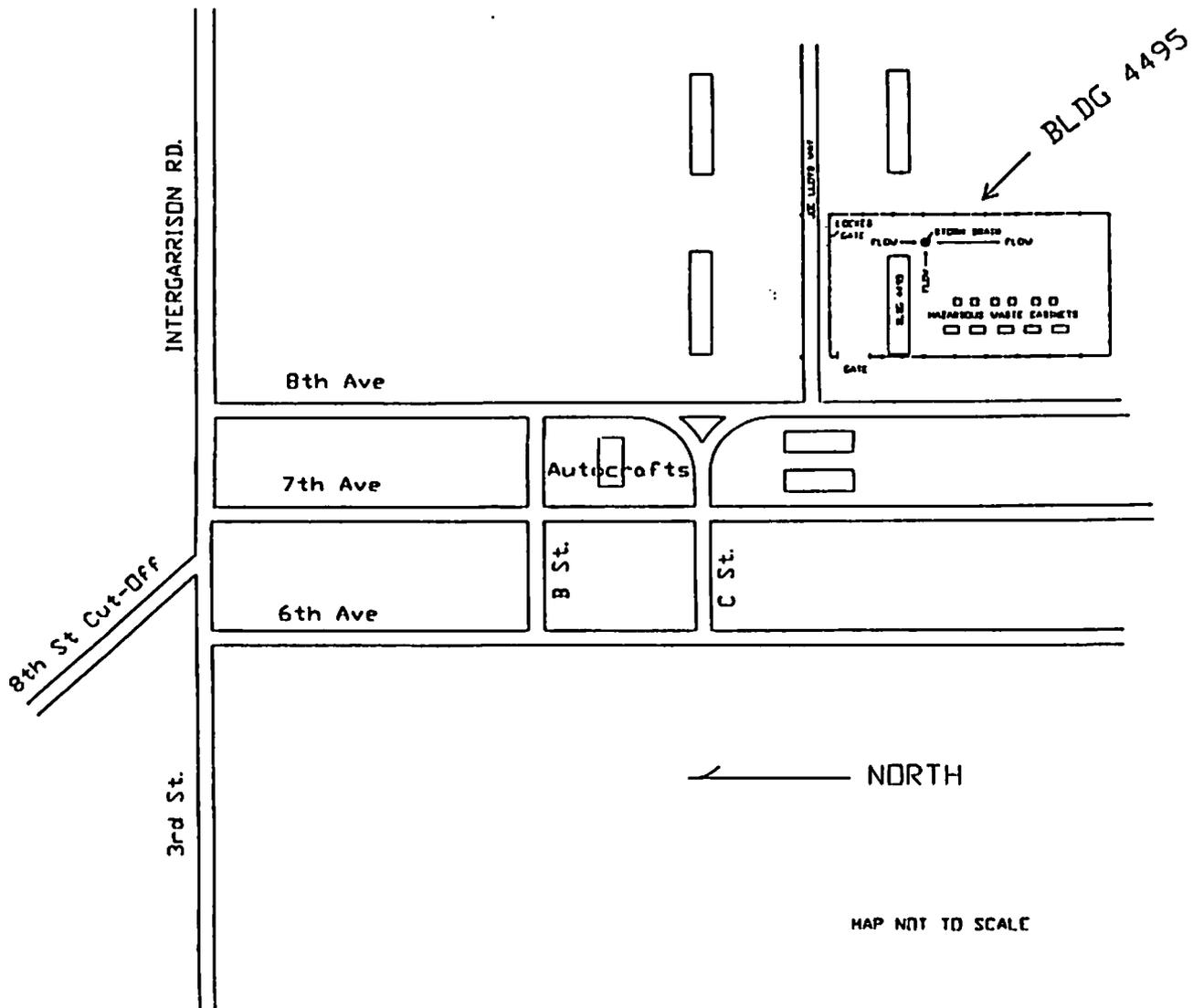
- Appendix A: Location Map
- Appendix B: Evacuation Route Diagram
- Appendix C: Drainage Pattern
- Appendix D: Locations of Floor Drains
- Appendix E: List of Emergency Contacts



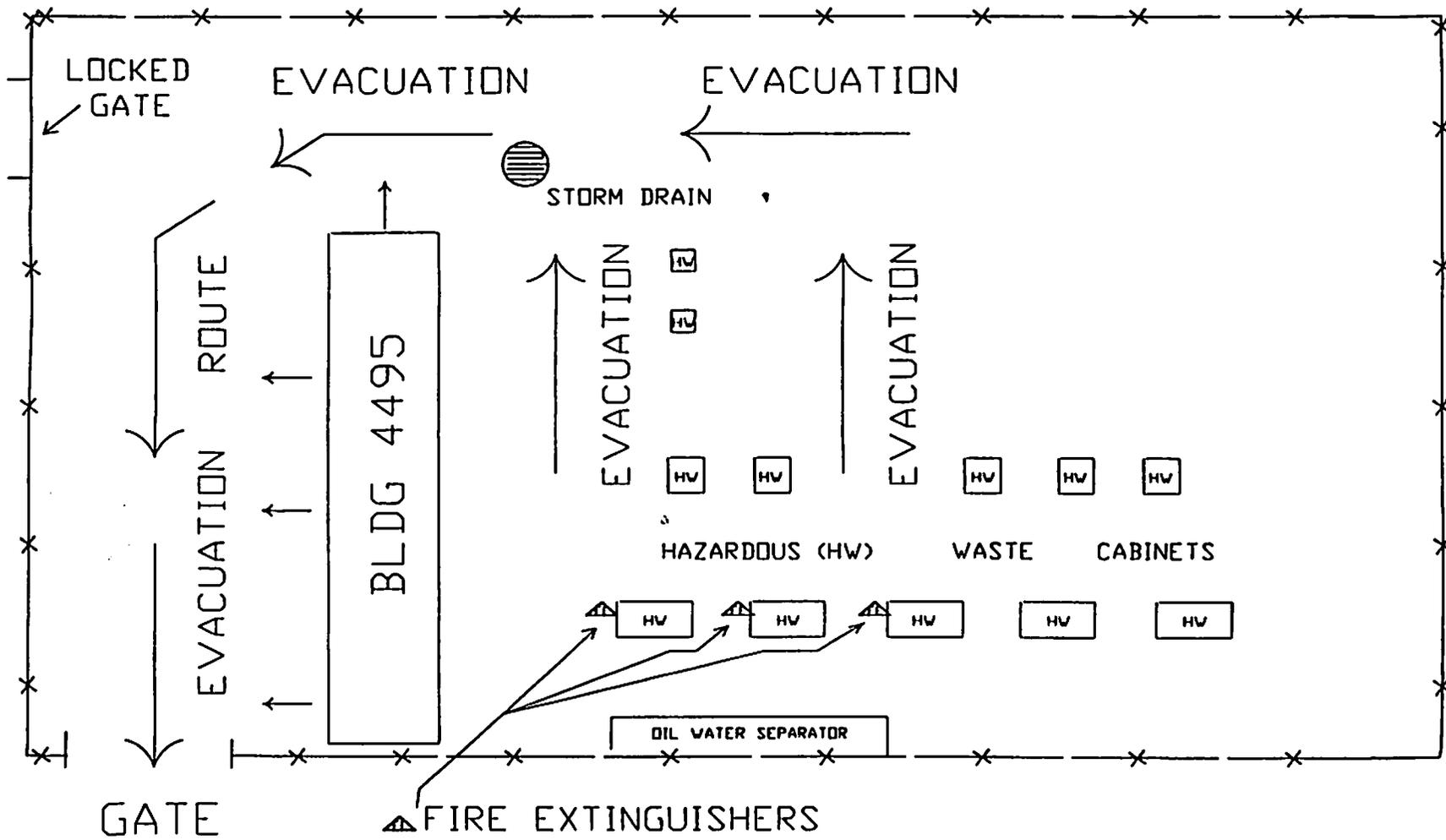
**Mark Reese**  
Chief, Hazardous Waste



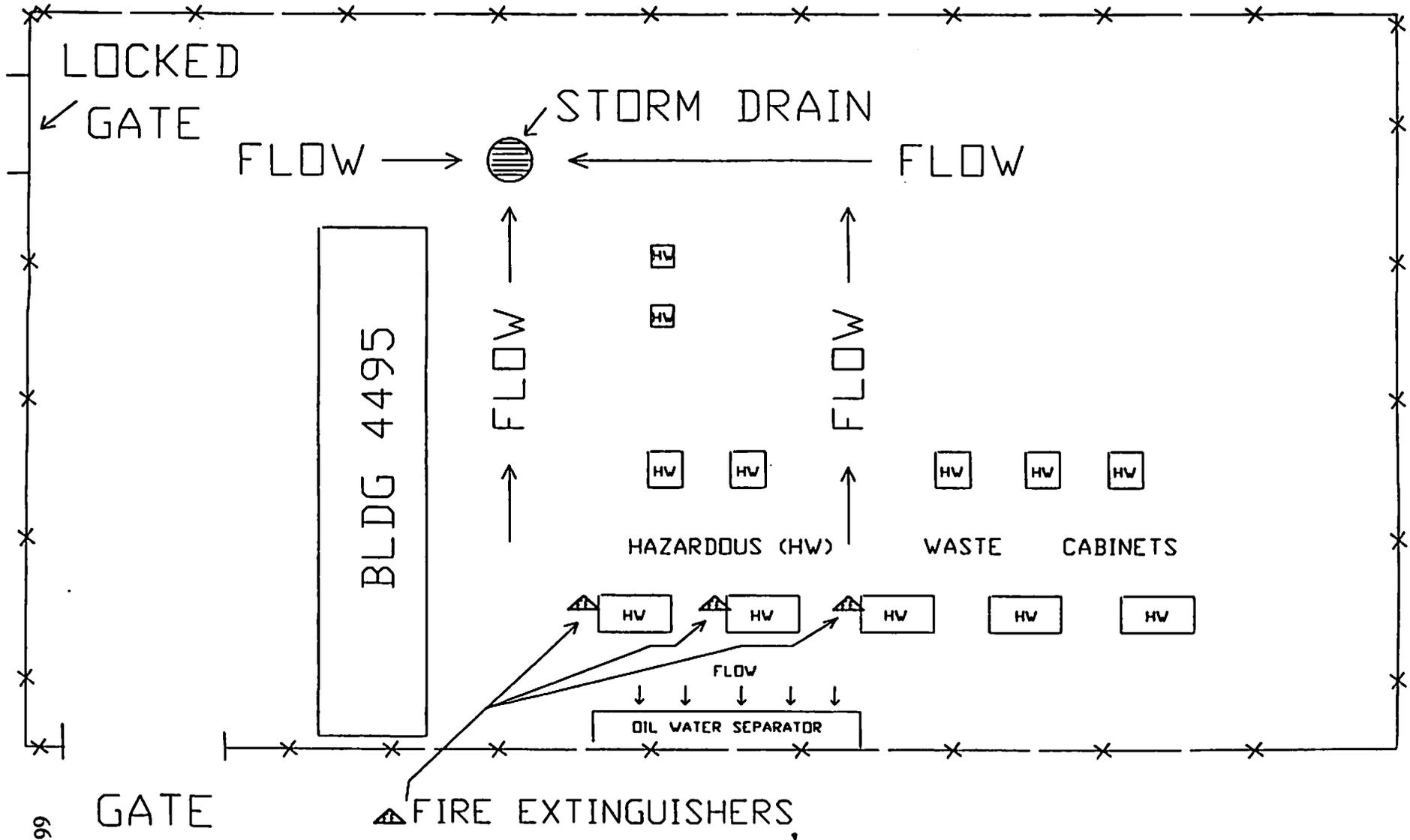
DPW Environmental Office  
HW Accumulation Area - OMC  
Bldg. 4495  
Location Map



**DPW - ENVIRONMENTAL  
HW ACCUMULATION AREA - OMC  
BLDG. 4495 - EVACUATION ROUTE**

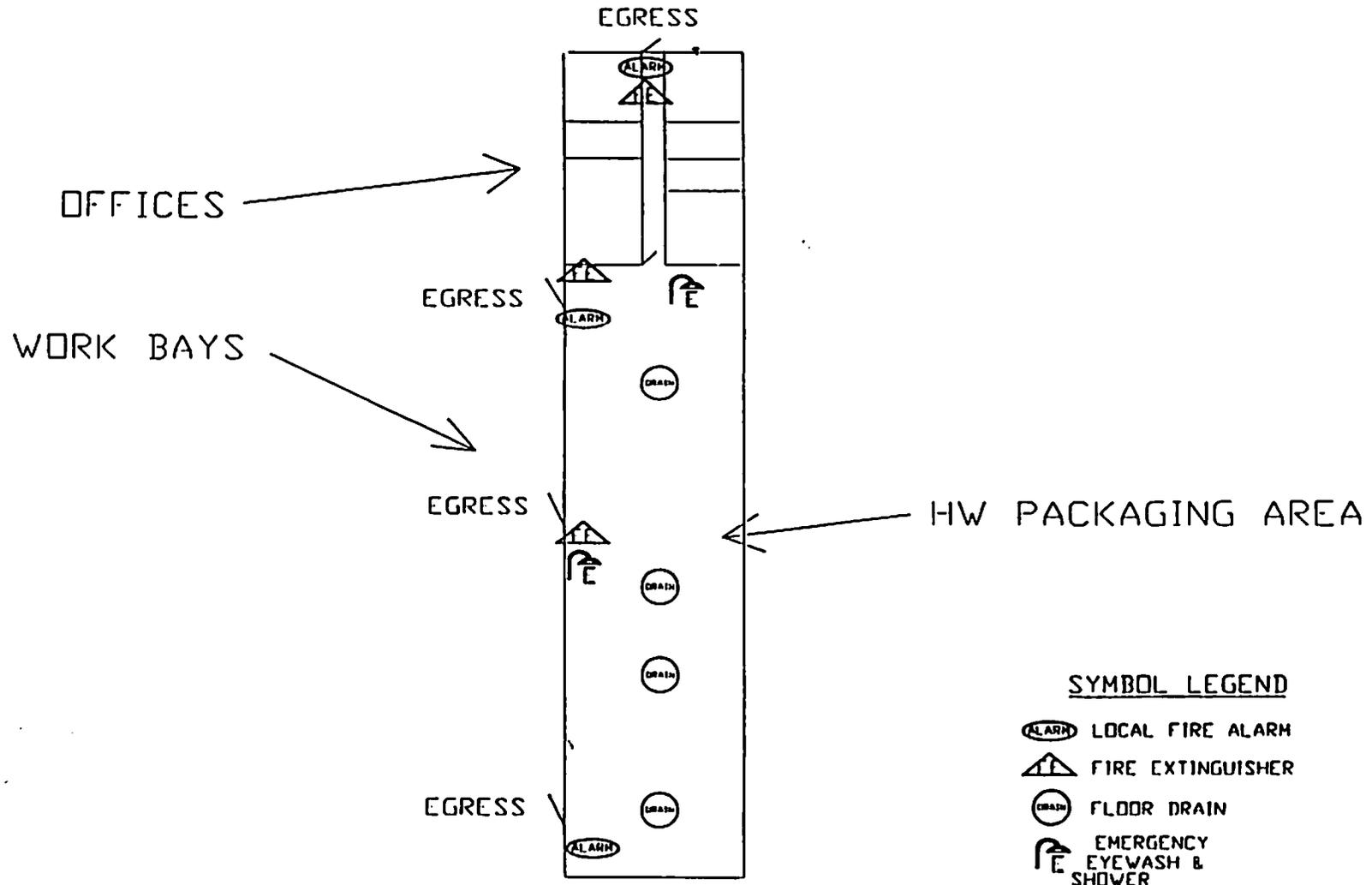


DPW - ENVIRONMENTAL  
HW Accumulation Area - OMC  
Bldg. 4495 - STORM WATER DRAINAGE PATTERN



APPENDIX C

# BLDG 4495 EMERGENCY POINTS OF CONCERN



APPENDIX D

**Spill Plan App. E  
POINTS OF CONTACT**

Emergency Coordinator ..... Phone: 831-242-7932/7916/7925  
Staff Duty Officer (Evenings/Holidays/Weekends)..... Phone: 831-242-5119  
Emergency Center (Monterey County).....911  
Monterey County Health Department  
Division of Environmental Health..... 831-755-4511

**Hazardous Waste Management on POM/OMC:**

Bldg. 4495, Joe Lloyd Way, OMC.....831-242-7925/7932  
Other HW Office Numbers: ..... 242-7933, 242-7525, 242-7204  
Chemtrec (Highway incidents only).....1-800-424-9300  
Poison Control Center.....1-800-662-9886  
Community Hospital of the Monterey Peninsula..... 1-831-624-5311

Ambulance..... 911

**FOR HIGHWAY INCIDENTS ALSO CALL:**

California Highway Patrol..... 911  
Sheriff (County Roads)..... 911  
Local Police (City Streets)..... 911

**FOR PESTICIDE RELATED INCIDENTS, ALSO CALL:**

County Agricultural Commissioner..... 831-759-7325 or 911

**LIST OF CONTRACTORS FOR SITE CLEAN-UP**

Ecology Control Industries.....800-321-5479  
Philip Services (ALLWASTE).....800-321-1030

Site clean-up at the Ord Military Community will be initiated by the Environmental Division (Chief, 242-7932/7925). Additional support contracts would be obtained through the Directorate of Contracting or the U. S. Army Corps of Engineers.

## INSTALLATION RESPONSE TEAM

Garrison Commander.....	831-242-6601/6518
Installation On-Scene Coordinator.....	831-242-7925
Chief, Environmental Division, Mr. Mark Reese .....	Off-duty.. 831-424-2038
Alternate Installation On-Scene Coordinator.....	831-242-7916/7932
Director, DPW, Mr. James Willison.....	Off-duty 831-899-1103
Hazardous Waste Manager OMC.....	831-242-/7933/7925
Fire Department Incident Commander (OMC Bldg. 4400).....	911 or 831-242-7700
(emergency)	
Chief, POM Fire Department.....	831-242-7701/7702 (non-emergency)
Chief, Federal Police (OMC Bldg. 4468).....	831-242-7729/7738
Directorate of Public Works/Public Works Division.....	831-242-5598
Safety Officer (POM Bldg. 518).....	831-242-6505/06/07
California Medical Detachment (Bldg. 4399).....	831-242-7550/52
Off-Duty Hours.....	831-242-5234/5663
Staff Judge Advocate Representative.....	831-242-5080/6411
Public Affairs Officer (POM Bldg. 614).....	831-242-5555
Staff Duty Officer (NCO and Post Locator).....	831-242-5119
Operations Center.....	831-242-5784

**APPENDIX J**

**Inspection Checklist**  
**For**

**SATELLITE HW**  
**ACCUMULATION POINTS**

**HW SATELLITE ACCUMULATION POINT INSPECTION FORM**

Type of Inspection: (Circle one) Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Courtesy \_\_\_\_\_  
 UNIT \_\_\_\_\_ POC \_\_\_\_\_ BLDG # \_\_\_\_\_ PHONE # \_\_\_\_\_  
 INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ TOTAL VIOLATIONS \_\_\_\_\_

STORAGE AREA	COMPLIANCE		COMMENTS
	IN	OUT	
1. Within 55 Gal Limit			
2. Area Free of Spills			
3. Incompatibles Separated			
4. Fire Extinguisher			
a. Charged			
b. Inspected			
<b>TOTAL</b>	_____		

**HW CONTAINERS**

5. Proper Markings			
a. "Hazardous Waste"			
b. Accumulation Start Date			
c. Common Name			
d. Hazardous Class			
6. Containers in Good Condition			
7. Proper Type Container Used			
8. Within 9 Month Accum. Limit			
9. Containers Closed			
<b>TOTAL</b>	_____		

**RECORDS**

10. HW Management Plan Avail.			
11. Activity Spill Plan Sufficient			
12. Adequate Training Records			
13. Appointment Letter Avail.:			
a. Primary			
b. Alternate			
<b>TOTAL</b>	_____		

**COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

## **APPENDIX K**

### **Standard Operating Procedures for SATELLITE HW ACCUMULATION POINTS**

## APPENDIX K

### SATELLITE HAZARDOUS WASTE ACCUMULATION POINTS STANDARD OPERATING PROCEDURES

This document outlines the rules pertaining to certain small quantity Hazardous Waste (HW) generating activities.

#### Definition:

Satellite Accumulation Points (SAPs) are HW generating points producing less than 100 kilograms per month and accumulating at or near the point of generation. Up to 55 gallons of hazardous waste may be accumulated in containers with minimal storage and handling requirements as outlined below. SAPs are exempt from some of the requirements of Large Quantity Generators (LQGs) outlined in the Hazardous Waste Management Plan.

#### Requirements:

Hazardous waste may be accumulated at SAPs under the following conditions:

- (a) No amount of HW may be accumulated at SAPs for longer than 9 months.
- (b) HW may be accumulated up to a limit of 55 gallons for each type of waste.
- (c) Once the 55-gallon limit is attained an SAP has only 72 hours to remove the HW to a LQG or to a licensed transporter.
- (d) Containers must always be:
  - 1. kept together at or near the point of generation,
  - 2. under control of the responsible site personnel,
  - 3. safe, non leaking and in good condition,
  - 4. compatible with wastes put in them, and
  - 5. kept closed except when adding or removing waste.
- (e) Containers must be identified with a properly filled out Satellite Hazardous Waste Label and/or marked with a paint pen on the outside of the drum itself, including:
  - 1. the words "Hazardous Waste"

2. chemical name or common name of the waste
3. the date the first amount of waste was placed in the drum
4. address of the generator
5. physical state of the waste (solid or liquid)
6. hazard class marking

Note! Do Not Use the LQG label on an SAP drum!

- (f) When a total of 55 gallons of hazardous waste is accumulated, the waste must be turned in to an authorized hazardous waste storage area within 3 days. The waste must be turned in following the requirements of the Hazardous Waste Management Plan.
- (g) Two persons must be appointed by written memorandum (a primary and an alternate) to act as Satellite HW managers.
- (h) The Satellite managers are required to complete 8 hours training within 3 months of assuming hazardous waste duties and 8 hours of training annually.
- (i) Satellite managers are required to maintain a turn-in log showing all HW turned in to contractors or Large Quantity generators.
- (j) A unit Spill Plan must be posted on site (see Hazardous Waste Management Plan for an example).

# **APPENDIX L**

## **ACRONYMS**

## Appendix L ACRONYMS

AR – Army Regulation

CCR - California Code of Regulations

CFR – Code of Federal Regulations

DoD – Department of Defense

DOL – Directorate of Logistics

DOT – Department of Transportation

DPW – Directorate of Public Works

DRMO – Defense Reutilization and Marketing Office

DTSC – Department of Toxic Substances Control (California)

EPA – Environmental Protection Agency

HM – Hazardous Material

HMIS – Hazardous Materials Information System (DoD Publication)

HW – Hazardous Waste

GC – Garrison Commander

LQ – Large Quantity Generator

MSDS – Material Safety Data Sheet

OSHA – Occupational Safety and Health Administration

POL – Petroleum Oil Lubricants

PWE – Public Works, Environmental Office

PPE – Personal Protective Equipment

RCRA – Resources Conservation and Recovery Act

SAP – Satellite Accumulation Point

SJA – Staff Judge Advocate (Legal) Office

SOP – Standard Operating Procedures

TID – DD Form 1348-1A, Turn-in Document

TM – Technical Manual

TSDF – Treatment, Storage, or Disposal Facility

TSCA – Toxic Substances Control Act