



DEPARTMENT OF THE NAVY  
NAVAL CONSTRUCTION BATTALION CENTER  
4902 MARVIN SHIELDS BLVD  
GULFPORT MS 39501-5001

IN REPLY REFER TO:  
NCBCGPTINST 5090.1  
N45  
2 Dec 11

NCBC GULFPORT INSTRUCTION 5090.1

Subj: DISPOSAL OF HAZARDOUS MATERIALS/HAZARDOUS WASTE  
MANAGEMENT PLAN (HWMP)

Ref: (a) 40 Code of Federal Regulations Part 262: Standards  
Applicable to Generators of Hazardous Wastes  
(b) Mississippi Hazardous Waste Management Regulation  
Hazardous Waste-1 of April 2011  
(c) OPNAVINST 5090.1C, Environmental and Natural Resource  
Program Manual of October 2007  
(d) OPNAVINST 5100.19, Navy Occupational Safety and  
Health of May 2007

Encl: (1) Naval Construction Battalion Center, Gulfport  
Hazardous Waste Management Plan

1. Purpose. The Hazardous Waste Management Plan shall serve as a working document to guide the handling, storing, and disposing of hazardous wastes generated within the contiguous boundary of Naval Construction Battalion Center (NCBC), Gulfport.

2. Background. References (a) and (b) require the Navy to properly manage and dispose of hazardous waste in order to protect human health and the environment.

4. Policy. Reference (c) and (d) requires compliance with all federal, state, and local environmental protection laws and regulations pertaining to hazardous waste management.

5. Action. All installation departments, tenant commands, and activities located within the contiguous boundary of NCBC Gulfport shall comply with all provisions of enclosure (1).

  
F. F. BURGESS III

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NCBC Gulfport  
Hazardous Waste Management Plan

NCBCGPTINST 5090.1

December 2011

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**NCBC Gulfport  
Hazardous Waste Management Plan**

NCBCGPTINST 5090.1

December 2011

---

Record of Amendments.....	iii
List of Acronyms And Abbreviations .....	v
1.0 Introduction .....	1
1.1 Background .....	1
1.2 Authority .....	2
1.3 Applicability .....	3
1.4 Purpose .....	3
1.5 Applicable Regulations .....	3
2.0 Definitions .....	4
3.0 Responsibilities and Training .....	12
3.1 NCBC Gulfport, Commanding Officer .....	12
3.2 NCBC Gulfport, Public Works Officer .....	13
3.3 NBC Gulfport Installation Environmental Program Manager .....	13
3.4 NCBC Gulfport, Hazardous Waste Manager .....	14
3.5 NCBC Gulfport, Hazardous Waste Handler .....	16
3.6 NCBC Gulfport, Safety Officer .....	17
3.7 NCBC Gulfport, Fire Department .....	17
3.8 NCBC Gulfport, Fleet and Industrial Supply Center..	17
3.9 Tenant Commands, Commanding Officers, Officers-in- Charge, Department Heads and Senior Civilians .....	18
3.10 HW Coordinators and Alternates .....	18
4.0 Hazardous Material Management Procedures .....	19
5.0 General Hazardous Waste Management .....	19
5.1 Waste Segregation .....	19
6.0 Waste Stream Determination .....	20
7.0 Satellite Accumulation Areas .....	20
8.0 Less than 90-day Storage sites .....	20
9.0 Contractor HW Management .....	20

**NCBC Gulfport  
Hazardous Waste Management Plan**

NCBCGPTINST 5090.1

December 2011

---

10.0	Used Oil Management .....	20
11.0	Universal Waste .....	20
12.0	Waste Military Munitions .....	21

Enclosures

- (2) List of Personnel Authorized To Sign Manifests
- (3) Waste Stream list.

- Appendix A Satellite Accumulation Area SOP
- Appendix B Less than 90-Day HW Storage Area SOP
- Appendix C Contractor SOP
- Appendix D Used Oil SOP
- Appendix E Universal Waste SOP
- Appendix F Waste Military Munitions



NCBC Gulfport  
Hazardous Waste Management Plan

NCBCGPTINST 5090.1

December 2011

---

**NCBC Gulfport  
Hazardous Waste Management Plan**

NCBCGPTINST 5090.1

December 2011

---

ACRONYMS AND ABBREVIATIONS

<b>FRC (AIMD)</b>	Fleet Readiness Center (Aircraft Intermediate Maintenance Department)
<b>AUL</b>	Authorized Use List
<b>BRAC</b>	Base Realignment and Closure Act
<b>CFR</b>	Code of Federal Regulations
<b>CA</b>	Contracting Authority
<b>CDO</b>	Command Duty Officer
<b>DOD</b>	Department of Defense
<b>DOT</b>	Department of Transportation
<b>EHM</b>	Excess Hazardous Material
<b>EPA</b>	Environmental Protection Agency
<b>FISC</b>	Fleet and Industrial Supply Center
<b>HAZMIN</b>	Hazardous Material Minimization
<b>HAZWOPER</b>	Hazardous Waste Operations and Emergency Response
<b>HM</b>	Hazardous Material
<b>HMTID</b>	Hazardous Material Turned-In for Disposal
<b>HW</b>	Hazardous Waste
<b>HMIRS</b>	Hazardous Material Information Resource System
<b>HWMP</b>	Hazardous Waste Management Plan
<b>ID</b>	Identification
<b>IEPM</b>	Installation Environmental Program Manager
<b>MMR</b>	Military Munitions Rule
<b>MSDS</b>	Material Safety Data Sheet
<b>NA</b>	North American
<b>NSN</b>	National Stock Number
<b>OPNAVINST</b>	Chief of Naval Operations Instruction
<b>OSHA</b>	Occupational Safety and Health Administration
<b>P2</b>	Pollution Prevention
<b>PCB</b>	Polychlorinated Biphenyl
<b>POL</b>	Petroleum, Oil, and Lubricants
<b>PPE</b>	Personal Protective Equipment
<b>PPRW</b>	Paint and Paint-Related Wastes
<b>RCRA</b>	Resource Conservation and Recovery Act

**NCBC Gulfport  
Hazardous Waste Management Plan**

NCBCGPTINST 5090.1

December 2011

---

<b>RQ</b>	Reportable Quantity
<b>SAA</b>	Satellite Accumulation Area
<b>SAP</b>	Satellite Accumulation Point
<b>SOP</b>	Standard Operating Procedure
<b>SPCC</b>	Spill Prevention, Control, and Countermeasures Plan
<b>TCLP</b>	Toxicity Characteristic Leaching Procedure
<b>TSDF</b>	Treatment, Storage, or Disposal Facility
<b>UN</b>	United Nations
<b>USEPA</b>	U.S. Environmental Protection Agency
<b>UW</b>	Universal Waste
<b>WMM</b>	Waste Military Munitions
<b>WSD</b>	Waste Stream Determination

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

**1.0 Introduction.**

**1.1 Background.**

NCBC Gulfport is located approximately 65 miles east of New Orleans, Louisiana and one mile inland from the Mississippi Sound in the Gulf of Mexico. The base is located northwest of downtown Gulfport, Mississippi. It is bound on the north by West 28th Street and is west of Highway 49. Klondyke Road is west of the base and Commission and Engram Drive are located to the south. The NCBC Gulfport covers approximately 1,100 acres of land.

The mission of NCBC Gulfport is to maintain and operate facilities and provide service and material in support of Naval Construction Force Operations, to include amphibious units, the MPF (Enhanced), and other fleet and assigned organizational units deployed from or home ported at Naval Construction Battalion Center Gulfport.

20th Readiness Group - Provides direct support to the Commander, 22nd Naval Construction Regiment and its subordinate units, also serves as the personnel receiving and processing activity for deployed LANTFLT Naval Construction Force units, and performs other tasks as directed by higher authority.

22nd Naval Construction Regiment - Leads Naval Construction Force Units to train and execute construction of Advanced Base Facilities in support of military operation and be fully capable in combat operations; in operations other than war, provides construction and engineering support to peace keeping, humanitarian assistance, civic action, disaster recovery, and base facilities operations and maintenance.

25<sup>th</sup> Naval Construction Regiment's mission is to operate and maintain units of the Naval Construction Force (NCF), to command Echelon VI NCF units, and develop, coordinate, and implement policy and requirements to man, control, equip, and outfit Seabees.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

The Twenty-Fifth Naval Construction Regiment exercises and CBMU 202 and provides operational and logistics support to deployed NCF units on EUCOM, AFRICON and CENTCON Area of Operation.

- Naval Construction Training Center
- Naval Construction Battalion 1
- Naval Construction Battalion 7
- Naval Construction Battalion 11
- Naval Construction Battalion 74
- Naval Construction Battalion 133
- Naval and Marine Corps Reserve Center
- Marine Corps Reserve
- Mobile Inshore Underwater Warfare Unit 212
- Naval Meteorology and Oceanography Professional Development Center
- Port Security Unit 308

NCBC Gulfport provides storage, preservation, and shipping facilities for Advance Base Mobilization; supports fleet units and assigned organizational elements deployed or homeported at the centers; and performs engineering and technical services as assigned. The mission is to prepare for and support all facets of the mobilization of construction forces, including reserve units. The Center is also responsible for preservation and storage of war reserves including construction equipment and materials.

The NCBC Gulfport Environmental Office maintains the Hazardous Waste Management Plan (HWMP). This document is available to regulators and personnel who manage Hazardous Waste (HW).

**1.2 Authority.** The Resource Conservation and Recovery Act (RCRA) authorized the Environmental Protection Agency (USEPA) to implement regulations for the management of HW from the point of generation through final disposal.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

The U.S. Congress waived sovereign immunity for Department of Defense (DOD) facilities subjecting them to full regulation including assessment of fines and penalties. The EPA granted the state of Mississippi the authority to implement and enforce HW regulations including the identification, packaging, labeling, storing, transporting, and the treatment standards for proper disposal of regulated waste.

The Chief of Naval Operations Instruction (OPNAVINST) 5090.1C requires all shore installations to develop a HWMP in accordance with applicable federal, state, and local regulations.

**1.3 Applicability.** This HWMP provides guidance for the proper management of regulated waste by departments, tenant commands, and contractors operating aboard this installation. This HWMP meets the requirements of the USEPA and the State of Mississippi; therefore, compliance with this plan ensures compliance with the regulations.

**1.4 Purpose.** This HWMP provides instruction and guidance for the management of regulated waste generated by all commands and contractors operating aboard NCBC Gulfport.

**1.5 Applicable Regulations.** The regulations below mandate the procedures and requirements identified in this HWMP; therefore, they are not discretionary. There is a potential for fines or criminal liability for personnel involved in violating HW regulations.

a. 40 Code of Federal Regulation (CFR) 260-268, 270, 273. The federal (USEPA) regulations that establish a "cradle-to-grave" approach for managing, storing, and disposing of HW including waste characterization, manifest system, generator standards, treatment standards, and disposal requirements. These regulations also include the requirements for recycling materials, including burning material for its energy value as well as precious metal recovery.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

b. 40 CFR 279. The USEPA regulation for the management of used oil and used oil filters including reporting, storage, disposal, recycling for energy value and other related requirements.

c. 40 CFR 266.200. The USEPA regulation, Waste Military Munitions (WMM) Rule, which exempts WMM from the RCRA regulations including the storage and manifest requirements when the WMM are managed under the conditions specified in this regulation.

d. 49 CFR 171-180. The Department of Transportation (DOT) regulations for the shipment of Hazardous Material and Hazardous Waste (HM/HW) across public highways. Regulations include the requirements for packaging, labeling, marking, and the placarding of vehicles. The DOT regulations include design specifications for containers used to hold HM/HW during transportation.

e. 49 CFR 390-397. The DOT rules that govern the qualifications of the drivers, the equipment in the vehicle, and in some cases, routing of HM or HW shipments.

f. 40 CFR 112. The USEPA regulation governing spill containment for petroleum storage tanks and spill reporting.

g. 40 CFR 116-117. The USEPA regulations governing when and how a release or spill of a chemical in quantities exceeding the reportable quantity (RQ) must be reported to the National Response Center.

h. Mississippi HW-1 through HW-3. The Mississippi Department of Environmental Quality (MDEQ) did not adopt by reference all the federal regulations. However, the majority of the federal regulations are included in the Mississippi regulations that are as or more stringent than the federal regulations. The EPA granted the MDEQ the authority to enforce environmental regulations within the State of Mississippi.

NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

**2.0 Definitions.**

Accumulation Start Date means:

Accumulation Start Date at less than 90-day storage area:

- a. The accumulation start date is the date the first drop or item is placed into a HW container,
- b. The date that a container is moved from a satellite accumulation area (SAA) into a less than 90-day storage area.

Accumulation Start Date at a Satellite Accumulation Area:

- a. The date that the total amount of HW exceeds the 55-gallon limit,
- b. The date the HW is picked up from the SAA is the end date.

Accumulation Start date for Universal Waste:

- a. The date the first item is placed in the container.

Authorized Representative: means the person responsible for the overall operation of a facility or part of a facility. An authorized representative is normally the Commanding Officer or persons of equivalent responsibility. The Commanding Officer may designate an "authorized representative" to act on their behalf.

Best Management Practices: (BMP) describe practical work techniques that limit the introduction of pollutants into the environment. BMPs achieve a compromise between the environmental ideal (no pollution whatsoever) and what is realistic and practical from an economic and operational standpoint. Emphasis, however, is on the best environmental solution.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

**NCBCGPTINST 5090.1**

**December 2011**

---

Characterization: means the process of identifying waste components, their concentrations, and the work process from which HW is generated. Characterization is required to ensure the correct USEPA Waste Codes are identified and for the proper handling, treatment, and disposal of HW.

Commercial Hazardous Waste Management Facility: means any HW management facility that accepts hazardous waste or polychlorinated biphenyl (PCB) for a charge.

Container: means any portable device in which a material is stored, transported, treated, or disposed.

Contaminant: means any chemical that when present causes the waste to be regulated.

Contaminated Medium/Media: means soil, sediment, surface water, groundwater, or air that contains a contaminant subject to regulations.

Contingency Plan: means a document that contains an organized, planned, and coordinated course of action to be taken in case of a fire, explosion, or release of a hazardous material or waste.

Excess Hazardous Material (EHM): means full or partially full containers of HM, exceeding the activity's requirements or are no longer needed, which may be used by another activity or by a commercial industry.

Debris: means any solid material, with a diameter of 2.4 inches or larger, intended for disposal including manufactured objects, plants or animal matter, or natural geologic material; this includes brushes, rags, rollers, personnel protection equipment (PPE), large and small equipment, etc.

Dilution: means the deliberate mixing of HW with another material for the purpose of changing either the characteristic(s) or the concentration of a constituent in the waste. Dilution of a HW is prohibited.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

Disposal: means the placing of a HW into a landfill that is a permitted HW disposal facility.

Empty Container: means any HM or HW container, except a compressed gas cylinder, aerosol cans or an acute HW container, is empty when all wastes is removed that can be removed using all commonly employed techniques for the type of container, e.g., pouring, pumping, and aspirating, or with the approval of the regulatory agency and the Installation:

a. No more than 2.5 centimeters (one inch) of residue remain in the bottom of the container; or

b. No more than 3 percent by weight of the total capacity of the container remains in the container if the container is less than or equal to 119 gallons in size; or

c. A compressed gas is empty when the pressure inside the container approaches atmospheric.

d. A container with an inner liner shall have the liner removed.

EPA Hazardous Waste Codes: means the specific alphanumeric sequence assigned by the USEPA to specify type and characteristic of a HW.

Free Liquids: means the liquid component of a waste.

Generator: means any person by site whose act first causes a waste to be subject to regulations.

Hazardous Debris: means debris that contains a listed HW or that exhibits a characteristic of HW.

Hazardous Material (HM): means any material that because of its quality, concentration, physical, chemical, or infectious characteristics, may pose a substantial hazard to human health or the environment when incorrectly used, purposefully released, or accidentally spilled.

NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

Hazardous Waste (HW): Before a waste can be a HW, it must first meet the definition of a Solid Waste (SW). A solid waste is a HW if it is a chemical listed in 40 CFR 261 or is the sole active ingredient of a commercial product; or if a SW exhibits one or more of the HW characteristics listed below:

a. Ignitable: means a material that is:

- (1) a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume, that has a flash point less than 140° F;
- (2) a non-liquid capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes, **and** when ignited burns so vigorously and persistently that it creates a hazard;
- (3) an ignitable compressed gas; or
- (4) an oxidizer.

b. Corrosive: means a material that is:

- (1) an aqueous (water) solution that has a pH equal to or less than 2.0 or equal to or greater than 12.5; or
- (2) a non-aqueous liquid capable of corroding steel at a rate greater than 0.25 inches per year.

c. Reactive: means a material that:

- (1) is normally unstable and readily undergoes violent change without detonating;
- (2) reacts violently with water;
- (3) forms potentially explosive mixtures with water;

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

- 
- (4) when mixed with water, it generates toxic gases, vapors or fumes in a quantity sufficient to present a danger to human health or the environment;
  - (5) is a cyanide or sulfide-bearing material that, when exposed to pH conditions between 2.0 and 12.5, it can generate toxic gases, vapors or fumes in a quantity sufficient to present a danger to human health or the environment;
  - (6) is capable of detonation or explosive reaction if it is subjected to a strong ignition source or is heated under confinement;
  - (7) is readily capable of explosive detonation or reaction at standard temperature and pressure; or
  - (8) is a forbidden explosive or a Class A or Class B explosive as defined in 49 CFR 173.51, 173.53, or 173.88, respectively.

d. Toxic: means that a representative sample, using the toxicity characteristic leaching procedure (TCLP), leaches one or more hazardous constituents at a concentration equal to or greater than the concentration listed in 40 CFR 261.24.

Hazardous Waste Constituent: means the chemical that causes the waste to be regulated.

Incompatible Waste: means wastes that when in contact with one another have the potential to produce heat or pressure, fire, explosion, violent reaction, toxic or flammable dusts, mists, fumes, or gases.

Inner Liner: means a continuous layer of material placed inside a container that separates the container from the material stored in it.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

Lamps: (Light Bulbs) means the bulb or tube portion of electric lighting devices. Common universal waste (UW) lamps include fluorescent, high intensity discharge, neon, mercury vapor, high-pressure sodium, and metal halide.

Leachate: means the liquid, including any suspended components in the liquid, which has percolated through or drained from a waste.

Manifest: means the shipping document EPA Form 8700-22 (including, if necessary, EPA Form 8700-22A), originated and signed by the generator, that accompanies and is used for tracking the transportation of HW.

Manifest tracking number: means the alphanumeric identification number pre-printed in Item 4 of the manifest by a registered source.

Mercury-Containing Equipment: means any device or part of a device (excluding batteries and lamps) that contains elemental mercury.

Military Munitions: means all ammunition and their components produced or used by or for the U.S. Department of Defense or the U.S. Armed Services for national defense and security, including military munitions under the control of the Department of Defense, the U.S. Coast Guard, the U.S. Department of Energy (DOE) and the National Guard.

Paint and Paint-Related Waste: means liquid paints, thinners and debris such as rags, brushes, rollers, tape, etc or a mixture of pigment and suitable liquids that form an adherent coating when spread on a surface or any material.

Pesticide: means any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or desiccant.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

Point of Generation: means the date and **location** that a material first becomes subject to the HW regulations.

Profile Number: means the unique alphanumeric identification number used to designate a specific waste stream.

Profile Sheet: means the DRMS DD-1930 or other forms that are used to document specific disposal information for each waste stream sent to the disposal facility.

Representative Sample: means a sample taken in a manner that when analyzed can be expected to exhibit the average properties of all material in the container.

Sludge: means any solid, semi-solid, or liquid waste generated by a wastewater treatment plant, water supply plant, or air pollution control facility. This does not included the treated effluent from a wastewater treatment plant.

Soil: means unconsolidated earth material composing the superficial geologic strata, consisting of clay, silt, sand, or gravel size particles, or a mixture of such materials with liquids, solids, and sludges.

Solid Waste: means any garbage, refuse, sludge from a waste treatment plant, water supply treatment plant or air pollution control facility, and other discarded material; including solid, liquid, semisolid, or contained gaseous material resulting from industrial, municipal, commercial, mining, and agricultural operations, and from community and institutional activities.

Sorbent: means a material used to soak up free liquids by either adsorption or absorption, or both.

Spill: means the accidental or intentional leaking, pumping, emitting, emptying, or dumping of a Hazardous material, solid or HW into or on any land or surface waters.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

Thermostat: means a temperature control device that contains metallic mercury.

Toxicity Characteristic Leachate Procedure (TCLP): means the analytical procedure used to determine if a solid waste leaches contaminants into the environment.

Transportation: means the movement of HM/HW by air, rail, highway, or water.

Transporter: means a person engaged in the offsite transportation of hazardous material/waste.

Treatment: means any method, technique, or process designed to change the physical, chemical, or biological character or composition of any HW so as to neutralize such waste, or so as to recover energy or material resources from the waste, or so as to render such waste non-hazardous, or less hazardous; safer to transport, store, or dispose of; or amenable for recovery, amenable for storage, or reduced in volume. Treatments include but are not limited to either physical or chemical extractions, chemical or thermal destruction. The residues from these treatments shall be managed in accordance with regulations.

Underlying Hazardous Constituent (UHC): means any constituent listed in §268.48, which can reasonably be expected to be present at the point of generation of a characteristic hazardous waste at a concentration above the constituent-specific Universal Treatment Standards (UTS).

Universal Waste (UW): means batteries, fluorescent lamps, some pesticides, and mercury-containing equipment formally classified as a HW, but that are now subject to less stringent regulations, when recycled if recycling is available.

Used Oil: means any oil, refined from crude oil or synthetic oil that as the result of use is contaminated with physical or chemical impurities. Used oil does not include oil water mixtures that are mostly water.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

Wastewaters: means waste that contain less than 1% by weight total organic carbon (TOC) and less than 1% by weight total suspended solids (TSS).

Waste Profiling: means a method that identifies and classifies waste streams based on analytical testing and/or user knowledge of the specific process.

### 3.0 Responsibilities.

#### 3.1 The NCBC Gulfport Commanding Officer shall:

a. Retain ultimate responsibility for the environmental compliance and readiness of the installation including implementation of this HWMP.

b. Assume On-Scene Command authority and overall responsibility for major spills.

c. "Budget, fund, and manage HW in full compliance with applicable substantive and procedural Federal, State, and Local HW laws and regulations." (OPNAVINST 5090.1 series)

d. Designate in writing, with a copy to the Public Works Department (PWD) Environmental Division, the person(s) authorized to sign hazardous waste manifests. A list of the personnel authorized to sign manifest is found in enclosure (2).

e. Ensure the HW program receives the appropriate level of attention to guarantee personnel are aware of and comply with the provisions of this plan.

#### 3.2 The NCBC Gulfport Public Works Officer (PWO) shall:

a. Ensure environmental compliance and stewardship.

b. Monitor performance through metrics (e.g. Environmental Management Systems (EMS) implementation).

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

**NCBCGPTINST 5090.1**

**December 2011**

---

c. Ensure environmental issues, both the good and the bad, especially those with the potential for a Notice of Violation (NOV), are communicated to the Installation Commanding Officer.

d. Obtain required Environmental Training through CECOS per OPNAVINST 5090.1 series.

e. Support the Installation Environmental Program Manager (IEPM) who provides direction for environmental management to all departments and tenant commands.

f. Ensure vehicles are available to transport HW within the physical boundaries of the installation.

**3.3 The NCBC Gulfport Environmental Installation Program Manager (IEPM) shall:**

a. Serve as the principal advisor to the Commanding Officer on environmental compliance matters including HW management.

b. Serve as the single point of contact for all inquiries, inspections, and other events or interactions with federal, state, and local environmental regulatory agencies.

c. Oversee NCBC Gulfport's departments, tenants, and service providers operations to ensure compliance with federal, state, and local environmental regulations.

d. Serve as the planning, programming, budget, and execution system (EPR Web) interface for installation environmental program requirements. This includes coordination, identification, and submission of environmental program requirements and the management of environmental funding.

e. Maintain an EMS that continually improves environmental quality and is consistent with regional and local objectives and targets.

f. Coordinate with the Fire Department and tenant commands the development of spill response procedures in accordance with the contingency plan.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

g. Approve the purchase of HW spill response and waste handling equipment as well as reference materials when appropriate.

h. Ensure this plan as well as the standard operating procedures delineating HW management are up to date.

i. Ensure reports and compliance documents are complete and submitted to the appropriate federal, state, and local regulatory agencies and Navy activities in a timely manner.

j. Perform long-range planning for HW reduction, recycling, and reclamation when practical.

3.4 The NCBC Gulfport's Hazardous Waste Manager shall:

a. Receive initial RCRA training within six months of appointment and annually thereafter.

b. Receive DOT Hazardous Material training within six months of appointment and every three years thereafter.

c. Receive required OSHA training within six months of appointment and annually thereafter.

d. Provide management and technical expertise to facilitate implementation of this HWMP.

e. Maintain a list of SAAs and/or less than **90**-day storage areas identifying each work center generating waste and the point of contact information for the work center.

f. Provide and document sufficient training for each HW Coordinator and Alternate to enable them to perform their HW management duties in compliance with regulations.

g. Document inspections of SAAs and less than **90**-day storage areas in accordance with regulatory requirements and ensure inspection records are available for review by the regulatory community.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

h. Ensure less than **90**-day HW storage area(s) comply with the regulations.

i. Ensure waste stream determinations are updated and that the documentation is available for review by the regulatory community.

j. Verify the HW transporter(s) and disposal facilities are properly licensed, permitted, and that their required DoT Security Plan is up to date.

k. When appropriate, schedule and/or supervise the pickup and manifesting of HW off site by a licensed transporter.

l. Sign HW manifests when designated by the Commanding Officer.

m. Track manifests; contact the transporter and/or the designated facility if a copy of the manifest with handwritten signature of the owner / operator of the designated disposal facility is not received within 35 day of the initial shipment.

n. Prepare exception reports for submittal to the regulators if a copy of the manifest, signed by the owner / operator of the designated facility, is not received within 45 days of the initial waste shipment.

o. Maintain organized records of required documentation including logs, inspections, and reports for a minimum of 3 years.

p. Ensure adequate supplies are available including but not limited to containers, labels, markings, placards, and forms.

q. When potential safety violations are identified, ensure action is taken to either resolve the deficiency or notify the appropriate department.

r. Track disposal costs including reimbursable cost.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

s. Respond to spills in support of the Fire Department, and act as emergency coordinator if needed.

3.5 The NCBC Gulfport Hazardous Waste Handler shall:

a. Receive initial RCRA training within six months of appointment and annually thereafter.

b. Receive DOT HM training within six months of appointment and every three years thereafter.

c. Receive required OSHA training within six months of appointment and annually thereafter.

d. Issue only DOT approved containers to the generating units.

e. Schedule the delivery of containers and the pickup of waste from the generating unit.

f. Maintain logs and records documenting waste pickups.

g. Complete and document weekly inspections of less than 90-day storage area and maintain the records for a minimum of 3 years.

h. Ensure proper handling and maintenance of equipment.

3.6 The NCBC Gulfport Safety Officer shall:

a. Coordinate actions with the IEPM during spill responses.

b. Inform the IEPM if environmental deficiencies are identified during safety inspections.

3.7 The NCBC Gulfport Fire Department shall:

a. Serve as Incident Commander (IC) as delegated by the Commanding Officer until properly relieved.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

b. Provide initial emergency response to HM/HW incidents and technical support.

c. Coordinate with the Public Works Department's IEPM to obtain emergency equipment and supplies.

d. Maintain spill response equipment necessary for initial response.

3.8 The Fleet Industrial Supply Center (FISC) shall:

a. Maintain records of the HM issued to each activity and provide reports as requested by the IEPM.

b. Ensure that Material Safety Data Sheets (MSDS) are available to the shop personnel who use the HM.

c. Maintain records and inventories of all hazardous material throughout NCBC Gulfport to be submitted to the Environmental Division when requested.

3.9 The Commanding Officers, Officers-In-Charge and Department Heads or Senior Civilian of tenant commands and activities shall:

a. Retain liability for the misidentification and/or mismanagement of waste generated by their command.

b. Ensure personnel are trained in, aware of, and comply with the provisions of this Plan.

c. Designate in writing a Unit HW Coordinator and Alternate; include their names, phone numbers and email addresses.

d. Ensure the Unit HW Coordinator and Alternate are trained and have the working knowledge to properly manage hazardous, universal, non-RCRA regulated waste, and used oil.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

**NCBCGPTINST 5090.1**

**December 2011**

---

e. Ensure personnel and their supervisors who generate or oversee the generation, segregation, collection, containerization of HW, UW, or Used Oil complete at least initial training within one month of assignment, and annual refresher training thereafter.

3.10 The HW Coordinators and Alternates shall:

a. Ensure waste is properly managed in accordance with this plan.

b. Complete initial RCRA training that includes HW safety, packaging, labeling, handling, documentation, transportation, and turn in procedures.

c. Ensure only DOT approved containers issued by the NCBC Gulfport HW Program Manager are used to store waste.

d. Ensure all SAAs are approved by NCBC Gulfport IEPM before waste is generated; the list of approved HW SAAs is found in Appendix A Enclosure (A-2).

e. Maintain only approved HW SAAs and less than 90-day storage areas in accordance with this plan.

f. Inform NCBC Gulfport HW Program Manager of any changes in materials, work processes, or procedures that may affect HW generation before generating waste.

g. Annually, review work processes for changes, modifications, or material substitutions and inform NCBC Gulfport HW Program Manager of any changes.

h. Ensure that the HW Coordinator or the Alternate schedules all pickups and is present during the waste pick-up process.

i. Ensure containers are stored so that the labels are visible when approaching and that there is direct access to each container.

j. Ensure segregation of incompatible wastes.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

k. Conduct inspections and correct all deficiencies.

4.0 Hazardous Material Management Procedures. An extensive effort shall be made to determine if a hazardous material (HM) is usable before it may be disposed of as a waste. To minimize waste generation, utilize good inventory practices e.g., use older material first, check expiration dates, order only what is required, and purchase less toxic or non-HM when possible.

Excess HM in good condition with a legible label shall be turned into to the HAZMIN Center.

Contact the HW Program Manager or HW Handler for assistance with large amounts of excess HM that are not acceptable for turn in to the HAZMIN Center.

5.0 General Hazardous Waste Management.

5.1 Waste Segregation is mandatory. Proper segregation prevents incompatible chemicals from mixing that have the potential to produce heat, pressure, fires, explosions, violent reactions, toxic dusts, mists and irritating or toxic fumes or gases. While safety is the main concern, improper mixing may render the subsequent mixture difficult to identify and expensive to dispose.

6.0 Waste Stream Determination (WSD). A WSD characterizes a waste as a HW, UW, non-RCRA (non-regulated) waste, or Used Oil.

A WSD shall be completed using the parameters prescribed in 40CFR 262.11 before a waste is generated, if possible.

Enclosure (3) includes a summary of the types of waste generated and correlates the waste description with the profile number and the USEPA waste codes.

7.0 Satellite Accumulation Areas (SAA). Appendix A is the Standard Operating Procedure (SOP) that shall be used to ensure proper management of hazardous and other regulated waste in SAAs.

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

8.0 Less than 90-Day Storage Areas. Appendix B is the SOP that shall be used at all less than 90-day storage areas to ensure proper management of hazardous and other regulated waste.

9.0 Contractor Hazardous Waste. Appendix C is the SOP that shall be used by all contractors operating on NCBC Gulfport to ensure the proper management of hazardous and other regulated waste.

10.0 Used Oil Management. Appendix D is the SOP that shall be used to ensure the proper management of Used Oil on NCBC Gulfport.

11.0 Universal Waste (UW). Appendix E is the SOP that shall be used to ensure the proper management of UW including batteries, fluorescent lamps, some pesticides, and mercury-containing equipment, on NCBC Gulfport.

12.0 Waste Military Munitions (WMM). Appendix F is the SOP that shall be used to ensure the proper management of UMM aboard NCBC Gulfport.

NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

NCBC GULFPORT WASTE PROFILES



DEPARTMENT OF THE NAVY  
NAVAL CONSTRUCTION BATTALION CENTER  
4902 MARVIN SHIELDS BLVD  
GULFPORT MS 39501-5001

IN REPLY REFER TO:  
5090  
N4  
3 Oct 11

From: Commanding Officer, Naval Construction Battalion Center,  
Gulfport, MS  
To: Director, Environmental Division, Naval Construction  
Battalion Center, Gulfport, MS  
Subj: AUTHORITY TO SIGN HAZARDOUS AND NON-HAZARDOUS WASTE  
MANIFESTS  
Ref: (a) OPNAVINST 5090.1C

1. Per reference (a) paragraph 15-4.1.f the following personnel are authorized to sign as Generator Signatory on Hazardous and Non-Hazardous Waste Manifests.

<u>NAME</u>	<u>RANK</u>
Mr. Stanley Smith	GS-11
Mr. Jerry Laster	GS-09

2. Personnel will become thoroughly familiar with all duties and responsibilities as specified in reference (a), and other pertinent directives in the performance of their duties.

3. This designation will remain in effect until you transfer from your presently assigned duties and/or this command, and unless sooner revoked and/or cancelled by proper authority.

  
F. F. BURGESS III

Copy to:  
Public Safety Department  
Environmental Division

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

<b>PROFILE NUMBER</b>	<b>PROFILE WASTE DESCRIPTION</b>	<b>TYPE OF WASTE</b>	<b>WASTE CODES</b>	<b>PROFILE DATE</b>
GPT 0001	USED ALKALINE BATTERIES	UW	NONE	4/2/2010
GPT 0002	FLUORESCENT BLUBS	UW	D009	4/2/2010
GPT 0003	LATEX PAINT	NON-REG	NONE	4/2/2010
GPT 0004	USED METAL HYDRIDE BATTERIES	UW	NONE	4/2/2010
GPT 0005	WASTE PAINTS (ENAMEL OR OIL BASE)	HW	D001, D018	4/5/2010
GPT 0006	POLYURETHANE SEALANTS	NON-REG	NONE	4/6/2010
GPT 0007	FLAMMABLE AEROSOL CANS	HW	D001, D003	4/7/2010
GPT 0008	NON-FLAMMABLE AEROSOL CANS	HW	D003	4/7/2010
GPT 0009	COOKING OIL C/W WATER	NON-REG	NONE	4/8/2100
GPT 0010	SHOP CLEANING SOLUTION C/W CADMIUM	HW	D006	4/8/2010
GPT 0011	MERCURY THERMOSTATS	UW	D009	4/8/2010
GPT 0012	NON PCB LAMP BALLASTS	NON-REG	NONE	4/8/2010
GPT 0013	SAND BLAST FILTERS	HW	D006	4/8/2010
GPT 0014	BUTANE REFILLS	HW	D001	4/8/2010
GPT 0015	BROKEN FLUORESCENT BLUBS	HW	D009	4/8/2010
GPT 0016	USED OIL	COMBUSTIBLE LIQUID	NONE	4/13/2010
GPT 0017	LITHIUM BATTERIES	UW	NONE	5/5/2010
GPT 0018	ANTI-FREEZE (HAZARODUS) CED	HW	D008	5/13/2010
GPT 0019	PRINTER CARTIDGES	NON-REG	NONE	5/13/2010
GPT 0020	NICKEL CADMIUM BATTERIES	UW	NONE	5/13/2010
GPT 0021	SAND BLAST GRIT	NON-REG	NONE	5/28/2010
GPT 0022	SOIL C/W PETROLEUM PRODUCTS	NON-REG	NONE	6/3/2010
GPT 0023	CARBON DIOXIDE FIRE EXTINGUISHERS	NON-REG	NONE	7/20/2010
GPT 0024	PKP FIRE EXTINGUISHERS	NON-REG	NONE	7/20/2010
GPT 0025	ABC DRY CHEMICAL FIRE EXTINGUISHERS	NON-REG	NONE	7/20/2010
GPT 0026	PROPANE CYLINDERS	HW	NONE	7/26/2010
GPT 0027	ASBESTOS	NON-REG	NONE	7/26/2010
GPT 0028	NON FLAMMABLE ADHESIVES	NON-REG	NONE	7/26/2010
GPT 0029	CED GLOVE BOX GRIT	HW	D006	7/27/2010
GPT 0030	WASTE PAINTS (ENAMEL OR OIL BASE) CED	HW	D001, D035	7/29/2010
GPT 0031	FLAMMABLE ADHESIVES	HW	D001, D018,D 035	7/30/2010
GPT 0032	LEAD FOIL PACKS	HW	D008	9/1/2010
GPT0033	NITROGEN COMPRESSED CYLINDERS	NON-REG	NONE	10/19/2010
GPT0034	ABSORBENT MATERIALS C/W PETROLEUM PRODUCTS	NON-REG	NONE	10/29/2010

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

GPT0035	OYXGEN CYLINDERS	NON-REG	NONE	10/29/2010
GPT0036	PAINT BOOTH FILTERS - CED	NON-REG	NONE	11/12/2010
GPT0037	GARNET BLAST MEDIA - CED SUPPORT EQUIP.	NON-REG	NONE	11/12/2010
GPT0038	GLASS BLAST MEDIA - CED C SHOP	NON-REG	NONE	11/12/2010
GPT0039	STEEL SHOT - CED B SHOP	NON-REG	NONE	11/12/2010
GPT0040	GLASS BLAST MEDIA - CED C SHOP	NON-REG	NONE	11/12/2010
GPT0041	USED ANTI-FREEZE	NON-REG	NONE	11/12/2010
GPT0042	VEGETABLE OIL/COOKING GREASE	NON-REG	NONE	1/5/2011

UW= Universal Waste

HW= Hazardous Waste

Non-Reg= Non regulated waste

**NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

1.0 Purpose .....	1
2.0 Responsibilities .....	1
2.1 Unit HW Coordinators and Alternates .....	1
2.2 Work Center Personnel .....	2
3.0 Satellite Accumulation Area Waste Management .....	2
3.1 Container Management .....	3
3.2 Waste Segregation .....	3
3.2.1 Incompatible Waste .....	3
3.2.2 Compatible Waste .....	4
3.2.3 Drum Logs .....	4
3.3 Container Labeling .....	4
3.3.1 Hazardous Waste Label .....	4
3.3.2 Universal Waste Label .....	5
3.3.3 Non-Hazardous (Non-RCRA) Waste Label.....	5
3.3.4 Used Oil Label .....	5
3.4 Unknown Hazardous Material .....	5
4.0 Waste Turn-In .....	5
4.1 Waste Turn-In Time Requirements .....	5
4.2 Waste Turn-In Documentation .....	6
5.0 Empty Containers .....	6
6.0 Spills and Releases .....	6
Enclosure	
A-1 Hazardous Waste Unit Coordinator Appointment Letter/Memo	
A-2 List of Satellite Accumulation Areas	
A-3 Waste Container Log	
A-4 Labels	

NCBC Gulfport Hazardous Waste Management Plan  
Satellite Accumulation Area  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

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**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

**1.0 Purpose.** The purpose of this Standard Operating Procedure (SOP) is to establish procedures for the proper management of waste in the Satellite Accumulation Areas (SAAs).

## **2.0 Responsibilities.**

### **2.1 Unit HW Coordinators and Alternates shall:**

- a. Be familiar with this HWMP and manage waste accordingly.
- b. Ensure a copy of your Commanding Office's or Officer-In-Charge letter of designation is provided to the NCBC Gulfport HW Program Manager. Enclosure (A-1) is an example of the letter.
- c. Complete initial RCRA training that includes HW safety, packaging, labeling, handling, documentation, transportation, and turn-in procedures.
- d. Maintain NCBC Gulfport approved SAAs in accordance with this procedure. Enclosure (A-2) is a list of approved SAAs.
- e. Ensure work center personnel comply with the requirements of this SOP.
- f. Annually review work processes and materials, inform NCBC Gulfport HW Program Manager of any changes.
- g. Schedule the delivery of containers and HW pick-ups.
- h. Ensure personnel are familiar with special management procedures for wastes generated in their work process.
- i. Provide process information, such as MSDS, as requested.
- j. Train personnel to respond to small spills/leaks and assist with clean-up procedures.

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

k. Contact NCBC Gulfport Fire Department when spills, leaks, and emergencies occur.

l. Conduct weekly inspections of the SAAs and document the inspections.

m. Correct all discrepancies identified during any inspection.

n. Maintain a Waste Container Log, Enclosure (A-3), that documents the contents of each HW container.

## ***2.2 Work Center Personnel shall:***

a. Use HM carefully and sparingly.

b. Be aware of procedures for handling leaking or damaged containers.

c. Collect and immediately containerize waste.

d. Keep containers closed except when adding waste.

e. Properly segregate waste.

f. Use only DOT approved containers to store waste.

g. Properly manage used oil and used oil filters.

h. Ensure good housekeeping of SAAs.

3.0 Satellite Accumulation Area Waste Management. SAAs are initial accumulation areas at or near the point of generation, under the control of the operator generating the waste and where less than 55 gallons of HW or 1 quart of acute HW is accumulated at any one time. The 55-gallon limit includes all HW but does not include Universal, non-regulated (non-RCRA) waste, and Used Oil.

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

**a. It is strictly prohibited to dispose of any prohibited waste into any wastewater treatment system, storm drain, surface waters, or upon the land.**

b. Generators may have more than one SAA; however, each individual SAA shall be approved by NCBC Gulfport HW Manager, have a unique identification number and signage posted that clearly delineates it as a SAA.

c. HW Segregation is mandatory. Proper segregation prevents incompatible chemicals from mixing that could produce heat, pressure, fire, explosions, violent reactions, toxic dusts, mists and irritating or toxic fumes or gases.

d. Utilize good housekeeping practices at all times.

e. Maintain a waste container log for each container (Enclosure A-3).

**3.1 Container Management. Containers shall be in good condition (minor surface rust or dents may be allowed) and compatible with the waste stored in them.**

**a. NCBC Gulfport HW Program Manager will provide approved containers.**

b. Containers shall be properly closed and sealed except when adding waste. Drum with rings shall have the ring positioned with the bolt down and tightened.

c. Containers that cannot be properly sealed shall:

- (1) Have the contents transferred to a proportionally sized container, or

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

(2) With guidance from NCBC Gulfport HW Program Manager, over-packed into an appropriate size container.

d. There shall be no evidence of spills on the outside of containers including paint or blast dust.

**3.2 Waste Segregation. The list below provides general compatibility guidance.**

3.2.1 Incompatible Waste. Do not mix incompatible wastes:

Do **not** place containers of unmixed two-part epoxy in the same container.  
Do **not** mix organic material with corrosives.  
Do **not** mix acids with bases.  
Do **not** mix two different types of acids in the same container.  
Do **not** mix paints with strippers.  
Do **not** mix solids and liquids in the same container.  
Do not mix paint debris (rags, brushes, rollers, etc.) with liquid paint.  
Do **not** mix materials where uncertainty exists. Contact NCBC Gulfport HW Program Manager for assistance.

**3.2.2 Compatible Waste. A list of waste that may be mixed:**

Do **combine** like wastes where possible. Like waste means HM with the same National Stock Number, Material Safety Data Sheet (MSDS) number, or generated by the same process such as solid paint debris.

Do **combine** small containers of the same material into a larger container. NCBC Gulfport HW Program Manager will provide direction to identify what may be combined.

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

Do call NCBC Gulfport HW Program Manager for assistance  
before combining materials if in doubt.

3.2.3 Drum Logs. Document the contents of each container enclosure (A-3) on the drum log.

**3.3 Container Labeling. Properly label all containers using an indelible ink only.**

**3.3.1 Hazardous Waste Label. Completed HW labels shall (example shown in enclosure (A-4):**

- a. Identify the contents of the container.
- b. Have Name and Address of the Installation.

NCBC Gulfport HW Program Manager or Handler will label each container with all required information, except the date of excess accumulation.

3.3.2 Universal Waste Label. Completed UW labels shall (example shown in enclosure (A-4) :

- a. Identifying the command generating the waste.
- b. Identify the contents; the types of UW that may be stored are i.e. batteries, lamps, mercury containing equipment, and pesticides.
- c. Have the date the first waste was added to the container (accumulation start date) clearly marked.

Safety Note: Ensure batteries are segregated and containerized by type: Lithium, Magnesium, Mercury and Nickel Cadmium and all safety requirements for the type of batteries are met, i.e. tape both terminal (ends) and/or bag individual batteries.

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

3.3.3 Non Hazardous (Non-RCRA) Waste Label. Non-Hazardous (Non-RCRA) regulated containers shall be labeled as Non-Hazardous waste (example shown in enclosure (A-4).

3.3.4 Used Oil Label. Label used oil containers with the words "Used Oil."

**3.4 Unknown Hazardous Material. Notify the NCBC Gulfport HW Program Manager when an unknown HM is discovered. An extensive effort shall be made to identify any unknown material before declaring it a waste.**

**4.0 Waste Turn-In. When the 55-gallon SAA limit is reached or a container is full, whichever occurs first, contact the NCBC Gulfport HW Program Manager or HW Handler to schedule the transfer of the waste.**

4.1 Waste Turn-In Time Requirements. Full containers and/or HW exceeding the 55-gallon limit shall be transferred from the SAA to a less than 90-day storage area within three (3) calendar days. If arrangements cannot be made, contact the NCBC Gulfport HW Program Manager immediately.

4.2 Waste Turn-In Documentation.

No paper work is required to transfer the waste to the less than 90-day storage area.

**5.0 Empty Containers.** A HM container is empty only after pouring, pumping and/or scraping as defined below:

a. To the maximum extent possible, pour all liquid HM into a properly labeled HW container. Do not allow liquids to dry in their original container.

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

b. Place any rags used to wipe out containers in the appropriate waste container for solids.

c. If dry or hardened HM is discovered in a container, scrape the hardened material out and place it in a properly labeled container for solids or place the entire container of completely cured material in a properly labeled container.

d. After emptying containers, ensure that the lid is off and punch a hole in the bottom of the container then dispose of the container.

e. Special note: Empty aerosol cans are **NOT** empty containers unless they are punctured.

Manage aerosol cans as HW. Keep all aerosol cans in a labeled HW container until they are removed from your inventory. Then turn the aerosol cans in as HW.

**6.0 Spills and Releases. In the event of a spill, without endangering their own safety, only trained personnel shall attempt to stop and contain the spill.**

Immediately report all spills to the NCBC Gulfport's Central Dispatch by dialing 871-2333 or 871-2222.

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

Memorandum

Date

From: [insert Commanding Officer/Officer-In-Charge name, unit]

To: [insert employee's name]

Subj: APPOINTMENT OF UNIT HAZARDOUS WASTE COORDINATOR or ALTERNATE

Ref: (a) NCBC Gulfport Instruction 5090.1, Hazardous Waste  
Management Plan

Per references (a) and (b), you are hereby designated as the Command Hazardous Waste Coordinator [or alternate], effective [insert date]. This assignment will remain in effect until revoked in writing. You will be required to complete hazardous waste training within six months of your assignment to this

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

position. Your training will be provided and funded by [insert funding organization]. Additional information regarding training will be provided to you at a later date.

The following information will provided to the Environmental Department for their records:

\_\_\_\_\_

Command Hazardous Waste Coordinator Name

\_\_\_\_\_

Phone Number                      Email Address

\_\_\_\_\_

Command Hazardous Waste Coordinator Alternate

\_\_\_\_\_

Phone Number                      Email Address

\_\_\_\_\_

Location (building number)

Signature Block

**NCBC GULFPORT APPROVED SATELLITE ACCUMULATION LOCATIONS**

COMMAND	BUILDING	SHOP	STORED MATERIAL
CED	400	D	Waste Paint Aerosol Cans
	400	A	Used Antifreeze / Used Hydraulic Oil / Transmission Fluid Used Oil / Brake Fluid
	400	B	Used Antifreeze Used Oil Aerosol Cans
	400	C	Waste Antifreeze Used Oil Lead-Acid Batteries (Universal Waste)
	403		Used Oil Used Diesel Fuel
CHRIMP	228	CHRIMP	Aerosol Cans/Expired Material
MWR	397	Auto Hobby Shop	Used Antifreeze Used Oil Aerosol Cans

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

			Lead - Acid Batteries (Universal Waste)
Public Works	272	Material Distribution & Storage	Waste Paint Used Batteries (Universal waste)
Supply	217		Aerosol Cans
20 <sup>th</sup> NCR Vehicle Maintenance	241	Heavy Shop	Aerosol Cans Used Oil
	241	5000 Shop (Support)	Used Oil Used Antifreeze
	241	Light Shop	Used Oil Used Antifreeze
	241	Hazmat Bay	Aerosol Cans
	241	Tire Shop	Waste Paint
	20 <sup>th</sup> NCR	291	Armory
20 <sup>th</sup> NCR	225	Supply	Aerosol Cans/ Expired Materials
NCTC	345	Transmission Shop	Absorbent Materials
NCTC	346	Electrical Shop	Aerosol Cans

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

**SATELLITE ACCUMULATION LOCATIONS**

COMMAND	BUILDING	SHOP	STORED MATERIAL
NCTC Civil Engineering Support Equipment	70	Transmissi on Shop	Used Oil Used Antifreeze Used Transmission Fluid
	70	Diesel Shop	Waste Diesel Fuel
	70	Light Chassis Shop	Used Oil
	70	Outside	Used Oil Used Antifreeze
Environment al Division	276	Less-Than 90-Day Accumulati on Area	All hazardous and non-hazardous waste (Less-Than 90-Day Accumulation Area)
NEX	340	Service Station	Used Oil Used Antifreeze Aerosol Cans
Navy Reserves	429	Navy Reserves	Used Oil Aerosol Cans
MIUW	429	MIUW	Used Oil Aerosol Cans
Marine Corps	243	Vehicle Maintenance	Aerosol Cans Used Oil Spent Batteries (Universal Waste) Used Antifreeze
Army Warehouse	215	ARMY Reserves	Used Oil
MWR Golf Course	418	Grille	Aerosol Cans
Homeland Security	298	Maintenanc e Shop	Used Oil Aerosol Cans Used Antifreeze
MWR	445	Gym	Aerosol Cans
NEX	448	Barber Shop	Aerosol Cans
NCTC	372	Crane Yard	Absorbent Materials
NCTC	241	Vehicle maintenanc e shop	Used Oil Aerosol Cans Used Antifreeze Used Absorbent
Dental	295	Dental	Used Amalgam
ECS	122	Training	Used Batteries

NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

**WASTE CONTAINER LOG**

Command: \_\_\_\_\_ Department \_\_\_\_\_  
Drum Number \_\_\_\_\_

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

TYPE OF WASTE	NSN NUMBER	GAL/ LBS	DATE	SHOP OR W/C	SIGNATURE OF PERSON ADDING MATERIAL

NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

**HAZARDOUS  
WASTE**

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL.  
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY  
AUTHORITY OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY.

GENERATOR INFORMATION:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

MANIFEST TRACKING NO. \_\_\_\_\_ ACCUMULATION START DATE \_\_\_\_\_

EPA ID NO. \_\_\_\_\_ EPA WASTE NO. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**HANDLE WITH CARE!**

STYLE WMB

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

**Base Hazardous Waste Label (Yellow)**

NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---



**Abbreviated Hazardous Waste Label**

NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

**NON-HAZARDOUS**  
**Waste**

**OPTIONAL INFORMATION**

SHIPPER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

CONTENTS \_\_\_\_\_

\_\_\_\_\_

**NON-HAZARDOUS WASTE**

Lab Safety Supply Inc., Janesville WI 53547-1368 Reorder 478

**Base Nonhazardous Waste Label (Green)**

NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

**NON-RCRA  
REGULATED  
WASTE**

THIS WASTE NOT REGULATED BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY 40CFR(RCRA) BUT MAY BE SUBJECT TO DEPT. OF TRANSPORTATION REGULATIONS, (49CFR) OR STATE OR LOCAL REGULATIONS.

**GENERATOR INFORMATION:**

SHIPPER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PROPER D.O.T. SHIPPING NAME: \_\_\_\_\_  
UN OR NA NO.: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**NON-RCRA REGULATED WASTE**

82W17 LABELMASTER® (800) 621-5808 www.labelmaster.com

Non-RCRA Regulated Label

NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

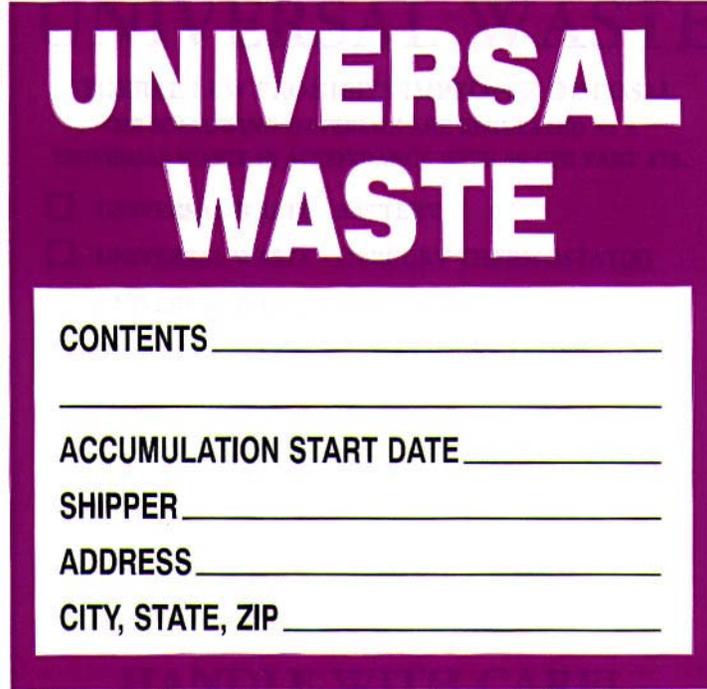


Used Oil Label

NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011



**UNIVERSAL  
WASTE**

CONTENTS \_\_\_\_\_  
\_\_\_\_\_  
ACCUMULATION START DATE \_\_\_\_\_  
SHIPPER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_

Lab Safety Supply Inc.

Reorder No. 42109

Universal Waste Label

NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

**UNIVERSAL WASTE**

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.

UNIVERSAL WASTE - BATTERY(IES)  
 UNIVERSAL WASTE - MERCURY THERMOSTAT(S)  
 UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT  
 UNIVERSAL WASTE - PESTICIDE(S)  
 UNIVERSAL WASTE - LAMP(S)

ACCUMULATION START DATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05 © 2005 LABELMASTER®(800) 621-5808 www.Labelmaster.com

Base Universal Waste Label

Table of Content

B-xx

Enclosure (1)

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

1.0 Purpose .....	1
2.0. Training Requirements .....	1
3.0 Waste Management .....	1
3.1 Waste Received Into A Less than 90-Day Storage Area .....	1
3.1.1 Waste Receipt Documentation .....	1
4.0 Management of Waste in the Less than 90-Day Storage Area .....	2
4.1 Unknown Waste.....	4
5.0 Container Management .....	5
5.1 Empty Drums .....	5
5.2 Container Labeling .....	5
5.2.1 Hazardous Waste Containers .....	5
5.2.2 Universal Waste Containers .....	6
5.2.3 Non hazardous (Non-RCRA) Containers .....	6
5.2.4 Used Oil Containers .....	6
6.0 Inspections. ....	6
7.0 Transfer Out Of Waste .....	6
7.1 Off Site Waste Shipment from the Less than 90 Day Storage Area .....	6
<b>7.1.1 Off Site Shipment Oversight.....</b>	<b>7</b>
7.1.2 Manifest.....	8
7.1.2.1 Manifest Copy Distribution .....	9
7.1.2.2 Exception Reports .....	9
7.1.2.3 Certificates of Disposal	

**NCBC Gulfport Hazardous Waste Management Plan  
Less Than 90-Day Hazardous Waste Storage Areas  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

or Recycling .....	9
7.1.2.4 Manifest Recordkeeping .....	9

Enclosures:

- (B-1) Hazardous Waste Tracking Log
- (B-2) Table of Waste Streams
- (B-3) Inspection Sheets (less than 90 day and SAA)
- (B-4) Manifest

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

**1.0 Purpose.** The purpose of this Standard Operating Procedure (SOP) is to establish procedures for the proper management of waste in the less than 90-day storage area.

**2.0 Training Requirements. Personnel working at the less than 90 day storage areas must:**

- a. Attend initial Hazardous Waste (RCRA) training and an annual refresher thereafter.
- b. Attend DOT initial training and a refresher every three (3) years thereafter.
- c. Be given the opportunity to attend OSHA training.

**3.0 Waste Management.** HW initially stored in SAAs shall be transferred to the less than 90-day storage area.

- a. Containers shall be delivered to the less than 90-day storage area in a government/contractor vehicle; under no circumstance shall waste be placed in a private vehicle.
- b. HW shall **not** be stored for more than 90 days at this area.

**3.1 Waste Received Into the Less than 90-Day Storage Area.** Waste transferred to a less than 90-day storage area shall be labeled as identified and described in Section 5.0 of this SOP; sample labels are found in Enclosure A-4.

- a. No documentation is required to transfer containers.

**3.1.1 Waste Receipt Documentation.** The less than 90-day storage area staff may open and inspect the contents of each container. If the contents do not match the information on the label, the generating unit HW Coordinator shall immediately correct all discrepancies.

NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

**a. The less than 90-day storage area staff uses a comprehensive table for the purposes of waste tracking (Enclosure B-1). At a minimum, the storage area staff shall annotate the following information on the "Hazardous Waste Tracking Log", enclosure (B-1) when a container is received into the less than 90-day storage area.**

- (1) Technical name of items
- (2) Command and work center that generated the waste
- (3) Waste ID
- (4) 90-day start date
- (5) Drum Size
- (6) Total number of container
- (7) Total weight

***4.0 Management of Waste in the Less than 90-day Storage Area. HW shall be accumulated for less than 90-days. This time limit does not apply to Universal Waste (UW), non regulated (non-RCRA) waste or Used Oil. Less than 90-day areas shall:***

a. Have access controlled at all times e.g. (keep area locked except when the staff is present).

b. Have weather resistant signs posted and clearly visible from a distance of 50 feet on all exterior sides of the area stating

"NO SMOKING WITHIN 50 FEET"

c. Have weather resistant signs posted and clearly visible from a distance of 25 feet reading

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

"DANGER - UNAUTHORIZED PERSONNEL KEEP OUT" and  
"HAZARDOUS WASTE STORAGE AREA"

d. Have sufficient aisle space around containers or per pallet to allow for the unobstructed movement of personnel for fire protection, spill control and access to decontamination equipment.

e. Position each container so that the label is clearly visible when approaching the containers for inspection.

f. Have containers stored so they may have unobstructed access, i.e. nothing stored in front of the containers.

g. Separate incompatible waste using berms, dikes, spill pallets, or other means to prevent incompatible materials from coming into contact in the event of a spill.

h. Stack drums no more than two high; double stacking will be per pallet design and capacity but no more than four drums per pallet.

i. Have a fire extinguisher and an eyewash station positioned so that it is immediately accessible in an area that would not be affected by a spill. Both the fire extinguisher and the eyewash station shall be inspected monthly and the inspection sheets maintained for three (3) years.

j. An internal communication device (telephone or two-way radio) capable of summoning emergency assistance is required.

k. A spill kit and equipment shall be maintained and

- (1) Be clearly marked as "HW/HM SPILL KIT".
- (2) Located in an accessible area near the storage area.
- (3) Contain material and equipment necessary to contain and clean up spills, i.e., non-sparking shovel and dust pan.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

- (4) Contain absorbent material that is compatible with the waste stored in the less than 90-day storage area.
- (5) Be stocked with enough container(s) and label(s) to properly clean up a spill and the debris thereof.
- (6) Contain Personnel Protective Equipment (PPE) including gloves, face shields, rubber boots, etc.

1. Maintain a contingency plan and revisions thereof at the less than 90-day storage area. At a minimum the Contingency Plan will include:

- (1) The name and phone number of the Emergency Coordinator
- (2) Emergency equipment and its location.
- (3) Evacuation Plan
- (4) Be a part of the larger Installation Spill Prevention Control and Countermeasures (SPCC) Plan.

m. The contingency plan must be immediately reviewed and amended whenever:

- (1) There is a revision of applicable regulations.
- (2) The plan fails in an emergency.
- (3) The facility changes (i.e., its design, its emergency equipment or any other changes that increase the potential for fires, explosions or releases of HW).
- (4) The Emergency Coordinator changes.

**n. *In the event of a spill to the environment, trained personnel shall make every attempt to stop and contain the spill without endangering their own safety.***

**o. *Immediately report all spills to the NCBC Gulfport's Central Dispatch by dialing 871-2333 or 871-2222.***

4.1 Unknown Waste. A container of unknown waste may be stored in a less than 90-day area until it is properly identified or

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

the 90-day limit is reached; **whichever occurs first**. If the 90-day clock is expiring and the analyticals are not available; the HW Manager will submit a request for a 30-day extension to the State. Label the container with the words "Hazardous Waste", "Pending Analysis", and annotate the date the waste was found. Once a waste determination is completed, the container may be relabeled as required. Unknown waste shall be stored as HW and away from potentially incompatible waste.

**5.0 Container Management. All containers shall be DOT approved, in good condition (only minor rust or dents) and compatible with the material stored in them.**

a. ***The NCBC GULFPORT HW Manager will provide approved containers.***

b. Containers shall be closed at all times except when adding waste. Containers that do not close shall:

- (1) Have the contents transferred to an appropriately sized container **OR**
- (2) Be over packed in an appropriately sized container.

c. Drums with rings shall have the rings properly positioned with the bolt down and tight.

d. There shall be no evidence of spills on the outside of the container (i.e. no wet liquids, evidence of spill down the sides or blast dust on the outsides of the drums).

5.1 Empty Drums. Limit the number of empty containers to what is required for spill cleanup. All empty drums shall be stored upside down to indicate they are empty.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

**5.2 Container Labeling. Properly complete each label using indelible ink.**

**5.2.1 Hazardous Waste Containers. HW containers shall be labeled with the following (example shown in enclosure (A-4))**

At a minimum the words "Hazardous Waste", the contents of the container, and the accumulation date:

- c. Name and address of the Installation.
- d. Name of the Generating Unit.
- e. USEPA Generator ID Number.
  
- f. The profile number as identified in enclosure (B-2).

5.2.2 Universal Waste Containers. Label UW containers as shown in enclosure (A-4):

- a. Identify the command generating the waste.
  
- b. Identify the contents of the container. The types of UW that may be accumulated include: batteries, lamps, mercury containing equipment, and pesticides.
  
- c. Annotate the label with the date the first waste is placed into the container.

Safety Note: Ensure batteries are segregated and containerized by type: Lithium, Magnesium, Mercury, Metal Hydride and Nickel Cadmium and that all safety requirements for each type of battery are met (i.e. tape both terminals (ends) and/or bag each individual battery).

5.2.3 Non-hazardous (Non-RCRA) Containers. Labeled as non-regulated waste and identify the contents of the container.

NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

5.2.4 Used Oil Containers. Label used oil containers with the words "Used Oil".

Special Note: The manifest number is annotated on the label when the waste is shipped off site.

**6.0 Inspections. The less than 90-day storage area shall be inspected, at a minimum, once a week using the inspection sheet shown in enclosure (B-3). The inspection sheet shall be retained for a minimum of three years.**

7.0 Transfer Out of Waste

**7.1 Off Site Waste Shipment from less than 90-Day Storage Area. An inventory is maintained and used to determine when an off site shipment is needed. When a shipment is needed, the HW manager prepares the required documents to initiate a shipment including:**

- a. Identify the correct funding source for each container.
- b. Based on the generating unit, prepare and forward the funding documents to DRMO.
  - (1) Provide DRMO a DD-1348-1A for the waste to be transported off site; ensure all required information is provided.
  - (2) Provide DRMO a waste profile for each type of waste transported off site. If the waste profile was provided for a previous shipment it may be referenced on the DD-1348-1A.
- c. DRMO shall provide a delivery order listing the waste to be picked up, the Contract Line Item Number (CLIN) and the cost for each container.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

d. DRMO will, when authorized by the contracting officer or their representative, contact the disposal contractor and make arrangement for the transportation of the waste off site.

e. Ensure the transporter is licensed and has an up to date Security Plan.

f. Ensure the disposal facility is properly permitted and in good standing with the regulating agency.

g. The HW disposal contractor may choose to be on site the day before the shipment to review the paperwork and inspect the containers.

**7.1.1 Off Site Shipment Oversight.** On the day of the pick-up, the HW Manager or Handler shall:

a. Ensure the containers are staged for pick-up.

b. Ensure the containers are properly labeled and ready for transport to a permitted HWSF or Recycler.

c. Ensure all containers are closed in accordance with the manufacturer's specification.

d. Maintain a log or other such file documenting how the containers were closed to meet the manufacturer's specifications.

e. Ensure the transporter has a DOT security plan.

f. Ensure the truck driver is properly licensed as a HW transporter including HM driver license endorsement.

g. Verify the transporter's number is current.

h. Inspect the transporter's truck before loading.

i. Ensure the contractor properly loads and braces the containers.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

j. Offer placards and ensure the proper placarding of the contactor vehicle(s) in accordance with DOT regulations.

**7.1.2 Manifest. Each off site shipment of HW will be accompanied by a manifest, USEPA form 8700-22.**

a. **Only personnel designated by the Commanding Officer shall sign the HW manifest, normally this is the HW Manager.**

b. **The manifest shall be complete and accurate.**

c. **All copies of the manifest shall be legible. A HW manifest and instructions on how to complete the manifest are found in Enclosure (B-4).**

d. **When applicable, land disposal restriction notification forms shall accompany the manifest as part of the shipping papers.**

**7.1.2.1 Manifest Copy Distribution. The generator's copy of the manifest shall be retained pending receipt of the copy of the manifest hand signed by the owner or operator of the designated TSD facility that received the HW.**

If the hand signed manifest is not received within 35 days of shipment, the HW Manager shall contact the designated facility to determine the status of the waste.

7.1.2.2 Exception Reports. If the signed manifest is not received within 45 days, an exception report shall be filed with the state. The exception report must include:

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

a. A cover letter explaining the efforts made to locate the HW shipment and the results of those efforts.

b. A legible copy of the manifest.

7.1.2.3 Certificates of Disposal or Recycling. The HW Manager shall ensure a Certificate of Disposal or Recycling is received from the designated facility for all waste shipped off site.

a. If the certificate is not received, contact the designated facility for the certification.

b. A certificate of disposal or recycling is required for the containers themselves.

7.1.2.4 Manifest Recordkeeping. All HW records including manifests shall be kept for a minimum of three years and archived thereafter for the life of the Installation.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

**HW Tracking Log**

The headers below are populated in the electronic spreadsheet maintained by the NCBC Gulfport HW Manager. The information below is provided for illustration purposes.

DOC NUMBERS	PROFILE NUMBER	TECHNICAL NAME OF ITEMS	COMMAND	WORK CENTER	FSC	WASTE IDENTIFICATION	DOT ID NUMBER

90-DAY START DATE	DRUM SIZE	TOTAL CONTAINERS	TOTAL WEIGHT	COST PER. LB	TOTAL COST	CLIN NUMBER	PROCESS CODES	WASTE STREAM INFR

NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

<b>NCBC GULFPORT WASTE PROFILES</b>
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**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

<b>PROFILE NUMBER</b>	<b>PROFILE WASTE DESCRIPTION</b>	<b>TYPE OF WASTE</b>	<b>WASTE CODES</b>	<b>PROFILE DATE</b>
GPT 0001	USED ALKALINE BATTERIES	UW	NONE	4/2/2010
GPT 0002	FLUORESCENT BLUBS	UW	D009	4/2/2010
GPT 0003	LATEX PAINT	NON-REG	NONE	4/2/2010
GPT 0004	USED METAL HYDRIDE BATTERIES	UW	NONE	4/2/2010
GPT 0005	WASTE PAINTS (ENAMEL OR OIL BASE)	HW	D001, D018	4/5/2010
GPT 0006	POLYURETHANE SEALANTS	NON-REG	NONE	4/6/2010
GPT 0007	FLAMMABLE AEROSOL CANS	HW	D001, D003	4/7/2010
GPT 0008	NON-FLAMMABLE AEROSOL CANS	HW	D003	4/7/2010
GPT 0009	COOKING OIL C/W WATER	NON-REG	NONE	4/8/2100
GPT 0010	SHOP CLEANING SOLUTION C/W CADMIUM	HW	D006	4/8/2010
GPT 0011	MERCURY THERMOSTATS	UW	D009	4/8/2010
GPT 0012	NON PCB LAMP BALLASTS	NON-REG	NONE	4/8/2010
GPT 0013	SAND BLAST FILTERS	HW	D006	4/8/2010
GPT 0014	BUTANE REFILLS	HW	D001	4/8/2010
GPT 0015	BROKEN FLUORESCENT BLUBS	HW	D009	4/8/2010
GPT 0016	USED OIL	COMBUSTIBLE LIQUID	NONE	4/13/2010
GPT 0017	LITHIUM BATTERIES	UW	NONE	5/5/2010
GPT 0018	ANTI-FREEZE (HAZARODUS) CED	HW	D008	5/13/2010
GPT 0019	PRINTER CARTIDGES	NON-REG	NONE	5/13/2010
GPT 0020	NICKEL CADMIUM BATTERIES	UW	NONE	5/13/2010
GPT 0021	SAND BLAST GRIT	NON-REG	NONE	5/28/2010
GPT 0022	SOIL C/W PETROLEUM PRODUCTS	NON-REG	NONE	6/3/2010
GPT 0023	CARBON DIOXIDE FIRE EXTINGUISHERS	NON-REG	NONE	7/20/2010
GPT 0024	PKP FIRE EXTINGUISHERS	NON-REG	NONE	7/20/2010
GPT 0025	ABC DRY CHEMICAL FIRE EXTINGUISHERS	NON-REG	NONE	7/20/2010
GPT 0026	PROPANE CYLINDERS	HW	NONE	7/26/2010
GPT 0027	ASBESTOS	NON-REG	NONE	7/26/2010
GPT 0028	NON FLAMMABLE ADHESIVES	NON-REG	NONE	7/26/2010
GPT 0029	CED GLOVE BOX GRIT	HW	D006	7/27/2010
GPT 0030	WASTE PAINTS (ENAMEL OR OIL BASE) CED	HW	D001, D035	7/29/2010
GPT 0031	FLAMMABLE ADHESIVES	HW	D001, D018,D 035	7/30/2010
GPT 0032	LEAD FOIL PACKS	HW	D008	9/1/2010
GPT0033	NITROGEN COMPRESSED CYLINDERS	NON-REG	NONE	10/19/2010
GPT0034	ABSORBENT MATERIALS C/W	NON-REG	NONE	10/29/2010

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

	PETROLEUM PRODUCTS			
GPT0035	OYXGEN CYLINDERS	NON-REG	NONE	10/29/2010
GPT0036	PAINT BOOTH FILTERS - CED	NON-REG	NONE	11/12/2010
GPT0037	GARNET BLAST MEDIA - CED SUPPORT EQUIP.	NON-REG	NONE	11/12/2010
GPT0038	GLASS BLAST MEDIA - CED C SHOP	NON-REG	NONE	11/12/2010
GPT0039	STEEL SHOT - CED B SHOP	NON-REG	NONE	11/12/2010
GPT0040	GLASS BLAST MEDIA - CED C SHOP	NON-REG	NONE	11/12/2010
GPT0041	USED ANTI-FREEZE	NON-REG	NONE	11/12/2010
GPT0042	VEGETABLE OIL/COOKING GREASE	NON-REG	NONE	1/5/2011

UW= Universal Waste

HW= Hazardous Waste

Non-Reg= Non regulated waste

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

Hazardous Waste Less than 90 Day Storage Area Inspection Sheet	
<b>Date:</b>	<b>Time:</b>
<b>Bldg. Location:</b>	<b>POC:</b>
<b>Inspector's Name:</b>	<b>Signature:</b>

<i><b>INSPECTION ITEMS</b></i>	YES	NO	COMMENTS
1. Has all accumulation of hazardous waste been limited to a time of less than 90 days?			
2. Is the date upon which each period of accumulation began clearly marked and visible for inspection on each container?			
3. Is each container or tank clearly marked with the words "Hazardous Waste?"			
4. Are hazardous wastes in satellite accumulation areas compatible with the containers in which they are stored?			
5. Are all containers in the accumulation area maintained in good condition?			
6. Are all containers free of leaks, bulging, and corrosion?			
7. Are all containers kept closed in accordance with DOT regulations and mfg. specifications?			
8. Is aisle space maintained at a minimum of 24 inches?			
9. Is the containment system free of cracks or gaps?			
10. Is the sump or collection area free of spilled or leaked waste and accumulated precipitation?			
11. Are containers holding ignitable or reactive waste at least 15 meters (50 feet) from the installation property line?			
12. Are incompatible wastes separated by means of a dike, berm, wall or other device?			
13. Does the installation separate waste and protect it from sources of ignition or reaction?			
14. Does the installation confine smoking and open flame to specifically designated locations?			
15. Are "No Smoking" signs placed wherever there is a			

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

<b><i>INSPECTION ITEMS</i></b>	YES	NO	COMMENTS
hazard from ignitable or reactive waste?			
16. Does the area have a "Hazardous Waste" sign posted?			
17. Is the area secured with a lock or other positive means to prevent access by unauthorized personnel?			
18. Is lighting in the area sufficient to identify leaks and spills?			
19. Does the area have communications equipment (telephone, radio, etc.) available?			
20. Is emergency contact information provided at the location of the communications equipment?			
21. Are appropriate spill clean-up materials readily available?			
22. Have all workers received training in 29 CFR 1910.120 for Hazardous Waste Workers before being assigned work in the area?			
23. Do all workers at the facility annually receive eight hours of refresher training for health and safety topics?			
24. Is a copy of the RCRA Contingency Plan (or other appropriate plan) available?			
25. Have all personnel been trained in the implementation of the RCRA Contingency Plan (or other appropriate plan)?			
26. Are all unknown wastes that need to be determined or tested stored in the less than 90 day storage area?			
27. Do wastes requiring sampling have pending analysis labels and are filled out correctly?			
28. Do wastes stored in containers comply with DOT packaging specifications, i.e., weight cannot exceed 882 lbs for solids and 199 gallons for liquids for non-bulk packaging?			
29. Are used oil storage tanks maintained in working order and inspected weekly along with less than 90 day storage area?			

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

Satellite Accumulation Area (SAA) Inspection Sheet	
<b>Date:</b>	<b>Time:</b>
<b>Command:</b>	<b>Bldg. Location:</b>
<b>POC:</b>	<b>Telephone #:</b>
<b>Inspector's Name:</b>	<b>Signature:</b>

INSPECTION ITEMS	YES	NO	COMMENTS
1. Are containers in good condition?			
2. Are containers labeled Hazardous Waste or with other words which identify the contents?			
3. Are all other containers labeled correctly? (e.g. Used Oil)			
4. Is the Satellite Accumulation Area located at or near the point of generation?			
5. Is the hazardous accumulation limited to a total of 55 gal. (or 1 qt. Acute) of total accumulated hazardous waste? Is excess relocated to the 90-day area within 72 hours?			
6. Is the initial accumulation date marked on each container label?			
7. Are accumulation/fill dates marked once 55 gal. limit is reached?			
8. Is waste compatible with the container?			
9. Are drum logs with the drums?			
10. Are drum logs legible and current?			
11. Are containers inspected weekly?			
12. Are incompatible wastes kept separate?			
13. Is proper isle space maintained?			
14. Is the SAA clean (no signs of spillage) and are containers non-leaking?			
15. Is a fire extinguisher available within 50 ft.?			
16. Are containers properly closed?			
17. Is a SAA Waste Generation Summary Log maintained for each container?			
18. Does the assigned W/C Hazardous Waste Manager and Shop Workers have proper training?			
19. Is housekeeping neat and clean in all areas?			
20. Is there a spill kit in the accumulation area?			
21. Are training records maintained for three years?			

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

22. Is a copy of the HW Management Plan and/or Contingency Plan available?			
23. Are liquid waste containers placed in a berm area, or an area which will contain all leaks, or a Satellite Area building?			
24. Are containers containing wastes in good condition? Do the containers come from CDC? Do they have a container # on them? Dents? Corrosion?			
25. Are there liquids in the containment area inside the Satellite Area Building?			
26. Is the 2-inch expansion rule in liquid containers complied with?			
27. Is there working eyewash in accumulation areas? Is it being inspected?			
Questions For Program Manager:			
1. How many Satellite Accumulation Areas does this W/C have?			
2. Does the W/C notify the environmental department within 24 hrs? When 55 gal. of hazardous waste is accumulated?			
3. Are there any containers in the storage area that are beyond the 3-day storage limit from their accumulation date?			
4. Is there a working fire system in the Satellite Accumulation building? Has the Satellite Accumulation Building fire system been inspected?			
5. Is there more than one container per waste stream present?			
6. How many points of generation does this W/C have?			
7. How many waste streams does this W/C have?			
8. Are Hazardous Waste Minimization efforts being made in this Accumulation Area and W/C?			

ADDITIONAL COMMENTS:

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NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

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**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

Form Approved, OMB No. 2050-0039

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

<b>UNIFORM HAZARDOUS WASTE MANIFEST</b>		1. Generator ID Number	2. Page 1 of	3. Emergency Response Phone	4. Manifest Tracking Number			
5. Generator's Name and Mailing Address								
Generator's Site Address (if different than mailing address)								
Generator's Phone:								
6. Transporter 1 Company Name				U.S. EPA ID Number				
7. Transporter 2 Company Name				U.S. EPA ID Number				
8. Designated Facility Name and Site Address				U.S. EPA ID Number				
Facility's Phone:								
GENERATOR	9a. HM	9b. U.S. DOT Description (Including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))		10. Containers No.	11. Total Quantity	12. Unit WT/Vol.	13. Waste Codes	
	1.							
	2.							
	3.							
	4.							
14. Special Handling Instructions and Additional Information								
<p>15. GENERATOR/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent.</p> <p><input type="checkbox"/> I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.</p>								
Generator's/Officer's Printed/Typed Name				Signature		Month Day Year		
16. International Shipment <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Port of entry/exit: _____								
Transporter signature (for exports only): _____ Date leaving U.S.: _____								
17. Transporter Acknowledgment of Receipt of Materials								
Transporter 1 Printed/Typed Name				Signature		Month Day Year		
Transporter 2 Printed/Typed Name				Signature		Month Day Year		
18. Discrepancy								
18a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection								
18b. Alternate Facility (or Generator) Manifest Reference Number: _____ U.S. EPA ID Number _____								
Facility's Phone: _____								
18c. Signature of Alternate Facility (or Generator)				Signature		Month Day Year		
19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)								
1.		2.		3.		4.		
20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a								
Printed/Typed Name				Signature		Month Day Year		

EPA Form 8700-22 (Rev. 3-05) Previous editions are obsolete.

DESIGNATED FACILITY TO DESTINATION STATE (IF REQUIRED)

C-xx

Enclosure (1)

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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Table of Content .....	i
Points of Contact .....	iii
1.0 Purpose .....	1
2.0 Definitions .....	1
3.0 Responsibilities .....	1
3.1 NCBC Gulfport .....	1
3.2 Contracting Authorities .....	1
3.3 All Contractors .....	3
4.0 HW Management .....	4
4.1 Satellite Accumulation Areas (SAA) .....	5
4.2 Less than 90 Day Accumulation Sites .....	5
4.3 Container Management .....	7
4.4 Proper Labeling .....	7

Enclosures

- C-1 Commanding Officer's Letter to Contractors
- C-2 Inspection Sheets (Less than 90 day and SAA)

NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

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**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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1.0 Purpose. The purpose of this Standard Operating Procedure (SOP) is to establish procedures for the proper management of waste by contractors operating aboard NCBC Gulfport.

2.0 Definitions. A list of definitions is found in section 2 of this Plan and in the regulations, respectively.

3.0 Responsibilities: The NCBC Gulfport Commanding Officer grants access to contractors working aboard the installation; therefore, any contractor who improperly manages HW or fails to comply with this instruction may be denied access to the installation.

3.1 NCBC Gulfport shall have immediate access to inspect contractor's work areas and shall report discrepancies to the Contracting Authority (CA).

3.2 Contracting Authorities (CA) shall:

Issue the NCBC Gulfport Commanding Officer's letter regarding Contractor Environmental Compliance to contractors as part of the contracting process before work begins. In a case of multiple contracts with the same contractor within a short period of time, the NCBC Gulfport Commanding Officer's letter may be issued yearly; enclosure (1) contains a sample of the NCBC Gulfport Commanding Officer's letter.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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Not later than the 15<sup>th</sup> day of the month following the end of the quarter, submit to NCBC Gulfport IEPM a report identifying the contractor and date the letter was issued.

a. Ensure contractors comply with federal, state, and local regulations, in addition to Navy and NCBC Gulfport instructions.

b. Provide this plan including SOP to all contractors.

c. Notify NCBC Gulfport, **before HW is generated**, if a contractor expects to generate waste.

d. Ensure each Statement of Work (SOW) specifies the proper management of HW and Non RCRA regulated wastes including the handling, storage, transportation, disposal, and

- (1) Identifies an estimate of the type and amount of waste to be generated during the performance of the contract.
- (2) Identifies and ensures required documents are accurate and timely.
- (3) Requires a State of Mississippi certified laboratory completes chemical analysis.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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- (4) Requires EPA waste codes be properly identified.
  
- (5) Requires proper disposal of regulated waste such as petroleum products and wastewater.
  
- (6) Requires best management practices to minimize the amount of HW and other waste generated.
  
- (7) Requires the HW disposal costs be included in the contract cost. **NCBC Gulfport is not responsible nor will they pay the cost of disposal of contractor generated waste.**

e. Require approval from NCBC Gulfport for contractor's HW storage location(s).

f. Immediately notify NCBC Gulfport if a contractor

- (1) Unexpectedly generates waste.
  
- (2) If a regulatory violation(s) is identified.
  
- (3) If a spill(s)/release(s) to the environment occurs.

g. Provide NCBC Gulfport access to HW records.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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h. Ensure contractor only uses DLA approved vendors for the disposal of HW, UW, and Used Oil.

i. Provide NCBC Gulfport all necessary information to characterize waste.

3.3 All Contractors shall:

a. Take no action or inaction that exposes the Government to liability for non-compliance or other findings or damages, penalties or fines related thereto. In the event a regulatory agency assesses either a monetary or non monetary fine or penalty for Contractor's noncompliance. The Contractor shall reimburse the Government for all associated cost.

b. Manage HW, UW, Non-RCRA regulated waste and Used Oil in accordance with applicable federal, state, and local regulations, Navy and NCBC Gulfport policies and instructions including this plan, and contractual requirements.

c. Before generating waste, obtain from NCBC Gulfport via CA, approval for HW storage, including location and type of storage (i.e. SAA or less than 90-day Storage Area).

d. Provide immediate access to NCBC Gulfport personnel to inspect locked units.

e. Inspect their waste storage areas and provide, via the CA, inspection reports. Immediately correct deficiencies identified during inspections.

f. Dispose of waste via DLA approved vendor and provide WSD and vendor information **before generating any HW.**

g. Remove all HM and waste upon completion of contract. NCBC Gulfport shall dispose of any HM or HW abandoned by a contractor. Abandoned waste shall be managed as an unknown waste; the

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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contractor shall bear the cost of any analytical, disposal and other costs.

h. NCBC Gulfport shall notify the CA of improper management or disposal of waste.

i. Reimburse NCBC Gulfport for services rendered.

4.0 HW Management. HW shall be managed in accordance with federal, state and local regulations in addition to Navy and NCBC Gulfport policies and instructions. Contact NCBC Gulfport, via the CA regarding proper handling, storage and/or disposal procedures.

a. It is strictly prohibited to dispose of any waste into any wastewater treatment system, oily waste treatment system, storm drain, surface waters, or upon the land without written authorization from NCBC Gulfport.

b. HW segregation is mandatory. Proper segregation prevents incompatible chemicals from mixing and allows proper treatment and/or disposal options.

c. Containers must be compatible with the materials stored in them to prevent a reaction between the material and container.

d. Store HW in only DOT-approved containers that are in good condition, without corrosion, dents or leaks and are closed in accordance with the manufacturer's specifications. Typically, containers are 5, 30 or 55-gallon steel or plastic containers.

e. Ensure containers are properly labeled before adding the first drop or item to the container.

f. Items contaminated with HW may be HW and shall be managed accordingly. Examples include rags, rollers, brushes and petroleum-based products contaminated with solvents.

g. Used Petroleum-based products such as hydraulic fluids, lubricating oils, and diesel fuel marine, JP-8, and other fuels

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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with a flash point above 100 degrees Fahrenheit that do not contain chlorinated solvents are managed as Used Oil.

h. Contractors shall manage SAAs in compliance with regulations and Section 4.1 that discusses SAA requirements.

i. Contractor shall manage less than 90-day storage sites in compliance with regulations and section 4.2 that discusses less than 90-day storage requirements.

j. Utilize good housekeeping practices at all times.

k. All hazardous and non-hazardous waste manifest must be signed by the installations Hazardous Waste Program Manager on the day the transporter will pick up the waste.

**4.1 Satellite Accumulation Areas (SAA):**

a. Locate SAAs, approved by NCBC Gulfport HW Program Manager, at or near the point of generation and under control of the operator generating the waste.

b. Accumulate no more than 55 gallons (cumulative total of all types of HW) or 1 quart of acute HW in the SAA. The 55-gallon limit does NOT include non RCRA regulated waste, UW or Used Oil. Once the 55-gallon limit is reached; date the container and transfer it to your approved less than 90-day storage area within three (3) **calendar** days, or an approved off-site TSDF.

d. Complete weekly inspections, document on the inspection sheet provided by the CA and submit, via the CA, no later than the close of business the following Tuesday to NCBC Gulfport IEPM.

**4.2 Less than 90-Day Storage Sites:**

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

a. A contractor may operate a less than 90 day storage site. However, the site may not be established without prior approval from NCBC Gulfport. Each approval is evaluated on a case-by-case basis. Approval must be gained before waste may be stored in it

b. Control access at all times, fence the area and keep it locked or located within a secured building.

c. Secondary containment is required for all containers; concrete curb or spill pallets.

d. Store incompatible wastes separately; use berms/spill pallets to prevent incompatible materials from coming into contact with each other in the event of a spill or leak.

e. Maintain at the site a **fire extinguisher**, an **eyewash station** and an **internal communication** device (telephone or two-way radio) or system capable of summoning emergency assistance.

f. Post weather-resistant signs stating "**NO SMOKING WITHIN 50 FEET**" on all exterior sides of the fenced area. Each sign shall be clearly visible from 50 feet.

g. Post weather resistant signs reading "**DANGER - UNAUTHORIZED PERSONNEL KEEP OUT**" and "**HAZARDOUS WASTE STORAGE AREA**" on each entrance. Each sign shall be clearly visible from 25 feet.

h. Maintain a readily accessible and clearly marked "HW/HM SPILL KIT" that includes at a minimum:

- (1) Material and equipment needed to contain the accumulated waste.
- (2) If flammable liquids are accumulated, have absorbent (i.e., kitty litter or cloth absorbents), non-sparking shovel and dust pan to remove spill residue, gloves, face shields, rubber boots, etc.
- (3) Sufficient containers and labels for potential spills.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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i. Maintain sufficient aisle space (30 to 36 inches) around containers for unobstructed movement of personnel for fire protection, spill control and access to decontamination equipment.

j. Labels shall be clearly visible for inspection.

k. HW shall **not** be stored more than 90 days.

l. Complete and document weekly inspections. Submit the completed inspection sheets, enclosure(2), to NCBC Gulfport HW Program Manager, via the CA, for the previous week no later than the close of business the following Tuesday.

**4.3 Container Management:**

a. Containers shall be in good condition (minor surface rust or dents are allowed), sealed, non-leaking, and compatible with the material stored in them.

b. Containers shall be closed except when adding waste.

c. Position drum rings with the bolt down and tightened.

**CAUTION: USE NON-SPARKING TOOLS ON CONTAINERS OF FLAMMABLE MATERIALS.**

d. Immediately transfer material from unsealable containers.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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e. Containers shall have **no** evidence of spills on the outside of the container; no dry or wet paint on the exterior sides.

4.4 Proper Labeling:

a. Complete all labels using indelible ink. Sample labels are provided in Appendix A enclosure (4).

b. Ensure each container of HW is labeled with a HW label.

Label must include USEPA I.D. #  
Generator Name and address  
Proper DOT shipping name  
USEPA Waste Codes  
Accumulation start date when required.

c. Label non RCRA containers with a completely filled out Non-HW label; antifreeze and grease are examples of non-HW.

d. Used Oil shall be labeled with the words "USED OIL".

e. Label Universal Waste using Universal Waste Label and annotate the date the first waste is added to the container.

**NCBC Gulfport Hazardous Waste Management Plan  
Contractor  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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Serial no. block

From: Commanding Officer, Naval Mobile Construction Battalion  
Gulfport

To: All Contractors

Subj: CONTRACTOR ENVIRONMENTAL COMPLIANCE ON NAVAL MOBILE  
CONSTRUCTION BATTALION GULFPORT

Ref: (a) NCBCGPTINST 5090.1, Hazardous Waste Instruction

1. All contractors and sub-contractors working on Naval Mobile Construction Battalion (NCBC) Gulfport property must comply with federal, state and local environmental regulations. A recent inspection identified issues with contractor environmental compliance (management of materials and wastes) at NCBC Gulfport. Failure to comply places the station in noncompliance with federal and state regulations; this is unacceptable.

2. Experience has revealed an unacceptable level of training and awareness by some contract employees. Contractors are responsible for any monetary penalties incurred by NCBC Gulfport because of contractor noncompliance; additionally, company officers can potentially be held personally and criminally liable. If a contractor fails to comply with federal, state and/or station regulations, regardless of the contract's wording, NCBC Gulfport may terminate access to the station.

3. References (a) through (c) are available upon request; contact the NCBC Gulfport, Public Works Office, Environmental Division, Mr. Stanley Smith at (228) 871-3228 or (228) 323-1654.

4. If you have any questions, contact your local Navy contracting officer.

Insert CO's Signature block

Appendix C Enclosure (1)

**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

<b>Hazardous Waste Less 90 Day Storage Area</b>	
<b>Date:</b>	<b>Time:</b>
<b>Bldg. Location:</b>	<b>POC:</b>
<b>Inspector's Name:</b>	<b>Signature:</b>

<i><b>INSPECTION ITEMS</b></i>	YES	NO	COMMENTS
30. Has all accumulation of hazardous waste been limited to a time of less than 90 days?			
31. Is the date upon which each period of accumulation began clearly marked and visible for inspection on each container?			
32. Is each container or tank clearly marked with the words "Hazardous Waste?"			
33. Are hazardous wastes in satellite accumulation areas compatible with the containers in which they are stored?			
34. Are all containers in the accumulation area maintained in good condition?			
35. Are all containers free of leaks, bulging and corrosion?			
36. Are all containers kept closed in accordance with DOT regulations and mfg. specifications?			
37. Is aisle space maintained at a minimum of 24 inches?			
38. Is the containment system free of cracks or gaps?			
39. Is the sump or collection area free of spilled or leaked waste and accumulated precipitation?			
40. Are containers holding ignitable or reactive waste at least 15 meters (50 feet) from the installation property line?			
41. Are incompatible wastes separated by means of a dike, berm, wall or other device?			
42. Does the installation separate waste and protect it from			

**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

<b><i>INSPECTION ITEMS</i></b>	YES	NO	COMMENTS
sources of ignition or reaction?			
43. Does the installation confine smoking and open flame to specifically designated locations?			
44. Are "No Smoking" signs placed wherever there is a hazard from ignitable or reactive waste?			
45. Does the area have a "Hazardous Waste" sign posted?			
46. Is the area secured with a lock or other positive means to prevent access by unauthorized personnel?			
47. Is lighting in the area sufficient to identify leaks and spills?			
48. Does the area have communications equipment (telephone, radio, etc.) available?			
49. Is emergency contact information provided at the location of the communications equipment?			
50. Are appropriate spill clean-up materials readily available?			
51. Have all workers received training in 29 CFR 1910.120 for Hazardous Waste Workers before being assigned work in the area?			
52. Do all workers at the facility annually receive eight hours of refresher training for health and safety topics?			
53. Is a copy of the RCRA Contingency Plan (or other appropriate plan) available?			
54. Have all personnel been trained in the implementation of the RCRA Contingency Plan (or other appropriate plan)?			
55. Are all unknown wastes that need to be determined or tested stored in the less than 90 day storage area?			
56. Do wastes requiring sampling have pending analysis labels and are filled out correctly?			
57. Do wastes stored in containers comply with DOT packaging specifications, i.e., weight cannot exceed 882 lbs for solids and 199 gallons for liquids for non-bulk packaging?			
58. Are used oil storage tanks maintained in working order and inspected weekly along with less than 90 day			

**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

<i><b>INSPECTION ITEMS</b></i>	YES	NO	COMMENTS
storage area?			

ADDITIONAL COMMENTS: \_\_\_\_\_

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**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

<b>Satellite Accumulation Area (SAA) Inspection</b>	
<b>Date:</b>	<b>Time:</b>
<b>Command:</b>	<b>Bldg. Location:</b>
<b>POC:</b>	<b>Telephone #:</b>
<b>Inspector's Name:</b>	<b>Signature:</b>

INSPECTION ITEMS	YES	NO	COMMENTS
1. Are containers in good condition?			
2. Are containers labeled Hazardous Waste or with other words which identify the contents?			
3. Are all other containers labeled correctly? (e.g. Used Oil)			
4. Is the Satellite Accumulation Area located at or near the point of generation?			
5. Is the hazardous accumulation limited to a total of 55 gal. (or 1 qt. Acute) of total accumulated hazardous waste? Is excess relocated to the 90-day area within 72 hours?			
6. Is the initial accumulation date marked on each container label?			
7. Are accumulation/fill dates marked once 55 gal. limit is reached?			
8. Is waste compatible with the container?			
9. Are drum logs with the drums?			
10. Are drum logs legible and current?			
11. Are containers inspected weekly?			
12. Are incompatible wastes kept separate?			
13. Is proper isle space maintained?			
14. Is the SAA clean (no signs of spillage) and are containers non-leaking?			
15. Is a fire extinguisher available within 50 ft.?			
16. Are containers properly closed?			
17. Is a SAA Waste Generation Summary Log maintained for each			

**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

container?			
18. Does the assigned W/C Hazardous Waste Manager and Shop Workers have proper training?			
19. Is housekeeping neat and clean in all areas?			
20. Is there a spill kit in the accumulation area?			
21. Are training records maintained for three years?			
22. Is a copy of the HW Management Plan and/or Contingency Plan available?			
23. Are liquid waste containers placed in a berm area, or an area which will contain all leaks, or a Satellite Area building?			
24. Are containers containing wastes in good condition? Do the containers come from CDC? Do they have a container # on them? Dents? Corrosion?			
25. Are there liquids in the containment area inside the Satellite Area Building?			
26. Is the 2-inch expansion rule in liquid containers complied with?			
27. Is there working eyewash in accumulation areas? Is it being inspected?			
Questions For Program Manager:			
1. How many Satellite Accumulation Areas does this W/C have?			
2. Does the W/C notify the environmental department within 24 hrs? When 55 gal. of hazardous waste is accumulated?			
3. Are there any containers in the storage area that are beyond the 3-day storage limit from their accumulation date?			
4. Is there a working fire system in the Satellite Accumulation building? Has the Satellite Accumulation Building fire system been inspected?			
5. Is there more than one container per waste stream present?			
6. How many points of generation does this W/C have?			
7. How many waste streams does this W/C have?			
8. Are Hazardous Waste Minimization efforts being made in this Accumulation Area and W/C?			

ADDITIONAL COMMENTS:

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**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

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From: Commanding Officer, Naval Mobile Construction Battalion Center

To: All Contractors

Subj: CONTRACTOR ENVIRONMENTAL COMPLIANCE ON NAVAL MOBILE CONSTRUCTION BATTALION GULFPORT

Ref: (a) Hazardous Materials Instruction

(b) 5090.1, Hazardous Waste Instruction

1. All contractors and sub-contractors working on Naval Mobile Construction Battalion Center (NCBC), Gulfport property must comply with federal, state, and local environmental regulations. A recent inspection identified issues with contractor environmental compliance (management of materials and wastes) at NCBC Gulfport. Failure to comply places the station in noncompliance with federal and state regulations; this is unacceptable.

2. Experience has revealed an unacceptable level of training and awareness by some contract employees. Contractors are responsible for any monetary penalties incurred by NCBC Gulfport because of contractor noncompliance; additionally, company officers can potentially be held personally and criminally liable. If a contractor fails to comply with federal, state and/or station regulations, regardless of the contract's wording, NCBC Gulfport may terminate access to the station.

3. References (a) through (b) are available upon request; contact the NCBC Gulfport, Public Works Officer, Environmental Division, Mr. Station Smith at (228) 871-3228.

4. If you have any questions, or contact your local Navy Contracting Officer.

Commanding Officer

**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

Hazardous Waste Less than 90 Day Storage Area Inspection Sheet	
<b>Date:</b>	<b>Time:</b>
<b>Bldg. Location:</b>	<b>POC:</b>
<b>Inspector's Name:</b>	<b>Signature:</b>

<i><b>INSPECTION ITEMS</b></i>	YES	NO	COMMENTS
59. Has all accumulation of hazardous waste been limited to a time of less than 90 days?			
60. Is the date upon which each period of accumulation began clearly marked and visible for inspection on each container?			
61. Is each container or tank clearly marked with the words "Hazardous Waste?"			
62. Are hazardous wastes in satellite accumulation areas compatible with the containers in which they are stored?			
63. Are all containers in the accumulation area maintained in good condition?			
64. Are all containers free of leaks, bulging, and corrosion?			
65. Are all containers kept closed in accordance with DOT regulations and mfg. specifications?			
66. Is aisle space maintained at a minimum of 24 inches?			
67. Is the containment system free of cracks or gaps?			
68. Is the sump or collection area free of spilled or leaked waste and accumulated precipitation?			
69. Are containers holding ignitable or reactive waste at least 15 meters (50 feet) from the installation property line?			
70. Are incompatible wastes separated by means of a dike, berm, wall or other device?			
71. Does the installation separate waste and protect it from sources of ignition or reaction?			
72. Does the installation confine smoking and open flame			

**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

<b><i>INSPECTION ITEMS</i></b>	YES	NO	COMMENTS
to specifically designated locations?			
73. Are "No Smoking" signs placed wherever there is a hazard from ignitable or reactive waste?			
74. Does the area have a "Hazardous Waste" sign posted?			
75. Is the area secured with a lock or other positive means to prevent access by unauthorized personnel?			
76. Is lighting in the area sufficient to identify leaks and spills?			
77. Does the area have communications equipment (telephone, radio, etc.) available?			
78. Is emergency contact information provided at the location of the communications equipment?			
79. Are appropriate spill clean-up materials readily available?			
80. Have all workers received training in 29 CFR 1910.120 for Hazardous Waste Workers before being assigned work in the area?			
81. Do all workers at the facility annually receive eight hours of refresher training for health and safety topics?			
82. Is a copy of the RCRA Contingency Plan (or other appropriate plan) available?			
83. Have all personnel been trained in the implementation of the RCRA Contingency Plan (or other appropriate plan)?			
84. Are all unknown wastes that need to be determined or tested stored in the less than 90 day storage area?			
85. Do wastes requiring sampling have pending analysis labels and are filled out correctly?			
86. Do wastes stored in containers comply with DOT packaging specifications, i.e., weight cannot exceed 882 lbs for solids and 199 gallons for liquids for non-bulk packaging?			
87. Are used oil storage tanks maintained in working order and inspected weekly along with less than 90 day storage area?			

**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

ADDITIONAL COMMENTS: \_\_\_\_\_

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Satellite Accumulation Area (SAA) Inspection Sheet	
<b>Date:</b>	<b>Time:</b>
<b>Command:</b>	<b>Bldg. Location:</b>
<b>POC:</b>	<b>Telephone #:</b>
<b>Inspector's Name:</b>	<b>Signature:</b>

INSPECTION ITEMS	YES	NO	COMMENTS
1. Are containers in good condition?			
2. Are containers labeled Hazardous Waste or with other words which identify the contents?			
3. Are all other containers labeled correctly? (e.g. Used Oil)			
4. Is the Satellite Accumulation Area located at or near the point of generation?			
5. Is the hazardous accumulation limited to a total of 55 gal. (or 1 qt. Acute) of total accumulated hazardous waste? Is excess relocated to the 90-day area within 72 hours?			
6. Is the initial accumulation date marked on each container label?			
7. Are accumulation/fill dates marked once 55 gal. limit is reached?			
8. Is waste compatible with the container?			
9. Are drum logs with the drums?			
10. Are drum logs legible and current?			
11. Are containers inspected weekly?			
12. Are incompatible wastes kept separate?			
13. Is proper isle space maintained?			
14. Is the SAA clean (no signs of spillage) and are containers non-leaking?			
15. Is a fire extinguisher available within 50 ft.?			
16. Are containers properly closed?			
17. Is a SAA Waste Generation Summary Log maintained for each container?			

**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

18. Does the assigned W/C Hazardous Waste Manager and Shop Workers have proper training?			
19. Is housekeeping neat and clean in all areas?			
20. Is there a spill kit in the accumulation area?			
21. Are training records maintained for three years?			
22. Is a copy of the HW Management Plan and/or Contingency Plan available?			
23. Are liquid waste containers placed in a berm area, or an area which will contain all leaks, or a Satellite Area building?			
24. Are containers containing wastes in good condition? Do the containers come from CDC? Do they have a container # on them? Dents? Corrosion?			
25. Are there liquids in the containment area inside the Satellite Area Building?			
26. Is the 2-inch expansion rule in liquid containers complied with?			
27. Is there working eyewash in accumulation areas? Is it being inspected?			

**ADDITIONAL COMMENTS:**

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**NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

**Table of Content .....i**

**1.0 Purpose.....1**

**2.0 Definitions.....1**

**3.0 General Used Oil Management .....1**

**4.0 Spills And Releases .....2**

NCBC Gulfport Hazardous Waste Management Plan  
Used Oil Management  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

NCBC Gulfport Hazardous Waste Management Plan  
Universal Waste  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

**1.0 Purpose.** The purpose of this Standard Operating Procedure(SOP) is to establish procedures for the proper management of Used Oil.

## **2.0 Definitions.**

A short list of definitions is provided for a quick reference.

Aboveground Used Oil Storage Tank means a tank used to store or process used oil that is not an underground storage tank or a container.

Container means any portable device in which a material is stored, transported, treated, disposed of, or otherwise handled.

Spill/Release means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment any HM where such a release has the potential to threaten human health or the environment.

Used Oil means any oil refined from crude oil, or any synthetic oil, that was used and because of such use is contaminated with physical or chemical impurities.

**3.0 General Used Oil Management.** It is prohibited to dispose of Used Oil into any wastewater treatment system, storm drain, surface water body, or onto the land. Used oil shall not be used as a dust suppressant or for other such applications.

a. Segregation of Used Oil is mandatory. Proper segregation prevents incompatible chemicals with the potential

**NCBC Gulfport Hazardous Waste Management Plan  
Universal Waste  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

to produce heat, pressure, fire, explosions, violent reactions, toxic dust, mists and irritating or toxic fumes or gases from mixing.

(1) Do **not** mix Used Oil with any HW, included chlorinated or non-chlorinated solvents, as the resulting mixture may be a HW.

(2) Do **not** mix solid wastes with Used Oil as it may prevent used oil from being recycled.

(3) Do **not** mix Used Oil with off-specification or contaminated gasoline. Do not mix with any petroleum product containing solvents.

b. Used Oil may be mixed with off-specification fuels including Diesel, JP-5, JP-8 and other fuels with a Flash Point greater than 100<sup>0</sup> F.

c. Store Used Oil in non-leaking structurally sound aboveground storage tanks or approved containers in good condition (minor corrosion or dents) and compatible with the Used Oil stored in them. NCBC Gulfport Environmental will provide approved containers.

d. Label containers and aboveground storage tanks with the words "Used Oil" or with a Used Oil label, example in Enclosure (A-4). Label buckets and drip pans used to collect and store Used Oil with the words "Used Oil."

f. Used oil containers and aboveground storage tanks shall be closed except when adding or removing the Used Oil.

g. Contact NCBC Gulfport Hazardous Waste Program Manager to arrange for disposal of Used Oil.

3.1 Train personnel handling Used Oil to respond to spills in a safe manner.

**NCBC Gulfport Hazardous Waste Management Plan  
Universal Waste  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

## **4.0 Spills and Releases.**

In the event of a release/spill of Used Oil to the environment, only trained personnel shall make every effort to stop and contain the spill, without endangering their safety.

Report all spills of Used Oil to the **NCBC Gulfport's Central Dispatch** by dialing **871-2333** or **871-2222**.

**NCBC Gulfport Hazardous Waste Management Plan  
Universal Waste  
Standard Operating Procedure**

NCBCGPTINST 5090.1

December 2011

---

Table of Contents.....	i
1.0 Purpose .....	1
2.0 Definitions .....	1
3.0 Universal Waste Management .....	1
3.1 Battery Management .....	1
3.1.1 Lead Acid Batteries .....	1
3.1.2 Non-Lead Acid Batteries .....	2
3.2 Fluorescent Lamp Management .....	2
3.3 Mercury-Containing Devices .....	2
3.4 Pesticides .....	3
4.0 Universal Waste Turn-In .....	3

NCBC Gulfport Hazardous Waste Management Plan  
Universal Waste  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

NCBC Gulfport Hazardous Waste Management Plan  
Universal Waste  
Standard Operating Procedure

NCBCGPTINST 5090.1

December 2011

---

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NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
MILITARY MUNITIONS RULE (MMR) IMPLEMENTATION

NCBCGPTINST 5090.1

December 2011

---

1.0 Purpose. This SOP establishes procedures for the management of Universal Waste (UW) by all activities and contractors operating on board NCBC Gulfport.

2.0 Definitions. A short list of definitions is provided for a quick reference. A complete list of definitions is found in section 2 of this plan and in the regulations.

Accumulation Start Date for UW is the date the first waste is placed in the container.

Mercury-Containing Equipment is any device or part thereof (excluding batteries and lamps) that contains elemental mercury.

Pesticide is any substance or mixture intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or desiccant.

Universal Waste are batteries, fluorescent lamps, some pesticides, and mercury-containing devices, formally classified as HW, but are now subject to less stringent UW regulations, when recycled if recycling is available. Common UW lamps include fluorescent, high intensity discharge, neon, mercury vapor, high-pressure sodium, and metal halide.

3.0 Universal Waste Management. Immediately containerized all UW when it is generated. UW may be stored up to one (1) year from the date the first waste is placed in the container. To avoid storing UW for more than one (1) year, contact NCBC Gulfport HW Program Manager when a container is **nine (9) months-old** to arrange for disposal.

### **3.1 Battery Management.**

3.1.1 Lead Acid Batteries. Store lead acid (car type) batteries to prevent spills. Broken batteries (i.e. breached casing) must be managed as HW including any spilled acid.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
MILITARY MUNITIONS RULE (MMR) IMPLEMENTATION

NCBCGPTINST 5090.1

December 2011

---

3.1.2 Non-Lead Acid Batteries. Non-Lead acid batteries (i.e. Nickel Cadmium, Nickel Halide, Magnesium, Lithium, Mercury, Alkaline, etc.) shall be:

a. Segregated by battery type into proportionately sized structurally sound DOT approved containers (e.g. only one type of battery per container).

b. Lithium batteries must have both terminals taped (i.e. the "ends" of each battery) and/or seal each individual battery in a plastic bag.

c. Labeled as UW and the label annotated with the date the first battery was placed in the container. (Example shown in Enclosure (A-4)).

3.2 Fluorescent Lamp Management. Store unbroken lamps in a structurally sound DOT approved containers. Keep the containers closed except when adding lamps. The original box or a two or three-ply cardboard box may be used.

a. Label and date all containers (boxes) as UW and annotate the date when the first lamp is placed in the container. Example shown in Enclosure (A-4).

b. Place broken lamps in a structurally sound DOT approved container, keep the container closed except when adding lamps, and label as HW. Do not date the container unless the container is located in a less than 90-day storage area. Manage container of broken lamps as hazardous waste in accordance with this plan.

3.3 Mercury-Containing Devices. Place mercury-containing devices into a structurally sound DOT approved container that is properly labeled as UW. Keep containers closed except when adding waste.

a. For devices where the mercury is not in a sealed ampule, the mercury must be inside a sealed air-tight casing.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
MILITARY MUNITIONS RULE (MMR) IMPLEMENTATION

NCBCGPTINST 5090.1

December 2011

---

b. Label as UW and date the label using indelible ink label with the date the first waste is added to the container. (Example shown in Enclosure (A-4)).

3.4 Pesticides. Store pesticides in a closed structurally sound DOT approved container that is properly labeled and annotated with the date the first pesticide is placed into the container. Example shown in Enclosure (A-4). Keep the container closed except when adding waste.

4.0 UW Turn-In. Contact NCBC Gulfport HW Program Manager to schedule a turn-in when a container is full or when the the UW has been stored for **nine** months.

Table of Contents . . . . .	i
<b>1.0 Purpose . . . . .</b>	<b>1</b>

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
MILITARY MUNITIONS RULE (MMR) IMPLEMENTATION

NCBCGPTINST 5090.1

December 2011

1.1	<b>Applicability</b>	1
2.0	<b>Definitions</b>	1
3.0	Responsibilities	2
3.1	NCBC Gulfport Weapon Department	2
3.2	NCBC Gulfport Explosive Ordnance Detachment	3
3.3	NCBC Gulfport Safety Department	3
3.4	NCBC Gulfport Environmental Division	4
3.5	NCBC Gulfport Public Works Department	5
4.0	General Requirements	5
5.0	Waste Determination (Disposition Process)	6
5.1	When Military Munitions (MM) are not a Waste	6
5.2	<b>When Military Munitions are a Waste</b>	7
5.2.1	Unused MM are a Waste	7
5.2.2	Used MM are a Waste	7
6.0	Storage of Waste Military Munitions (WMM)	8
6.1	Compliance with the Facility Response Plan	10
7.0	Transportation of WMM under Conditionally Exempt Provisions	10
7.1	Transportation Forms	10
8.0	Disposal of WMM under the Conditionally Exempt Provision	11
9.0	Range Operations Records	11

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
MILITARY MUNITIONS RULE (MMR) IMPLEMENTATION

NCBCGPTINST 5090.1

December 2011

---

10.0 Emergency Response . . . . . 11

Encl: (1) Munitions Rule Evaluation Process Schematic

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

- Ref: (a) Navy MMR Implementation Policy, SER N457F/452-98, 27 July 1998  
(b) NAVSEA OP 5 Volume 1 (Ammunition and Explosives Safety Standards)  
(c) NCBC Gulfport INST 5090.5B, Facility Response Plan  
(d) Emergency Planning and Community Right-to-Know Act (EPCRA) 42 USC 11001

1.0 Purpose. The purpose of this SOP is to establish responsibilities and implement procedures for the management of Waste Military Munitions (WMM) aboard NCBC Gulfport in accordance with the requirements of references (a) through (d).

1.1 Applicability. The Resource Conservation and Recovery Act

(RCRA) authorized the U.S. Environmental Protection Agency (USEPA) to implement HW management regulations from the point of generation through the final treatment and disposal, that is, "Cradle to Grave." The U.S. Congress waived sovereign immunity for DoD facilities subjecting them to full regulation including assessment of fines and penalties. The USEPA granted the State of Mississippi authority to implement and enforce HW regulations for identification, packaging, labeling, storing, transporting, disposal and treatment standards. At the request of DoD, the USEPA gave special consideration to WMM with the promulgation of the Military Munitions Rule (MMR).

2.0 Definitions:

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

Chemical Munitions: Munitions that contain chemicals that produce lethal or dangerous effects on human health. This does not include riot control agents, chemical herbicides, smoke and other obscuration materials that are further defined in reference (a).

Conditional Exemption (CE): This term identifies activities that are exempt from the HW regulations when WMM are managed within the requirements set forth in this exception. WMM managed under the CE rule are relieved of the extensive regulatory requirements of HW.

Disposition: An evaluation process designed to determine whether munitions are excess, unusable, reusable, recycled, or should be treated and disposed.

Military Munitions (MM): MM are all ammunition products and components produced or used by or for the U.S. Department of Defense or the U.S. Armed Services for national defense and security, including MM under the control of the Department of Defense, the U.S. Coast Guard, the U.S. Department of Energy and National Guard personnel. The term includes: confined gaseous, liquid and solid propellants, explosives, pyrotechnics, chemical and riot control agents, smokes and incendiaries used by DoD Components, including bulk explosives and chemical warfare agents, chemical munitions, rockets, guided and ballistic missiles, bombs, warheads, mortar rounds, artillery ammunition, small arms ammunition, grenades, mines, torpedoes, depth charges, cluster munitions and dispensers, demolition charges, devices and components thereof. It does not include: wholly inert items, improvised explosive devices, and nuclear weapons, devices and components thereof. See reference (a) for additional information.

### 3.0 Responsibilities.

#### 3.1 NCBC Gulfport Weapons Department shall:

- a. Manage and store WMM in accordance references (a), (b), (c) and this SOP.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

b. Prepare and submit disposition requests and implement disposition instructions once directed.

c. Obtain required DoD Explosives Safety Board (DDESB) explosive safety site approval(s) for bunkers used to store WMM.

d. Identify to NCBC Gulfport the CE bunker(s) where WMM are stored before placing them into storage.

e. Maintain the CE bunker(s) per reference (a).

f. Conduct annual inventory and maintain the records for three years.

g. Conduct and document quarterly compliance inspections with the NCBC Gulfport Explosive Safety Officer (ESO), maintain the records for three years and provide a copy of the inspections to the ESO and NCBC Gulfport's Environmental Division.

h. Ensure only trained and authorized personnel enter the CE bunker.

i. Support the ESO in preparing an explosive safety briefing that is presented to all personnel entering the CE bunkers.

j. Prepare transportation forms for CE and non-CE WMM identified in this SOP.

k. Ensure appropriate personnel receive hazardous waste/MM Rule training as required and maintain records of this training.

l. Immediately notify NCBC Gulfport Commanding Officer and the Environmental Division of any loss or theft of WMM.

3.2 NCBC Gulfport Explosive Ordnance Detachment (EOD) shall:

a. Complete emergency response involving military munitions of any type, both foreign and domestic.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

b. Complete emergency disposition as required to protect human life.

c. Transport WMM from storage bunkers to both onboard and off Station destinations.

3.3 NCBC Gulfport Safety Department:

a. Explosives Safety Officer (ESO) will:

(1) Prepare and submit through appropriate channels documentation of any conflict that occurs between this SOP and references (a), (b) and (c).

(2) Support NCBC Gulfport Weapons in identifying a bunker(s) for storage of CE WMM.

(3) Prepare an explosive safety briefing for all authorized visitors to CE bunkers.

(4) Ensure appropriate personnel receive HW/MM Rule training as required by this section and maintain records of this training.

3.4 NCBC Gulfport Environmental Division shall:

a. Serve as liaison to NCBC Gulfport for all WMM matters.

b. Support NCBC Gulfport ESO's documentation of conflicts that occur between this SOP and reference (a), (b) and (c).

c. Notify NCBC Gulfport, in writing, within 90 days when a bunker is designated for use or is no longer used for CE WMM storage.

d. Provide verbal notification to NCBC Gulfport within 24 hours and follow up written notification within 5 days of any loss, theft or violation of the storage standards, Department of Transportation or DoD standards or policies that may pose a threat to human health or the environment.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

e. Accompany personnel from the State of Mississippi during inspections of CE bunkers.

f. Verbally notify State of Mississippi within 24 hours and provide written notification within 5 days of any unpermitted or uncontrolled detonation, release, discharge or migration of WMM from any storage unit that may endanger human health and the environment.

g. Ensure compliance with Emergency Planning Community Right-To-Act emergency response requirements and complete required notifications to responsible agencies, e.g. State of Mississippi and USEPA.

h. Assist NCBC Gulfport Weapon Department and EOD with the documentation required for the shipment or thermal treatment of WMM as needed. This review must be conducted before the shipment or treatment of the WMM.

i. Assist the NCBC Gulfport Weapons with quarterly CE bunker inspections.

j. Assist and train NCBC Gulfport Weapons personnel with the storage, labeling, packaging, transportation and manifesting requirements and other regulatory requirements for the shipment of WMM that are managed under RCRA as HW.

k. Ensure all appropriate personnel receive HW/MM Rule training and maintain training records.

l. Coordinate the closure of bunkers that stored WMM.

3.5 NCBC Gulfport Public Works Department shall:

a. Maintain a contract for the proper disposal of Explosive Hazardous Waste (EHW) or WMM managed in accordance with HW regulations.

**4.0 General Requirements:**

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

a. If this SOP conflicts with explosive safety requirements, utilize the guidance set forth in reference (b) until a resolution is found. The NCBC Gulfport Weapons Officer, Public Works Officer, Installation Environmental Program Manager, and the ESO shall immediately identify and resolve a conflict using the process in reference (a).

b. All WMM and their components shall be managed according to this SOP. Failure to properly manage WMM or their components subjects NCBC Gulfport and its personnel to fines, and penalties.

c. Federal and state HW regulations require NCBC Gulfport to determine if WMM are hazardous waste, document and track the WMM from the point of generation through final disposal; however, this does **NOT** apply to WMM managed under CE provisions.

d. Enclosure (1) is a schematic to assist in determining if a MM is a WMM and the proper disposal requirements.

5.0 Waste Determination (Disposition Process):

a. The Navy Designated Disposition Authority (DDA) determines whether a MM is to be used, recycled, repaired, treated or disposed of, etc.

b. Tenant commands shall request disposition from the Naval Ammunition Material Management Atlantic (AMMOLANT) when they determine MM in their custody is excess or of questionable usability.

c. If the MM is a waste, the DDA will provide NCBC Gulfport Weapons Department specific instructions for either local treatment or for the timely shipment to a permitted treatment facility.

5.1 When Military Munitions Are Not a Waste:

Unused MM are **NOT** WMM when:

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

- a. Used in training; **or**
- b. Used in RDT&E; **or**
- c. Recovered, collected and destroyed on-range during range clearance operations at active or inactive ranges; **or**
- d. Unused munitions (including subcomponents) when repaired, reused, or recycled, reclaimed, disassembled, reconfigures or otherwise subjected to materials recovery activities.
- e. When removed from a range for the purpose of:
  - (1) Evaluation and testing. However, when the required evaluation or test is completed any remaining munitions or components become WMM and subject to HW requirements.
  - (2) Repair or reuse. Used MM removed from a range for repair, reuse or an evaluation that includes a determination of whether or not the munitions is repairable or reusable are not WMM. MM that cannot be repaired or reused is WMM.

## 5.2 When Military Munitions are a Waste:

### 5.2.1 Unused MM's are a waste when:

- a. Abandoned by being disposed, burned, detonated, incinerated or treated prior to disposal; **or**
- b. Removed from storage for the purpose of disposal, burning, incinerating or treatment prior to disposal; **or**
- c. Deteriorated or damaged to the point that it cannot be put into a serviceable condition and cannot reasonably be recycled or used for other purposes; **or**
- d. Declared a waste by an authorized military official.

### 5.2.2 Used MM is a Waste: (Used or fired MM)

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

a. Transported off-range for storage, reclamation, treatment or disposal; or

NOTE: Firing-range scrap metal including expended brass and mixed metals gleaned through firing-range clearance are excluded from the definition of solid waste therefore, are excluded from regulation if recycled as scrap metal.

b. The MM is fired off-range and not promptly rendered safe and/or retrieved (see ref (a)).

### **6.0 Storage of WMM:**

a. Items determined via the disposition process or MM that by definition are WMM shall be stored in a magazine that meets Conditionally Exempt (CE) requirements as specified in references (a), (b), and (c). No bunker where a waiver or exemption is required from these specifications shall be used to store WMM under CE status.

b. CE WMM may be stored in approved bunkers indefinitely; subject to the following conditions:

(1) The WMM is not a chemical munitions (smokes, obscurants, and riot control agents are NOT included in the definition of chemical weapons or agents).

(2) The WMM is stored under the jurisdiction and in accordance with the DoD Explosives Safety Board (DDESB) standards.

(3) The CE bunkers are approved as DDESB explosives safety sites and the documentation available to State of Mississippi upon request.

(4) The State of Mississippi shall be provided required notices including immediate notification of any loss or theft of

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

WMM, or violations of DDESB standards that endanger human health or the environment.

(5) Access is limited to trained authorized personnel.

Note: The State of Mississippi personnel briefed on explosives safety are authorized access only when escorted by qualified and certified NCBC Gulfport Weapons and Environmental personnel.

(6) Annual inventories and quarterly inspections are completed and the records are maintained for at least 3 years.

(7) Written records of all WMM stored are maintained for 3 years from the date inventoried, inspected or removed.

(8) Records are available for review by the State of Mississippi or USEPA upon request. These records shall contain the following information:

(a) The type of WMM stored by standard nomenclature, lot number, Federal Supply Class (FSC), National Stock Number (NSN), Department of Defense Ammunition Code (DODAC), Navy Ammunition Logistics Code (NALC), and material condition code.

(b) The quantity of each type of WMM stored.

(c) The date that each MM, by type, was identified as a waste.

(d) The last storage date (i.e., date removed from storage) for each, by type, of WMM.

(e) The storage location or locations.

(f) The disposition (e.g., destroyed, demilitarized, shipped) and date of action, by type, of the WMM.

(g) When applicable, the sending and receiving sites for WMM received from or shipped to an off-site location.

c. The same bunker may store other munitions if:

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

(1) Compliant with the explosive safety requirements include the WMM shall be stored on separate pallets and marked as WMM.

**Note**

1: Regulatory marking are not required for WMM unless they are removed from the CE bunker for the purpose of treatment or disposal as HW under RCRA. Before taking any action that would result in the WMM becoming subject to RCRA, notify NCBC Gulfport Environmental Division.

2: WMM stored under CE shall be marked with the words "**WASTE MM - STORED UNDER CE.**"

3. Individual container markings are not required if a group of containers are marked as WMM.

6.1 Compliance with the Facility Response Plan:

a. Insert Installation's Name Weapons will ensure compliance with the Facility Response Plan/Emergency Response Plans reference (d). At a minimum:

(1) Maintain specific emergency preparedness, contingency planning, and security.

(2) Minimize unpermitted or uncontrolled detonation, releases and discharges of WMM that may endanger human health or the environment.

(3) Immediately notify NCBC Gulfport Command Duty Officer and the Environmental Department in the event of an actual or potential detonation or uncontrolled release, discharge or migration of WMM that may endanger human health or the environment.

7.0 Transportation of WMM under the Provisions of Conditional Exemption.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

a. Conditions that shall be met to exempt WMM from transportation as HW:

(1) The WMM is not a chemical agents or chemical munitions.

(2) The WMM transported from NCBC Gulfport to a military owned or operated treatment, storage, or disposal facility, that is, WMM transported from NCBC Gulfport to an Installation with a Subpart X permit are exempt from HW transportation regulations including manifesting.

(3) The WMM are transported in accordance with all DoD requirements.

#### 7.1 Transportation Forms.

a. The NCBC Gulfport Weapons shall utilize the following forms when transporting CE WMM over public roads or waterways:

(1) A (DD Form 1907) - Signature and Tally Record Form.

(1) A (DD Form 626) - Motor Vehicle Inspection Report (Transporting Hazardous Materials. The form versions dated Oct 1995 AND Sep 1998 MUST be completed.

(2) A (DD Form 836) - Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles. The form versions dated Aug 1989 AND Sep 1998 MUST be completed.

(3) A (DD Form 1348-1A) - DoD Single Line Item Release/Receipt Document.

(4) A (DD Form 1103) - GSA standard Government Bill of Laden.

Notes:

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

1: Newer versions are also required to comply with DoD / DoN requirements.

2: These forms are only for military vehicles with military drivers such as EOD.

#### 8.0. Disposal WMM as HW

a. WMM shipped to locations other than an Installation with a RCRA Subpart X permitted facility or through or to a State that has not adopted the WMM Rules shall be in accordance with HW regulations and not CE conditions.

b. Disposal of all WMM as HW shall be completed via DLA contractors.

#### 9.0 Range Operations Records

NCBC Gulfport Weapons shall maintain range use records:

a. All MM expenditures by types, quantities, locations and estimated dud rates.

b. All mishaps attributed to Unexploded Ordnance (UXO) that occurred either on or off the range.

c. Indicate all areas containing known or suspected UXO on the activity's maps.

d. The type and location of used munitions landing off-range that are not retrieved and/or rendered safe.

#### 10. Emergency Response

All emergency response actions shall be conducted by NCBC Gulfport EOD in accordance with reference (a).

NCBC Gulfport Hazardous Waste Management Plan  
 STANDARD OPERATING PROCEDURE  
 Disposal of Waste Military Munitions as EHW

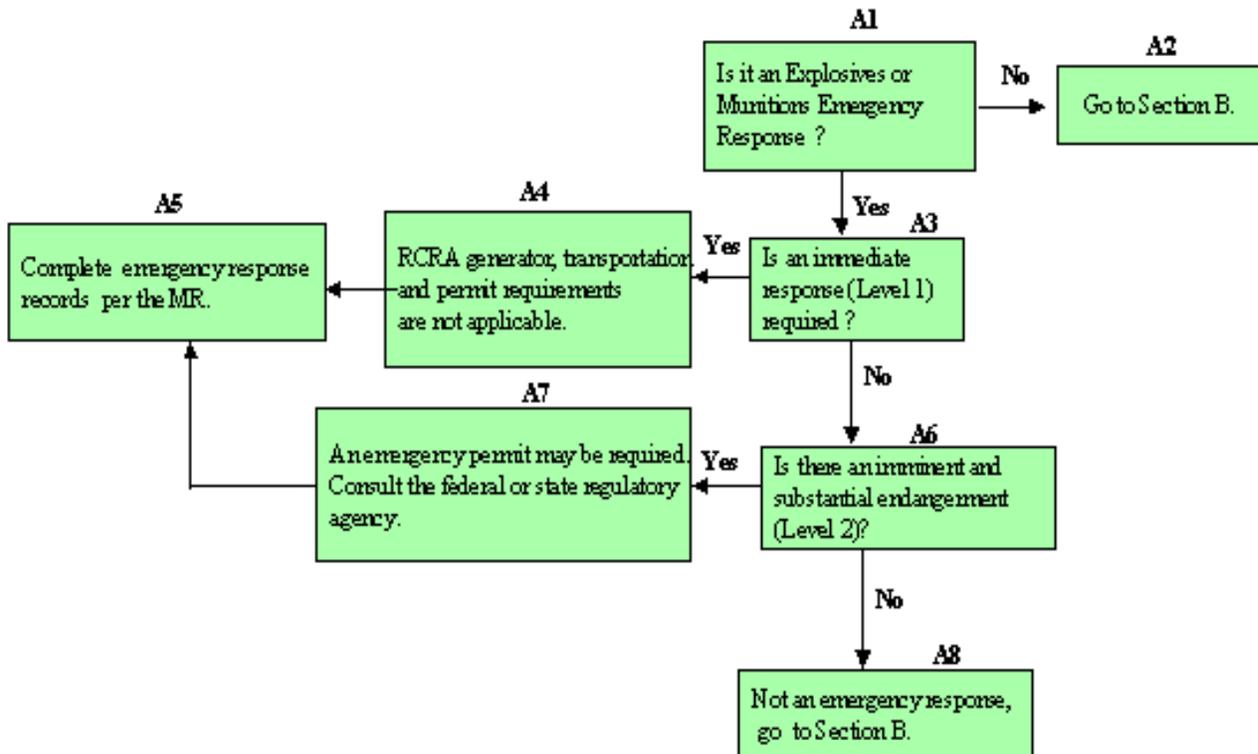
NCBCGPTINST 5090.1

May 2012

Munitions Rule Evaluation Process Schematic.

The following flow chart visually depicts the process to determine when MM become WMM, general guidance and is the tool to use in the process in support of implementing the DoD Munitions Rule Implementation Policy (MRIP, reference (a)) and this instruction.

A. Emergency Response (MRIP Chapter 9)



NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

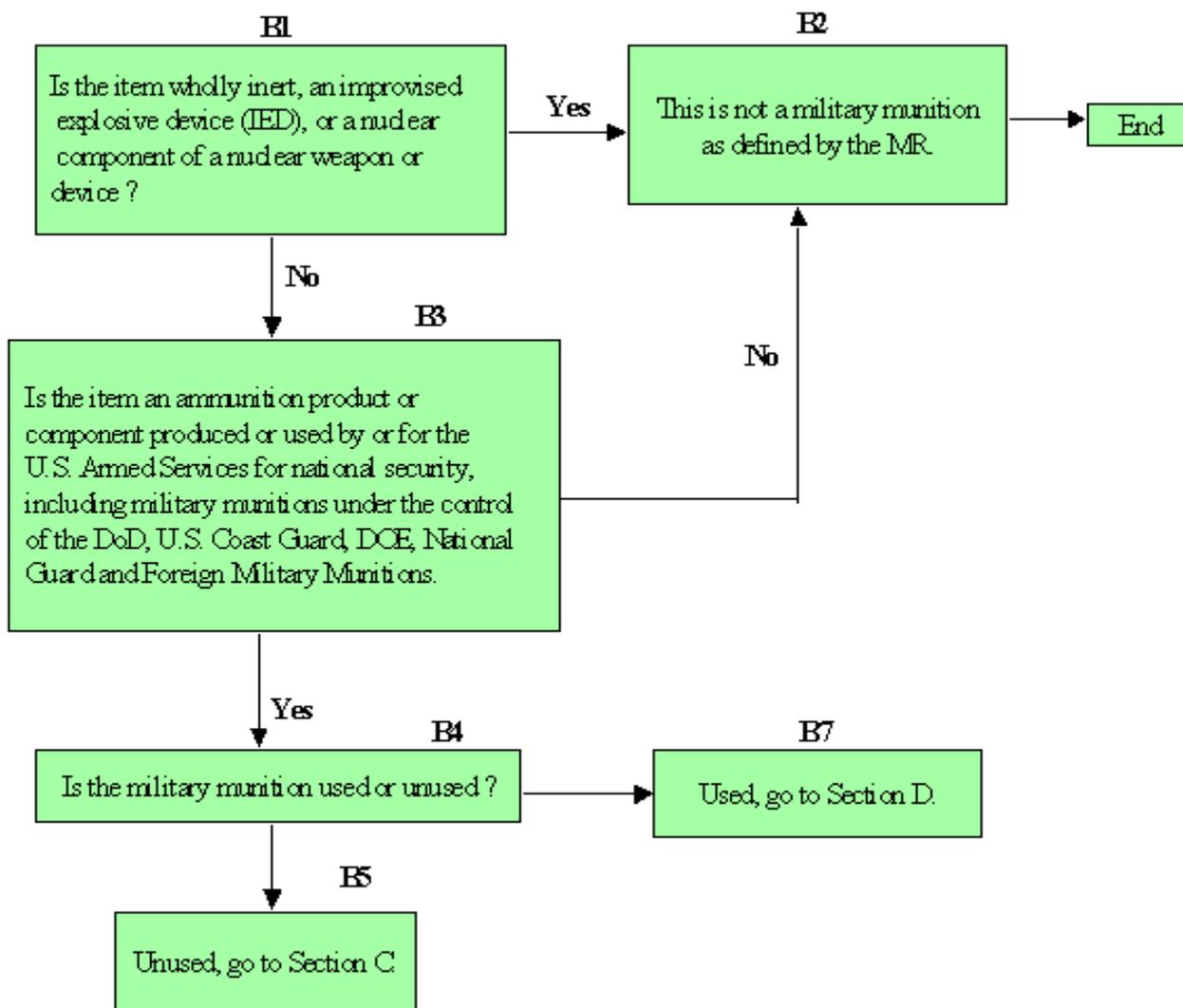
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NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

B. Is it a Military Munitions? (MRIP Chapter 2)



NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

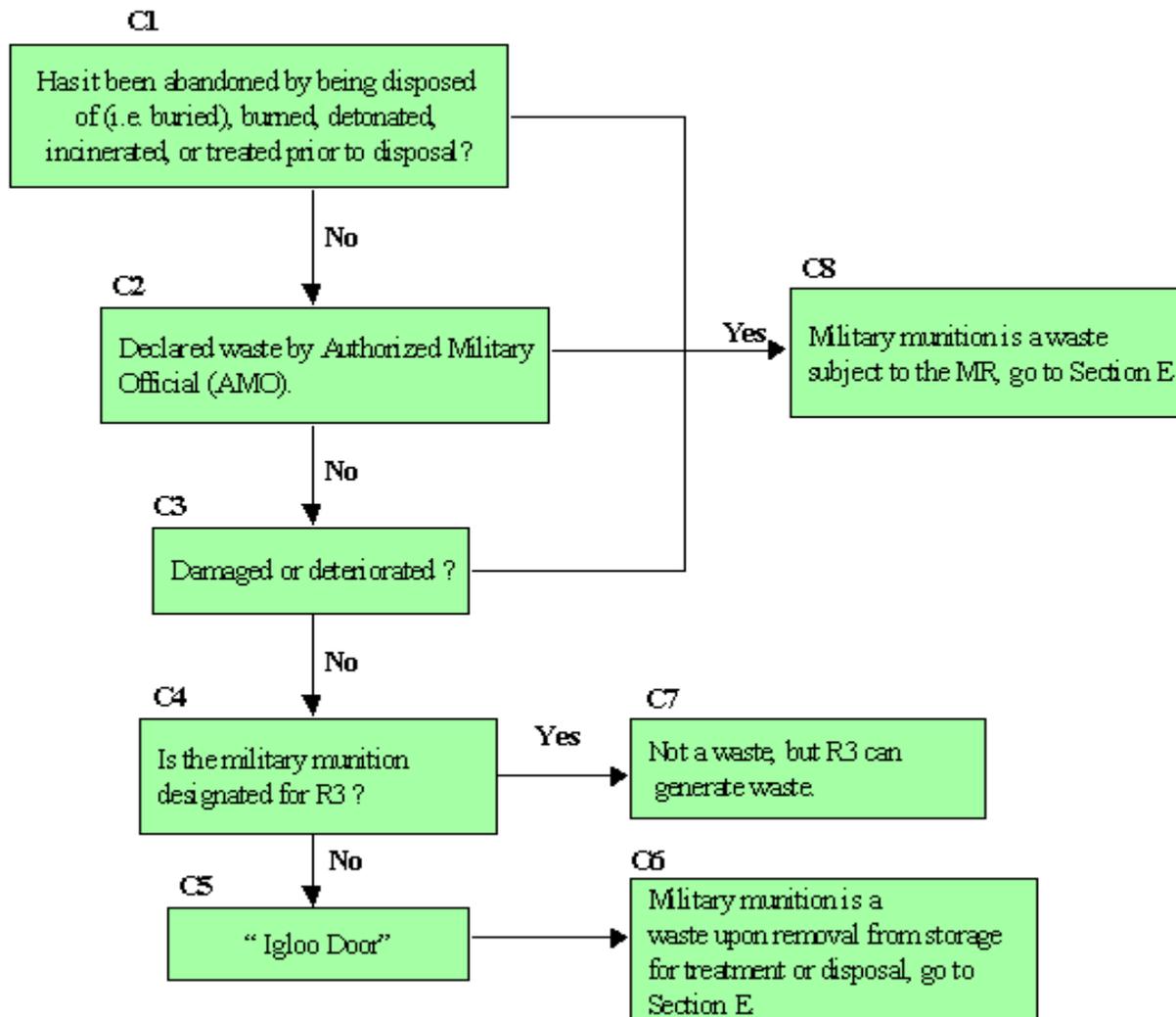
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NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

C. Are the unused Munitions a Waste? (MRIP Chapter 4)



NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

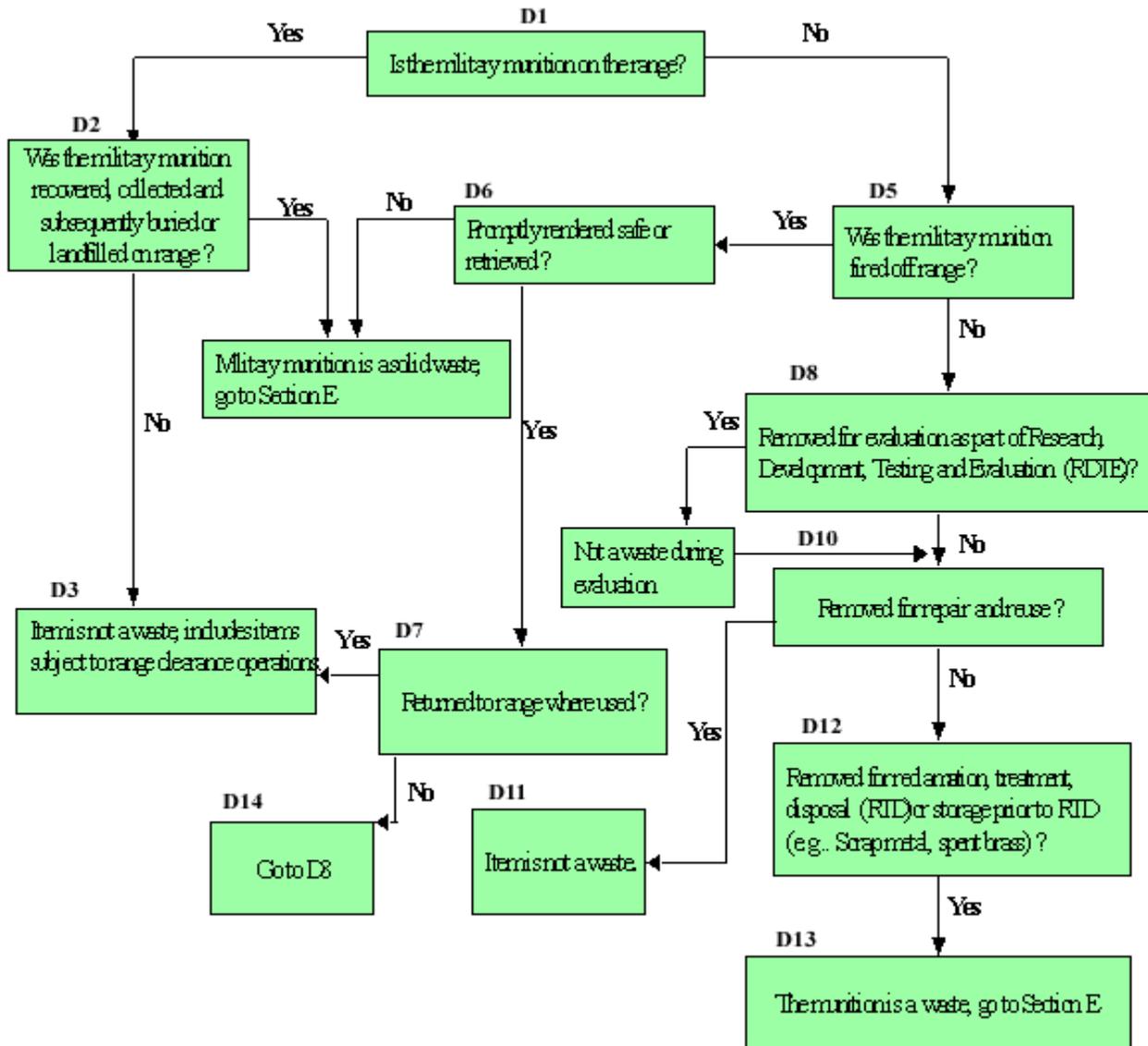
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NCBC Gulfport Hazardous Waste Management Plan  
 STANDARD OPERATING PROCEDURE  
 Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

**D. Are the used Munitions a Waste? (MRIP Chapter 5)**



NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

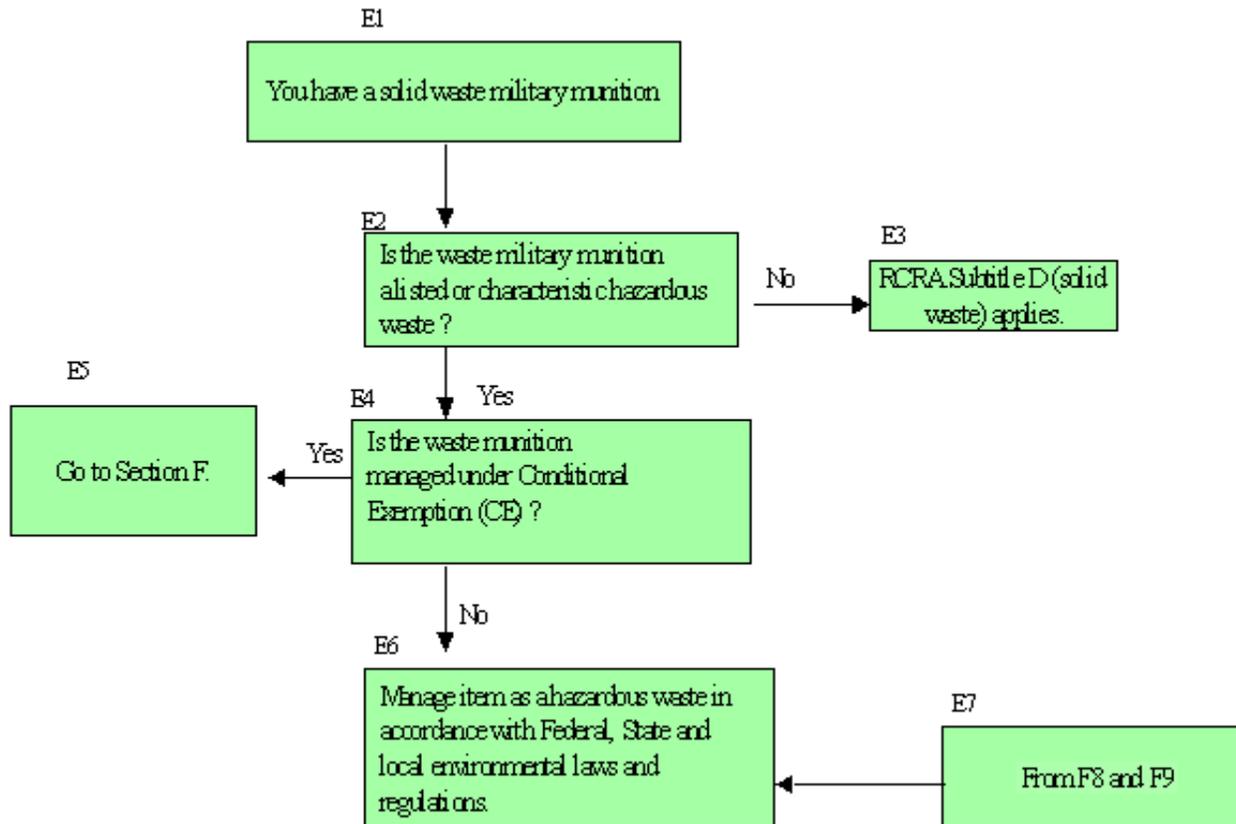
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NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

**E. Waste Determination (MRIP Chapter 7)**

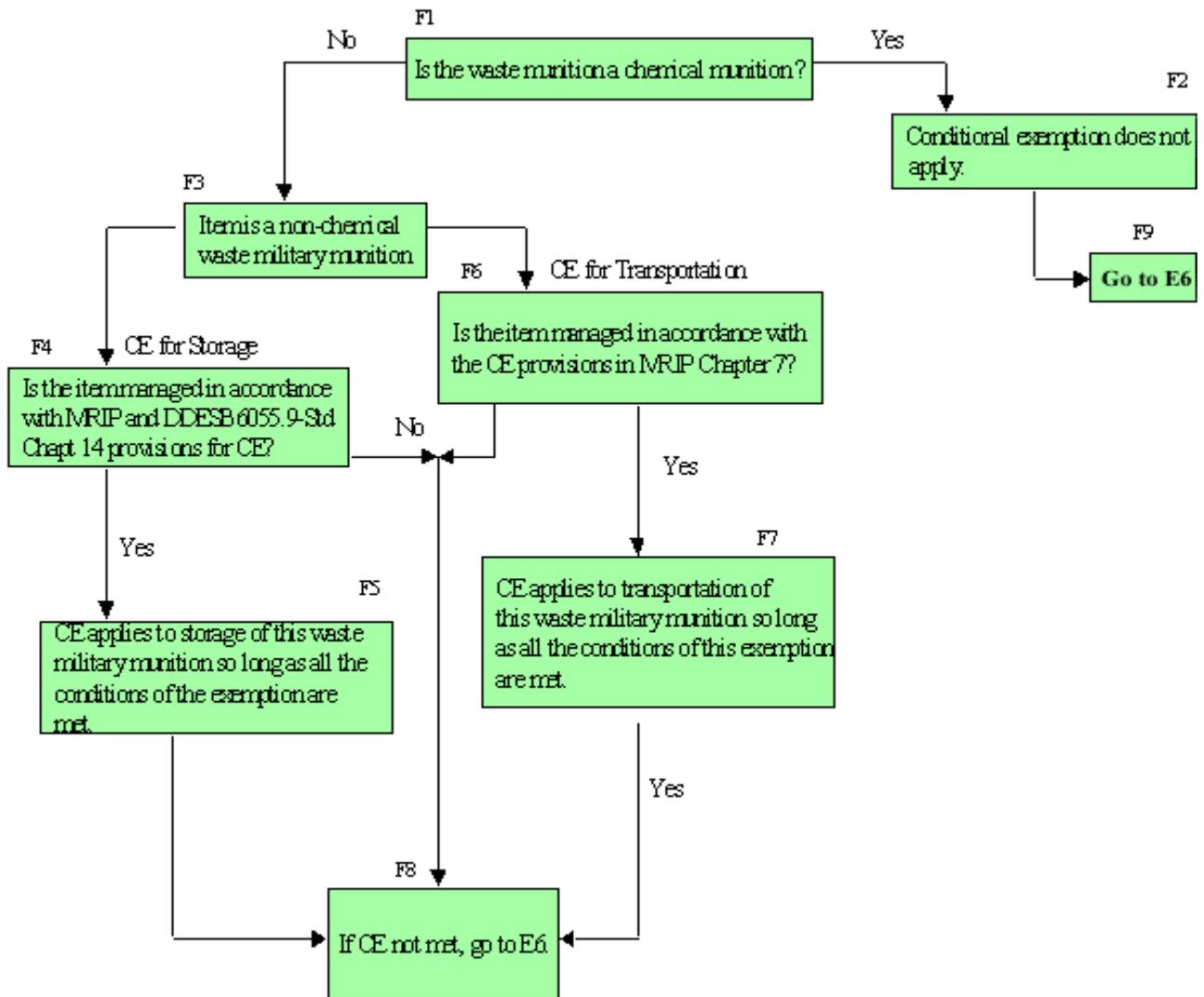


NCBC Gulfport Hazardous Waste Management Plan  
 STANDARD OPERATING PROCEDURE  
 Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

**F. Conditional Exemption (MRIP Chapter 7)**



NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

Table of Contents . . . . .	i
<b>1.0 Purpose . . . . .</b>	<b>1</b>
<b>1.1 Applicability . . . . .</b>	<b>1</b>
<b>2.0 Definitions . . . . .</b>	<b>1</b>
3.0 Responsibilities . . . . .	4
3.1 NCBC 20 <sup>th</sup> SRG AMMO Department . . . . .	4
3.2 Fort Polk Army / City of Gulfport EOD . . . . .	5
3.3 NCBC Gulfport Safety Department . . . . .	5
3.4 NCBC Gulfport Environmental Division . . . . .	5
3.5 NCBC Gulfport Public Works Department . . . . .	7
3.6 Defense Logistic Agency (DLA) . . . . .	7
4.0 General Requirements . . . . .	7
5.0 Waste Determination (Disposition Process) . . . . .	8
5.1 When Military Munitions (MM) are not a Waste . . . . .	8
<b>5.2 When Military Munitions are a Waste . . . . .</b>	<b>9</b>
5.2.1 Unused MM are a Waste . . . . .	9
5.2.2 Used MM are a Waste . . . . .	9
6.0 Waste Military Munitions/Explosive Hazardous Waste Storage . . . . .	9

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

6.1	Waste Military Munitions / Explosive Hazardous Waste Storage Type . . . . .	10
6.1.1	Satellite Accumulation Areas . . . . .	10
6.1.2	Less than 90 Day Storage Areas . . . . .	11
6.2	Container Management . . . . .	12
6.3	Container Labeling . . . . .	12
6.4	Inspections . . . . .	13
6.5	Recordkeeping . . . . .	13
7.0.	Shipment of WMM / EHW Regulatory Requirements . . . . .	14
7.1	Shipment Procedures . . . . .	15
8.0	Disposal WMM as HW . . . . .	16
9.0	Compliance with the Facility Response Plan . . . . .	16
9.1	Emergency Response . . . . .	16

Encl:

- (1) Munitions Rule Evaluation Process Schematic
- (2) Inspection Sheet

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

- Ref: (a) Navy MMR Implementation Policy, SER N457F/452-98, 27 July 1998  
(b) NAVSEA OP 5 Volume 1 (Ammunition and Explosives Safety Standards)  
(c) NCBC Gulfport INST 5090.5B, Facility Response Plan  
(d) Emergency Planning and Community Right-to-Know Act (EPCRA) 42 USC 11001

1.0 Purpose. The purpose of this SOP is to establish responsibilities and implement procedures for the management of Waste Military Munitions (WMM) as explosive hazardous waste (EHW) aboard NCBC Gulfport in accordance with the requirements of references (a) through (d). If the WMM may not be managed as conditional exempt from the HW regulations then this SOP shall be use to manage the WMM as EHW.

**1.1 Applicability. The Resource Conservation and Recovery Act**

(RCRA) authorized the U.S. Environmental Protection Agency (USEPA) to implement Hazardous Waste (HW) management regulations from the point of generation through the final treatment and disposal, that is, "Cradle to Grave." The U.S. Congress waived sovereign immunity for DoD facilities subjecting them to full regulation including assessment of fines and penalties. The USEPA granted the State of Mississippi authority to implement and enforce HW regulations for identification, packaging, labeling, storing, transporting, disposal and treatment standards. At the request of DoD, the USEPA gave special

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

**consideration to WMM with the promulgation of the Military  
Munitions Rule (MMR).**

2.0 Definitions:

Accumulation Start Date means:

Accumulation Start Date at less than 90-day storage areas:

a. The accumulation start date is the date the first drop or item of waste is placed into the HW container **OR**

b. The date a container is moved from a satellite accumulation area (SAA) into the less than 90-day storage area.

Accumulation Start Date at Satellite Accumulation Areas (SAA) is whichever occurs first:

a. The date the total amount of HW stored in the SAA exceeds the 55-gallon limit **OR**

b. The date the HW container is picked up from the SAA.

Characterization means the process of identifying waste components, their concentrations, and the work process from which HW is generated. Characterization is required to ensure the correct USEPA Waste Codes are identified and for the proper handling, treatment, and disposal of HW.

Chemical Munitions: Munitions that contain chemicals that produce lethal or dangerous effects on human health. This does not include riot control agents, chemical herbicides, smoke and other obscuration materials that are further defined in reference (a).

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

Conditional Exemption (CE): This term identifies activities that are exempt from the Hazardous Waste (HW) regulations when WMM are managed within the requirements set forth in this exception.

Disposition: An evaluation process designed to determine whether munitions are excess, unusable, reusable, recycled, or should be treated and disposed.

EPA Hazardous Waste Codes means the specific alphanumeric sequence assigned by the USEPA to specify type and characteristic of a HW.

Explosive Hazardous Waste(EHW) means Waste Military Munitions that are managed as hazardous waste not as conditionally exempt waste military munitions.

Manifest means the shipping document EPA Form 8700-22 (including, if necessary, EPA Form 8700-22A), originated and signed by the generator, that accompanies and is used for tracking the transportation of HW.

Manifest tracking number means the alphanumeric identification number pre-printed in Item 4 of the manifest by a registered source.

Military Munitions (MM) are all ammunition products and components produced or used by or for the U.S. Department of Defense or the U.S. Armed Services for national defense and security, including MM under the control of the Department of Defense, the U.S. Coast Guard, and the U.S. Department of Energy and National Guard personnel. The term includes: confined gaseous, liquid and solid propellants, explosives, pyrotechnics, chemical and riot control agents, smokes and incendiaries used by DoD Components, including bulk explosives and chemical warfare agents, chemical munitions, rockets, guided and ballistic missiles, bombs, warheads, mortar rounds, artillery ammunition, small arms ammunition, grenades, mines, torpedoes,

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

depth charges, cluster munitions and dispensers, demolition charges, devices and components thereof. It does not include: wholly inert items, improvised explosive devices, and nuclear weapons, devices and components thereof. See reference (a) for additional information.

Transportation means the movement of HM/HW by air, rail, highway, or water.

Transporter means a person engaged in the offsite (Installation) transportation of hazardous material/waste.

Treatment means any method, technique, or process designed to change the physical, chemical, or biological character or composition of any HW so as to neutralize such waste, or so as to recover energy or material resources from the waste, or so as to render such waste non-hazardous, or less hazardous; safer to transport, store, or dispose of; or amenable for recovery, amenable for storage, or reduced in volume. Treatments include but are not limited to either physical or chemical extractions, chemical or thermal destruction. The residues from these treatments shall be managed in accordance with regulations.

Underlying Hazardous Constituent (UHC) means any constituent listed in §268.48, which can reasonably be expected to be present at the point of generation of a characteristic hazardous waste at a concentration above the constituent-specific Universal Treatment Standards (UTS).

### 3.0 Responsibilities.

#### 3.1 NCBC 20<sup>th</sup> SRG Ammo Department shall:

m. Manage and store WMM/EHW that are being disposed of as HW in accordance references (a), (b), (c) and this SOP.

n. Prepare and submit disposition requests and implement disposition instructions once directed.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

o. Obtain required DoD Explosives Safety Board (DDESB) explosive safety site approval(s) for magazines used to store WMM/EHW that will be disposed of as HW.

p. Identify and notify NCBC Gulfport Environmental what magazine(s) will be used to store WMM/EHW **before** placing WMM/EHW into storage.

q. Assist the Environmental Division in determining the explosive characteristics to ensure its explosive classification and charge are properly identified.

r. Conduct and document compliance inspections with the NCBC Gulfport Explosive Safety Officer (ESO), maintain the records and provide a copy of the inspections to the ESO and NCBC Gulfport's Environmental Division.

s. Ensure only trained and authorized personnel enter the WMM/EHW storage magazines.

t. Support the ESO in preparing an explosive safety briefing that is presented to all personnel entering the WMM/EHW storage magazines.

u. Provide all needed information to complete a EHW determination and profile for the disposal of WMM/EHW via the DLA waste contract.

v. Ensure appropriate personnel receive WMM/EHW Rule training as required and maintain records of that training.

w. Immediately notify NCBC Gulfport Commanding Officer and the Environmental Division of any loss or theft of WMM/EHW. If necessary, transport WMM/EHW from the HW storage magazine(s) to a staging area for pickup by the DLA contractor.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

x. If necessary, transport WMM/EHW from the HW storage magazine(s) to a staging area for pickup by the DLA contractor.

3.2 Fort Polk Army shall:

a. Complete emergency response involving military munitions of any type, both foreign and domestic.

b. Complete emergency disposition as required to protect human life.

3.3 NCBC Gulfport Safety Department:

b. Explosives Safety Officer (ESO) will:

(1) Prepare and submit through appropriate channels documentation of any conflict that occurs between this SOP and references (a), (b) and (c).

(2) Support NCBC 20<sup>th</sup> SRG Ammo Department in identifying a magazine(s) for storage of WMM/EHW.

(3) Prepare an explosive safety brief for authorized visitors to WMM/EHW storage magazine(s).

(4) Ensure appropriate personnel receive RCRA training as required by regulations and maintain records of that training for a minimum of three (3) years.

3.4 NCBC Gulfport Environmental Division shall:

m. Serve as liaison to the Mississippi Department of Environmental Quality (MDEQ) regulators for all WMM matters.

n. Support NCBC Gulfport ESO's in resolving any conflict between this SOP and reference (a), (b) and (c).

o. Provide verbal notification to the MDEQ within 24 hours and the follow up written notification to MDEQ within 5 days of

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

any loss, theft or violation of the storage standards, Department of Transportation (DOT) or DoD standards or policies that may pose a threat to human health or the environment.

p. Accompany personnel from the MDEQ during inspections of WMM/EHW storage magazines.

q. Verbally notify MDEQ within 24 hours and provide written notification within 5 days of any unpermitted or uncontrolled detonation, release, discharge or migration of WMM / EHW from any storage unit that may endanger human health or the environment.

r. Ensure compliance with EPCRA emergency response requirements and complete required notifications to responsible agencies, e.g. State of Mississippi and USEPA.

s. Support NCBC 20<sup>th</sup> SRG AMMO Department, EOD, and DLA in preparing the required documents and manifest to ensure the safe shipment off site or the thermal treatment of WMM/EHW.

t. Assist the NCBC 20<sup>th</sup> SRG AMMO Department with WMM/EHW storage magazine inspections.

u. Assist and train NCBC 20<sup>th</sup> SRG AMMO Department personnel in the proper storage, labeling, packaging, transportation, and manifesting requirements and other regulatory requirements for the shipment of WMM/EHW offsite to a RCRA permitted facility.

v. Ensure appropriate personnel receive HW training and maintain training records for a minimum of three (3) years.

w. Coordinate the closure of magazines that stored WMM/EHW disposed of as HW.

3.5 NCBC Gulfport Public Works Department shall:

b. Ensure DLA maintains a contract for the proper disposal of WMM/EHW in accordance with EPA and DOT regulations.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

3.6 DLA EHW Disposal Office shall:

a. Ensure all DOT requirements are met by their contractor when transporting WMM/EHW.

b. Ensure regulatory notifications are made and approvals received, if required, including transportation route approval before scheduling a pickup of the WMM/EHW.

c. Ensure physical security, if required, is provided during the transportation of EHW.

d. Ensure the transporter is licensed, permitted, and knowledgeable of the requirement when transporting EHW.

e. Ensure that the transporter has an adequate Security Plan.

f. Ensure proper labeling, markings and placarding of containers and trucks.

g. **Ensure the manifest is accurate and reflects the EHW that is being transported.**

h. Ensure the TSD receiving the EHW is permitted to receive and treat the EHW.

4.0 General Requirements. WMM/EHW and their components that cannot be managed under the Conditionally Exempt (CE) regulation, 40 CFR 266.200, shall be managed in accordance with this SOP. Failure to properly manage WMM/EHW or their components subjects NCBC Gulfport to fines and penalties.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

a. Federal and Mississippi HW regulations require NCBC Gulfport to determine if WMM are hazardous waste then track the WMM/EHW from the point of generation through final disposal.

b. **If this SOP conflicts with explosive safety requirements, utilize the guidance set forth in reference (b) until a resolution is found. The NCBC 20<sup>th</sup> SRG AMMO Department, Public Works Officer, Installation Environmental Program Director, and the ESO shall immediately identify and resolve a conflict using the process in reference (a).**

c. Enclosure (1) is a schematic to assist in determining if a MM is a WMM and the proper disposal requirements.

5.0 Waste Determination (Disposition Process). The Navy Designated Disposition Authority (DDA) determines whether a MM is to be used, recycled, repaired, treated or disposed of, etc.

d. If the MM is a waste, the DDA will provide NCBC 20<sup>th</sup> SRG Ammo Department specific instructions for either local treatment or for the timely shipment to a RCRA permitted treatment facility.

5.1 Military Munitions Are Not a Waste When:

Unused MM are **NOT** WMM when:

f. Used in training; **or**

g. Used in RDT&E; **or**

h. Recovered, collected and destroyed on-range during range clearance operations at active or inactive ranges; **or**

i. Unused munitions (including subcomponents) when repaired, reused, or recycled, reclaimed, disassembled, reconfigures or otherwise subjected to materials recovery activities.

j. When removed from a range for the purpose of:

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

- (3) Evaluation and testing. However, when the required evaluation or test is completed any remaining munitions or components become WMM and subject to HW requirements.
- (4) Repair or reuse. Used MM removed from a range for repair, reuse or an evaluation that includes a determination of whether or not the munitions is repairable or reusable are not WMM. MM that cannot be repaired or reused is WMM/EHW

5.2 Military Munitions are Waste when:

5.2.1 Unused MM are waste when:

- e. Abandoned by being disposed, burned, detonated, incinerated or treated prior to disposal; **or**
- f. Removed from storage for the purpose of disposal, burning, incinerating or treatment prior to disposal; **or**
- g. Deteriorated or damaged to the point that it cannot be put into a serviceable condition and cannot reasonably be recycled or used for other purposes; **or**
- h. Declared a waste by an authorized military official.

5.2.2 Used MM are a Waste (Used or fired MM) when:

- c. Transported off-range for storage, reclamation, treatment or disposal; **or**

NOTE: Firing-range scrap metal including expended brass and mixed metals gleaned through firing-range clearance are excluded from the definition of solid waste therefore, are excluded from regulation if recycled as scrap metal.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

d. The MM is fired off-range and not promptly rendered safe and/or retrieved (see ref (a)).

Note: Chemical munitions (smokes, obscurants, and riot control agents) are NOT included in the definition of chemical weapons or agents).

6.0 WMM/EHW Storage. Items determined via the disposition process or MM that are by definition WMM/EHW shall be stored in a magazine that meets the requirements as specified in references (a), (b), and (c).

c. WMM/EHW shall be stored in approved magazines that meet all safety requirements and are subject to the following conditions:

- (9) The WMM/EHW must be stored under the jurisdiction and in accordance with the DoD Explosives Safety Board (DDESB) standards.
- (10) The magazines are approved as DDESB explosives safety sites and that documentation is available.
- (11) The MDEQ shall be provided required notices including immediate notification of any loss or theft of WMM/EHW, or violations of DDESB standards that endanger human health or the environment.
- (12) Access is limited to trained authorized personnel.

Note. Only MDEQ personnel briefed on explosives safety may gain access to inspect the EHW but only while being escorted by qualified NCBC 20<sup>th</sup> SRG AMMO Department personnel.

d. The same magazine may be used to store other munitions if:

- (2) Compliant with the explosive safety requirements.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

- (3) The WMM/EHW are stored on separate pallets.
- (4) The WMM/EHW are labeled and marked.

6.1 WMM/EHW Storage Type. There are only two types of EHW storage; Satellite Accumulation Areas (SAA) or less than 90-day storage areas. SAAs are the least regulated; however, the conditions identified in Section 6.1.1 must be met; if the conditions are not met then EHW must be storage in less than 90 day storage areas, Section 6.1.2.

6.1.1 Satellite Accumulation Areas (SAA). SAAs are initial accumulation areas at or near the point of generation, under the control of the operator generating the waste and where less than 55 gallons of HW or 1 quart of acute HW may be accumulated at any one time. If these requirements are met, then a SAA in a bunker may be established to store WMM/EHW.

The minimum requirements for SAA:

a. Only the signs required by Safety must be posted on the outside of the magazine containing a SAA.

b. The SAA shall be approved by NCBC Gulfport HW Manager.

(1) Approval shall be gained prior to WMM/EHW being stored in the magazine.

(2) Each SAA must have a unique identification number assigned by the NCBC Gulfport HW Manager.

c. Inside the magazine the SAA shall be clearly delineated.

6.1.2 Less than 90-Day Storage Area. Unlike a SAA there is no limit on the amount of WMM/EHW that may be stored; however, the WMM/EHW may not be stored more than 90-days.

The requirements for less than 90-day storage include:

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

p. Access shall be controlled at all times e.g. (keep area locked except when the staff is present).

q. Weather resistant signs shall be posted and clearly visible from a distance of 50 feet on all exterior sides of the magazine stating

"NO SMOKING WITHIN 50 FEET"

r. Have weather resistant signs posted and clearly visible from a distance of 25 feet reading

"DANGER - UNAUTHORIZED PERSONNEL KEEP OUT" and  
"HAZARDOUS WASTE STORAGE AREA"

s. Sufficient aisle space around containers or pallet shall be maintained to allow for the unobstructed movement of personnel.

t. Position each container so that the label is clearly visible when approaching for an inspection.

u. Have containers stored so there is unobstructed access, i.e. nothing stored in front of the containers.

v. An internal communication device capable of summoning emergency assistance is required.

6.2 Container Management. Containers shall be in good condition (only minor surface rust or dents) and compatible with the WMM/EHW stored in them.

**f. NCBC Gulfport will provide approved containers.**

g. Containers shall be properly closed except when adding waste.

h. Containers that cannot be properly sealed shall:

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

- (3) Have the contents transferred to a proportionally sized container, or
- (4) With guidance from NCBC Gulfport HW Manager, over-packed into an appropriate size container.

i. The container must be closed to the manufacturer's specification and a log with those specifications maintained.

j. When WMM/EHW are transported offsite to a permitted disposal facility a copy of the container closure specifications shall accompany the container and a copy retained by NCBC Gulfport HW Manager.

6.3 Container Labeling. Properly complete each HW label using indelible ink.

a. The minimum information that must be on the container include:

- (1) The words "Hazardous Waste",
- (2) The contents of the container, and
- (3) The accumulation start date.

b. Additional information on each container includes:

- g. Name and address of the Installation.
- h. Name of the Generating Unit.
- i. USEPA Generator ID Number.
- j. DOT Warning Labels and Marking.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

**6.4 Inspections. The WMM/EHW accumulation / storage areas shall be inspected, at a minimum, once a week using the inspection sheet shown in enclosure (G-2).**

**a. A copy of the inspection sheet shall be forwarded NCBC Gulfport HW Manager not later than Tuesday of the following week.**

**b. The original shall be retained by NCBC 20<sup>th</sup> SRG AMMO Department for a minimum of three years.**

6.5 Recordkeeping. Records must be maintained and available for review by Navy personnel, MDEQ, and USEPA upon request.

a. Written records of all WMM/EHW stored shall be maintained for 3 years from the date inventoried, inspected, or removed. These records shall contain the following information:

- a. The type of WMM/EHW stored by standard nomenclature, lot number, Federal Supply Class (FSC), National Stock Number (NSN), Department of Defense Ammunition Code (DODAC), Navy Ammunition Logistics Code (NALC), and material condition code.
- b. The quantity of each type of WMM/EHW stored.
- c. The date that each MM, by type, was identified as a waste.
- d. The last storage date (i.e., date removed from storage) for each, by type, of WMM/EHW.
- e. The storage location or locations.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

- f. The disposition (e.g., destroyed, demilitarized, shipped) and date of the action, by type of the WMM/EHW.
- g. The marking and labeling requirements identified by the DOT administrator if applicable.
- h. The name of the permitted transporter who transported the WMM/EHW offsite.
- i. The name of the offsite RCRA permitted facility where the WMM/EHW was shipped.

7.0. Shipment of WMM/EHW Regulatory Requirements. The shipment of WMM/EHW shall comply with all USEPA and DOT regulations and requirements.

The DOT Hazardous Material Rule prohibits the transportation of an explosive unless it has been examined, classed, and approved by Pipeline Hazardous Material Safety Administration (PHMSA) Associate Administrator for Hazardous Materials Safety's (49 CFR 173.51). Separate provisions apply to the transportation of new explosives for examination or developmental testing, explosives approval by a foreign government, small arms cartridges, and fireworks manufactured in accordance with American Pyrotechnics Association Standard 87-1 (49 CFR 173.56).

Each approval granted by the Associate Administrator contains packaging and other transportation provisions (e.g., shipping paper requirements, labeling, marking, etc.) that must be followed by NCBC Gulfport personnel who offers and DLA's contractor who transports the explosive material.

In addition to the specific requirements in the approval, the HMR require explosives to be marked and labeled and/or placarded to indicate the explosive hazard.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

---

Explosives shipments must be accompanied by shipping papers and emergency response information. The same requirements apply to the transportation of HM whether the materials are incidentally stored or actually moving.

When WMM/EHW are offered for transportation or transports in commerce in types or amounts that requires placarding they must (1) register with PHMSA and (2) develop and adhere to a security plan (49 CFR 172.800(b)).

The DLA transporter's security plan must include an assessment of possible transportation security risks and appropriate measures to address the identified risks including measures to prevent unauthorized access to shipments and to address personnel and en route security (49 CFR 172.802(a)). The en route security element of the plan must include measures to address the security risks of the shipment while it is moving from its origin to its destination, including shipments stored incidental to movement (49 CFR 172.802(a)(3)).

Any facility at which a shipment is stored during transportation must itself be covered by the security plan.

It is the responsibility of the DLA to ensure their transporters meet or exceed the DOT requirements.

7.1 Shipment Procedures. The NCBC Gulfport HW Manger shall notify DLA that there are EHW to be manifested to a permitted HW Treatment, Storage, and Disposal (TSD) facility by a permitted and licensed transporter in accordance with DOT regulations.

a. Working with the NCBC Gulfport HW Program Manager and the NCBC 20<sup>th</sup> SRG AMMO Department / EOD shall provide the information needed by DLA to ensure the WMM/EHW are properly identified and classified as required by RCRA and DOT.

- (1) On the day of the pickup, stage the WMM/EHW for pickup by the DLA contractor.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

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- (2) Ensure WMM/EHW are properly labeled and marked.
- (3) Ensure WMM/EHW are properly loaded and braced by the contractor.
- (4) Ensure all DOT and RCRA paper work is in place before WMM/EHW are transported off the Installation.

8.0 Disposal WMM as EHW. Disposal of WMM as EHW shall be completed via DLA contractors. A certificate of disposal shall be provided to the NCBC Gulfport by DLA.

9.0 Compliance with the Facility Response Plan. NCBC 20<sup>th</sup> SRG Ammo Department and EOD will ensure compliance with the Facility Response Plan/Emergency Response Plans reference (d). At a minimum:

(4) Maintain specific emergency preparedness, contingency planning, and security.

(5) Minimize unpermitted or uncontrolled detonation, releases and discharges of WMM/EHW that may endanger human health or the environment.

(6) Immediately notify NCBC Gulfport Command Duty Officer and the Environmental Division in the event of an actual or potential detonation or uncontrolled release, discharge or migration of WMM/EHW that may endanger human health or the environment.

9.1 Emergency Response. Emergency response aboard NCBC Gulfport shall be conducted by NCBC 20<sup>th</sup> SRG AMMO Department in accordance with reference (a).

Emergency responses during the transportation offsite of the EHW are the responsibility of DLA and their contractor.

NCBC Gulfport Hazardous Waste Management Plan  
STANDARD OPERATING PROCEDURE  
Disposal of Waste Military Munitions as EHW

NCBCGPTINST 5090.1

May 2012

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