2016 HAZARDOUS MATERIALS REUTILIZATION, HAZARDOUS WASTE MINIMIZATION AND DISPOSAL GUIDE

The purpose of this guide is to communicate regulatory requirements and management procedures relevant to the utilization of hazardous material, and minimization and disposal of hazardous waste. It is your responsibility to notify the hazardous waste Media Manager of new wastes requiring characterization. The hazardous waste Media Manager should be notified before the waste is generated if at all possible.

Implementing effective environmental management, by incorporating these procedures, shows our commitment to environmental stewardship through regulatory compliance, pollution prevention, and continual improvement.

Understanding how your job impacts the environment and what regulatory requirements apply provides for a reduction in environmental impacts, ensures environmental compliance through enhanced awareness and is essential in maintaining our Environmental Management System (EMS).

Annual training is required for all personnel managing hazardous waste and hazardous materials. Web-based training is available via ECATTS at https://environmentaltraining.ecatts.com/.

For questions regarding hazardous waste management or hazardous material use, please see Appendix 1 for Hazardous Waste Media Manager contacts for your installation.

This guide is for the following Naval installations in the Hampton Roads area ONLY.

Naval Station Norfolk, NSA Hampton Roads, Lafayette River Annex, Craney Island, Naval Weapons Station Yorktown, Yorktown Fuels, Cheatham Annex, New Kent ROTHR, Joint Expeditionary Base Little Creek-Fort Story, St. Julien's Creek Annex, South Gate Annex, Scott Center Annex, Naval Medical Center Portsmouth, Naval Air Station Oceana, Dam Neck Annex, NSA Northwest Annex, Fentress Air Field,Dare County Bombing Range

DOCUMENT TITLE: Hazardous Materials Minimization, Hazardous Waste Reutilization and Disposal Guide

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REV. NO.	EFFECTIVE DATE	DESCRIPTION OF REVISION	APPROVAL SIGNATURE	APPROVAL DATE
A	2005	ORIGINAL ISSUE		
B	Dec. '07	Updated POC, aerosol and oil filter information; added Universal Waste Guidance, changed ECAP Tech to CHRIMP Tech and updated inspection checklists		
C	March '08	Updated POC information and phone numbers, bio-hazardous waste information		25 Nov 08
D	Oct. '09	Updated compressed gas cylinder, bio-hazardous waste, Universal Waste, and POC information. Updated inspection checklists and included Joint Expeditionary Base Fort Story installation in guidance.		3 Nov 09
E	Aug. 10	Updated guidance throughout. Material Turn-In-Work Guidance		17 Aug 10
F	March 12	Updated guidance throughout. Streamlined format and waste SOPs.		26 Mar 12
G	Feb 12	Updated POCs, added guidance on CZR, THF.		20 Feb 13
H	May 15	Updates throughout		5/12/16

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GUIDE INTRODUCTION

This guide applies to naval installations in the Hampton Roads area and was developed in accordance with applicable Navy instructions (Ref. A) and Federal and State laws. It is divided into four (4) main sections:

I. Waste Minimization Information
II. Hazardous Material Reutilization Information
III. Hazardous Waste Management and Disposal Information
IV. Management of Specific Materials/Wastes

The first three sections of this guide will provide you information on how to best manage your excess Hazardous Material (HM) or the Hazardous Waste (HW) that you may generate.

The **Waste Minimization Information** section will provide tips and information on how to generate less waste. Reducing waste generation is the most cost-effective way to manage waste. By not creating waste, an activity reduces its environmental footprint, protects the environment for future generations, and helps maintain the public image of the Navy as good environmental stewards.

The **Hazardous Material Reutilization Information** section provides various options other than disposal. Information and procedures are provided on how to return HM to Hazardous Material Minimization Centers (HAZMINCENs), shelf-life extension procedures, various recycling and/or cross-decking efforts, and material transfer procedures to DLA Disposition Services for public resale.

The **Hazardous Waste Management and Disposal Information** section of this guide details the procedures to be followed to dispose of an item.
HW disposal is the most costly and regulated method of managing expired or unneeded HM. The cost of disposal is often more than the purchase cost of the material, thus every effort should be made to avoid generation of a hazardous waste. The options in Sections I and II should be explored prior to HW disposal.

Section IV of this guide, **Management of Specific Materials/Wastes**, provides instructions for the management of specific HW that are generated most frequently in the Hampton Roads Region.

Useful contact information is listed at the beginning of each section. For a full list of points of contact related to this guide, see Appendix 1.

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REFERENCES

A. OPNANV M 5090.1 CHAPTER 27 "HAZARDOUS WASTE MANAGEMENT ASHORE," HTTP://WWW.NMCPHC.MED.NAVY.MIL/ENVIRONMENTAL_HEALTH/OPNAVINST_5090_1C.ASPX.
B. OPNAV 5100.23G, CHAPTER 7, "HAZARDOUS MATERIAL CONTROL AND MANAGEMENT" HTTP://DONI.DAPS.DLA.MIL/DIRECTIVES/05000%20GENERAL%20MANAGEMENT%20SECURITY%20AND%20SAFETY%20SERVICES/05-100%20SAFETY%20AND%20OCCUPATIONAL%20HEALTH%20SERVICES/5100.23G%20W%20CH-1.PDF
C. JOINT SERVICES POLLUTION PREVENTION AND SUSTAINABILITY LIBRARY HTTP://WWW.P2SUSTAINABILITYLIBRARY.MIL/QUERYNONAV.ASPX?TOPIC=244
D. DOD SHELF LIFE PROGRAM, HTTPS://WWW.SHELFLIFE.HQ.DLA.MIL/POLICY_DOD4140_27.ASPX
E. 40 CFR PART 261 "IDENTIFICATION AND LISTING OF HAZARDOUS WASTE"

I. WASTE MINIMIZATION INFORMATION

A) USEFUL CONTACT INFORMATION

– see Appendix 1.

B) WORK PRACTICES AND MATERIAL SUBSITUTION

– In an effort to reduce the generation of Hazardous Waste (HW), users of Hazardous Material (HM) should incorporate CHRIMP and the following business practices into their everyday work.

PLEASE NOTE!

When applicable, relevant technical manual guidance must be the prevailing factor in any decision to use a substitute for a hazardous material.

- **HM control and management**: Activities should adopt procedures to manage, minimize, and control the acquisition of HM. This is an excellent way to prevent waste, fraud and abuse as well as to ensure that HM is utilized prior to expiration. Having the correct amount of HM for a job and using the HM before it expires will save time and money in reduced HW. Please refer to Ref. B for specific guidance on HM Storage.

- **HM procurement through the Re-Use store:** HM may be available for no cost at the Reuse Store. Instead of bringing more HM (that must be managed in accordance with Navy guidelines) on Navy property, reuse another work center's overage. The Reuse Store is primarily located at NS Norfolk Building X-218. The Navy ERP (N-ERP) website provides Asset Visibility by Installation and Region and allows customers to see if material are available at their local HAZMINCEN for free issue or for purchase. N-ERP is a CAC enabled website so a CAC certificate is required but a login and password may not be required to check material availability. If the vessel wants a list of the Hazardous material that is carried at X-218, CHRIMP Techs can add the vessel to the distribution list.

- **HAZMINCEN Locations:**
  - NS Norfolk: Building LF-50 (Building X-218 Reuse Store)
  - NAS Oceana: Building 826
  - Fort Eustis Building 1205

  Note: NS Norfolk customers are encouraged to contact Building X-218 to confirm material availability of Reuse/SHIPR material (walk-ins are welcome).

- **Self-Help:** When working on a project, ensure that all appropriate work permits are obtained prior to starting your project. You can get free paint and other building materials for small jobs to spruce up your command at your base's Self-Help Center.

- **Process changes**: Is there a way to conduct the work without using a HM or creating a HW? The Navy is constantly testing safer, more environmentally friendly chemicals and processes. For the latest developments, call your P2 Media Manager or Naval Air Technical Data & Engineering Service Command (NATEC) representative (https://mynatec.navair.navy.mil).

- **Solvents**: Solvents can generate large volumes of HW with stringent management requirements and costly disposal. Consider replacing solvents containing methyl ethyl ketone (MEK (a.k.a. 2-butanone)), xylene, and toluene with less toxic materials such as EP-921. Clean parts requiring high purity solvents with fresh solvent and use the remaining solvent to clean other dirtier parts before replacing.

- **Material substitution**: Is there a less hazardous or more "environmental friendly" material that can be substituted for the HM? Green procurement is the purchase of **approved** environmentally preferable products and services in accordance with one or more of the established Federal "green" procurement preference programs.

- **Green Products**: Consider green products and/or services as the first choice in all procurement, including service contracts. DoN activities must purchase green products when planning to purchase products and/or services in the following categories (note that this list is not all inclusive):
    - Office products (including electronic equipment) and printing services
    - Fleet maintenance products
    - Building construction, renovation, maintenance, and janitorial products
    - Traffic control
    - Parks and recreation and landscaping services
    - Appliances and lighting

Federal green procurement preference programs

Products manufactured from recovered materials	https://www.epa.gov/greenerproducts
Environmental preferable products	https://www.epa.gov/greenerproducts
Energy efficient products	https://www.epa.gov/statelocalclimate
Bio-based products	http://www.biopreferred.gov/?SMSESSION=NO
EPA's Design for the Environment Safer Product Labeling Program	http://epa.gov/dfe/pubs/projects/formulat/ formpart.html
Alternative fuels and fuel efficient vehicles	http://www.eere.energy.gov/topics/vehicles.html

To support the Green Procurement Program(GPP), Contracting and Purchasing personnel must take GPP training through Navy Schools, Defense Acquisition University, DLA's Buying Green Workshop, NAVSUP'S DON Consolidated Card Program Management Division (CCPMD) Website (https://www.navsup.navy.mil/ccpmd), and NAVFAC Environmental Compliance, Assessment Training and Tracking System(https://environmentaltraining.ecatts.com/).

Defense Logistics Agency (DLA) has developed an environmental products catalog that can be found at http://www.dscr.dla.mil/userweb/dscrld/epa/epinfo.htm. This catalog gives brief equipment descriptions, national stock numbers (NSNs), and environmental benefits of products.

- **Recycle/Reuse:** Instead of disposing of an item, is there another use for this material within your command? Can the item be recycled through the Regional Recycling Program (RRP)? If the item is not currently accepted through the Program, should it be?

  The P2 media managers can assist in waste reduction efforts by identifying pollution prevention equipment and conducting process evaluations. Additional information and resources are available at Ref. C the Joint Services P2 library.

C) ***CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP)***

In accordance with the Chief of Naval Operations (CNO) message dated 3 Jan 2003, all ships and shore installations are required to fully implement CHRIMP. All commands (ship or shore) can return excess and unused HM to the Fleet Industrial Supply Center (FISC) HAZMINCENs (see section I.B for HAZMINCEN locations). For more information please see section II.B of this guide.

D) ***REGIONAL SOLID WASTE AND RECYCLING***

- Information on Naval Facilities Engineering Command Mid-Atlantic (NAVFAC MIDLANT) Regional Resource, Recovery, and Recycling Program and other recycling programs can be obtained by contacting the Mid-Atlantic Regional Recycling Program (RRP) contact listed in Appendix 1.

- The Regional Recycling Centers are located at:
  - NS Norfolk: Building Z-309
  - NAS Oceana & Dam Neck Annex: Oceana Building 934
  - Joint Expeditionary Base Little Creek-Fort Story West: FS West Building 3661
  - NWS Yorktown and Cheatham Annex: Yorktown Bldgs. 718 & 2024

- To continue recycling in a safe and environmentally responsible manner, we need your help when preparing for delivery to the Recycling Center. It is important that you have a clear understanding of which materials are acceptable and which are not. To help you in preparing your loads and to ensure they will be accepted at the Recycling Center, the following information is provided. This does not encompass all possible items, rather it is a general list of most frequently delivered items.
  - Hours of operation are Monday-Friday 0700-1500 (no appointment necessary)
  - DD1348 required
  - No after-hours drop-off on certain turn-ins
  - For additional information contact the RRP

NOTE!

Items collected and received may change from time to time based on the commodities markets. If you find or have items not included below and you are uncertain about them, please call your installation Recycling Center.

1) Examples of materials that are recycled
   a. **Mixed stream office recycling:** All office recycling is accomplished through a mixed stream recycling method utilizing 90 gallon blue recycling bins. These bins are located in various areas in all buildings on the installation. The bins are picked up on prescheduled days and on call emergencies. All material is also accepted at all the Recycling Centers. The following materials are accepted in the blue recycling bins: white and colored paper; newspaper; phone books; plastic bottles; small cardboard containers; file folders; magazines; aluminum cans; envelopes.
   b. **Cardboard**: Flat cardboard may be placed in dumpsters marked "Cardboard Only". Cardboard is accepted at all recycling centers.
   c. **Metal Items**: Metal items may be placed in dumpsters marked "Metal Only". Metal items are also accepted at the Recycling Centers. Units with special needs should contact their Recycling Center, located on their installation.
   d. **Dock (Mooring) Lines**: All lines can be coiled, and secured to a pallet when dropped off at the Recycling Centers. (Not required at JEBLC Recycling Center.)
   e. **Drums (Metal or Plastic)**: Contact your Recycling Center before turning in empty drums/containers for special instructions. Drums containing one inch or more liquid will be rejected.
   f. **Empty Compressed Gas Cylinders**:NAVFAC MIDLANT ESD no longer accepts cylinders.
      1. Attempt first to return the CGC to the vendor.
      2. If the vendor will not accept, attempt turn-in through coordination with DLA's contract with Haas (.Cylinder Returns and Excess Turn-ins (866) 724-0932)

      If Haas will not accept, contact your HW Media Manager for disposal assistance. Disposal costs of CGCs are the responsibility of the customer.
   g. **Appliances**:
      - Useable appliances such as air conditioning and refrigeration (A/C&R) units, washers, and dryers may be turned in to DLA Distribution Services for possible resale. Contact DLA for guidance (see section II.E for details).
   - Unusable washers and dryers may be recycled.
   - Unusable AC&R units (e.g. refrigerators, air conditioners, water fountains, freezers, or any item that normally contains refrigerant), may be recycled IF:
      - All remaining refrigerant has been removed and unit is certified "refrigerant-free" by a certified technician. Contact NAVFAC-MIDLANT maintenance or your FMS to coordinate this service.
      - The run capacitors and start capacitors have been removed (a/c units).
      - The compressors have been removed (refrigerators and a/c units)
      - All oils have been removed and properly disposed of.

   h. **Motor Vehicle Parts**: Units must deliver their parts in government vehicles.
   - Engine blocks must be drained* of all fluids; oil filters and pans must be removed.
   - Transmissions must be open and drained* of all fluids.
   - Rear ends must be drained* and the plate removed.

drained oils can be turned in by calling the Environmental Services Desk (ESD)

i. **Batteries**: recyclable lead acid batteries are accepted provided they meet the following restrictions:

- Only **lead acid** batteries that are **not metal encased**. In special cases metal encased lead acid batteries may be taken by the Recycling Program depending on market conditions- contact your installation recycling manager for clarification.
- Batteries must be in good condition with caps securely in place. Batteries that are cracked or have missing caps must be disposed of as HW- contact the NAVFAC MIDLANT Environmental Services Desk (ESD) for disposal.
- The customer must deliver the batteries to the Recycling Centers in a government owned vehicle.
- All batteries not meeting the requirements listed above are to be turned over for disposal to NAVFAC-MIDLANT ESD.

j. **Toner Cartridges**: Cartridges must be placed in a clear plastic bag or in a box and sealed to prevent powder from spilling; place beside the 90 gallon Blue Recycling container for pickup.

k. **Expended Brass Casings**: All MPPEH residue (i.e., inert small arms spent brass casings .50 caliber or smaller), lead, and mixed metals or shrapnel will be turned-in to the local QRP via the NAVFAC MIDLANT QRP Hampton Roads Operations Manager or QRP MPPEH Supervisor. Please refer to COMNAVREGMIDLANTINST 5090.6 Appendix D (Installation Explosive Hazardous Waste Management Plan) for a full list of requirements regarding the management of MPPEH residue. Requirements for managing expended brass casings include but are NOT limited to the following:

- Small arms cartridge cases should be separated by metal types (i.e., steel, chrome, aluminum, brass). Under no circumstances should large .50 caliber and small .22 caliber, be mixed or co-mingled with any other size cartridge casings in the same container. They must be packed separately. Range residue, other than small arms cases, i.e. shrapnel or lead, will be placed in its own container and clearly marked.
- Expended brass casings must be managed in sealed and labeled 55-gallon drums in a facility or area where the drums are protected from the elements (i.e. rain, snow, etc.). At no time before or after certification and verification should water be allowed to enter the drums.
- Drums must be accompanied by a DD 1348-1A that includes the Generating Command/Range, Quantity, Date, Names and Signatures of personnel certifying and verifying that all shell casing are inert. (NOTE: Each shell casing requires a two-person 100% visible inspection that the shell casing is inert. QRP has been instructed to turn away expended brass that does not contain the appropriate paperwork with authorized dual signatures and certification statement.)

l. **Recycling Pallets-** For recycling pallets, tenants are responsible for transporting the pallets, whether broken or whole to a local recycling center. Broken pallets are accepted, and then sent out as recycled wood. Pallets are also available for reuse if picked up. For more information please contact the recycling manager that is responsible for your installation. Contact information is located in Appendix 1.

2) Some materials that are **<u>rejected</u>** **(*questions contact Recycling Manager or See Section IV)***
   a. Any material containing hazardous or toxic substances, materials or waste
   b. Gasoline, diesel fuel, propane or other petroleum products
   c. Pressurized Cylinders and Fire Extinguishers
   d. Asbestos of any kind (such as pipe insulation or surfacing materials)
   e. Wire rope or cable in lengths greater than 6 feet
   f. A/C&R units that are NOT certified CFC free or have run/start capacitors
   g. PCB containing materials such as capacitors, ballast, and transformers
   h. Fluorescent or mercury vapor lights and related fixtures
   i. Radioactive materials or containers
   j. Free flowing fluids of any kind
   k. Dirt, debris, trash or waste of any kind
   l. Food or food byproducts
   m. Bedding or clothing products
   n. Cooking oil or grease
   o. Wood (accepted only at selected sites)
   p. Yard waste
   q. Tires (accepted only at selected sites)
   r. Rags/Shop Towels
   s. Lawn or plastic furniture
   t. Speedy-Dry or absorbent materials or chemicals
   u. U. Medical waste of any kind

II. HAZARDOUS MATERIAL REUTILIZATION INFORMATION

If you have excess or unused hazardous material, it is important that the following alternatives to disposal be considered. Disposal of HM should be utilized as a last resort.

- Returning to supply (HAZMINCENs) for credit or reuse
- Extending shelf-life
- Crossdecking use
- Turning in to DLA Disposition Services Norfolk (formerly DRMO)

A) USEFUL CONTACT INFORMATION

- see Appendix 1.

- **HAZMINCEN Locations:**
  - NS Norfolk: Building LF-50 (Building X-218 Reuse Store)
  - NAS Oceana: Building 826

B) RETURNING HAZARDOUS MATERIALS (HM) TO SUPPLY HAZMINCENs

If you purchase HM and determine the item is not needed, it can be returned to the HAZMINCENs for a refund or for reuse. Refunds are provided for new/unopened HM purchased from the HAZMINCEN. Please note that refunds are not given on special (non-stock) orders. FLC Norfolk also offers a Reuse Store located at Naval Station Norfolk, Building X-218. The Reuse Store will accept and issue excess or unused HM **free of charge**; however, any disposal associated with unused HM shall be funded by the customer. HM needs to be processed through HICSWIM or if it is BP-28 material, it must be processed through R-SUPPLY. HM destined for the Reuse Store can be turned in at any of the FISC HAZMINCENs across the region. To return excess/unused material, the item must meet the following conditions:

1) Material must be accompanied by 2 (two) copies of completed DD Form 1348-1A or DD Form 1348-1 created by HICSWIN (see Appendix 2 for instructions).

2) Material must be unopened and have original labels. (Partially used material may be considered for cross-decking or turned in for disposal.)

3) Container must be undamaged or minimally damaged (i.e. slightly dented) and have minimal rusting.

4) FLC Norfolk will accept Type I that has not expired and Type II shelf life material that has not been extended more than two times (see section II.C). Contact DLA Disposition Services for items that have been extended more than two times.

IF YOU HAVE MORE THAN 4 PALLETS OF EXCESS HM TO TURN-IN (SHIPS)

- Coordinate the offload/turn-in through the assigned CHRIMP Technician **24 hours** in advance of desired off-load.
- All HM leaving ships must be processed through the HAZMINCEN via HICSWIN.
- The offload procedure is as follows:
  PLANNING: Once informed of a request for an offload, the designated ship representative will contact the CHRIMP office.

REVIEWING: The CHRIMP technician will examine the items to determine what is still usable and what is excess used material.
TRACKING: Data management depends on the type of excess stock. HICSWIN will be the software used for all reuse material offloaded; R-Supply will be used for all BP-28 (Deep Stock) material offloaded. These programs have the capability to print four (4) copies of DD Form 1348-1A or 1348-1, "Material Turn-In." The 1348-1A or 1348-1 must have the ECAP acronym stamped on the document prior to turn-in.
DISPOSAL: should the HM require disposal, contact NAVFAC MIDLANT ESD services to arrange for pick-up by calling 757-341-0412/0460.

- Additional information regarding disposal procedures is detailed in Section III.

C) EXTENDING SHELF LIFE

- One of the most effective waste minimization programs that can be established is the active life-cycle management of hazardous materials before they become hazardous waste. All shelf-life material is either Type I or Type II.

- Type I shelf-life items are materials that have a set expiration date, which cannot be extended. Once this date has passed, the material cannot be used for its intended purposes and can be turned into DLA Disposition Services for resale. The containers must be unopened and in good shipping condition (no excessive rust).

- Type II shelf-life items are materials that do not have a specific expiration date. The manufacturer typically will recommend that the item be re-evaluated on a particular date. The label will usually state a "Test" or "Re-Inspect" date. Type II shelf-life items can be extended providing the material is still viable or usable. For most Type II materials, shelf-life extension tests are not complicated, do not require a laboratory, and can be done on the spot by anyone with a minimum of training (usually consisting of nothing more than visual checks for damage or deterioration). FISC Norfolk is available to assist with shelf-life extensions- please contact the HAZMINCENS for additional assistance.

- The General Services Administration (GSA) and all military services have developed separate storage standards. For example, shelf-life extension of paint can be accomplished according to the Federal Standard 793, "Depot Storage Standards". End users are authorized and encouraged to examine paint using FED-STD-793 guidelines or by using practical, end-use related tests to determine if the materials still meet their intended use. End users may extend the shelf life as long as the paint performs satisfactorily for their needs. Before disposing of paint, you are strongly encouraged to review FED-STD-793, paragraph 4. See NAVSUP P-485, Chapter 4, paragraph 4664 for further shelf-life material management guidance. For further assistance in determining if the shelf life can be extended, contact CHRIMP Technician on board or your supply officer. The best way to extend the life of all Type II materials is proper storage. For example, paints should not be stored below freezing and should be protected from rain or salt spray.

- DLA Aviation, formerly Defense Supply Center Richmond (DSCR), VA has a Quality Status List (QSL) which extends certain Type II Federal Stock Class (FSC) material. Included on the QSL are Federal Stock Classes (FSCs): 6635, 6750, 6810, 6840, 6850, 9110, 9150, and 9160. To obtain a copy of the microfiche that show the shelf-life extensions, contact DLA Aviation (see Appendix 1 for contact information).

- REFERENCES - "Shelf Life Identification Management and Control" (PIN# V805830) is a video available at any electronic media center. More information on DOD's shelf-life extension program may be found in Ref. D.

D) CROSSDECKING MATERIAL

HM may be available for no cost at the Reuse Store. Instead of bringing more HM (that must be managed in accordance with Navy guidelines) on Navy property, reuse another work center's overage. The Reuse Store is primarily located at NS Norfolk Building X-218. The Navy ERP (N-ERP) website provides Asset Visibility by Installation and Region and allows customers to see if material are available at their local HAZMINCEN for free issue or for purchase. N-ERP is a CAC enabled website so CAC certificate is required but a login and password may not be required to check material availability.

PLEASE NOTE!

Prior to receiving HM from another activity, contact your Safety representative or CHRIMP Technician to ensure that the material is authorized for use. The material must be listed on your Authorized Use List (AUL) or Type Ships Hazardous Material List (T-SHML). Also your Safety representative or CHRIMP Technician can assist you in obtaining a Material Safety Data Sheet (MSDS) for the item.

E) DLA DISPOSITION SERVICES, NORFOLK

- may accept material for resale that the HAZMINCENs cannot accept, even expired materials. Contact DLA Disposition Services to ensure acceptance and to arrange for the transfer of material. Requirements include:

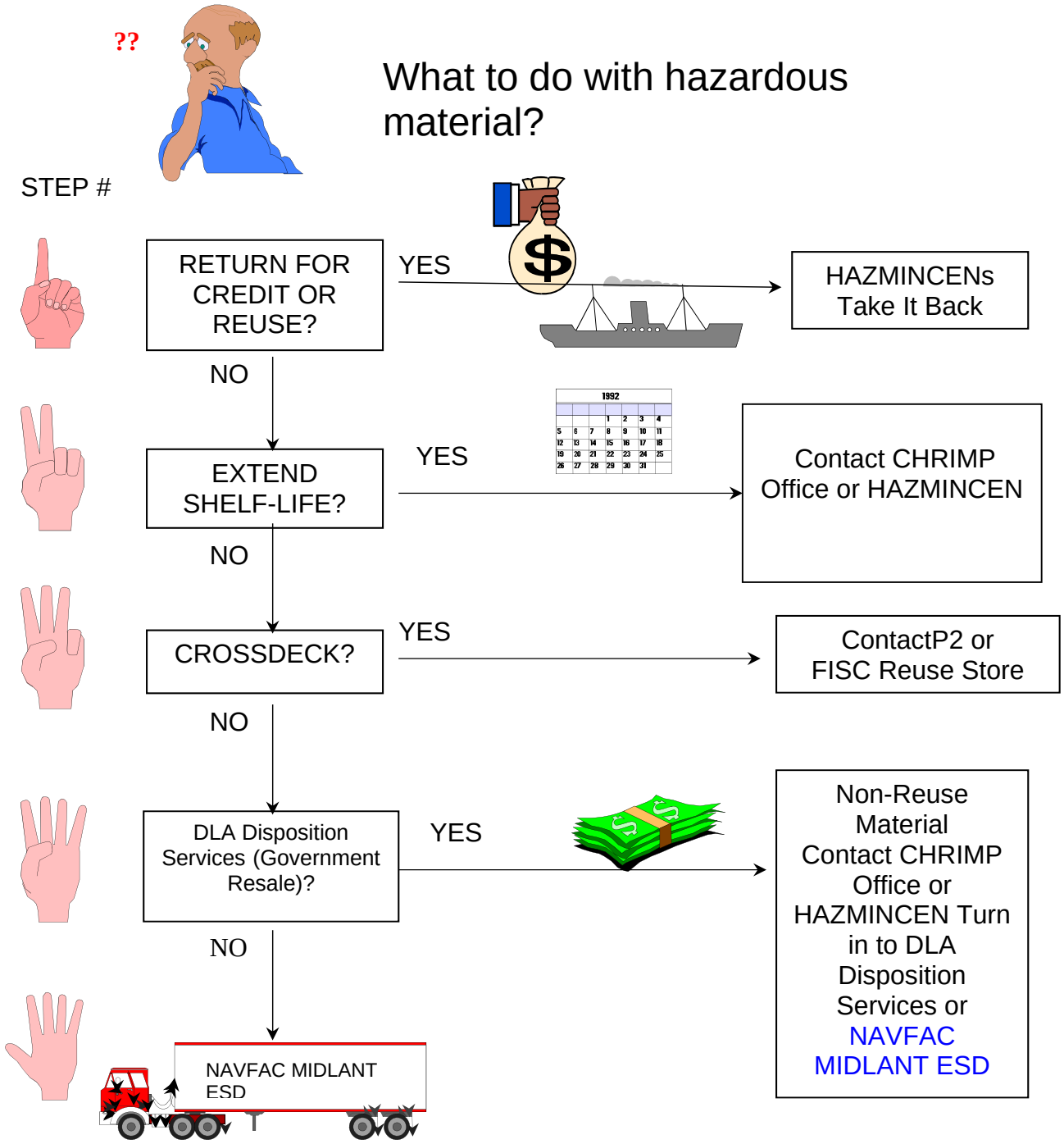
3) Containers should be in good condition-not rusted or dented
4) If kits are being turned in, all parts of the kit must be included
5) Paperwork required:
   a. Two (2) copies of completed DD Form 1348-1A, or 1348-1 created in HICSWIN for each item. (See Appendix 2 for instructions).
   b. MSDS for each item.
   c. The Occupation Safety and Health Administration (OSHA) Hazardous Chemical Warning Label must be present on the items (must be adhesive type label).
6) Examples of materials ACCEPTED by DLA Disposition Services Norfolk:
   - All flammable materials (solvents, paints, etc.)
   - All photographic chemicals
   - Corrosive material (acids, bases, etc.)
   - Used synthetic oils and used synthetic hydraulic fluids
   - Mercuric nitrate
   - Cleaning compounds
   - Greases, POLs
7) Examples of materials NOT ACCEPTED by DLA Disposition Services Norfolk
   - Oxidizers (hydrogen peroxide, emergency escape breathing devices, etc.)

- Dented or excessive rusted drums
- Open containers
- Compressed Gas Cylinders or Fire Extinguishers
- Used items that would be considered waste
- Items containing any level of polychlorinated biphenyls (PCBs)
- Any radioactive materials

If your HM is rejected, please request a 39-3U form, which provides specific information explaining why your HM was rejected. If the item was rejected for clerical reasons, make the necessary corrections and re-attempt transfer. Otherwise, contact the NAVFAC MIDLANT ESD for disposal of the item (see Section III for specific instructions).

NOTE!

As of August 27th 2014, Hazardous Waste Transporters are no longer required to have VA DEQ Permits.



NOTE- SELF TRANSPORT OF HW IS NOT PERMITTED!

Under no circumstances should HW be transported by a vehicle not authorized by NAVFAC MIDLANT Environmental. It is illegal to transport HW without meeting the required EPA and DOT training, certifications and commercial driver's license endorsements.

III. HAZARDOUS WASTE MANAGEMENT AND DISPOSAL INFORMATION

What is a Hazardous Waste?

In accordance with Ref. E, for a material to become a hazardous waste it must first become a solid waste. A solid waste is any discarded material that is not excluded by regulation. Discarded material can be a solid, liquid, or gas and is any which is:

- Abandoned
- Inherently Waste-Like (Hazardous Waste to be recycled)

A solid waste becomes a hazardous waste as defined in the Resource Conservation and Recovery Act (RCRA) when it is:

- Not excluded or exempted by RCRA (examples of wastes that are not hazardous waste due to exclusions or exemptions are scrap metal and household waste).
- A Characteristic Waste (determined by generator knowledge or testing). These include wastes that are:
    - Ignitable
    - Corrosive
    - Reactive
    - Toxic
- A Listed Waste. These include wastes specifically identified in RCRA of the Code of Federal Regulations. (ex; 2,4-Dinitrotoluene, benzene, phenol, nitroglycerine, etc.)

RCRA gives the Environmental Protection Agency (EPA) or delegated state regulatory agency the authority to control hazardous waste from “cradle to grave.” This includes the generation, transportation, treatment, storage, and disposal of hazardous waste.

If a HM is determined to no longer be suitable for its intended purpose and all other routes of utilization have been attempted, the last management alternative is disposal as waste. NAVFAC MIDLANT ESD, the region’s HW transportation and disposal agent, will pick up HW at Hazardous Waste Accumulation Areas (HWAAs), Satellite Accumulation Areas (SAAs), Universal Waste Accumulation Areas (UWAAs) and other specified locations.

Funding for disposal of Fleet (FLT) activity’s generated wastes has been established. Non-FLT activities are required to submit a valid Job Order Number (JON) when turning in waste. For assistance in establishing a job order number, contact the appropriate Hazardous Waste Media Manager or NAVFAC MIDLANT ESD or follow the procedure in Appendix 8. HW management and disposal instructions are listed below.

A) USEFUL CONTACT INFORMATION

- see Appendix 1.

B) ACCUMULATION OF HAZARDOUS WASTES – SHORE ACTIVITIES:

The EPA and the Virginia Department of Environmental Quality (VDEQ) regulate the management and disposal of HW. NAVFAC MIDLANT is the HW manager for the Navy in the Hampton Roads area. To ensure compliance, the appropriate Hazardous Waste Media

Manager must approve establishment of all HW accumulation areas **prior to use**, as well as closure of the areas **prior to the planned closure date**. In addition, the Hazardous Waste Media Manager must be informed of any issues that have the potential to affect the Navy's ability to comply with the governing environmental regulations. All HW must be accumulated in designated areas. If HM is stored in the same location as HW, ensure the areas are clearly marked to identify HM from HW. There are three main types of authorized hazardous waste accumulation areas: Satellite Accumulation Areas **(SAAs)**; Hazardous Waste Accumulation Areas **(HWAAs)**; and Universal Waste Accumulation Areas **(UWAAs)**.

1. SATELLITE ACCUMULATION AREA (SAA)

SAA PURPOSE: to allow proper management of HW as it accumulates without interfering with the work process. There are no limits on the number of waste streams that can be accumulated, but the TOTAL AMOUNT MUST NOT EXCEED 55 gallons (or 1 quart of acutely hazardous waste). Each waste stream shall be stored in a separate container and the container must be compatible with the waste being stored. If a SAA will be unattended due to unit deployment, project ending, etc., waste must be turned in to NAVFAC MIDLANT ESD and the Hazardous Waste Manager contacted to have the area shutdown two weeks in advance.

GENERAL REQUIREMENTS FOR ALL HW AREAS

- All containers must be labeled and kept closed except when adding or removing waste.
- Operators must be trained annually on proper area management and emergency response procedures.
- Areas must be identified with legible signs as a SAA with the point of contact's information, NO SMOKING, and emergency procedures and numbers.
- Areas must have adequate suitable spill control equipment to contain contents of the area should a spill occur. Spill equipment/supplies must be maintained. Follow spill reporting procedures in Appendix 3
- A fire extinguisher must be located within 50 feet of the area. An ABC type extinguisher is recommended. The fire extinguisher shall be routinely inspected in accordance with safety or fire departments requirements.
- Good housekeeping standards must be employed at all times. Keep areas orderly with adequate aisle space and clear of trash.

SAA SPECIFIC REQUIREMENTS: a SAA area must meet several criteria, including:

- Be located at or near the point of waste generation.
- Be under the control of the operator of the process that generates the waste.
- Operators must be trained annually on proper area management and emergency response procedures.
- Containers must be labeled with the words "Hazardous Waste" and the contents of the container.
- The container does not require an accumulation start date, however, if a container becomes full prior to pick up, it must be dated immediately, and moved to an approved HWAA or a permitted facility within 72 hours.
- May only store a max of 55-gal total of all HW (or 1 quart acutely hazardous waste).

SAA INSPECTIONS:
The checklist included in Appendix 5 provides a concise listing of the regulatory requirements of a SAA. It is **highly recommended** that each HW generator perform undocumented reviews of their SAA at least weekly, using the checklist. The Installation Environmental Office will perform SAA inspections at least quarterly to provide technical support, management guidance, and regulatory oversight.

SAA DISPOSAL PROCESS:
When a container is 75% full (or one quart of acute HW), contact NAVFAC MIDLANT ESD to schedule a pickup. Be sure to inform Dispatcher your area is a SAA site.

2. HAZARDOUS WASTE ACCUMULATION AREA (HWAA)

HWAA PURPOSE: to allow for the temporary accumulation of HW in preparation for transportation to a permitted treatment, storage or disposal facility.

GENERAL REQUIREMENTS FOR ALL HW AREAS
- All containers must be labeled and kept closed except when adding or removing waste.
- Operators must be trained annually on proper area management and emergency response procedures.
- Areas must be identified with legible signs as a HWAA with the point of contact's information, NO SMOKING, and emergency procedures and numbers.
- Areas must have adequate suitable spill control equipment to contain contents of the area should a spill occur. Spill equipment/supplies must be maintained. Follow spill reporting procedures in Appendix 3
- A fire extinguisher must be located within 50 feet of the area. An ABC type extinguisher is recommended. The fire extinguisher shall be routinely inspected in accordance with safety or fire departments requirements.
- Good housekeeping standards must be employed at all times. Keep areas orderly with adequate aisle space and clear of trash.

HWAA SPECIFIC REQUIREMENTS:
- Provide at least 14-days notice to the Hazardous Waste Media Manager prior to the need for a HWAA set-up to allow for area set up and timely notification to the VDEQ.
- Provide at least seven (7) days notice to the Hazardous Waste Media Manager prior to closure of a HWAA.
- Containers must be labeled with the words "HAZARDOUS WASTE", contents of the container, and the start date of when the waste is placed in the container.
- Must be inspected every seven (7) calendar days.

HWAA INSPECTIONS:
Operators of a HWAA must perform a documented inspection of their site every seven (7) calendar days and maintain those inspection records for three (3) years. The inspection is to be documented using the HWAA checklist that is included in Appendix 6. The checklist provides a concise listing of the regulatory requirements of a HWAA.

Any deficiency/violation must be corrected immediately. Deficiency corrections must be noted on the inspection sheet in the space provided. Corrective action taken, date accomplished, and initials of person performing corrective actions must be recorded.

The Installation Environmental Office will perform HWAA inspections at least quarterly to provide technical support, management guidance, and regulatory oversight.

HWAA DISPOSAL PROCESS:
At or before 45 days of accumulation, contact the NAVFAC MIDLANT ESD to schedule a pickup of the waste. If waste is not picked up by the ESD within their allotted service response time (1 week), recall the ESD immediately!

3. UNIVERSAL WASTE ACCUMULATION AREA (UWAA)

UWAA PURPOSE: to allow for the temporary accumulation of specific waste streams in preparation for transportation to a permitted treatment, storage or disposal facility.

GENERAL REQUIREMENTS FOR ALL HW AREAS

- All containers must be labeled and kept closed except when adding or removing waste.
- Operators must be trained annually on proper area management and emergency response procedures.
- Areas must be identified with legible signs as a UWAA with the point of contact's information, NO SMOKING, and emergency procedures and numbers.
- Areas must have adequate suitable spill control equipment to contain contents of the area should a spill occur. Spill equipment/supplies must be maintained. Follow spill reporting procedures in Appendix 3
- A fire extinguisher must be located within 50 feet of the area. An ABC type extinguisher is recommended. The fire extinguisher shall be routinely inspected in accordance with safety or fire departments requirements.
- Good housekeeping standards must be employed at all times. Keep areas orderly with adequate aisle space and clear of trash.

UWAA SPECIFIC REQUIREMENTS:
The current Universal Waste regulations apply to four types of widely generated HW: *batteries, pesticides, mercury-containing equipment, and lamps*. It should be noted that there is a separate recycle program for discarded rechargeable batteries and is encouraged to be utilized. Please refer to Appendix (7) for additional information. All UWAAs must adhere to various environmental regulatory requirements including:

- Containers must be labeled with the words "UNIVERSAL WASTE", contents of the container, and the start date of when the waste is placed in the container.
- A seven (7) day advance notice should be provided to the Hazardous Waste Media Manager to allow time for set up of the UWAA. For closure of a UWAA, contact the Hazardous Waste Media Manager before the planned closure date.

UWAA INSPECTIONS:

It is **highly recommended** that each generator perform monthly reviews of their UWAA using the checklist in Appendix (8).

The Installation Environmental Office will perform UWAA inspection at least quarterly to provide technical support, management guidance, and regulatory oversight. The standard operating procedure and inspection checklist for UWAAs are included in Appendix 8.

UWAA DISPOSAL PROCESS:
At or before 270 days of accumulation (9 months), prior to expiration of the one year accumulation period, contact NAVFAC MIDLANT ESD to schedule a pickup of the waste. Inform the NAVFAC MIDLANT ESD that your waste is stored in a UWAA.

C) WASTE PACKAGING REQUIREMENTS - SHIPS OR SHORE ACTIVITIES

Hazardous waste must be properly packaged in the original or an approved container. DOT requires specific packaging and training for shipment. Direct specific questions regarding container availability and packing requirements to the NAVFAC MIDLANT ESD.

NOTE! ONLY NAVFAC MIDLANT ESD OR A PRE-APPROVED CONTRACTOR IS PERMITTED TO TRANSPORT HW WASTE OFF BASE OR ON OPEN ROADS UNDER ANY CIRCUMSTANCES. IT IS ILLEGAL TO TRANSPORT HW ON PUBLIC ROADWAYS WITHOUT MEETING THE REQUIRED EPA AND DOT TRAINING, CERTIFICATIONS, COMMERCIAL DRIVERS LICENSE ENDORSEMENTS, AND PROPER SHIPPING DOCUMENTS.

D) MATERIAL / WASTE PAPERWORK REQUIREMENTS – SHIP OR SHORE

- Four completed copies of the DD Form 1348-1A, or 1348-1 created in HICSWIN, are required for turn-in of unusable HM or HW to NAVFAC MIDLANT ESD. Instructions on how to complete this form are listed in Appendix 2.
- Contact the NAFAC MIDLANT ESD at 757-341-0412/0460 and fax a copy of the completed DD Form 1348-1A, or 1348-1 created in HICSWIN, to 341-0436 prior to scheduling a pickup and to ensure prompt service.
- All four copies of the DD Form 1348-1A, or 1348-1 created in HICSWIN, are required at time of pickup. Copies are distributed as follows: client, MIDLANT driver, on container, and returned to FISC.
- For ships, one copy of the 1348-1 created in HICSWIN with the ECAP acronym stamped on the document and signed by the CHRIMP Technician is needed.
- For material that was not procured through the Navy stock system, a Material Safety Data Sheet (MSDS) is required.

E) MATERIAL / WASTE TURN-IN REQUIREMENTS – SHIPS

- Ships in local private shipyards: Ships will be provided with a POC to call to schedule a HAZMAT pickup. Contact the CHRIMP Office to initiate this action for you. Only CHRIMP Technicians are authorized to contact NAVFAC MIDLANT ESD to schedule a pickup of the waste. Allow adequate time for waste screening and quality control (QC) for CHRIMP and NAVFAC MIDLANT ESD.

- Ships at Norfolk Naval Shipyard: contact the NNSY Occupation, Safety, Health, and Environmental Office (Code 106), for assistance with HW disposal.

- Ships at Naval Weapons Station Yorktown: contact the NAVFAC MIDLANT ESD to arrange an offload.

- Ships at NS Norfolk (4 pallets or less) or JEB Little Creek (2 pallets or less): NAVFAC MIDLANT ESD offers several HW pickup points on the piers. The specific piers and pickup times are listed below. Each ship is to contact and coordinate with their assigned CHRIMP Technician. A representative from the ship must accompany the HW from the time it leaves the ship to the time it is picked-up by NAVFAC MIDLANT ESD. **Under no circumstances shall waste be left unattended or abandoned on piers**

Naval Station Norfolk Pier pickup schedule is: Monday – Friday

0800-0915	Pier 9	
0800-0915	Pier 12	*4 pallets or less*
1000-1115	Pier 3	
1000-1115	Pier 4	

JEB Little Creek Pier pickup schedule is: Tuesday and Thursday

0800-0900	Pier 15	
1000-1100	Quaywall	*2 pallets or less*

- Ships at NS Norfolk (more than 4 pallets) or JEB Little Creek (more than 2 pallets) must request and turn-in through the CHRIMP Office, the Logistic Support Representative (LSR) or the FISC Hazmat representative. Once informed of a request for off-load, the CHRIMP Technician will screen the material and determine what is still usable and what is waste. The CHRIMP Technician and NAVFAC MIDLANT ESD representatives will then coordinate the off-load. A representative from the ship must accompany the waste until it is picked up by the NAVFAC MIDLANT ESD. Under no circumstances shall waste be left unattended or abandoned on the piers. If possible, ships should utilize the pier pickup option over the course of several days instead of scheduling an offload. For special pickups, LSR or FISC Hazmat representatives do not screen unless it is known ahead of time and special arrangements are made, otherwise, call for special pickups.

PLEASE NOTE!

It is a violation of state and federal law to abandon HM/HW.

F) DUMPSTER REQUEST

- **Procedures for requesting a Hazardous Waste Dumpster-** coordinate with EV services for disposal.

IV. MANAGEMENT OF SPECIFIC MATERIALS/WASTES

A) USEFUL CONTACT AND WASTE PICKUP INFORMATION

– see Appendix 1

B) WASTE MANAGEMENT REQUIREMENTS

All waste turn-ins to NAVFAC MIDLANT ESD require four copies of the DD Form 1348-1A (for shore activities) or 1348-1 (for ships). For instruction on completing Form 1348, see Appendix 2.

A job order number (JON) is required for all environmental services. To establish a JON, follow the procedure in Appendix 9.

For items not listed below, please contact your installation Hazardous Waste Media Manager!

PLEASE NOTE!
BAGGED WASTE WILL ONLY BE ACCEPTED FOR PICK-UP IN CLEAR BAGS!
RED OR YELLOW BAGS SHALL NEVER BE USED!

1. ABSORBENT MATERIAL

- If the absorbent material was used to absorb HW or HM, it must be managed as a HW.
- If the absorbent material has been used to absorb oil, the absorbent will be managed in a similar fashion as oil. Oily absorbent materials should be fully utilized prior to disposal and must be placed in clear plastic bags and then containerized and turned in to the NAVFAC MIDLANT ESD.
- Please refer to section I for absorbent green alternatives. Using greener absorbents may increase product efficiency and reduce waste generation.
- See IV.B.28 for oily rag management.

2. AEROSOL CANS

Return unused aerosol cans to the HAZMINCEN for potential reuse. Contact your HAZMINCEN for more details. Also see the Material Reutilization Information (Section II) of this guide for additional alternatives to disposal. If the cans are rejected by the HAZMINCEN and the additional options listed in Section II of this guide are non-applicable, manage the aerosol cans as applicable below:

a. **Punctured Aerosol Cans:** Shore Tenants have the option to puncture aerosol cans using equipment approved by the Hazardous Waste Media Manager. The site POC is responsible for restricting access to the aerosol puncturer to ensure correct use. The contents of the punctured

cans must be collected and must be managed as HW: contact the Hazardous Waste Media Manager to establish the appropriate accumulation area prior to setting up the puncturing device. In addition, the MSDS should be provided to the Hazardous Waste Media Manager prior to set up of the accumulation area. Punctured aerosol cans may then be placed in Metals Dumpsters for recycling. **NOTE-Aerosol cans containing corrosives, freon, pesticides, insecticides, fungicides, chlorofluorocarbons (CFCs) or oven cleaners shall not be punctured**

THERE ARE NO NAVSEA APPROVED AEROSOL PUNCTURE DEVICES FOR SHIPBOARD USE. SHIPS ARE NOT AUTHORIZED TO PUNCTURE AEROSOL CANS!

b. **Un-punctured Aerosol Cans:** Contact the Hazardous Waste Media Manager to set up an appropriate accumulation area to manage aerosol cans. Aerosol cans must either have tops in place or nozzles removed prior to containerizing.

3. ANTIFREEZE

– is typically *managed as a non-RCRA regulated waste. Antifreeze will be managed by NAVFAC MIDLANT ESD. Contact NAVFAC MIDLANT ESD to schedule a pickup. Contact the Hazardous Waste Media Manager to determine proper disposition. Do not mix the antifreeze with solvents or metals, as the mixture could result in a hazardous waste.*

4. APPLIANCES/WHITE GOODS (A/C&R Equipment)– see Recycling Section

5. AQUEOUS FILM FORMING FOAM (AFFF)

– will be managed by NAVFAC MIDLANT ESD. Contact NAVFAC MIDLANT ESD to schedule a pickup. AFFF in original containers can be turned in to the Reuse Store (NS Norfolk Building X-218).

6. ASBESTOS

- For asbestos removal from shore command pipes, buildings, roofs, floors, ceilings, etc., contact NAVFAC MIDLANT ESD to schedule an asbestos removal or waste pick-up. Four completed copies of DD Form 1348-1A and a valid Job Order Number (JON) are required.

- For asbestos removal operations aboard ships or submarines contact the Ship Support Office.

- If you are unsure if you are dealing with asbestos, shore activities should contact the NAVFAC MIDLANT ESD and ships should contact the Navy Environmental Preventative Medical Unit #2 (NEMPU-2).

- For disposal of safes and file cabinets that possibly contain asbestos, shore commands should contact CNRMA Safety to confirm asbestos presence.

Disposal must be coordinated with your Hazardous Waste Media Manager. The safe must be double wrapped in plastic by the generator and delivered to DLA Disposition Services at St. Juliens Creek. Contact DLA to schedule an appointment and to ensure you have the proper paperwork. If transportation is required, call MIDLANT Transportation Services for assistance.

- For demolition and renovation operations, see section IV.8, entitled "Construction and Demolition Debris."

7. BATTERIES

- All batteries are not managed in the same manner. Below are the specific disposal guidelines.

- Alkaline Batteries: Alkaline batteries such as AAs, C, and D batteries can be disposed of as normal trash.

- Lead acid batteries: Lead acid batteries (car type) shall be turned into Recycling.

- Rechargeable batteries: The Call2Recycle program is designed to recycle your old, rechargeable batteries from items such as cell phones, lab tops, power tools, etc. at no costs to your facility. Rechargeable batteries that are accepted through Call2Recycle include Nickel Metal Hydride, Nickel Cadmium (a.k.a. NiCd or NiCAD, Lithium Ion and Nickel Zinc. Contact your HW Media Manager to set up your own program if the above batteries are present or need additional information (See Appendix 7).

- All other batteries: Such as lithium, NICAD, mercury, lithium sulfur dioxide, and magnesium dioxide, shall be managed as Universal Waste in accordance with Section III.B.3. The batteries will be packaged to prevent shorting, (i.e. one battery to one Ziploc bag or terminals taped over). Contact NAVFAC MIDLANT ESD to schedule a pickup.

8. BONDECOTE TENT DISPOSAL

- Disposal of Bondecote Tents will go through DLA Disposition Services (formerly DRMO). POC can be reached at (445-4077.)

9. CONSTRUCTION AND DEMOLITION DEBRIS

- Building materials from demolition or renovation operations which are suspected to contain lead, asbestos and/or other regulated waste should be characterized with representative sample(s) of the entire waste stream tested prior to disposal. Contact the Hazardous Waste Media Managers for specific guidance prior to project initiation and during the planning phase to ensure proper management and disposal. NAVFAC MIDLANT ESD is required to sign all manifest prior to off-site shipment. For safety-related issues, contact the Regional Safety Department or your command's Health and Safety official.

REMEMBER: IMPROPER MANAGEMENT AND DISPOSAL OF HAZARDOUS WASTE VIOLATES STATE AND FEDERAL LAWS.

10. CALCIUM HYPOCHLORITE and SODIUM HYPOCHLORITE

- are highly unstable (i.e.,strong oxidizers), and corrosive chemicals. There have been several instances when improper storage and handling of these chemicals has resulted in fires. In addition exposure can cause extreme damage to the skin and eyes.

Handle Hypochlorites carefully. Do not allow these containers or any packaging material to become wet. Store in compatible containers off the ground so that the containers do not come in contact with a wet floor. Inspect containers for physical integrity, notify ESD if you have any containers that are physically damaged so that they may be repackaged and disposed of promptly. Do not allow these chemicals to come in contact with combustibles such as swept material from the floor, oily rags, etc. Follow the directions specified in the Safety Data Sheets (SDS) for appropriate handling and in the event of a spill. Consult Safety and your HW Media Manager for additional information.

11. CONTRACTOR PROJECTS

– For all waste generated onboard a Naval installation, it is the liability and responsibility of the Navy to ensure proper management and disposal. Specific arrangements for transportation and disposal of the waste vary by contract. Please contact your HW Media Manager for questions related to waste generated during contracted projects prior to project initiation and during the planning phase to ensure proper management and disposal. NAVFAC MIDLANT ESD is required to sign all manifest prior to off-site shipment.

12. COOKING OIL

Used cooking oil/grease can be recycled. Do not mix hazardous materials (i.e. solvents/paints) with cooking oil or grease. Do not dispose of cooking oil or grease in trash dumpsters or any drains.

At NS Norfolk there are three 300-gallon containers available for the collection of used cooking oil/grease. The containers are located at the heads of Piers 3, 10, and 14. The collection containers are located near the trash and metal only dumpsters. *Do not store pallets of cooking oil against buildings, instead store them near the dumpster(s). If questions exist regarding the use of these containers, contact the Hazardous Waste Media Manager.

At JEB Little Creek, grease should be managed in pier-side containers or in appropriate containers at food locations.

13. CREOSOTE TIMBERS

Creosote Timbers are currently NOT being recycled. Contact your Hazardous Waste Media Manager for disposal assistance.

14. CYLINDERS – (Compressed Gas Cylinders – CGC)

NAVFAC MIDLANT ESD no longer accepts cylinders.

1. Attempt first to return the CGC to the vendor.
2. If the vendor will not accept, attempt turn-in through coordination with DLA's contract with Haas (.Cylinder Returns and Excess Turn-ins (866) 724-0932)
3. If Haas will not accept, contact your HW Media Manager for disposal assistance. Disposal costs of CGCs are the responsibility of the customer.

15. DESICCANTS

Some desiccants may be disposed of as solid waste; contact your HW Media Manager for disposal requirements.

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16. ELECTRONIC WASTES (E-WASTES)

– Coordinate disposal of E-Waste with respective installation solid waste manager listed in Appendix 1.

17. EXPLOSIVE WASTES

– for all ammunition explosive waste or waste classified by the DOT regulations as explosive the NOSSA-MMRAT-2.0-Military Munitions Rule Awareness Training Course will be required and is provided online through Naval Education and Training Command. Please contact your HW Media Manager for additional information to gain access to the training module.

18. FIRE EXTINGUISHERS

– NAVFAC MIDLANT ESD no longer accepts fire extinguishers. Contact your HW Media Manager for disposal requirements.

19. FLARES

- Unused/ Unwanted Flares will be shipped as hazardous material.

Ship to:
W25G1R
Letterkenny Munitions Center
RTE 997, Voelz Gate
Chambersburg, PA 17201-4150
MARK : ***FOR WOODY PIKE***

20. FLUORESCENT / OTHER LIGHT BULBS

- Fluorescent light bulbs (green-tip* and silver-tip), compact fluorescent bulbs, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide bulbs are to be managed as Universal Waste. Please contact your HW Media Manager for guidance. * Low mercury bulbs, often referred to as **"Green tip" bulbs still contain low levels of mercury and shall be managed as Universal Waste.**

- Except at JEB Fort Story, all tube fluorescent light bulbs will be turned into the Self-Help Facility (one for one exchange) or managed as a universal waste in accordance with Section III.B.3. All other bulbs shall be managed as a universal waste and then turned in via 1348 to the NAVFAC MIDLANT ESD.
- At JEB Fort Story,EV services no longer is sending an employee over on Tuesdays to collect bulbs. EV services requires the tenant to submit a 1348 for pickup.
- Afloat commands- turn in via pier-side pickup (see Section III.C).

- PCB-containing fluorescent light ballasts are to be turned into NAVFAC MIDLANT ESD as PCB waste. To schedule a pickup call NAVFAC MIDLANT ESD. Any non-PCB fluorescent light ballasts can be turned in to RRP.

PLEASE NOTE!

Fluorescent light ballast that do not possess the marking "PCB free" are to be assumed to contain PCBs and should be managed accordingly.

21. FUEL FILTERS (OIL, JP-5, DIESEL AND GASOLINE)

- **Gasoline/JP-8 Filters, due to ignitability, shall be managed as hazardous waste.** Contact your HW Media Manager prior to generating gasoline filters for guidance.
- **JP-5, Diesel, and other Oil Filters**
  - Drain for a minimum of 72 hours to remove liquids (when cold draining filters, puncturing the top can aid in removing oil from filter)
  - Double bag drained filters in clear plastic bags (no more than 10 in one bag), and place in the trash or turn over to NAVFAC MIDLANT ESD or NAVFAC MIDLANT Oil Recovery for disposal.

22. HEPA FILTERS

HEPA filters from indoor firing ranges may contain lead and other particulates. Prior to a filter change out contact your HW Media Manager for proper staging of the filters and assistance in characterization for disposal.

23. INDUSTRIAL WASTEWATER

depending on the wastewater characteristics and facility permit requirements, some wastewaters may be treated at the Navy's Industrial & Oily Wastewater Treatment Plants (IWTPs) or will have to be disposed of off base via DLA. Do not mix industrial wastewater with any other wastes. For more information and assistance in disposing of industrial wastewasters contact your Water Media Manager.

24. LEATHER ITEMS

Leather materials generated from activities occurring in maintenance and welding shops, laboratories, and aboard ships shall be managed as hazardous waste and

turned into NAVFAC Environmental Services for proper disposal. This includes but is not limited to leather gloves, boots, and various PPE. Should an installation tenant or command require an accumulation area for the storage of such leather material, please contact your installation's hazardous waste media manager.

Leather materials generated from office spaces, including but not limited to chairs and sofas, will be turned into DLA for proper management. Should DLA not accept this material, please contact your installation's hazardous waste media manager for proper guidance.

25. LOW LEVEL RADIOACTIVE MATERIAL

(ex: smoke detectors, Tritium EXIT signs, Radium gauges & dials, some watches and compasses) is disposed of through the Radiological Support Office (RASO). LRWW must remain at the site of generation and must be disposed of by the RASO office. To coordinate disposal of these items, contact RASO with the following information:

- Manufacturer Name, Trade Name, and Model Number
- National Stock Number (if applicable)
- Radiological Hazard (if known) and Amount (if known)
- Quantity of each
- Location of Items

**********LLRW shall not be turned into the ESD at any time. **********

26. MEDICAL / BIO-HAZARDOUS WASTE OUTSIDE OF MEDICAL FACILITIES

- RMW is any solid waste that is suspected by a health care professional of being capable of producing an infectious disease in humans. Specifically, RMW includes cultures and stocks of microorganism and biologicals that are pathogenic to humans; human blood an body fluids; tissues and other anatomical wastes; sharps such as syringes, suture needles and scalpels; animal carcasses, parts and bedding from animals intentionally infected with organism pathogenic to humans; any residue resulting from a spill of RMW; and any solid waste mixed with RMW.

- In the event of an emergency and/or incident that generates a medical/bio-hazardous waste, tenants should contact their Facilities Management Specialist who will arrange for the proper management and disposal of this waste stream.

- Please contact your Hazardous Waste Media Manager if you have any questions regarding medical/bio-hazardous waste.

27. METHYL ETHYL KETONE PEROXIDE

Due to the reactive nature of this material and its high disposal costs; MEKP will be issued in either 1-ounce resin kits (NSN 6810-01-452-3268) or 2-ounce resin kits (NSN 6810-01-452-3273). Every attempt should be made to completely consume the accelerant (MEPK) in the process. To dispose of unusable quantities of MEKP, contact the NAVFAC MIDLANT ESD at for guidance.

28. OBA (OXYGENATED BREATHING APPARATUS) CANISTERS / EEBD (EMERGENCY ESCAPE BREATHING DEVICE) / NUCLEAR / BIOLOGICAL / CHEMICAL (NBC) FILTERS

Contact the NAVFAC MIDLANT ESD to arrange a pickup. The OBA canisters, EEBDs, and NBC filters need to be kept in the original packages. Do not attempt to disassemble the original packages.

29. OIL, USED

- **Used petroleum based** oils can be recycled. Label the container with the words **USED OIL**. Contact NAVFAC MIDLANT ESD for further instructions or to schedule a pickup.
    - At the point of generation it is acceptable to consolidate the following **petroleum-based** products Used Oil, Used Hydraulic Fluid, Used PD-680 Type II, or Used JP-5 in the same container.
    - **Mixtures of Used Oil and Used Gasoline or MoGas are prohibited and must be managed as HW.**

- **Used synthetic based oils** cannot be recycled and must be turned in to NAVFAC MIDLANT ESD. **Do not** mix synthetic oils/fluids with petroleum products and note synthetic on the container.

- **Ship Generated Oily Waste:**
    - **Acceptable Oily Wastes-** Non-contaminated bilge, ballast, and ship's fuel tank cleaning wastes, including butterworthing rinse water, may be disposed of as oily waste.
    - **For all other oil containing wastes**, contact the Water Media Manager who will determine proper disposal procedures.
    - **Ensure no contaminants** have entered the bilge water or oily waste.
    - **Unacceptable contaminants include**, but are not limited to: Aqueous Film Forming Foam (AFFF); sewage (black water and gray water); HM and HW; JP4, AVGAS, MOGAS, and gasoline; boiler cleaning wastes; anti-freeze; and FSII (Fuel System Icing Inhibitor).
    - **Oily Waste Transfers During Night Hours** (between sunset and sunrise) are not normally permitted due to reduced ability to immediately detect a spill; inability to determine amount and spread of a spill; and the need to recall and fund oil clean-up personnel. Approval for ships to discharge oily waste after dark must be obtained from the CO of the appropriate installation by phone call to the local Port Ops Officer. The following additional requirements must be in place:
        1. Extra Topside Safety Watches stationed at the discharge station and on the pier or SWOB to monitor the water for any oil sheens;
        2. Oil spill clean-up equipment on hand;
        3. Adequate lighting erected; and
        4. The Chief Engineer will be on board to supervise the evolution.
    - **AT NAVSTA Norfolk**
        1. Piers are equipped with oily waste collection piping and risers for off-loading bilge water and non-contaminated oily wastes. NAVFAC MIDLANT's Ship Support Office (SSO) will coordinate connections

and disconnections to the collection system through LOGREQS. To ensure adequate resources are available to respond in the event of a system casualty, discharges to the system are only permitted during daylight hours during the regular workweek.

2. Vessels must have a 2.5 in. male camlock fitting on their oily waste overboard discharge connection in order to connect. Vessel connections will be scheduled by SSO to occur approximately 24 hours after arrival. Following connection to the system, the vessel must check for leakage from the hose and connections by flushing the hose with seawater for 5 minutes. A "T" adapter is available from NAVFAC MIDLANT, which will allow use of a 1.5 in. fire hose to flush the hose. Disconnection from the system will occur approximately 48 hours before vessel departure. Prior to disconnection, the vessel must flush the hose with seawater for 10 minutes to remove residual oil. The vessel is responsible for lowering the hose to the pier and walking the residual seawater in the hose into the pier riser. If the vessel was issued a "T" adapter, the adapter must be returned to NAVFAC MIDLANT.
3. Individual off-loads of greater than 50K Gallons, or discharge rates greater than 200 gpm, must be coordinated through SSO to ensure the pier collection system capacity is not exceeded. It is the responsibility of vessels to periodically observe the connections and hose and to report any unusual conditions that may occur.
4. If the pier side collection system is nonoperational, NAVFAC MIDLANT SSO will arrange for collection services via a contractor or NAVFAC MIDLANT Oil Recovery Tanker Truck, square/FRAC tank, or SWOB. If the vessel uses their shipboard oil water separator, NAVFAC MIDLANT SSO will coordinate pick-up of oil from the shipboard used oil tanks.
5. Do not discharge viscous oils in to the discharge lines, this has been shown to cause failures (fuel spills).

- **At JEB Little Creek-Ft. Story**: The Ship Support Office (SSO) provides oily waste collection and handling services. For emergency requirements outside normal working hours, contact JEB Little Creek Port Ops.

- **At WPNSTA Yorktown/Cheatham Annex**: If possible, oily waste should be off-loaded before arrival. If off-load at the facility is required, approval by the Installation Commanding Officer prior to off-loading must be obtained and NAVFAC MIDLANT Oil Recovery should be contacted for disposal.

30. PAINTS

- **Empty paint can:** is defined as an original paint can that is free of liquids and contains less than 1 inch (or 3% by volume) of dried material.
  - Metal paint cans that meet this standard can be placed in dumpsters marked “metal only”; plastic cans should be placed in solid waste dumpsters.

- **Paint cans that DO NOT meet this standard must be managed as HW and turned in to NAVFAC MIDLANT ESD for disposal and must not be allowed to air dry.**

- **Unused/unopened containers of paint**: should be returned to the HAZMINCEN for potential reuse. **Keep containers closed; do not allow to air dry.** Please see the Hazardous Material Reutilization Information section of this guide for more information and additional alternatives to disposal. If the cans are rejected by the HAZMINCEN, the items will be managed as a waste; follow the procedure listed below:
    - Liquid or solidified oil-based paint: is to be managed as a HW and properly labeled. Contact NAVFAC MIDLANT ESD to schedule a pickup. Excess un-used paint should be accumulated separately from solvent waste.
    - Oil-Based Paint/Solvent related items: such as brushes, rags, and rollers shall be managed as HW. *Immediately containerize and keep containers closed at all times. Air drying is prohibited.
    - Water-based (latex) paint: is to be managed as non-regulated. Properly label the container and Contact NAVFAC MIDLANT ESD to schedule a pickup. Keep cans closed. Air drying is prohibited.
    - Water Based (latex) Paint Debris: such as brushes, rags, and rollers will be managed as non-regulated and can be disposed of as solid waste.

31. PAPER SHREDDING

- Commands are responsible for transporting to/overseeing the shredding activity at Z-312. The cost is around $8/bag. Please contact the manager listed in Appendix 1 to schedule shredding services.

32. PARTWASHERS

- Parts washer units utilize various substances such as solvents to remove dirt, lubricants, and other foreign particles from equipment components. When this solvent becomes contaminated to the point where it must be replaced, contact your HW media manager to ensure proper waste characterization.
- If your operations change, contact your HW media manager to ensure proper waste characterization.
- Do not assume that an environmentally friendly cleaning agent will not produce HW. Waste characterization depends on factors including what is being cleaned. Contact your HW media manager to ensure proper waste characterization.
- HW solvent must be turned in to NAVFAC MIDLANT ESD for disposal.
- For units maintained by a private company (i.e. Safety Kleen), contact your HW media manager to ensure proper waste characterization and disposal. Prior to off-site shipment of this waste, information about the waste must be provided to NAVFAC MIDLANT ESD and a representative from the ESD must be present to sign the Hazardous Waste manifest.

33. PEST MANAGEMENT CONTROL

Contact NAVFAC MIDLANT ESD for Pest control services.

34. POLYCHLORINATED BIPHENYL (PCB)

PCBs were domestically manufactured from 1929 until their manufacture was banned in 1979. They have a range of toxicity and vary in consistency from thin, light-colored liquids to yellow or black waxy solids. Due to their non-flammability, chemical stability, high boiling point, and electrical insulating properties, PCBs were used in hundreds of industrial and commercial applications including electrical, heat transfer, and hydraulic equipment; as plasticizers in paints, plastics, and rubber products; in pigments, dyes, and carbonless copy paper; and many other industrial applications. The most common trade name is Aroclor. Askeral may also be present and requires specific testing. Although no longer commercially produced in the United States, PCBs may be present in products and materials produced before the 1979 PCB ban. Products that may contain PCBs include:

- Transformers and capacitors
- Other electrical equipment including voltage regulators, switches, reclosers, bushings, and electromagnets
- Oil used in motors and hydraulic systems
- Old electrical devices or appliances containing PCB capacitors
- Galbestos siding
- Fluorescent light ballasts (not green tips)
- Cable insulation
- Thermal insulation material including fiberglass, felt, foam, and cork
- Adhesives and tapes
- Oil-based paint
- Caulking, plastics, carbonless copy paper, floor finish

If you have items for disposal that you believe may contain PCBs, please contact NAVFAD MIDLANT ESD for guidance on disposal.

PCB-containing fluorescent light ballasts are to be turned into NAVFAC MIDLANT ESD as PCB waste. To schedule a pickup call NAVFAC MIDLANT ESD. Any non-PCB fluorescent light ballasts can be turned in to RRP.

PLEASE NOTE!

Fluorescent light ballast that do not possess the marking "PCB free" are to be assumed to contain PCBs and should be managed accordingly.

35. PRESSURE TREATED LUMBER

- Pressure treated lumber is currently being disposed of via landfill. Contact your Hazardous Waste Media Manager for disposal assistance.

36. RAGS / SHOP TOWELS/CLOTH ABSORBENTS

- **Oily Rags:** Place the rags in clear double plastic bags and label as "Used oil rags". Each bag should contain less than 35lbs. Two completed copies of DD Form 1348-1A, or 1348-1 created in HICSWIN, for each item are required for turn-in.
  - **At Naval Station Norfolk*: Oily rags can be taken to the NAVFAC MIDLANT Oil Recovery located at Bldg. Q-50 Monday-Friday from 0700-1530.
  - **At Naval Weapons Station Yorktown*: Oily rags can be taken to Building 2035 on Tuesdays and Thursdays from 0730 to 0900.
  - *At *JEB Little Creek* and *NAS Oceana*, contact NAVFAC MIDLANT ESD at 341-0412/341-0460 to schedule a pickup.
- **Hazardous Waste (HW) Rags**: Rags that have been contaminated with HM/HW, such as MEK (a.k.a. 2-butanone), gasoline, solvent or paint thinner must be managed as HW and properly labeled. Contact NAVFAC MIDLANT ESD to schedule a pickup. Do not transport rags that are considered hazardous waste. *Immediately containerize and keep containers closed at all times. Air drying is prohibited.

- **Shop Towel Laundering Service:** The current Navy Shop Towel Afloat/Ashore Management Program (STAMP) contract for the Mid-Atlantic/Northeast Region; N00189-07-D-Z010 is available on the DENIX Website at https://www.denix.osd.mil or from the Rag Recycling Contract Administrator. Note: All Naval vessels in port and shore activities are covered by this STAMP contract.

  The current shop towel contract requires the customer to either use shop towels provided by the contractor or to own their own towels and have the contractor wash them. In the first scenario, the local contractor delivers an agreed upon quantity of towels to ship. On a schedule that has been agreed-upon, the contractor picks up soiled shop towels and replaces them with clean towels. The ship is then billed for the towels washed as well as the towels that are lost/missing. In the second scenario, the ship/government buys shop towels and has the contractor pick them up on an agreed-upon schedule and bills the ship for the cost of washing. To obtain further assistance, contact your CHRIMP Technician or the Rag Recycling Contract Administrator.

  The P2 Program may be able to provide 55-gallon-drum mounted wringers and small table top wringers that remove free liquids in rags, allowing for additional uses. P2 equipment is also available at DLA free of charge. For more information, contact the P2 Media Managers.

37. RAILROAD TIES

Railroad Ties must be sent to a permitted landfill for proper disposal. Disposal must be coordinated with the Regional Solid Waste & Recycling Program who will arrange for a dumpster. Railroad ties shall not be placed in regular solid waste dumpsters. Railroad ties *may not* be recycled, but they *may* be reused on a case by case basis.

38. REGULATED FOREIGN GARBAGE (FOREIGN FOOD WASTE)

- Regulated Garbage (Foreign Food Waste) includes, but is not limited to, food scraps, table refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, crews' or passengers' quarters and from aircraft or ships generated during international travel. Regulated Garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed. Plastic disks or plastic waste contaminated with foreign source food and garbage will be managed as Regulated Garbage.

GENERAL

- All Regulated Garbage is to be bagged, labeled with the words "Regulated Garbage" and placed in the Regulated Garbage container.
- Only Regulated Garbage and any item comingled with Regulated Garbage are to be placed into the container.
- All offloads of Regulated Garbage must be logged onto the Foreign Garbage Tracking Log. This form must be faxed or emailed to NAVFAC Integrated Solid Waste Management (ISWM), (757-341-0066/theresa.j.arnold@navy.mil).
- **ALL** Regulated Garbage must be removed from the installation within 72 hours of placement in the Regulated Garbage Container. NAVFAC ISWM will coordinate removal of the container by Stericycle, Inc.
- The seal and door on the Regulated Garbage Container must remain closed unless adding waste.
- For spills, contact the Emergency Communications Command at the respective installation. Spiller will be responsible to perform initial clean-up.
- EV Services will responsd to spills at Navy Installations in Hampton Roads and perform required decontamination.
- The Tracking Log, Fact Sheet and Training presentation are available on the Portal at http://www.navfac.navy.mil/navfac_worldwide/atlantic/fecs/mid-atlantic/about_us/environmental_norfolk/environmental_compliance.html

VESSELS:

- Port Operations, on behalf of the ship, contacts NAVFAC ISWM to order a container prior to ship's arrival. Port Operations will place the container near the ship at the pier.
- The Ship's designee will accompany the CBP inspector during the on-board inspections prior to off-loading Regulated Garbage. The CBP Inspector will determine which food items are to be managed as Regulated Garbage.
- Ship's crew collects all Regulated Garbage in 3 mil plastic bags, labels the bags and places them in the Regulated Garbage container located near the ship at the pier.
- **ALL** food wastes generated within the first 24 hours after arrival must be placed in the Regulated Garbage container.

AIRCRAFT (Naval Station Norfolk and Naval Air Station Oceana)

- Commercial: Jet Services collects Regulated Garbage in 3 mil plastic bags and places in the Regulated Garbage container at the respective locations, LP-210 (Naval Station Norfolk) or Bldg. 3050–North Pad (NAS Oceana).
- Military: Military Crew collects Regulated Garbage in 3 mil plastic bags and places in the Regulated Garbage container at the respective locations.

39. SILVER / SILVER RECOVERY UNITS

Solutions used in silver recovery units (i.e. photography shops, weapons x-ray, dental or hospital/ship X-ray rooms) may require management as a HW. Contact the HW Media Manager for guidance on the management of these units.

40. SOIL GUIDANCE

Soil cannot be removed from construction sites without NAVFAC MIDLANT Environmental Office authorization. This also includes any soil/debris removed from stormwater drainage structures. Any movement of soil/fill material outside of project boundaries, meaning both soil brought onsite and soil from the site relocated to other areas, must be coordinated with the installation Hazardous Waste and the Pest program managers to ensure proper characterization, which may require testing, and environmental compliance. If the excavated soil is going to be reused in the construction site (i.e. for grading), no characterization is required. However, if obvious signs of contamination are observed (free product, staining, odors, etc.) the hazardous waste media manager should be contacted prior to reuse. Any soil that cannot be reused will need to be characterized prior disposal. Contact the HW Media Manager for additional information.

Soil should be stored in a manner that prevents rain from infiltrating the soil matrix and preventing any runoff into the surrounding soil or pavement (e.g. store the soil over and under plastic sheets surrounded by hay bales or in lined, covered dumpsters).

Soil to be used in IR sites

In order to use fill on a Navy Environmental Restoration site, it first must be sampled and analyzed for the following constituents:

TCL VOCs: EPA SW-846 8260B
TCL SVOCs: EPA SW-846 8270C
TCL Pesticides/PCBs: EPA SW-846 8081B_8082A
Total Metals: SW-846 6010 or 6020 (Total Analyte List)
Cyanide: SW-846 9012B
TPH: SW-846 METHOD 5035/8015B

The sample results must be reviewed and approved by the Environmental Restoration Program Manager before the fill maybe used on an Environmental Restoration site.

41. SOLVENTS (i.e. PD-680/Acetone/Alcohols etc.)

All Solvents shall be turned in to the NAVFAC MIDLANT ESD for disposal as HW. Ensure containers are kept closed at all times.

42. SPENT BLAST MEDIA

Spent blast media from blast booths or gloves boxes have the potential for recycling instead of disposal. Ensure blast media is reused/recycled within the blast booth/glove box until it is no longer feasible prior to disposal. Properly label waste container and contact NAVFAC MIDLANT ESD to schedule a pickup.

- Initiate conversation with your blast media supplier to investigate the potential of a take back or recycling program. Contact the installation HW Media Manager for guidance and assistance.

43. TETRAHYDROFURAN (THF)

THF is a chemical that is commonly used as a softener, cleaner, and a bonding enhancer for fiberglass, plastic and rubber, and may be found in such things as boat repair kits. THF degrades by auto-oxidation into crystalline form over time or if exposed to air for a time and presents an explosives risk. THF in crystal form is **highly unstable** and must be disposed of as an emergency response using detonation by EOD or a qualified contractor.

For any THF material, whether still in liquid form or crystallized, notify your base Safety and the Hazardous Waste Media Manager for proper disposal. **Do not** attempt to open, move, or transport the material until it can be properly assessed for continued use/storage/disposal. Targeted NIINS may include item 01-271-4835 and item 01-339-3640.

44. UNKNOWNS

If you discover an unknown waste, please contact your HW Media Manager for guidance.

45. X-2 OR X-3 MATERIALS (CHEMICALS & RESINS)

X-2 and X-3 materials must be de-militarized prior to disposal. Ships need to contact the item manager to receive de-militarized instructions. NAVFAC MIDLANT ESD will also provide this service for an additional cost. Contact NAVFAC MIDLANT ESD to schedule a pickup.

PLEASE NOTE:

To ensure proper handling, on the 1348-1A indicate the items are X-2 or X-3 material.

APPENDIX 1: POINTS OF CONTACT

Hazardous Waste and Pollution Prevention Media Managers

Director	341-0400
Hazardous Waste Media Manager By Installation	
Naval Station Norfolk, Craney Island	341-0478
St. Julien's Creek Annex, Southgate Annex, Scott Creek Annex,	341-0404
Joint Expeditionary Base Little Creek – Fort Story	341-0403
NAS Oceana, Dam Neck Annex, Fentress, Dare County, Northwest	341-0409
NWS Yorktown, Cheatham Annex, New Kent, NMCP	341-0402
Senior Program Manager-All sites	341-0408
Environmental Pollution Prevention Media Managers	341-0405 and 341-1021

Installation Environmental Compliance Departments

Joint Expeditionary Base Little Creek – Fort Story	
Director	462-5350
Lead Environmental Protection Specialist	462-5361
Environmental Protection Specialist	462-5355
Environmental Protection Specialist	462-5353
Environmental Protection Specialist	462-5356
Naval Station Norfolk	
Director	341-0523
Lead Environmental Protection Specialist	341-0516
Environmental Protection Specialist	341-0520
Environmental Protection Specialist	341-0515
Environmental Protection Specialist	341-0511
Environmental Protection Specialist	341-0517
NAS Oceana/ Dam Neck Annex	
Director	433-3437
Lead Environmental Protection Specialist	433-3435
Environmental Protection Specialist (Flight Line, CSFWL, VACAPES, RSO Fuels)	433-3434
Environmental Protection Specialist (Dam Neck, Dare County, MACS24)	433-2131
Environmental Protection Specialist (FRC, NEX, MWR)	433-3439
NWS Yorktown / Cheatham Annex/Yorktown Fuels/ New Kent	
Director	887-4086
Lead Environmental Protection Specialist & New Kent EPS	887-4881
Environmental Protection Specialist	887-4958
Environmental Protection Specialist (WPNSTA Yorktown)	887-4095
Environmental Protection Specialist	887-4384
NSA Hampton Roads	
Director	836-1862
Environmental Protection Specialist	421-8114
NSA Norfolk Naval Shipyard and Annexes	
Director	396-8270
Environmental Protection Specialist	341-0514

Environmental Services Department

NAVFAC MIDLANT ESD	341-0460/0412 Fax:341-0436
Environmental Operations Director/ Supervisor	341-0471
NAVFAC MIDLANT HWO Profile Chemist	341-2295
Asbestos & Insulation Branch	341-0474
NAVFAC MIDLANT Lab Services (LS)	341-0462, 341-0465 (fax)
NAVFAC MIDLANT Oil Recovery NAVFAC MIDLANT Pest Services	341-1909, 341-0460 (fax) 341-0475

Regional Solid Waste and Recycling Program

Regional Director	341-1137
NAS Oceana / Dam Neck	433-2454
Joint Expeditionary Base Little Creek – Fort Story	462-7401
Naval Station Norfolk	445-8700
NSA Norfolk Naval Shipyard and Annexes	635-6310
NWS Yorktown / Cheatham Annex	887-4381
QRP-Qualified Recycling Program (Spent Brass)	433-2454 / 341-1136 / 636-4076
Waste Management Operator (Paper Shredding)	757-641-341-0944

Defense Depot Norfolk Virginia (DDNV)

Note: headquartered on Naval Station Norfolk but services the Mid-Atlantic Region	
Material Offload Scheduling (Trucks)	443-3131 or 443-3146
Material Offload Scheduling (Ships)	443-3120
X-2, X-3 Material Issue	443-3150

DLA Disposition Services

Note: headquartered on Naval Station Norfolk but services the Mid-Atlantic Region	
St. Juliens Creek Division	396-0137 xt.13
Re-sale Information	444-5826
Hazardous Material Turn-in (Receiving)	445-4450/445-9476
Waste Disposal – Supervisor	444-7685
Waste Disposal – Specialist	445-4077
Waste Disposal – Specialist	445-2976
DLA Cylinder Contractor (Haas)	1-866-724-0932
Electronic Waste (e-waste)	445-5115/2412

Fleet Industrial Supply Center (FISC)

Note: headquartered on Naval Station Norfolk but services the Mid-Atlantic Region	
LOGISTICS SUPPORT CENTER	443-1211
HAZMINCEN – NORFOLK LF-50 (HM support provided to Little Creek)	444-2024
HAZMINCEN – OCEANA Bldg. Z-826 (HM support provided to Northwest)	433-3730
HAZMINCEN – Ft. Eustis	878-2781
Reuse Store Facility (X-218)	445-7942
Reuse Store – Cylinder Issue	444-1810, 444-4528

Consolidated Hazardous Material Reutilization & Inventory Management Program (CHRIMP)

CHRIMP Afloat Site Manager	757-445-7943
CHRIMP Afloat Support Bldg. X-218 (AOE/CVN/LHA/LHD/JEBLC)	444-4789/0593
CHRIMP Afloat Support for Joint Expeditionary Base Little Creek – Fort Story West provided by HMPO office Norfolk (LSD, ARS/PC)	443-/1311/2546/2547/2558/2410
CHRIMP JEBLC Carl Emmons	757-351-9843

Other Commands/Departments

Commander Navy Region Mid-Atlantic Safety	322-2926 or 2927
NEMPU2	444-7671
Naval Air Technical Data & Engineering Service Command (NATEC)	https://mynatec.navair.navy.mil
PWC Maintenance Department – Norfolk	341-0788
PWC Transportation Department – Norfolk	341-0761
Port Operations	444-7345
Ship Support Office-Norfolk/JEFLCFS	341-0800/462-4090
Rag Recycling Contract Administrator Radiological Affairs Support Office (RASO)	717-605-6856 887-7610/887-4692

APPENDIX 2: INSTRUCTION FOR DD FORM 1348-1A, or HICSWIN DD FORM 1348-1

http://www.dispositionservices.dla.mil/turn-in/usable/dd1348-1a.pdf

I. GENERAL SAFE HANDLING GUIDANCE

1. Segregate material according to Federal Stock Class (FSC), compatibility and container size.
2. Segregate used from unused HM/HW.
3. Place leaking HM in appropriate salvage containers (5, 55, or 85 gallon).
4. Properly complete four copies of DD Form 1348-1A or HICSWIN 1348-1 for all waste turn-ins. Fax one copy to MIDLANT Environmental Services Desk (FAX: 341-0436) as follows:

II. REQUIREMENTS FOR DOCUMENTATION

NAVFAC MIDLANT, DRMO, & FISC require the following information on DD form 1348-1a, or Form 1348-1 created in HICSWIN**:**

Block:
02. Activity generating the waste, (Ex. Building # or Command/Ship & Hull #).

03. Activity accepting the waste (Ex. MIDLANT, DRMO, FISC, or UIC, etc.)

Mark for “DISPOSAL,” “RECYCLING,” “REUSE,” ”MIDLANT,” “DRMO,” FISC,” etc.

Generic name of product (listing any known contaminants).

18. Type of container (Ex. 55 gallon, 5 gallon, 10 -lb. Box)

19 (or 25-29) Number of containers

Total Weight of Shipment (May leave blank if turned into MIDLANT, they will weigh the materials MIDLANT takes custody of.)

Unit Identification Code (UIC) Number.

FSC and NIIN (The National Stock Number). Include the manufacturer.

Open Area Additional data - Enter MSDS or profile number, if known.

Open Area Job Order Number (JON) (required for non-FLT activities)

Open Area A point of contact (who has knowledge about the process that generated the waste) and phone number and email address.

Open Area Indicate that waste is from a SAA or HWAA and include date of oldest drum.

Open Area All activities not using HICSWIN, list the process that generated the waste, (Ex. Painting, degreasing, etc.)

Open Area Words “Approved for transfer” and a qualified signature

Open Area FISC ECAP stamp approval noted.

In addition to the general requirements, MIDLANT upon receipt of materials will add the following information:

Open Area Unique drum control number or barcode

MIDLANT will sign for custody of material (one copy return to client)

MIDLANT will enter date of acceptance.

For off-site transportation only:

MIDLANT will enter the DOT proper shipping name, UN or NA code, packing group, and EPA codes when appropriate.

When appropriate enter weight.

Open Area Emergency Response Guide number

In addition to the general requirements listed above, DRMO also requires the following information:

Boxes 52-53 Fund Code (Command Specific)

65-66 Demilitarization Code

74-80 Unit Price

Open Area DOT Certification statement: "The HM is packaged in containers as prescribed in DOT HM Regulations 49 CFR parts 170-189." Please note that original containers meet this certification.

NOTE: Range residue must have a signed NOSSA statement on the 1348 for EV services to accept it. OP 5 Volume 1 Seventh Revision 13-15.5.1.3.c
"The material listed on this form has been inspected or processed by DDESB-approved means, as required by DOD policy, and to the best of my knowledge and belief does not pose an explosive hazard."

DD Form 1348-1A

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT

PREVIOUS EDITION MAY BE USED

1. TOTAL PRICE

2. SHIP FROM: WHO YOU ARE

3. SHIP TO: NAVFAC L7-24

4. MARK FOR: DISPOSAL

5. DOC DATE | 6. MMRC | 7. FRT RATE | 8. TYPE CARGO | 9. PS

10. QTY. REC'D | 11. UP | 12. UNIT WEIGHT | 13. UNIT CUBE | 14. UFC | 15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE: ITEM NAME

17. ITEM NOMENCLATURE

18. TY CONT | 19. NO CONT | 20. TOTAL WEIGHT | 21. TOTAL CUBE

22. RECEIVED BY | 23. DATE RECEIVED

YOUR U.I.C. CODE _____

YOUR JOB ORDER NO. _____

TYPE OF CONTAINER IE... BAG, DRUM BOX

HOW MANY 1, 2, 10 ..

POINT OF CONTACT NAME _____

TELEPHONE NO. _____

BLDG NO. OR PIER _____

APPROVED FOR TRANSFER

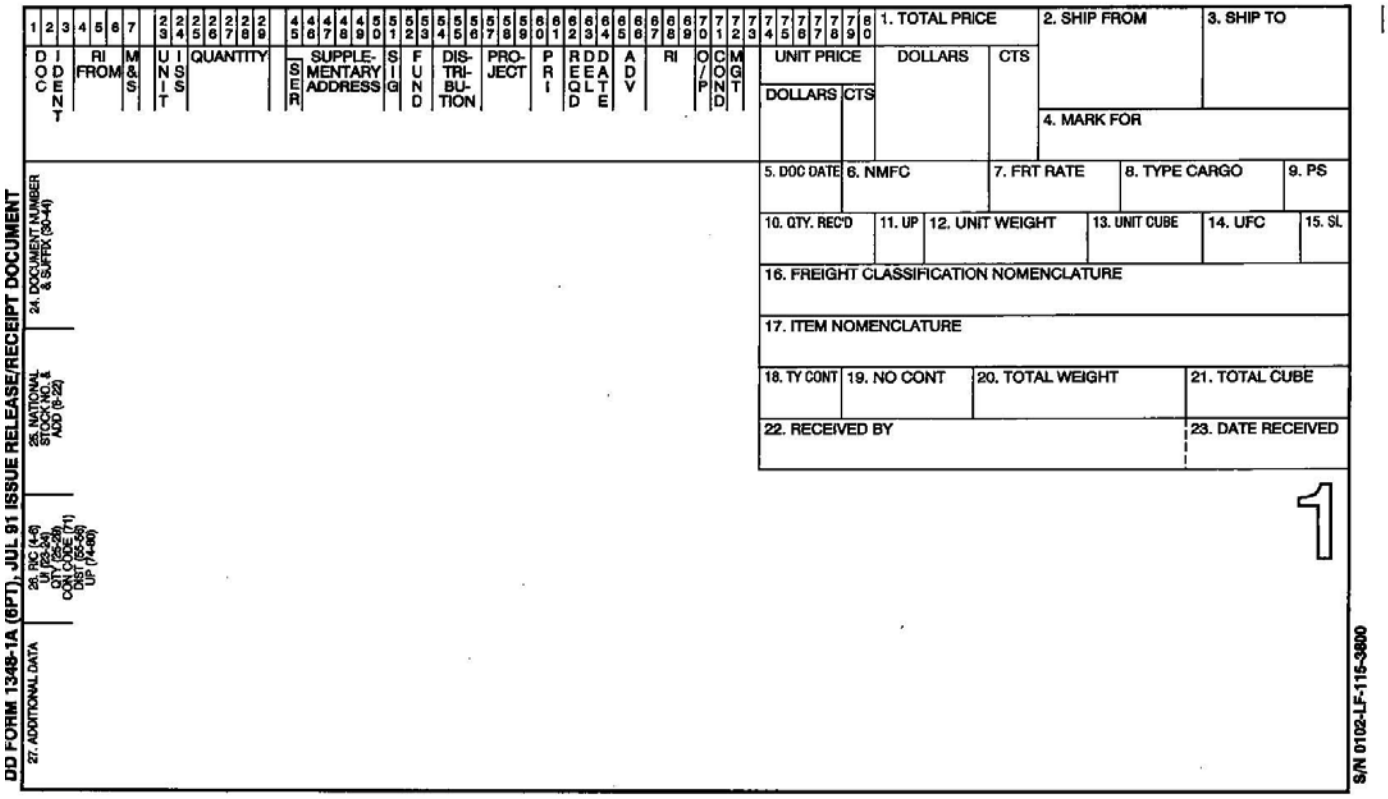
YOUR SIGNATURE HERE _____

DATE _____

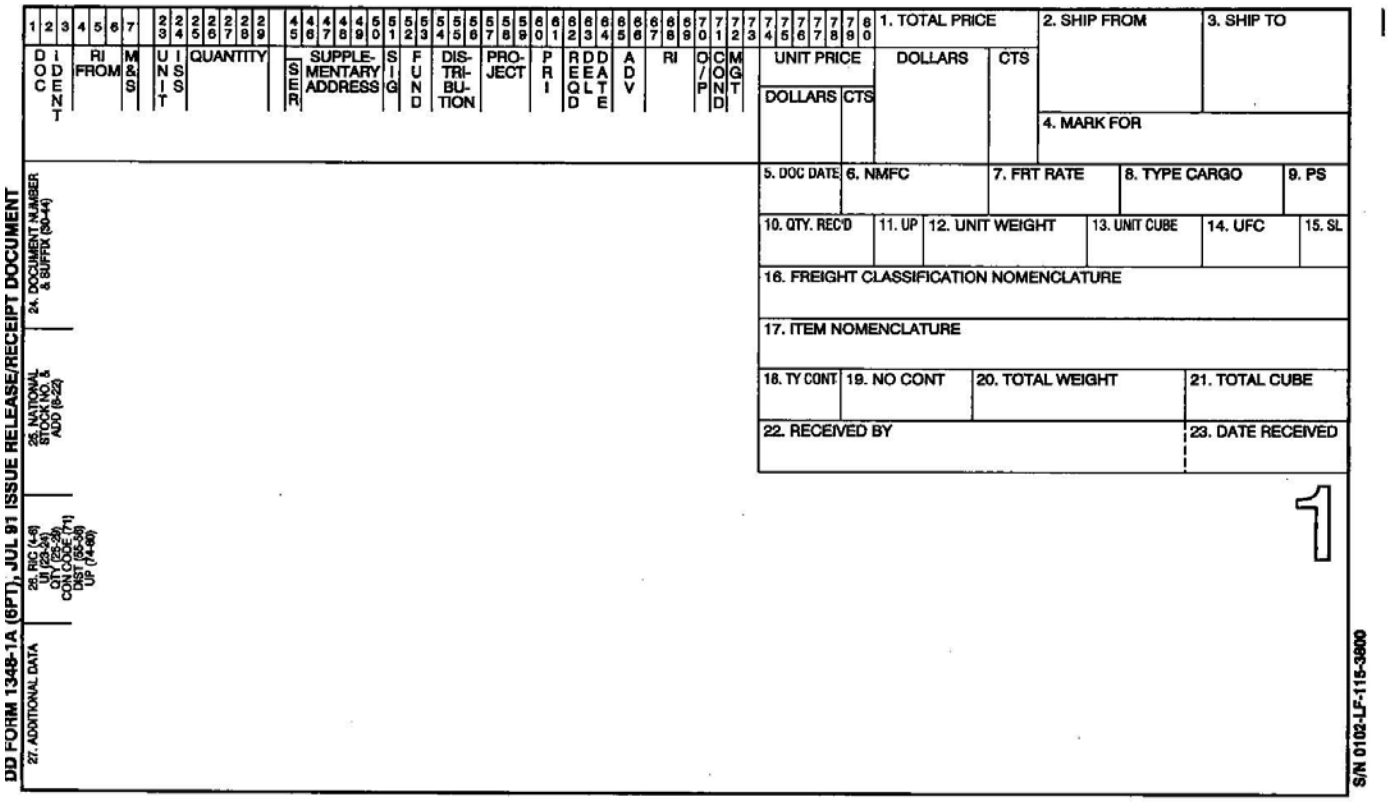
1

SN 0102-LF-114-6000

Blank 1348-1A Form



HICSWIN DD Form 1348



1	2	3	4	5	6	7	23	24	25	26	27	28	29	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC	IDENT	RI FROM	M+S	UNIT	ISS	QUANTITY								SER	SUPPLEMENTARY ADDRESS					SIG	FUND	DISTRIBUTION			PROJECT		PRI	REQD	DATE			ADV	RI			O/P	COND	MGT									
							CN																																										

1 TOTAL PRICE

UNIT PRICE: DOLLARS | CTS

DOLLARS | CTS

2 SHIP FROM: V21247

3 SHIP TO: N00187

4 MARK FOR: PWC

24 DOCUMENT NUMBER + SUFFIX (30-44): V2124730847002

HAZARDOUS MATERIAL

5 DOC DATE | 6 NMFC | 7 FRT RATE | 8 TYPE CARGO | 9 PS

10 QTY RECD | 11 UP | 12 UNIT WEIGHT | 13 UNIT CUBE | 14 UFC | 15 SL

16 FREIGHT CLASSIFICATION NOMENCLATURE

17 ITEM NOMENCLATURE: CLEANING LUBRICATING COMP

25 NATIONAL STOCK NO + ADD (8-22): 6850000035295

18 TY CONT | 19 NO CONT | 20 TOTAL WEIGHT | 21 TOTAL CUBE

22 RECEIVED BY | 23 DATE RECEIVED

26 RIC (4-6)
UI (23-24)
QTY (25-29)
CON CODE (71)
DIST (55-56)
UP (74-80)

Manufacturer Name: 4-TEK INDUSTRIES, INC.

Manufacturer Address:

ECAP

27 ADDITIONAL DATA

APPROVED FOR TRANSFER

SKC (SW) DAVIS

USS THEODORE ROOSEVELT (CVN-71)

Date: Initials:

APPENDIX 3: SPILL REPORTING PROCEDURES

1. In the event of a spill of oil or a hazardous substance, Navy personnel may take action to stop, reduce, or contain the spill, provided they have the proper training and equipment to do so without risking personal injury/contamination.

2. Report **ALL** spills to the Emergency Communications Center (ECC) immediately. Notify the ECC if any cleanup assistance required (i.e. MIDLANT Spill Response Team).

Naval Station Norfolk	444-3333
NAS Oceana	433-9111
Dam Neck Annex	433-9111
NWS Yorktown	887-4911
JEB Little Creek	462-4444
JEB Ft. Story	422-7141
NALF Fentress	433-9111
DFSP Craney Island	396-3333
NNSY	396-3333
ROTHR New Kent	887-4911
St. Helena Annex	911
NSA Northwest	911
Dare County	911
NMC Portsmouth	396-3333

ECC will dispatch the appropriate station Command Duty Officer (CDO) and the Station Fire Department to the spill location. Upon arrival of the Fire Department, the command who reported the spill will relay all of the pertinent information to the Fire Department, who will serve as the Incident Commander (IC) for the duration of the spill containment, clean up and investigation process. The following information should be obtained:

INFORMATION REQUIRED WHEN REPORTING A SPILL

Name of person reporting the spill.	Quantity spilled
Command of person reporting the spill.	Cause of spill
Location of spill, Date & time of Spill	Substance spilled
Weather conditions including wind direction and speed and cloud cover	
Slick description including color and size	
Clean-up information: method, time and person(s) performing the clean up.	
Spill Cleanup assistance requirements	
Notifications made to other commands.	

3. The National Response Center (NRC) will be notified by the Emergency Communication Center (ECC). The command responsible for spill must contact the Installation Environmental Office to ensure the spill information is available.

4. The command responsible for the spill is required to report the incident, by sending a Navy spill message, in accordance with COMNAVBASENORVA/SOPA(ADMIN)HAMPINST 5400.1F and OPNAVINST 5090.1C, 5090.3, and 3100.6H. CHECK WITH SPILL PM.

5. If there are any questions on spill reporting requirements, call your Environmental Media Manager or Installation Environmental Office for more information. Personnel that fail to report a spill or who submit false or misleading information may be subject to criminal sanctions, including fines and/or imprisonment.

APPENDIX 4: CONTAINER PROCUREMENT & MARKING DEVICES

CONTAINER PROCUREMENT

If original containers cannot be used to store the HW, acceptable containers may be obtained by the following methods:

1. The RRP has free, used drums on a limited basis. Ensure these drums have been cleaned and do not contain any residual hazardous waste prior to reuse. Contact the RRP for availability.

2. New or reconditioned drums can be purchased through FISC, contact FISC Customer Service for more details.

    - 55 gallon steel with bung openings: NSN 8110-00-292-9783
    - 55 gallon steel with open tops: NSN 8110-00-030-7780
    - 55 gallon plastic with bung opening: NSN 8110-01-150-0677

3. Other containers may be used if they meet the DOT container requirements. Any container used to store a hazardous waste must be made of or lined with materials, which will not react with, and are compatible with the item(s) to be stored inside them. The container must possess the ability to hold the waste without being impaired. The containers must be able to be secured/sealed to ensure the contents will not spill during routine storage or transportation.

    Empty drums can be obtained through the NAVFAC MIDLANT ESD who will provide containers as a last resort with a DD- 1348.

MARKING DEVICES

Paint Pens may be used to mark the containers with the proper information. Ordering information for Paint Pens is listed below:

- White Paint Pen NSN 7520-01-207-4149
- Red Paint Pen NSN 7520-01-207-4161
- Yellow Paint Pen NSN 7520-01-207-4165
- Gold Paint Pen NSN 7520-01-207-4166

APPENDIX 5: SITE GUIDANCE FOR SATELLITE ACCUMULATION AREAs

Enclosure: Inspection Checklist for Satellite Accumulation Area (SAA)

HW Satellite Accumulation Area

CHECK TO ENSURE

- Drums are kept closed except when adding waste
- HW labels are facing outward
- Secondary containment is clean (if applicable)
- Max Capacity: 55-gallons, regardless of the # of HW containers
- When HW containers are 75% full, arrange for pickup (341-0412/ 0460)
- Do not date drum until is full (3 days to move to <90 days or dispose)

HW Container ***Legally Required*** Label

Please call the Hazardous Waste Manager with any HW issues: _____

If an uncontrolled spill occurs , please call _____

SATELLITE ACCUMULATION AREA (SAA) CHECKLIST

INSPECTOR	INSPECTION DATE/TIME		AREA
HW CUSTODIAN	PHONE NUMBER	HW TRAINING DATE	CODE/UNIT

All checklist questions must be answered. All "NO" answers require the violation to be noted and corrected unless otherwise noted. Comment may include violation description, action, date action completed, and other pertinent details.

SATELLITE ACCUMULATION AREA Compliance Questions	***Circle Answer***	***Comment***
1. Is the SATELLITE ACCUMULATION AREA near the point of generation and under control of the operator of the process generating the waste?	Yes No	
2. Is the area free of any spills or container overfills (waste product on the container lid) and is good housekeeping maintained?	Yes No	
3. Is a fire extinguisher located and available within 50 feet and is the inspection current?	Yes No	
4. Is spill control equipment (Example: absorbents) available at the SATELLITE ACCUMULATION AREA?	Yes No	
5. Is the HW operator/site custodian annual training up to date?	Yes No	
6. Is a "SATELLITE ACCUMULATION AREA" sign with Primary and Alternate emergency contact information posted at the site?	Yes No	
7. Is a "NO SMOKING" Sign posted at the Satellite Accumulation Area?	Yes No	
If there is no hazardous waste currently stored at the site answer N/A for the remainder of checklist.		
8. Is the total volume of hazardous waste 55 gallons or less (OR 1 quart or less of acutely hazardous waste)?	Yes No N/A	
9. Are containers kept sealed at all times except when waste is added?	Yes No N/A	
10. Are containers in good condition (non-leaking or non-corroded) and compatible with the waste stored in them? (Example of incompatibility: corrosive waste in a metal drum).	Yes No N/A	
11. HW Labeling Checks		
a. does each HW container have a HW label?	Yes No N/A	
b. clearly visible and facing out for inspection?	Yes No N/A	
c. include the words, "HAZARDOUS WASTE?""	Yes No N/A	
d. include specific contents of the waste(s)?	Yes No N/A	
e. include the accumulation date? (Containers must only be dated once the total volume of the SATELLITE ACCUMULATION AREA reaches 55 gallons, or one quart of acute HW, then all the wastes must be removed within 72 hours).	Yes No N/A	
12. If the Satellite Accumulation Area container (I.E. 55 Gallon) has reached capacity has the container been dated and moved to the Hazardous Waste Accumulation Area site within 72 hours?	Yes No N/A	

For Environmental Personnel Only:
Check Inspection Type: Oversight___; Setup___; Closeout___

APPENDIX 6: SITE GUIDANCE FOR HAZARDOUS WASTE ACCUMULATION AREA

Enclosure: Hazardous Waste Accumulation Area Inspection Checklist for Containers Less Than or Equal to 119 Gallons.

HW (<90 Day) Accumulation Area

CHECK TO ENSURE

- Drums are kept closed except when adding waste
- HW labels are facing outward
- Secondary containment is clean
- Contact Environmental Services (341-0412/0460) to arrange HW container pickup no later than the 45th day from **ASD**
- Site **MUST** be inspected every 7 days (records kept for 3 years)
- Aisle space **MUST** allow for removal of HW and a 360 degree inspection
- No limit on volume storage

HW Container ***Legally Required*** Label

Must have a start date if waste is placed in drum (**ASD**)

Must identify type of waste

Please call the Hazardous Waste Manager with any HW issues: _____

If an uncontrolled spill occurs , please call _____

HAZARDOUS WASTE ACCUMULATION AREA (HWAA) CHECKLIST

INSPECTOR	INSPECTION DATE/TIME		AREA
HW CUSTODIAN	PHONE NUMBER	HW TRAINING DATE	CODE/UNIT

All checklist questions must be answered. All "NO" answers require the violation to be noted and corrected unless otherwise noted. Comment may include violation description, action, date action completed, and other pertinent details.

HAZARDOUS WASTE ACCUMULATION AREA Compliance Questions	***Circle Answer***	***Comment***
1. Are good housekeeping standards employed?	Yes No	
2. Is the area free of any spills or container overfills (waste product on the container lid)?	Yes No	
3. Is a fire extinguisher located and available within 50 feet and is Inspection current?	Yes No	
4. Is spill control equipment (examples: absorbents) available at the Site?	Yes No	
5. Are HAZARDOUS WASTE inspections conducted and properly documented every 7 days?	Yes No	
6. Are HAZARDOUS WASTE inspection records kept for 3 years?	Yes No	
7. Is the HW operator/site custodian annual training up to date?	Yes No	
8. Is a "HAZARDOUS WASTE ACCUMULATION AREA" sign with Primary and Alternate emergency contact information posted at the site?	Yes No	
9. Is a "NO SMOKING" sign posted?	Yes No	
If there is no hazardous waste currently stored at the site answer N/A for the remainder of checklist.		
10. Are HAZARDOUS WASTE containers in good condition (non-leaking or non-corroded) and compatible with the waste stored in them?	Yes No N/A	
11. For hazardous waste containing volatile organics, are individual HAZARDOUS WASTE containers either (circle applicable items)		
a. less than 26 gallons?	Yes No N/A	
b. 26 or greater but less than 119 gallons; and DOT approved?	Yes No N/A	
c. Is air emissions documentation allowing non-DOT containers maintained with the inspection records?	Yes No N/A	
12. Are incompatible wastes separated by a wall, berm, or overpack to prevent mixing?	Yes No N/A	
13. Are HAZARDOUS WASTE containers kept sealed except when waste is being added or removed?	Yes No N/A	
14. HW Labels **a.** does each HW container have a HW label?	Yes No N/A	
b. clearly visible and facing out for inspection?	Yes No N/A	
c. include the words, "HAZARDOUS WASTE?"	Yes No N/A	
d. include specific contents of the waste(s)?	Yes No N/A	
e. include the accumulation date?	Yes No N/A	
15. Are old Hazardous Waste labels & markings removed?	Yes No N/A	
16. Date of oldest HW container in the HWAA.		
17. Has a pickup request been submitted for all HW containers that have been accumulating for more than 45 days?	Yes No N/A	
18. Are adequate aisle spaces maintained for incident response?	Yes No N/A	

For Environmental Personnel Only: Check Inspection Type: Oversight___; Setup___; Closeout___

APPENDIX 7: SITE GUIDANCE FOR UNIVERSAL WASTE ACCUMULATION AREA

Enclosure: Universal Waste Accumulation Area (UWAA) Inspection Checklist

Universal Waste Accumulation Area

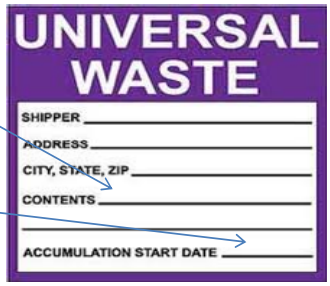
CHECK TO ENSURE

- Drum lids are secure and boxes sealed
- UW labels are facing outward
- **ASD** reflects the date when item is put at site
- Arrange for pickup (341-0412/0460) no later than the 270th day (9 months) from **ASD**

UW Container ***Legally Required*** Label

Must identify type of waste

ASD



Please call the HW Manager with any HW issues:

_____

If an uncontrolled spill occurs , please call _____

UNIVERSAL WASTE ACCUMULATION AREA (UWAA) CHECKLIST

INSPECTOR	INSPECTION DATE/TIME		AREA
HW CUSTODIAN	PHONE NUMBER	HW TRAINING DATE	CODE/UNIT

All checklist questions must be answered. All "NO" answers require the violation to be noted and corrected unless otherwise noted. Comment may include violation description, action, date action completed, and other pertinent details.

UNIVERSAL WASTE ACCUMULATION AREA Compliance Questions	***Circle Answer***	***Comment***
1. Is the area free of any spills or container overfills (waste product on the container lid)?	Yes No	
2. Are good housekeeping standards employed?	Yes No	
3. Is a fire extinguisher located and available within 50 feet and is Inspection current?	Yes No	
4. Is spill control equipment (examples: absorbents) available at the Site?	Yes No	
5. Is the HW operator/site custodian annual training up to date?	Yes No	
6. Is a "UNIVERSAL WASTE ACCUMULATION AREA" sign with Primary and alternate emergency contact information posted at the site?	Yes No	
7. Is a "NO SMOKING" sign posted?	Yes No	
If there is no Universal Waste currently stored at the site answer N/A for the remainder of checklist.		
8. Are Universal Waste containers kept sealed except when waste is being added or removed?	Yes No N/A	
9. Are Universal Waste containers in good condition (non-leaking or non-corroded) and compatible with the waste stored in them?	Yes No N/A	
10. Is each Universal Waste item or the container for the Universal Waste(s) labeled or marked with one of the following phrases? Circle the applicable item:		
a. "Universal Waste – Battery(ies)", or	Yes No N/A	
b. "Universal Waste – Pesticide(s)", or	Yes No N/A	
c. "Universal Waste – Mercury Containing Equipment", or	Yes No N/A	
d. "Universal Waste – Lamp(s)"	Yes No N/A	
11. Is each Universal Waste container for the universal waste(s) labeled with the accumulation start date?	Yes No N/A	
12. Are adequate aisle spaces maintained for incident response?	Yes No N/A	
13. Date of oldest UW container in the UWAA.		
14. Has a pickup request been submitted for all UW containers that have been accumulating for no more than 270 days (9 months)?	Yes No N/A	
15. Is the Universal Waste segregated/packaged and/or stored correctly? (i.e. Waste lithium batteries individually wrapped/packaged).	Yes No N/A	

For Environmental Personnel Only:
Check Inspection Type: Oversight___; Setup___; Closeout___

APPENDIX 8: PROCEDURE FOR ESTABLISHING A JOB ORDER NUMBER

In order to provide service to any customer, a job order number (JON) must be established with the NAVFAC Midlant Financial Management Business Line, Accounts Receivable Department.

To establish a job order number the customer must provide a Funding Document (NAVCOMPT form 2275) or a Requisition & Invoice (form DD-1149). The funding document should state under the description of work "MIDLANT ENVIRONMENTAL SERVICES " at minimum and should list the type of work requested. Forms may be obtained at the comptrollers' office for each command (phone: 341-1325/1318). A copy of the completed funding document must be sent to NAVFAC-MIDLANT (Accounts Receivable), FAX # (757) 341-1318. The NAVFAC MIDLANT Accounts Receivable Department can assign a job order as soon as the funding document is received. Work may be requested as soon as a valid JON is established.

Appendix 9: CALL 2 RECYCLE GUIDELINES

Call2Recycle

Rechargeable Battery Recycling Program Management Guidelines

This program is designed to recycle your old, rechargeable batteries from items such as cell phones, lab tops, power tools, etc. at no costs to your facility. Rechargeable batteries meet the definition of Universal Waste and must be properly managed during accumulation and sent for proper disposal or recycling.

Contact your installation Hazardous Waste (HW) Media Manager to get started with your own Call2Recycle collection box.

1) The HW Media Manager will provide the proper tools and training to successfully manage and recycle your rechargeable batteries. In addition to the provided on-site training, web based training may be accessed at https://environmentaltraining.ecatts.com/.

2) A POC will be designated as the responsible person for the collection box at the time it is established. The name and number of this POC will be documented on a site specific sign provided by the HW Media Manager. **Only this POC and those trained on the Call2Recycle program will be allowed to bag and place batteries into the collection box.** The sign also provides the POC with a battery recycling guide for reference.

3) Each battery shall be packaged in accordance with the directions on the box. Leaking or damaged batteries cannot be recycled and should be disposed of as HW. Your HW Media Manager can assist with this process. Adhering to these directions will help ensure safe storage.

4) The box must be dated when the very first battery is placed in it. Once the collection box is full or the 270 day limit has been reached (whichever comes first), tape the box closed and ship through UPS.

5) The collection boxes are already properly labeled and marked to comply with DOT and EPA regulations so additional labels or markings will not be required.

6) Site inspections will be performed quarterly by your assigned Environmental Protection Specialist to check for site safety, proper storage and correct batteries.

7) Please coordinate with the HW Media Manager to receive new collection boxes.

HW Compliance Director	341-0400
Hazardous Waste Media Manager By Installation	
Naval Station Norfolk, Craney Island, NSA Norfolk	341-0478
NWS Yorktown, Cheatham Annex, New Kent, NMCP	341-0402
St. Julien's Creek Annex, Southgate Annex, Scott Creek Annex	341-0404
Joint Expeditionary Base Little Creek – Fort Story,	341-0403
NAS Oceana, Dam Neck Annex, Fentress, Dare County, Northwest	341-0409