



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION MIRAMAR  
P.O. BOX 452001  
SAN DIEGO, CA 92145-2001

5090

CO

JUN 20 2018

POLICY LETTER 1-18

From: Commanding Officer, Marine Corps Air Station Miramar  
To: Distribution List

Subj: AUTHORIZATION FOR DIRECT DISPOSAL TO MIRAMAR LANDFILL

Encl: (1) Landfill Trip Authorization Environmental Standard  
Operating Procedure  
(2) Landfill Coupon

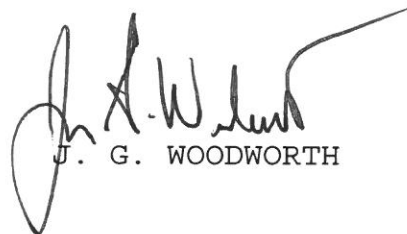
1. Purpose. To establish updated policy for the authorization of direct disposal to the Miramar Landfill.
2. Cancellation. Policy Letter 3-13.
3. Information. Marine Corps Air Station (MCAS) Miramar is faced with the challenge of ensuring that unauthorized materials are not inadvertently disposed at the Miramar Landfill. This disposal of unauthorized materials is unlawful, has potential to cause adverse effects to the environment, and interferes with military operations. Service members and civilians who work or reside aboard MCAS Miramar and fail to correctly identify materials as hazardous waste, universal waste or recyclable can cause negative consequences for the Air Station.
4. Scope. Enclosure (1) is an Environmental Standard Operating Procedure (ESOP) describing the requirements of the program. This Policy Letter implements the ESOP and applies to all military, civilian employees, and residents. Effective immediately, all personnel are prohibited from delivering solid waste directly to the landfill. Solid waste from MCAS Miramar will no longer be accepted at the landfill without a landfill coupon enclosure (2). These coupons can be obtained from the Environmental Department Waste Management Division (WMD) building 6022.
  - a. To ensure that unauthorized materials do not enter the solid waste stream, tenants are required to report to building 6022 to have their load inspected by WMD personnel and receive a landfill coupon.

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b. Unit leadership shall ensure that all subordinate personnel are briefed on the requirements of the ESOP.

c. This policy excludes contractors performing under construction or demolition contracts. Public Works Officers (PWO)/Facility Engineering and Acquisition Division (FEAD) Directors are responsible for ensuring contractors dispose of waste in accordance with applicable regulations.

d. Punitive Nature. This Policy Letter is punitive in nature. In the case of service members' failure to comply with this Policy Letter, they may be subject to administrative and/or punitive action under the Uniformed Code of Military Justice. If civilians fail to comply with this Policy Letter, they may be subject to disciplinary action.



J. G. WOODWORTH

Environmental Standard Operating Procedure			
Originating Office:  <b>Environmental Management Department</b>	Revision:  Version 2	Prepared By:  Waste Management Division	Approved By:
File Name: LTA-ESOP	Effective Date: 1 March 2018	Document Owner: P. Mike Corona	

Title: Landfill Trip Authorization

### 1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide guidelines for MCAS Miramar based personnel relating to delivery of garbage directly to the Miramar Landfill.

### 2.0 APPLICATION

This guidance applies to all personnel.

### 3.0 REFERENCES

- MCO 5090.2A Ch 17 (USMC Environmental Compliance and Protection Manual)
- Integrated Solid Waste Management Plan (ISWMP)
- Hazardous Waste Management Plan (HWMP)

### 4.0 PROCEDURE

#### 4.1 Discussion:

Collection and transportation of solid waste to the Miramar Landfill is authorized for any organization operating aboard MCAS Miramar, but must be performed according to this LTA-ESOP. All personnel must ensure that only authorized solid waste is disposed of and that unauthorized materials are properly accumulated and managed in accordance with the references.

Waste Management Division (WMD) personnel will discourage all organizations from making unnecessary landfill trips, and stress the fact that the Installation provides adequate containers for solid waste accumulation.

#### 4.2 Operational Controls:

The following procedures apply:

1. Upon contact from an organization desiring to make a landfill run, WMD personnel will discourage the organization and guide the organization to the appropriate solid waste collection containers.

2. If unable to dissuade the requesting organization WMD will provide initial information on unauthorized items for disposal, and set up an appointment for load screening.
3. Organizations must report to Station Environmental, building 6022, with loaded vehicle, on date and time of appointment for load screening by WMD personnel.
4. If the load is determined to be appropriate for delivery to the landfill, a landfill coupon will be provided to the organization.
5. The landfill coupon will be maintained by the landfill for reporting and recordkeeping.
6. Personnel attempting to make landfill trips without a landfill coupon will be denied access to the landfill by landfill personnel.
7. Requesting personnel should be briefed on the following prohibited items, prior to vehicle loading if possible. The following items are prohibited from disposal at the landfill and must be disposed of in accordance with applicable directives. Personnel shall request guidance from WMD as required.
  - a. Ammunition, ordnance, and range residue is prohibited.
  - b. Meals Ready to Eat (MRE) heaters must be deactivated before disposal as non-hazardous solid waste, since they may react with water and create a fire hazard.
  - c. Universal Waste (batteries, electronics, aerosols, mercury containing equipment).
  - d. Hazardous Waste (flammables, paints, solvents, petroleum products, adhesives; corrosives, acids and bases; reactives, oxidizers; toxics, pesticides, inhalation hazards).
  - e. Recyclables, i.e. cardboard, paper, scrap metal, aluminum, serviceable pallets, plastics, brass.
  - f. Chemically treated wood marked PA, PB, PC, or PD.
  - g. Used tires.
8. This ESOP will be updated as changes to the program become necessary, and the most current version will be available at <http://www.miramar-ems.marines.mil/>.

#### **4.3 Documentation and Record Keeping:**

The following records will be maintained by WMD:

1. Landfill coupon issue log.

MARINE CORPS AIR STATION MIRAMAR  
LANDFILL COUPON

**A 65351**

**U.S. NAVY/CITY OF SAN DIEGO  
LANDFILL DISPOSAL COUPON**

NAVY CONTRACT # \_\_\_\_\_  
DATE ISSUED \_\_\_\_\_


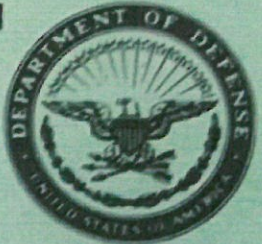
**A 65351**

**BEARER IS A HAULER OF U.S. NAVY REFUSE  
VALID FOR ENTRY TO LANDFILL FACILITY  
ONLY WHEN PROPERLY EXECUTED AND ON  
THE DATE SPECIFIED.** Failure to abide by  
regulations and policies agreed to between the City and  
the Navy will result in voidance of this coupon, a false  
declaration fee, and/or restriction from use of facilities.

**DATE OF ENTRY** \_\_\_\_\_

**CONTRACT #** \_\_\_\_\_

\_\_\_\_\_  
Authorized NAVY SCR Signature



ES-018 (5-96)



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION MIRAMAR  
P.O. BOX 452001  
SAN DIEGO, CALIFORNIA 92145-2001

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23 APR 2012

POLICY LETTER 3-13

From: Commanding Officer  
To: Distribution List

Subj: AUTHORIZATION FOR DIRECT DISPOSAL TO MIRAMAR LANDFILL

Encl: (1) Landfill Authorization Chit  
(2) Landfill Trip Authorization ESOP

1. Purpose. To establish policy for the authorization of direct disposal to the Miramar landfill.
2. Cancellation. This letter will remain in effect until revision or when indicated by appropriate authority.
3. Information. Marine Corps Air Station (MCAS) Miramar is faced with the challenge of ensuring that unauthorized materials are not inadvertently disposed at the Miramar landfill. This disposal of unauthorized materials is unlawful, has potential adverse affects to the environment and interferes with military operations. Service members and civilians that work or reside aboard MCAS Miramar are not correctly identifying materials as hazardous waste, universal waste or recyclable. The resulting consequences have negative impacts on the air station.
4. Scope. Effective immediately, all personnel are prohibited from delivering solid waste directly to the landfill without first making contact with the Environmental Department Waste Management Division (WMD).
  - a. To ensure that unauthorized materials do not enter the solid waste stream, tenants are required to report to Building 6022 to have their load inspected by WMD personnel and receive an authorization chit (enclosure (1)). Enclosure (2) is an Environmental Standard Operating Procedure (ESOP) describing the requirements of the program.
  - b. Unit leadership shall ensure that all subordinate personnel are briefed on the requirements of the ESOP.
  - c. Punitive Nature. This order is punitive in nature. In the case of service members, failure to comply with the policy and guidance contained in this order could result in administrative and or punitive action under the Uniformed Code of Military Justice. In the case of civilians, failure to comply with the policy and guidance constained in the order may result in prosecution under 18 U.S.C. 1382 in U.S. District Court.

  
J. P. FARNAM