UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 5090.5A
LN
12 Jan 04

AIR STATION ORDER 5090.5A

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: REQUIREMENTS FOR HANDLING, STORAGE, TRANSFER, AND DISPOSAL OF HAZARDOUS WASTE (HW)

Ref: (a) MCO P5090.2

Encl: (1) Responsibilities of the Environmental Affairs Department
(2) Responsibilities of Hazardous Waste Generators
(3) 90-Day Accumulation Site Operating Procedures/Unit Inspections
(4) Satellite Accumulation Site Operating Procedures
(5) Used Oil and Liquid Petroleum Products
(6) Responsibilities of DRMO

1. Situation. MCAS Cherry Point generates large quantities of HW and is, by definition, a large quantity generator of HW. The Resource Conservation and Recovery Act (RCRA) regulations of 1976, with amendments, and the North Carolina HW and Solid Waste Management rules establish standards for generators and transporters of HW to protect human health and the environment. A failure to comply with these rules and standards is a violation of Federal and State law.

2. Cancellation. AirStaO 5090.5.

3. Mission. To establish local policy and procedures for the management of HW, aboard MCAS Cherry Point.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Air Station will comply with all HW laws, regulations, policies and directives and establish a HW management program that protects MCAS Cherry Point assets.

(2) Concept of Operations

(a) The Environmental Affairs Department (EAD) provides overall coordination of the HW management program and budgets for the disposal of HW. Enclosure (1) outlines basic responsibilities of EAD.

(b) The Facilities Development Department (FDD) approves as appropriate, siting requests for all new buildings and structures, and other land disturbing activities. Coordinates with EAD and the Fire Division to ensure HW accumulation sites are properly located in relation to all existing or planned facilities, utilities, and land uses.

(c) Each unit that generates a HW will carry out the HW generator responsibilities outlined in enclosure (2).

(d) Each unit that generates a HW will establish either a 90-day HW accumulation site or a satellite HW accumulation site and follow the appropriate operating procedures described in enclosure (3) or (4), respectively.

(e) Each unit that generates a HW will consult with EAD on all matters associated with the handling, accumulation, storage and disposal of HW.

(f) Each unit that generates HW will provide for the procurement of all drums, paints, stencils, pallets, safety clothing, communication systems, alarms, decontamination equipment and etc. for the accumulation, handling and disposal and cleanup of HW.(g) HW regulations promote recycling of certain, specific waste streams. Enclosure (5) identifies used oil and liquid petroleum products that are suitable for recycling under RCRA.

(h) Units that generate a HW will designate an Environmental Coordinator and an Assistant Environmental Coordinator within their respective units. The designated Coordinator will be responsible for all environmental compliance issues within a unit including the HW program. The Environmental Coordinator will be a military officer of the rank Warrant Officer (WO)-01 or higher, or a civilian employee of the grade General Schedule (GS)-09 or higher, or Wage Grade (WG)-09 or higher.

b. Subordinate Element Missions

(1) Defense Reutilization and Marketing Office (DRMO)

(a) Operates the DRMO RCRA permitted HW storage facility per the provisions of the North Carolina RCRA Part B Permit.

(b) Enclosure (6) outlines additional responsibilities of DRMO.

(2) Training Department, MCAS Cherry Point. Coordinates with EAD to develop, budget for, implement, and schedule RCRA initial and annual refresher training and other special training as required to comply with RCRA; and, maintains up-to-date training records for civilian personnel.

(3) Fire Division, MCAS Cherry Point

(a) Except for accumulation sites that are located within NADEP, the Fire Division provides approval via the FDD for the location of all HW accumulation sites prior to any HW being accumulated by a unit.

(b) Provides technical support and emergency response for HW incidents.

(4) Facilities Maintenance Department (FMD), MCAS Cherry Point

(a) Maintain an on scene spill response team to provide remedial response and clean up of HW and petroleum, oil, and lubricants (POL) spills. Provide and maintain spill control and emergency response equipment for onshore spills.

(b) Provide for collection of uncontaminated used POL's. Only POL's listed in enclosure (5) shall be accepted for recycling. All used POL's will be tested by FMD prior to pickup.

(c) Perform routine and emergency maintenance on environmental control equipment.

(d) In consultation with Air Station HW Coordinator, assist the contractor with collection of POL samples. Procure

equipment and develop test procedures per Federal and State guidelines for routine water, wastewater, and groundwater samples.

(5) Naval Hospital. Provides technical support and emergency services during a HW incident and provides medical monitoring of personnel who handle HW as required by Occupational Safety and Health Administration directives.

(6) NAVAL AIR DEPOT (NADEP)

(a) Provides EAD with an updated map of all HW accumulation sites under control of NADEP, whenever there are changes. Complies with all provisions of the RCRA Part B Permit. Considers input of the EAD and Fire Division for the siting of all accumulation sites and recognizes that EAD, as the HW Coordinator and the RCRA Part B Permit holder for the Air Station, has the final approving authority for all accumulation sites at NADEP.

(b) Develops methods and program elements for identifying HW reduction opportunities and ensures waste reduction is accomplished at NADEP. NADEP will provide an annual summary report of HW reduction initiatives to EAD by 15 Jan of each year.

(c) Develops HW Profiles using certified laboratory analysis for NADEP HW streams. Submits updated Profile Numbers to DRMO at the beginning of each calendar year and as new HW streams are developed.

5. Administration and Logistics. The CG, 2d MAW, CO'S, NADEP, NAVHOSP, CSSD-21, 12th Dental and DRMO concur with the contents of this Order insofar as it pertains to members of their command.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to Marine Corps Reserve.

ANDREW KOWALSKI
Chief of Staff

DISTRIBUTION: A

Responsibilities of the Environmental Affairs Department

1. Appoints a HW coordinator for the Air Station.

2. Provides technical assistance to the Air Station for the handling, accumulation, transportation, disposal, identification and classification of HW.

3. Inspects the Air Station and tenant commands for compliance with applicable laws, regulations, and directives and make recommendations for improving the effectiveness of an organization's HW management program. The written results of inspections will be forwarded to the inspected organization via the chain of command.

4. Develops and facilitates, formal, RCRA HW training for military and civilian personnel, where the training meets the minimum requirements of 40 CFR 264.16 and 265.16.

5. Provides informal, on-site RCRA HW training for military and civilian personnel.

6. Develops, maintains, and distributes HW records, reports, information, and instructions to Federal, State, and local agencies.

7. Establishes and implements HW minimization and recycling programs.

8. Budgets for the HW management program.

9. Acts as the official liaison between Federal and State Environmental Regulatroy Agencies and the Air Station.

10. Coordinates with FDD and the Fire Division to provide site approval for all HW accumulation sites.

11. Develops HW Profile Numbers for all waste streams generated aboard the Air Station, except the waste streams generated by NADEP. Submits Profile Numbers to DRMO at the beginning of every calendar year and/or when a new HW Stream is generated for which there is no Profile Number.

Responsibilities of Hazardous Waste Generators

1. HW streams will be segregated by compatibility. Generators will use the information in Tables 1 and 2 to segregate HW streams. Original shipping containers should be retained and used for HW collection whenever possible.

Table 1 - SEGREGATION CATEGORIES FOR HAZARDOUS WASTE

ACIDS	CAUSTICS	OXIDIZERS
Acid sludge Acid and water Battery acid Acidic electrolyte Acidic chemical cleaners Acidic etching liquids Acidic solvents Pickling liquid Other corrosive acids Spent mixed acids	Acetylene sludge Alkaline caustic liquid Alkaline cleaners Alkaline corrosive liquids Alkaline battery fluid Caustic waste water Lime sludge Corrosive headlines Lime waste water Lime and water Spent caustic	Chlorates Chlorites Chromic acid Hypochlorites Nitrates Nitric acid Perchlorates Permanganates Peroxide Other strong oxidizers
ORGANICS	**REACTIVES**	**GENERAL WASTE**
Cleaning solvents Data processing liquids Solvents Petroleum waste/used oil that contains toxic chemicals Alcohol Aldehydes Halogenated hydrocarbons (containing chlorine, bromine, fluorine, and/or iodine) Unsaturated hydrocarbons (containing alkanes, i.e., gasoline) Nitrated hydrocarbons Other reactive organic compounds Other reactive solvents	Aluminum Beryllium Calcium Lithium Magnesium Potassium Sodium Zinc powder Other reactive metals and metal hydrides Spent cyanide and sulfide solutions	Mercury Un-rinsed pesticides containers Waste pesticides Contaminated water Other toxic waste

ENCLOSURE (2)

Table 2 – Hazardous Waste Storage Compatibility List

	ACID	CAUSTIC	ORGANIC	OXIDIZER	REACTIVE	GENERAL
ACID	**	NC	NC	NC	NC	NC
CAUSTIC	NC	**	NC	C	NC	NC
ORGANIC	NC	NC	**	NC	NC	NC
OXIDIZER	NC	C	NC	**	NC	C
REACTIVE	NC	NC	NC	NC	**	NC
GENERAL	NC	NC	NC	C	NC	**

C- Compatible NC- Non compatible

Caution: This table is intended only as a guide to indicate the need for special precautions when managing potentially incompatible waste materials. The table provides a broad grouping of chemicals with many possible combinations. One group can be considered dangerously reactive with another group, but there may be some combinations between groups that would not react dangerously. Further research is required in order to handle individual chemicals.

2. All Environmental Coordinators, Assistant Coordinators and HW handlers will attend a RCRA HW training class or receive on the job training provided by EAD before assuming HW duties, and will attend an annual refresher class thereafter.

3. Generators will establish either a 90-Day HW accumulation site or a satellite HW accumulation site and follow the appropriate site management procedures. Site approval must be obtained from FDD before establishing a new 90-day accumulation site.

4. All accumulated HW at a 90-day site shall be turned into DRMO before a unit deploys.

5. Generators will coordinate directly with DRMO to schedule turn-in of HW and mark drums per DRMO policy. An example of the correct drum markings is provided.

6. Generators will complete a DD Form 1348-1A for HW turn-in to DRMO and distribute the completed forms as required. Instructions and sample format for DD Form 1348-1A are provided.

7. Generating unit Environmental Coordinators or designees will inspect HW drums that are prepared for turn-in to DRMO. The Environmental Coordinator or designee will certify on the completed DD form 1348-1A that he has inspected the HW destined for turn-in and that the drum markings are correct.

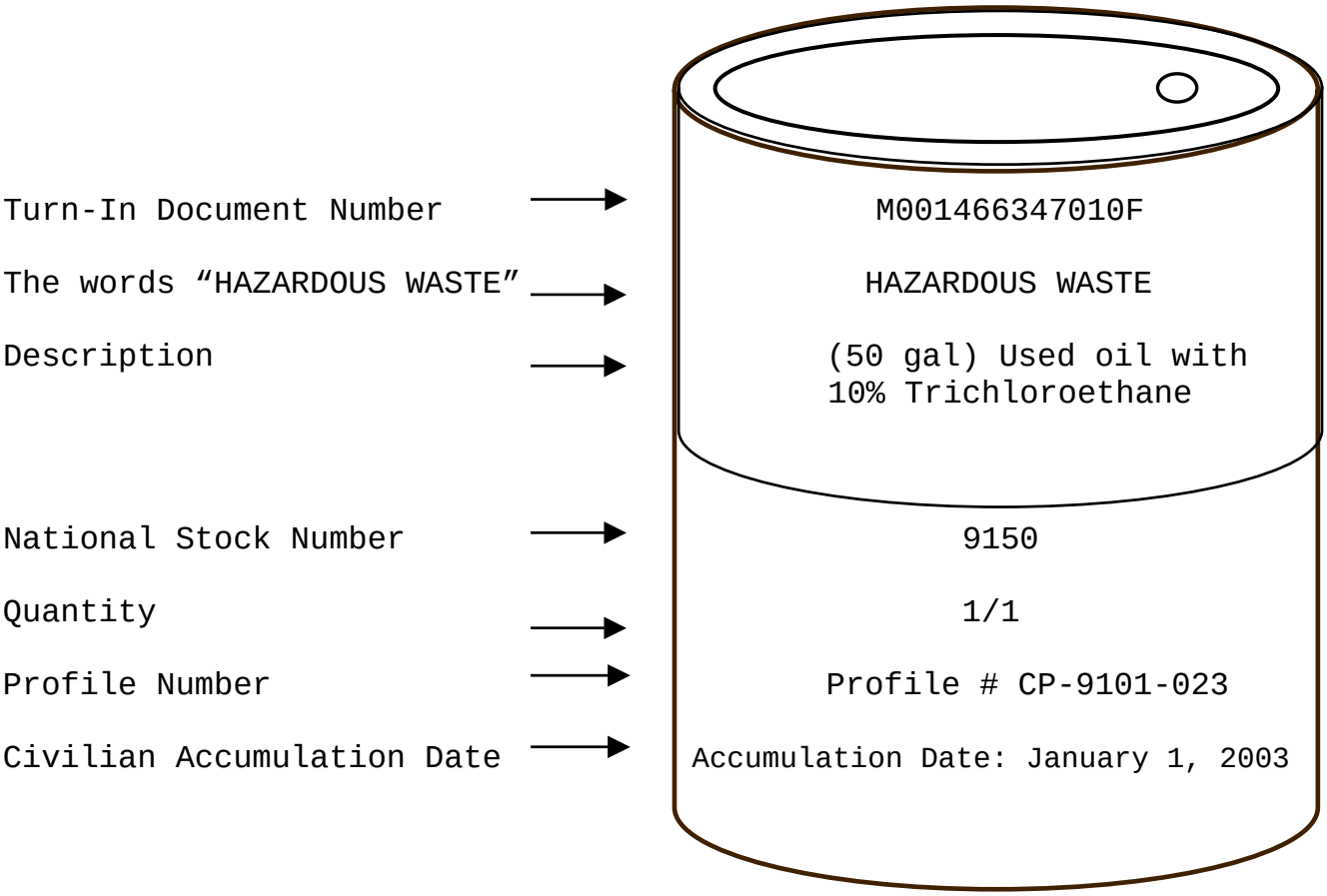
8. Except for NADEP, who prepares their own HW Profile Numbers, HW generators will obtain a HW Profile Number from EAD for all waste streams turned in to DRMO. To obtain a HW Profile Number for any new waste stream, generators will complete the form, Request for HW Profile, and forward the completed form to EAD along with any material safety data sheets.

9. Units will transport their own HW to the DRMO HW storage area. Vehicles transporting HW will be marked on all sides with a HW placard. Placards are provided by EAD upon request. Units will notify the air station Fire Division prior to transporting HW, will ensure that spill response equipment is readily available during transport, and ensure that all HW is secured. Unauthorized transportation of HW on public highways is against the law.

10. Proper marking procedures for HW Containers

a. The use of black or white paint pens on a contrasting background and a minimum of 2 inch lettering are required for marking HW containers for turn-in to DRMO. DRMO will accept turn-ins of HW between 0800–1100 and 1200–1430 on Monday through Thursday. Deviation from the above schedule must be coordinated with DRMO Environmental Branch, 466-3338.

b. Liquids are required to be in a bung type container and solids in a removable top container. Overpack containers are not to be used as the primary storage container for HW. United Nations (UN) containers are required for shipment of HW and must be compatible with the waste product. All containers must be in good, usable condition, i.e., free of rust, dents, and disfigurement.



ENCLOSURE (2)

1. Instructions for Completing DD Form 1348-1A Turn-In Document for Hazardous Waste (HW)

a. Enter the “unit of issue” in columns 23–24. DR, BX, LB, EA.

b. Enter the number of containers being turned in, in columns 25-29. You must use five digits.

c. Enter the fund code of “CI” in columns 52,53.

d. Enter the disposal authority code of “N” in columns 62-64.

e. Enter the demil code in columns 65, 66. Use demil code as identified in FEDLOG.

f. Enter the condition code of “H” in columns 70-73.

g. Enter the “unit price” in columns 74-80.

h. Enter the total price in block 1. If a hazardous material is being turned in use the actual price of the material. Use $0.01 for the total price if turning in HW. HW disposal cost is determined by weight.

i. Enter the ship from address in block 2. This is the unit turning in the HW, to include a point of contact and phone number. If you do not have enough room in block 2, you may type the required information below block 22.

j. Enter DRMO Cherry Point NC in block 3.

k. Enter “hazardous material” or “hazardous waste” in block 4.

l. Enter the DOT proper shipping name in block 16. This can be found on the Material Safety Data Sheet.

m. Enter the item nomenclature in block 17.

n. Enter the type of container in block 18.

o. Enter the number of containers in block 19.

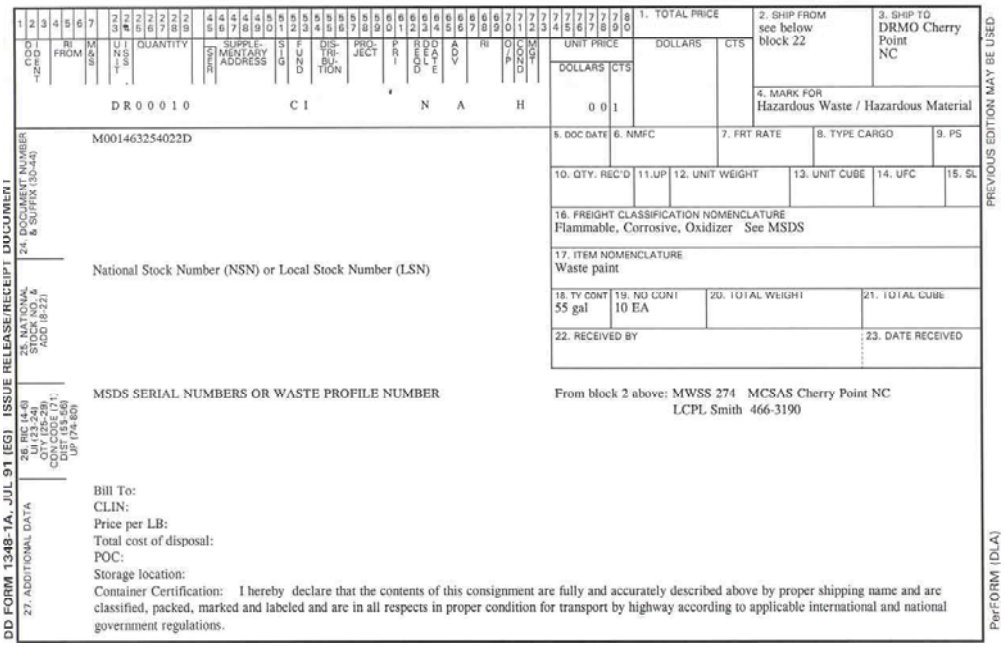
p. Type in total weight: DRMO will enter the total weight when the waste is delivered to DRMO.

q. Enter the document number in block 24. Type the DODAAC code "M00146"; followed by the julian date; followed by the document number for that particular day and your two-digit unit code.

r. Enter the National Stock Number (NSN) in block 25. If the waste is in the original unopened container and has a valid NSN, then the valid NSN should be used. If the waste is a processed waste, used or contaminated hazardous material, or the container is in an over pack with several chemically consistent items, then an LSN should be constructed. LSN is constructed using an appropriate FSC followed by the numbers 00, followed by the common name. EXAMPLE: 8010-00-PAINT.

s. Enter the MSDS serial number or appropriate Profile number associated with the waste.

t. Enter the following in block 27: The billing DODAAC, CLIN, Price per pound, Total cost of disposal, POC, Storage location. Also enter the container certification as follows: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked and labeled and are in all respects in proper condition for transport by highway according to applicable international and national government regulations.


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

DR00010 C I N A H

1. TOTAL PRICE
2. SHIP FROM see below block 22
3. SHIP TO DRMO Cherry Point NC
4. MARK FOR Hazardous Waste / Hazardous Material

M001463254022D

Flammable, Corrosive, Oxidizer See MSDS

Waste paint

55 gal | 10 EA

National Stock Number (NSN) or Local Stock Number (LSN)

MSDS SERIAL NUMBERS OR WASTE PROFILE NUMBER

From block 2 above: MWSS 274 MCSAS Cherry Point NC
LCPL Smith 466-3190

Bill To:
CLIN:
Price per LB:
Total cost of disposal:
POC:
Storage location:
Container Certification: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked and labeled and are in all respects in proper condition for transport by highway according to applicable international and national government regulations.

PREVIOUS EDITION MAY BE USED
PerFORM (DLA)

Request For Hazardous Waste Profile

Organization:	Name:	Phone #:
Name of waste:	Assigned Profile Number:	Cost:

Mode of collection

	Drum		Box		Pallet	Other:

Physical State

	Solid		Liquid		Gas	Small container identification <5 gal	

NSN/Product/MSDS Serial #	%	NSN/Product/MSDS Serial #	%

NFESC PROCESS GENERATING WASTE

	BD-Bilge/Tank Cleaning and Derusting: When cleaning bilges and tanks, degreasers are sprayed into the tanks and bilges to remove oil, grease, and dirt. Degreasers include “Garnazene 700” and other biological enzymes. When derusting, an aqueous citric acid solution is sprayed onto bilge or tank walls that have been stripped of paint. The citric acid chelates the oxidized iron, thereby dissolving difficult rust deposits. This generates citric acid containing wastewater contaminated with iron and traces of other chelated heavy metals.
	CP-Chemical Paint Stripping: For very large surfaces, like an aircraft, chemically loaded gels are applied to painted surfaces, the paint and solvent mixture is scraped and washed off with water. This generates paint solvent sludge that may contain chromium, other toxic metals and toxic organics from the stripping solvents (phenols, chloroacetic acids and methylene chloride). The wastewater from this process is contaminated with toxic metals and organics. For smaller parts, chemical paint is often used in a dip tank process. Waste examples include: rinse water contaminated with paint, and methylene chloride
	EP-Plating Shop Waste: Electroplating and circuit board manufacturing processes generate similar wastes and should be listed under this process code. T.his includes anodizing and dying, chromate conversion, electroless nickel plating and other new electro-chemical process, but excludes surface prep and cleaning.
	ES-Expired Shelf-life and Excess materials: Excess and expired shelf life materials such as paints, cleaning materials and solvents from non-ship sources.
	FP-Facility Operations Removal: Hazardous waste generated as a result of spent reservoir fluid replacement. Waste included in FP are: engine lubricant change out, cutting fluid change out, lubricating and hydraulic system change out, parts washer/dip tank solvent change out, and other process where spent reservoir fluids are replaced.
	IR-Installation Restoration Site Clean Up: Hazardous waste that is generated from the clean up of a CERCLA site
	NR-Non-recurring: Hazardous waste generated by a one-time occurrence outside an installation’s normal daily operation. Wastes from an unknown source should be included in this process. .
	PD-Painting/Depainting/Surface Finishing: Hazardous waste generated from painting operations and rust and coating removal . Includes painting operations being performed by shipboard activities while in port.
	RC-RCRA Site Clean-up: Hazardous waste generated due to RCRA corrective actions or closure.
	SP-Ship Operations: Hazardous waste generated during a ship’s operations, i.e., ship generated oily wastewater from ballast water, water contaminated fuel and emptying bilge tanks, voids and other compartments, expired shelf life excess hazardous materials, boiler lay-up and hydro blasting processes. Use this process for RCRA/state regulated wastes that must be manifested due to decommissioning of a ship.

ENCLOSURE (2)

90-Day Accumulation Site Operating Procedures/Unit Inspections

1. HW may be accumulated at a 90-day accumulation site for less-than 90 days ONLY. There is no limit on the quantity of HW that can be stored at a 90-day accumulation site as long as all regulatory requirements are met. HW will be turned in to DRMO in less than 90 days of the accumulation date. The 90-day limit is dictated by law and is not subject to waiver; therefore, generating units will initiate steps to turn-in HW to DRMO within 60 days of the accumulation date.

2. All HW containers at 90-day accumulation sites will be clearly marked with an indelible marker or stencil. Federal and state regulations require containers to be marked with (1) the HW accumulation date, and (2) the words “HAZARDOUS WASTE.” In addition, MCAS Cherry Point requires the specific contents to be marked. The accumulation date will be specified in civilian format and will be marked on the HW container on the same day that filling of the container begins.

3. Units will post warning signs reading “DANGER – HAZARDOUS WASTE STORAGE AREA – UNAUTHORIZED PERSONNEL KEEP OUT” and “NO SMOKING” at all 90-day accumulation sites. Signs will have a red background with white lettering and will be visible from 25 feet from all directions leading to the accumulation site.

4. Units will perform a daily, walk-through inspection of their 90-day accumulation sites. The inspector will inspect the site every workday and maintain a logbook of the daily inspections. The logbook shall indicate date, time, printed name of inspector, discrepancies identified, corrective action taken, and signature of inspector. Inspectors should be on the lookout for evidence of spills or leaks, leaking containers, open containers, and improper container labeling.

5. Units will perform a weekly, comprehensive inspection of their 90-day accumulation sites using the Unit Hazardous Waste Inspection checklist provided. The units’ Environmental Coordinator, Assistant Environmental Coordinator or other RCRA trained persons of a higher rank than the individual performing the daily inspections, will conduct the weekly inspections. Weekly inspection records will be maintained in the HW operating file.

6. Units will develop a site map of the 90-day accumulation site relative to a permanent, numbered facility's structure. The site map will be posted in the unit's operating file. The site map will identify and describe:

a. The responsible unit and the work phone number.

b. The Fire Division's emergency number, 911.

c. The physical description, location and capabilities of the emergency equipment that is maintained onsite.

d. The location of the emergency phone, alarm and fire extinguisher.

e. Evacuation routes.

7. Units will develop a HW operating file. The operating file will be stored in a single location and will be readily available for inspection by the EAD, federal, and state agencies. All records will be maintained for a minimum of three years. Each HW operating file will include, at a minimum, the following records:

a. A copy of this Order.

b. The site map developed under paragraph 6.

c. Copies of all HW DD Forms 1348-1A.

d. Copies of all weekly Unit Hazardous Waste Inspection checklists, describing any deficiencies and corrective action(s) taken.

e. A current roster of Environmental Coordinators, Assistant Environmental Coordinators and HW handlers. The roster shall include name, rank, and date of the last HW training received by each person.

f. Training records for all personnel working in the HW program, including copies of training certificates. Training records for personnel who formerly worked in the HW program will be kept for at least three years from the date they last worked within the unit.

UNIT HAZARDOUS WASTE INSPECTION

MCAS, CHERRY POINT, NC

ACTIVITY	COMMANDING OFFICER	PHONE NUMBER
MONTH/YEAR	ENVIRONMENTAL COORDINATOR	PHONE NUMBER

BLDG # -

90 DAY ACCUMULATION SITE - WEEKLY

Item	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT
Drum markings include: hazardous waste/ contents										
Drum accumulation date under 90 days										
All bungs and bolts secured										
Drum condition/ compatible with waste										
No spills on site										
Area secured with berm (valve closed)										
Compatible waste storage										
Warning signs and site map posted										
Spill, fire ext. and decon. equip. on site										
Alarm and communications devices work										
Adequate aisle space										
General visual of site										
90 Day site daily inspection performed										
SATELLITE SITE - WEEKLY										
Waste volume < 55 gallons / Acute < 1 quart										
Drum markings include: hazardous waste / contents										
Container in visual control of operator										
Bungs and bolts secured										
Drum condition/ compatible with waste										
General visual of site										
Compatible waste storage										
Warning signs posted										
OPERATING FILE - MONTHLY										
Copy of Air Station Order 5090.5A										
Unit/EAD weekly inspections up to date										
Current Roster/training records up to date										
Location map and site map (90 day)										
Copies of DD 1348-1A										
Date										
Time										
Inspected by										

Corrective Action Taken:

ENCLOSURE (3)

INDIVIVIDUAL HAZARDOUS WASTE TRAINING DOCUMENTATION
MCAS CHERRY POINT

UNIT: «Unit»
NAME «Rank» «First» «Last» TITLE: Hazardous Waste «Title»

DATE ASSIGNED:

	Initial Training Date	Annual Refresher Date	**Annual Refresher** Date	Annual Refresher Date	Annual Refresher Date	Annual Refresher Date
INSTRUCTOR						
AIR STATION ORDER 5090.5						
Identification						
Coordinator Responsibilities						
Current waste on site						
Proper warning sign posting						
Training requirements						
Storage requirements						
Segregation of Incompatibles						
Marking and Labeling						
Inspection requirements						
Transportation requirements						
Violations						
Air Station Order 5090.7						
Required spill response equipment						
Spill control/counter measure						
Department to call in an emergency						
DRMO Turn-In PROCEDURES						
Operating hours						
Profile sheets						
DD-form 1348-1						
Hazardous material requirements						
Hazardous waste requirements						
MISCELLANEOUS						
Health effects of chemicals						
Hazardous properties of chemicals						
Personal safety equipment						
Used oil program						

Date removed from Hazardous Waste Management Program:

Satellite Accumulation Site Operating Procedures

1. A maximum volume of 55 gallons of HW or less than one-quart of acute HW may be stored at a satellite site for an indefinite amount of time. Volume limits are for the TOTAL amount of HW or acute HW accumulated at the site.

2. HW that is accumulated at a satellite site in excess of the maximum volumes allowed will be labeled with an accumulation date and transferred to either a 90-day accumulation site or to DRMO within 3-days (72 hours) of the accumulation date.

3. Containers at a satellite site will be clearly marked with an indelible marker or stencil, with the words “HAZARDOUS WASTE” and the specific contents of the container. Federal and State regulations require containers to be marked with the words “HAZARDOUS WASTE.” MCAS Cherry Point requires that the specific contents be marked on the container.

4. Containers used for collection at a satellite site will be Department of Transportation (D.O.T.) approved and be compatible with the contents. Containers will be kept closed at all times except when adding or removing HW.

5. Generators will post a warning sign at each satellite site that reads “HAZARDOUS WASTE SATELLITE SITE.” The sign will have a red background with white lettering and it will be posted so that it is visible to anyone entering the site.

6. Units will develop a HW operating file. The operating file will be stored in a single location and will be readily available for inspection by EAD, Federal, and State agencies. All records will be maintained for a minimum of three years. Each HW operating file will include, at a minimum, the following records:

a. A copy of this Order.

b. Copies of all HW DD Forms 1348-1A.

c. Copies of all Unit Hazardous Waste Inspection checklists describing any deficiencies and corrective action(s) taken.

d. A current roster of Environmental Coordinators, Assistant Environmental Coordinators and HW handlers. The roster shall include name, rank, and date of the last HW training received by each person.

e. Training records for all personnel working in the HW program, including copies of training certificates. Records for personnel, who formerly worked in the HW program, will be kept for at least three years from the date they last worked within the unit.

7. Units will perform a weekly, comprehensive inspection of their satellite accumulation sites using the Unit HW Inspection checklist. The units' Environmental Coordinator, Assistant Environmental Coordinator or other designated RCRA trained person will conduct the weekly inspections. Weekly inspection records will be maintained in the HW operating file required under paragraph 6.

Used Oil and Liquid Petroleum Products

1. The following used oil and liquid petroleum products are suitable for recycling or energy recovery when properly segregated:

a. Used oil.

b. JP-5 aviation fuel.

c. JP-4 aviation fuel.

d. JP-8 aviation fuel.

e. Diesel fuel.

f. Kerosene fuel.

g. PD-680.

h. Calibrating fluids.

i. Gasoline, Mogas.

j. Hydraulic fluid.

k. Brake fluid.

2. Generators requiring pickup of the above used products must call FMD at 466-4364 to place a work request and receive a ticket number.

Responsibilities of DRMO

1. DRMO will accept HW during normal working hours. In an emergency and on a case-by-case basis, DRMO will accept HW outside of the normal receiving hours.

2. DRMO will inspect all HW that is turned in for proper labeling, marking, and containerization. When discrepancies are noted and/or turn-in is refused, DRMO will provide a DD form 917 to the responsible unit, detailing all discrepancies.

3. Before offering HW for transport off-site, DRMO will ensure that all Department of Transportation (D.O.T.) requirements for labels, marks, placards, and containers are met.

4. DRMO will establish a contract for the testing and analysis of HW.

5. All DRMO policy changes, procedural changes, and/or scheduled closings that impact HW operations will be detailed in writing and provided to EAD via Facilities Directorate at least 10 working days prior to the effective date of the change. For emergency closures, immediate notification from DRMO will be provided to EAD/Air Station via electronic mail.