**Consolidate Emergency Response/Contingency Plan Training: Instructor Guide**

**Section 1: Hazardous Material & Hazardous Waste Handling**

Slide #1

1. The purpose of this course is to familiarize you with Safety and Environmental policies and procedures governing the handling of Hazardous Material (HM) and Hazardous Waste (HW) per the requirements of Federal Law, County of San Diego Regulations and Marine Corps Orders.

Slide #2

1. Terminal Learning Objective: Meet the Consolidated Emergency Response/Contingency Plan annual training requirement for hazardous material and hazardous waste training. Prior to working with hazardous materials, personnel must receive hazardous communication training. You must also receive specific training for the procedure you will be performing. Today’s training fulfills the hazard communication training requirement. The job specific training will be provided by your supervisor. Both must be documented.
2. Enabling Learning Objectives:
	1. Be able to identify unit’s hazardous material utilized and hazardous waste generated.
	2. Be able to locate the unit’s SDS binder
	3. Understand the difference between hazardous material and hazardous waste
	4. Know how to safely handle and store HM/HW
	5. Be able to describe the HM/HW recordkeeping requirements
3. Method/Media. This lesson will be conducted using lecture and field exercises (walking tour of your unit’s hazardous material and hazardous waste storage sites).
4. Evaluation. There will be no written test. Your ability to perform your work in an environmentally compliant manner will demonstrate your proficiency.
5. Transition:Are there any questions about the learning objectives and how I will be teaching this lesson? First we will cover the environmental laws and regulations and the responsibilities of the personnel who manage these programs.

Slide #3

1. Background
	1. Our unit uses hazardous materials on a daily basis during maintenance, repairs, and cleaning activities.
	2. Some of our HM processes result in HW being generated (used oil, waste paint, batteries, etc).

Slide #4

1. The unit has developed and implement a written plan and procedure for HM/HW management that meets requirements of MCO 5090.2, and Station Safety Office, and Environmental Department policies.
2. We must comply with applicable Federal, State, and local laws and regulations applicable to HM and the safety and health of HW operations. These laws and regulations will be covered in a minute.
3. We have to establish procedures to control, track, and reduce the variety and quantities of HM in use, in storage or stocked, and disposed of as HW.

Slide #5

1. Environmental laws and regulations govern our actions aboard the installation. They cover both environmental and safety aspects of our job.
	1. The following laws and regulations protect workers that handle hazardous material.
	2. OSHA, 29CFR
	3. MCO 5100.29A
	4. Station Safety Order

Slide #6

1. The following laws and regulations protect workers and the environment from the hazardous wastes generated. They also outline requirements for annual training for workers handling HM/HW.
	1. EPA, 40 CFR: Environmental Protection Agency 40 CFR 260-272. These regulations control the treatment, storage, transportation, handling, labeling, and disposal of hazardous waste.
	2. California Health and Safety Code Division 20: These regulations govern the management of hazardous waste facilities and control. They also regulate contingency plans and emergency procedures, manifesting and record keeping.
	3. Title 22 **C**alifornia **C**ode of **R**egulations Division 4.5: These regulations govern the management of hazardous waste facilities and control. They also regulate contingency plans and emergency procedures, manifesting and record keeping.
	4. MCO 5090.2 Environmental Compliance Manual: Environmental Compliance and Protection Manual contains the applicable Executive Orders, outlining USMC environmental policy.
	5. Hazardous Waste Management Plan, StaO 5090.5\_: The HWMP provides Marines Corps Policy, identifies applicable federal, state and local requirements, and assigns responsibilities for all Marines and civilians working with hazardous materials.

Slide #7

1. Hazardous Materials (HM) are chemical products that, because of their toxicity or chemical properties, pose physical or health risks to humans or to our environment. HM is good material that has yet to be used. This can include, however, opened containers of unused product where a portion has been removed and used (example: cleaners).
2. Examples of HM:
	1. POL’s (hydraulic fluid, oil, JP-5, diesel fuel)
	2. Batteries of any type
	3. Detergents & Cleaners
	4. Aerosols (any type)
	5. Paints & Solvents
	6. Gasoline
	7. Adhesives

Slide #8

1. The Command HM Authorized Use List (AUL) contains the only authorized HM allowed on station. Each work center will maintain a listing of hazardous materials used in the work center.
2. Each unit/squadron maintains a hazardous material authorized user list. Prior to procuring items of HM from the Hazardous Minimization Center (HAZMINCEN), the unit must have an approved entry for that item on their AUL. In order for us to maintain and achieve compliance with the numerous occupational safety and health, and environmental laws we must closely regulate the hazardous chemicals used onboard station. HM brought aboard MCAS Miramar for the first time must be reviewed for regulatory compliance and approved by the HAZMINCEN, Environmental Department, Safety Department, and the Industrial Hygienist
3. ONLY approved HM may be used on station. Your hazardous waste coordinator is responsible to ensure that this list is maintained. Another important factor to remember is that you are only allowed to maintain a “seven day supply” of HM at your location for normal maintenance operations.
4. ***DO NOT*** bring hazardous material from home!
5. For our safety and environmental compliance the HM we use must be screened and inventoried on the unit’s Authorized Use List (AUL).
6. AUL is a management tool inventorying the HM we use.
7. HM on the AUL must be approved by Station Safety, the Industrial Hygienist, and Environmental Department.
8. HM is easily procured from the HazMinCtr.
9. Unit on-hand HM limited to a one week’s supply though exceptions can be approved by Safety.
10. Contact Station Safety for AUL assistance.

Slide #9

1. A safety data sheet (SDS) gives you detailed information on a chemical and its hazards. Each and every chemical we use in the workplace must have an SDS onsite. SDSs must be readily available for personnel to review upon request. Personnel delegated by our command will maintain a binder of SDSs for all hazardous material used in our operations. The initial point of issue for SDSs is at the HAZMINCTR when you first requisition it. You can also get SDSs at the Safety Department and the Waste Management Division of the Environmental Department. You must read the SDS for a specific chemical before you are allowed to use the HM. It is the responsibility of assigned personnel to ensure that the SDS you have matches the material you are using. One NSN may have multiple SDSs based on different manufacturers or chemical formulas. The Department of Defense (DoD) has developed the Hazardous Material Information System (HMIS).
2. SDSs also provide information for immediate first aid if you’re exposed to a chemical, as well as spill response procedures.
3. Available through DoD Hazardous Material Information and Resource System (HMIRS) web site: http://www.dlis.dla.mil/hmirs.

Slide #10

1. In the workplace, containers of hazardous chemicals must carry special warning labels. Each chemical has been studied for its potential to injure or harm you. The identity of the chemical will be displayed. Portable containers of hazardous chemicals (daily use) must also be labeled.
2. HM needs to be labeled with the following:
3. Manufacturer’s name, address, and emergency phone number
4. Common chemical name
5. Identify the hazard(s) in English
	1. Appropriate hazard warnings (words, DoT labels or placards, NFPA Diamond, HMIS label): Appropriate hazard warnings must also appear on the label. All chemical health hazards and physical hazards must be listed, i.e. "harmful if inhaled, flammable".
6. DD FORM 2522 can replace the manufacturer’s label if it needs to be replaced

Slide #11

1. All HM must be procured from the HazMinCtr. It must first be approved and on the unit’s AUL. The primary or alternate Hazardous Waste Coordinator will procure HM with a request through S-4. HM may either be picked up or delivered. Units are only allowed to stock a 7-day supply.

Slide #12

1. To ensure you are handling HM properly, ALWAYS refer first to the chemical’s SDS. Wear Personal Protective Equipment appropriate to the chemical you are using. Ensure there is adequate ventilation (natural or mechanical). Use funnels, drip pans, pads, and shop towels when pouring HM. Attach grounding and bonding wires when pouring and storing flammable liquids.

Slide #13

1. Sometimes a HM is incompatible with other items. Thus, you must ensure that all HM is stored properly. Refer to the HM’s SDS to determine chemical compatibility. Don’t store corrosives with flammables, and don’t store flammables with oxidizers. Flammable items must be stored in flammable lockers.
2. Also, rotate stock and use within shelf-life. Make sure to check the shelf-life of new HM when you receive it and use the older HM first.
3. In addition, when storing HM, secondary containment is required for storing liquids. Flammable lockers and bermed areas are examples of approved secondary containment.

Slide #14

1. Hazardous waste is HM that we no longer need because it’s used, spent, or no good. Examples are:
	1. Used oil or POL (oil, hydraulic fluid, JP-5, diesel fuel)
	2. Aerosol cans
	3. Paint chips w/lead or chromates
	4. Spent toxic or flammable solvents
	5. Used batteries of any type (alkaline, lithium, mercury, etc)
	6. Past shelf-life HM
	7. Spent fluorescent light bulbs
	8. Spill debris
	9. Ammo boxes & munitions crates (treated wood)
2. We can’t throw hazardous waste in the trash!

Slide #15

1. Waste is managed per the Environmental Department’s Hazardous Waste Management Plan (HWMP). The HWMP is written to maintain compliance with applicable Federal, State, County of San Diego waste regulations.
2. Chapter 14 of the HWMP lists Waste Protocol Sheets (WPS) for each “waste stream” generated on the installation. These WPS were created to be an easily referenced waste management guidance which covers:
	1. Defines the waste stream.
	2. Provides container (drum, pail, box, pallet, etc) selection information.
	3. Tells how to correctly fill out the waste’s container label.
	4. Gives the waste’s accumulation time limit.
	5. Provides waste disposal information.

Slide #16

1. Like HM, when handling hazardous waste, be sure to use appropriate **P**ersonal **P**rotective **E**quipment, such as: gloves, goggles, face shield, rubber apron. Use adequate ventilation (natural or mechanical). Use funnels, drip pans, pads, shop towels, and a buddy when pouring HM to minimize spillage and clean ups. Use grounding straps when storing flammables and bonding straps when pouring flammable liquids. Do not mix waste streams.

Slide #17

1. Once a hazardous material is determined to be off spec, expired shelf life or a waste, the hazardous material is then reclassified as a hazardous waste (HW). It is at this point that the accumulation start date is annotated on the waste container. All waste containers must be properly labeled and closed at all times unless transfer waste into the container.
2. Each command that generates HW must have a designated HW accumulation site. An accumulation site is usually a fenced and bermed containment cell or storage shed. However, it can be a flammable locker or other approved site. The HW Coordinator is responsible for the management and upkeep of the site. The HW site must be kept locked at times when not open for use.
3. MCAS Miramar’s units, departments and/or tenant commands are not authorized to store HW longer than 60 days from the accumulation start date. During the accumulation period, hazardous waste containers must be marked clearly with the words "Hazardous Waste"; the "Date" the generator began accumulating waste in the container; the composition and physical state of the wastes; a statement that calls attention to the particular hazardous properties of the waste; and the name and address of the generator.
4. Waste sites must be inspected weekly to ensure containers are not leaking and that the accumulation is free of any spills or debris. Inspection records will be maintained for three years.

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1. Satellite accumulation sites may be used, but must be approved prior to use by the Environmental Department. Requirements for a satellite accumulation site are:
2. At or near the point of generation (paint shop, battery shop, hangar deck, admin office, etc).
3. Up to 55-gallons TOTAL HW, not per waste stream. MCO 5090.2 Vol 9
4. Container must be labeled, closed when not in use, and under the control of the operator.
5. Waste is disposed of when:
	1. the container is full,
	2. 55 gallons is reached, or
	3. within nine months, whichever occurs first.
6. All satellite accumulation areas must be approved by Environmental Department and identified on the unit’s CERC Plan Map.

Slide #19

1. An Executive Order signed by the President mandated that the military services reduce the amount of HW generated. There are several ways to minimize waste. Initially, we would like to minimize waste at the source. Ways to do that are:
	1. Use only authorized hazardous materials.
	2. Order what you need and use it properly.
	3. Keep lids and labels on all containers.
	4. Don’t mix waste streams.
	5. Use funnels, drip pans, shop towels, and launderable pads.
	6. Handle HM and waste carefully to reduce spills
2. In addition, we also want to recycle or reuse items. Ways to recycle or reuse are:
	1. Return unwanted HM to the HazMinCtr
	2. Recycle plastic and metal containers, etc.

Slide #20, 21, and 22

1. Each unit is responsible for maintaining certain documents for their records. These documents may be managed utilizing the Environmental Records Volumes I, II, and III. All records are legal documents that must be maintained for at least three years. In these volumes are the following documents.
	1. Consolidate Emergency Response/Contingency Plan (CERC)
	2. CERC Training Rosters
		1. Sections 1-4 required annually
		2. Also maintained in Personal Training Folder
2. Unified Program Facility Permit
	1. Issued by San Diego County Dept of Env Health
	2. Applied for and renewed by the Environmental Dept
3. Waste Disposal Records:
	1. Turn-in Sheets, Pink Copies (most wastes)
	2. Waste Transfer Log Books (transferred to another unit)
4. Unit’s Spill Log:
	1. Records unit’s spills, clean-ups, and storm water releases from secondary containment.
5. AUL up-to-date
	1. Make additions/deletions with Safety Center
	2. Procure from the HazMinCtr (not the Exchange, GSA, Serv-Mart, or Lowe’s)
6. Aerospace Coatings List
	1. Issued by Environmental Dept’s Air Quality Engineer
7. Air Quality Permits (parts washers, paint booths, test cell, etc)
	1. Comply with permit conditions
	2. Submit Usage Reports to Air Quality Engineer

Slide #23

1. Now, let us review.
	1. You should now be able to identify the HM needs of your unit and be able to establish a unit AUL through Station Safety, IH, and Environmental Dept.
	2. All SDS’s must be on-hand and readily available.
	3. Ensure all personnel protect against chemical hazards.
	4. You should be able to identify waste streams and ensure personnel know how to containerize, label, and dispose of waste.
	5. Maintain records for HM usage, waste disposal, site inspections, and training.
	6. Please sign-in on today’s Training Roster.

Slide #24

1. If you have any questions or would like assistance with any environmental issues, please contact your unit’s Hazardous Waste Coordinator or your Group’s Environmental Compliance Coordinator for HM assistance.
2. Unit and Group Coordinators should contact the Environmental Department’s Waste Management Division at 307-1108 for questions regarding this presentation and/or for training assistance.