

Environmental Standard Operating Procedure	
E-Waste Management	
SF Director: Alicia Florez	
Signature: _____	Date: _____

PURPOSE.

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for the collection, storage and disposal of items that contain electronic components aboard Marine Corps Logistics Base (MCLB), Barstow.

Electronic equipment is not considered electronic waste (E-waste) until it has been determined as unsuitable for reuse by Defense Logistics Agency (DLA) Disposition Services or the Hazardous Waste Management Program.

E-waste shall be managed as a hazardous waste in all units, commands, and/or activities aboard MCLB Barstow. It is prohibited to offer electronic equipment and E-waste for disposal into any dumpster or trash receptacle aboard MCLB Barstow.

NOTE: This ESOP covers only electronic Universal Waste (UW). Other UW, such as fluorescent lamps and batteries, are covered under Section 10 of the MCLB Barstow’s Integrated Contingency Management Plan and in California Code of Regulations (CCR) Section 66273.

PROCEDURES.

Each year in California hundreds of thousands of pounds of electronic items become "obsolete" in the eyes of consumers or have reached the end of their useful life. Rapid advances in technology and an expanding demand for new features accelerate the generation of "old" electronic equipment (E-waste). The result is a growing challenge for businesses and residents to properly dispose of this equipment.

Many of the items that contain E-wastes exhibit the hazardous waste toxicity characteristic due to the presence of lead and/or mercury. Final regulations for Electronic Hazardous Wastes in the State of California were approved by the Office of Administrative Law on February 1, 2003. These regulations replace the Emergency Regulations for Cathode Ray Tubes (CRT) that went into effect August 3, 2001. Final regulations were approved by the Office of Administrative Law (OAL) on November 27, 2006. Additionally, the final CRT rule for the United States went into effect on July 28, 2006.

Electronic Waste (E-waste): E-waste refers to any unwanted electronic device and is classified as Universal Waste (UW). E-waste frequently contains hazardous materials, predominantly lead and mercury. When these electronic devices reach the end of their useful life cycle or become obsolete, many are considered hazardous waste. In general, hazardous waste of any type cannot be discarded in the regular trash. Instead, this waste must be sent to a facility that has a permit for treatment (including recycling), storage, or disposal of subject waste streams.

Government-owned electronic equipment at MCLB Barstow may only be designated as e-waste by DLA Disposition Services or the Hazardous Waste Management Program. Before a piece of electronic equipment may be referred to and handled as e-waste DLA Disposition Services or the Hazardous Waste Management Program must determine that the electronic equipment is inappropriate for reuse or resale and should be considered e-waste.

The following examples are types of electronic equipment and e-waste that may be found in the home, barracks and/or workplace:

- a. CRTs and flat screens
- b. Computer monitors
- c. Televisions (CRTs & flat screens)
- d. Personal Digital Assistants (PDA)
- e. Printer/scanner/fax machines
- f. Copiers (home or desktop)
- g. Camcorders/remote controls
- h. DVD Players
- i. VCRs/Walkie-Talkies
- j. Electronic games
- k. Cell phones
- l. Digital cameras
- m. Blood glucose monitors (sterilized)
- n. CD Players
- o. iPods and MP3 Players
- p. Pagers
- q. Radios
- r. Alarm clocks
- s. Digital thermometers
- t. Display boards on exercise equipment
- u. Handheld electronic devices
- v. Home use medical monitors
- w. Telephone and answering machines
- x. Videogame consoles & accessories
- y. Electrical switches/relays, circuit boards

The following procedures apply:

1. It is illegal to dispose of electronic equipment or e-waste into trash receptacles. Any unauthorized disposal of electronic equipment and e-waste to trash receptacles or dumpsters aboard MCLB Barstow (regardless of quantity) shall be reported to Base Environmental at 760-577-7549 or bstwenviron@usmc.mil.

2. CRTs, CPUs, covered electronic devices (CEDs) and cell phones shall be collected/delivered to the appropriate locations as indicated below. At no time shall electronic equipment or e-waste be allowed to remain at an approved accumulation site on Base for more than the UW mandated time frame of one year from the accumulation start date.
3. E-waste will be identified, marked and managed as UW. E-waste will be labeled with a UW marking annotating the accumulation start date and identity of the item.
4. Electronic equipment and e-Waste Turn-in Procedures:
 - a. Electronic Equipment Generated from Military Units, Commands and/or Activities and Civilian Work Offices:
 - i. All legacy (non-leased) Department of Defense (DoD) owned electronic equipment, including items such as CRTs, computer monitors, and printers, will be turned into the Responsible Officer (RO).
 - ii. Each shop or office has a RO who is responsible for collecting used equipment. As applicable, the RO must submit the item to the Communications Division for data deconstruction prior to turning it in to Base Supply.
 - iii. A DD1348-1A (Disposal Document) is required for all electronic equipment turned into DLA Disposition Services.
 - iv. It is the responsibility of the unit RO to take the electronic device to the Communications Division for data destruction and complete the DD1348-1A. The communications Division will certify on the DD1348-1A that:

“The equipment described by this document meets the disposition requirements in accordance with the DOD Memorandum-Disposition of Unclassified Computer Hard Drives, dated Jun 4, 2001”
 - v. Once the device has been degaussed, the RO will turn it into Base Supply with the DD1348-1A document. Base Supply will direct the electronic equipment with the completed DD1348-1A to DLA Disposition Services. If the equipment is determined by DLA Disposition Services as unsuitable for reuse, it will be designated as e-waste.
 - vi. Only DLA Disposition Services can determine that Government owned electronic equipment is e-waste and will not accept a DD-1348-1A form with the equipment name of “E-waste”.

- vii. DLA Disposition Services does not take damaged E-waste. Damaged E-waste should be turned in to the Hazardous Waste Management Program.
- viii. Government owned cell phones will be turned into the Communications Division for recycling.
- ix. Under no circumstance will any universal waste be stored at any site aboard MCLB Barstow for a timeframe in excess of one year.

b. Electronic Waste Generated from Family Housing and Military:

- i. On base e-waste collection is not provided for housing residents, in either military barracks or family housing.
- ii. Residents can take their E-waste to the Burrtec Waste drop off, located at 2340 West Main Street, Barstow. Please contact 760-256-2730 for hours of operation.

5. Electronic Equipment and E-Waste Management:

a. Cathode Ray Tube (CRT):

- i. Each CRT, or a container or pallet in or on which the CRTs are contained, shall be labeled or marked clearly with the following phrase:

“Universal Waste-CRT” and with the accumulation start date.

- ii. A container of CRT glass shall be labeled or marked clearly with the following phrase:

“Universal Waste-CRT Glass” and with the accumulation start date.

- iii. The CRT, CRT container or CRT glass container must be stored in a manner that protects it from the elements.

b. Computer Processing Unit (CPU)/Hard Drive:

- i. CPUs/hard drives can either be stored on a pallet and shrink-wrapped in a manner that prevents breakage of the CPU or stored/managed individually.
- ii. The individual CPU or pallet with CPUs shall be labeled or marked clearly with the following phrase:

“Universal Waste-Electronic Device(s)” and with the accumulation start date.

- iii. All hard drives must be removed from government owned CPUs prior to disposal as an E-waste. The hard drive must be destroyed and the certification of hard drive disposition form DLIS Form 1867 must be completed. This certification and separate DD1348-1A must accompany the destroyed hard drive and CPU for turn in.
 - iv. Military housing and barracks personnel turning in CPUs are not required to remove hard drives.
6. For questions concerning storage or disposal of other Non-Listed and/or Universal Wastes, contact the Environmental Division.
 7. The following records must be maintained:
 - a. DD1348-1A documentation.
 - b. Inspection and Training records.
 8. The unit Environmental Compliance Coordinator (ECC) shall coordinate with their supervisor/leadership to ensure personnel are designated to conduct inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

REFERENCES.

- a. Title 40 Code of Federal Regulations, Chapter 273, Standards for Universal Waste Management
- b. Title 22 California Code of Regulations, Division 4.5, Chapter 23 (22 CCR 66273), Standards for Universal Waste Management
- c. Marine Corps Order P5090.2
- d. MCLBB E-Waste Management Action Plan Report

TRAINING.

Unit personnel should be trained on all the provisions of this ESOP. All training must be requested through unit ECC or Environmental Compliance Branch.

All affected personnel must be trained in this Standard Operating Procedure and the following:

- a. General Environmental Awareness training.
- b. Electronic Equipment Disposal - E-Waste computer-based training course.
(Available on the MCIWest Environmental Learning Management System or through MarineNet.)