

Environmental Standard Operating Procedure

Hazardous Waste Recycling

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Signature:

Date:

PURPOSE.

The purpose of this Standard Operating Procedure (SOP) is to provide environmental guidelines for the management of hazardous waste recycling.

PROCEDURES.

The Hazardous Waste Accumulation Area (HWAA) is responsible for receiving and collecting Hazardous Waste (HW) Recyclables from organizations at MCLB Barstow. It is the responsibility of the Environmental Division and the work sections aboard the installation to collect and segregate HW per their recycling needs. The HWAA prepares and stores on an interim basis HW recyclables for off-site disposal in accordance with all applicable HW recycling regulations, to include proper containerization, labeling, and documentation.

The following procedures apply for HW Recycling:

1. SDS's must be readily available and current.
2. Ensure accumulation areas at the Less Than 90-Day facilities are readily available to collect hazardous waste from units turning in HW.
3. Ensure HW recyclables are identified and are stored/recycled where applicable, according to the installation ICMP or applicable SOP.
4. Once HW has been turned in, and/or collected and identified as a HW recyclable; it must be treated as a HW recyclable and stored as such.
5. All applicable HW recyclables manifested for disposal/recycling must have a Contract Line Number (CLIN).
6. The following items are considered HW recyclables:
 - a. Batteries to include cell phone, camera, lithium, alkaline, Ni-cad.
 - b. Lead-acid car batteries or lead acid batteries used for weapons systems.
 - c. CRTS's (TV's and monitors).
 - d. Steel containers/ 55 gallon or under.

- e. Oil, antifreeze bilge (mixed POLs)
 - f. JP8, JP5, diesel, gasoline (MoGas).
 - g. Absorbent pads contaminated with POLs.
 - h. All plastic content used for HM.
 - i. Evacuated Freon/refrigerant-Section 608
 - j. Oil from white good compressors.
 - k. White goods to include washers, dryers, refrigerators, water fountains, microwave, and stoves.
7. Wear appropriate PPE (Personal Protective Equipment) applicable to your duty when handling HW recyclables.
8. Maintain all equipment and perform duties applicable to HW recycling per the installation ICMP.
9. Collect, store and contain hazardous waste in accordance with the installation ICMP, including but not limited to:
- a. Proper labeling,
 - b. Proper marking,
 - c. Proper storage and containment (i.e., metal or poly drum),
 - d. Lids closed at all times unless adding or removing waste,
 - e. Proper documentation to include Waste Information Documents (WIDs) and weight information
10. Ensure logbooks are maintained for internal documentation as per Environmental regulations.
11. Ensure a serviceable spill kit is available.
12. Ensure an appropriate and serviceable fire extinguisher is available.

13. The following records must be maintained:
 - a. SDS's for Hazardous Material being stored.
 - b. Inspection and training records.
14. Daily, weekly, and quarterly inspections are required at the HWAA lot. The HW manager or designee shall have the overall responsibility to ensure that daily and weekly inspection requirements are met. The HW manager shall ensure deficiencies are noted during the inspections and that those deficiencies are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.
15. If there are any specific situations or other concerns not addressed by this procedure, contact the Environmental Division.

REFERENCES.

- a. 40 CFR
- b. 29 CFR
- c. MCO P5090.2
- d. Integrated Contingency Management Plan (ICMP) for Marine Corps

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 (SOP) and the following:

- a. General Environmental Awareness training.
- b. Hazard Communication training.
- c. 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Course.
- d. All other applicable training will be given as it applies to specific work requirements.