

Environmental Standard Operating Procedure			
Originating Office: Environmental Management Department	Revision: Original	Prepared By: Waste Management Department	Approved By: William Moog
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Title: Hazardous Waste Recycling

1.0 PURPOSE

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

2.0 APPLICATION

This guidance applies to those individuals working with hazardous waste recycling aboard MCAS Miramar

3.0 REFERENCES

- 29 CFR 1910.120
- MCO P5090.2A (USMC Environmental Compliance and Protection Manual)
- Title 22 CCR 66266.130
- Title 22 CCR 66266.80
- Health and Safety Code (HSC) Division 20 Chapter 6.5 Article 13

4.0 PROCEDURE

4.1 Discussion:

The Waste Management Division (WMD) is responsible for establishing and managing Hazardous Waste (HW) Recyclables from organizations at MCAS Miramar. It is the responsibility of the Tenant Units and Organizations aboard the installation to collect and segregate Hazardous Waste (HW) per their recycling needs in accordance with all applicable HW recycling regulations, including proper containerization, labeling, and documentation.

4.2 Operational Controls:

The following procedures apply for HW Recycling

1. MSDSs must be readily available and current.
2. Ensure accumulation areas at the Hazardous Waste Accumulation Site (HWAS) are readily available to collect hazardous waste from personnel turning in HW.

3. Ensure HW recyclables are identified and are stored/recycled where applicable, according to the applicable SOP.
4. Once HW has been turned in, and/or collected and identified as a HW recyclable; it must be treated as a HW recyclable and stored as such.
5. All applicable HW/ recyclables must be properly documented.
6. The following items are considered recyclables:
 - a. Batteries to include: cell phone, camera, lithium, alkaline, Ni-cad;
 - b. Lead-acid car batteries or lead acid batteries used for weapons systems;
 - c. CRTS's (TV's and monitors);
 - d. Steel containers/ 55 gallon or under;
 - e. Oil, antifreeze, bilge (mixed POLs)
 - f. JP8, JP5, diesel, gasoline (MoGas);
 - g. Absorbent pads contaminated with POLs;
 - h. All plastic content used for HM;
 - i. Evacuated Freon/refrigerant-Section 608
 - j. Oil from white good compressors;
 - k. White goods to include: washers, dryers, refrigerators, water fountains, microwave, stoves.
7. Wear appropriate PPE (Personal Protective Equipment) applicable to your duty when handling HW recyclables.
8. Maintain all equipment and perform duties applicable to HW recycling per the installation SOP.
9. Collect, store and contain hazardous waste in accordance with the installation SOP, including but not limited to:
 - a. proper labeling,
 - b. proper marking,
 - c. proper storage and containment (i.e., metal or poly drum),
 - d. lids closed at all times unless adding or removing waste,
 - e. proper documentation to include description and weight information.

10. Ensure logbooks are maintained for internal documentation as requested by HWMP regulations.
11. Ensure a serviceable spill kit is available.
12. Ensure an appropriate and serviceable fire extinguisher is available.
13. Turnover folder information must be maintained for this Standard Operating Procedure (SOP).
14. If there are any specific situations or other concerns not addressed by this procedure, contact MCAS Miramar Environmental Management Department S-7 Office.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. MSDSs for Hazardous Material being stored.
2. Inspection and training records.

4.4 Training:

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

1. General Environmental Awareness training.
2. Hazard Communication training.
3. SOP for Hazardous Waste Recycling Operations.
4. All other applicable training will be given as it applies to specific work requirements.

4.5 Emergency Preparedness and Response Procedures:

The Environmental Compliance Coordinator (ECC) is responsible for determining the correct spill equipment.

For Hazardous Material spills the Miramar Fire Department (MFD) is the first responder and can be contacted 24 hours per day at 9-911. Also refer to MCAS Miramar HWMP Sect. 2.5 and MCAS Miramar Oil and Hazardous Substances Spill Contingency Plan

4.6 Inspection and Corrective Action:

Daily and weekly inspections must be done at the HWAS. The Environmental Compliance Coordinator or designee shall have the overall responsibility to ensure that daily and weekly inspection requirements are met. The ECC shall ensure deficiencies are noted during the inspections and that those deficiencies are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet. The Waste Management Division (WMD) shall conduct quarterly inspections.

Hazardous Waste Recycling- Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Are MSDSs readily available and current for each hazardous material expected to be encountered? <i>(29 CFR 1910_)</i>			
2. Are personnel trained or certified as it applies to each duty in performance of HW recycling aboard the installation? <i>(29 CFR 1910_)</i>			
3. When storing HW recyclables aboard the installation; is PPE being worn as follows? a. Hard hat b. Steel toe boots(steel toe w/ upper foot guard) c. Gloves (protective against HW and sharp objects) d. Goggles or safety glasses with splash protection <i>(29 CFR 1910_)</i>			
4. Is HW properly segregated and collected and stored as recycled HW where applicable according to the installation SOP? <i>(29 CFR 1910_)</i>			
5. Are compatible fire extinguishers available and maintained in a serviceable condition? <i>(40 CFR 265.32)</i>			
6. Is PPE available and maintained in a serviceable condition? <i>(29 CFR 1910.120, 29 CFR 1926.65)</i>			
7. Are markings and labels on HW recyclables present, legible, and appropriately completed per recycled HW guidelines?			

(40 CFR 265.34)			
8. Is recycled HW segregated by properties and containerized in the approved container(s) and not mixed with incompatible HW? (40 CFR 265.177)			
9. Are all containers stored in a manner to prevent leakage? (40 CFR 262.34, 40 CFR 265.172, 40 CFR 265.173)			
10. Are training and inspection records maintained and available for inspection? (MCO P5090.2A)			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____