



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 6280.1B  
B 046  
27 Aug 07

MARINE CORPS BASE ORDER 6280.1B

From: Commander  
To: Distribution List

Subj: HANDLING, TRANSFER, AND DISPOSAL OF HAZARDOUS MATERIALS  
AND HAZARDOUS WASTE

Ref: (a) Resource Conservation and Recovery Act of 1976  
(b) Public Law 94-580  
(c) 40 CFR 260  
(d) 40 CFR 261  
(e) 40 CFR 262  
(f) 40 CFR 263  
(g) 40 CFR 264  
(h) MCO P5090.2A  
(i) MCBO 6240.4B  
(j) MCBO 5090.2A  
(k) Federal Facility Compliance Act of 1992  
(l) 29 CFR 1910.1200

Encl: (1) Standing Operating Procedures for Management of Hazardous  
Waste  
(2) Spill Response Material  
(3) Spill Report Form  
(4) Hazardous Material/Hazardous Waste Training Record  
(5) General Inspection Requirements for Hazardous  
Material/Hazardous Waste Generating Activities  
(6) Natural Resource and Environmental Affairs Branch  
Marine Corps Base, Quantico Compliance Inspection Report

1. Purpose

a. To establish policy and procedures for the proper handling, storage, and disposal of hazardous material (HM) and hazardous waste (HW) in a manner that will protect human beings and the environment.

b. To implement the provisions of the command's Hazardous Waste Management Plan, which has been distributed separately.

2. Cancellation. MCBO 6280.1A.

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### 3. Background

a. Marine Corps Base, Quantico (MCBQ) and tenant activities possess large quantities of HM and HW which must be handled, stored and disposed in an environmentally acceptable manner. Reference (a) implemented by reference (b) through (g), established standards for generators and transporters of HW that will ensure proper record keeping and reporting; the use of a manifest system to track shipments of HW; the use of proper labels and containers; and the proper management of disposal facilities. The Environmental Protection Agency (EPA) has delegated to the Commonwealth of Virginia primacy for the enforcement of reference (a) and all other HW regulations. Reference (b), (h) and (i) prohibit the dumping of hazardous substances and oil products into the environment and establish a requirement for a program to manage the use and disposal of HM/HW from the point of generation to ultimate disposal--from "cradle to grave." Reference (j) directs compliance with all applicable environmental references.

b. Federal, state, and local laws, as well as Department of Defense (DoD) directives and Marine Corps orders, make it very clear that the abuse of our waterways, land, and air will not be tolerated. Reference (h) outlines Marine Corps policy on HM/HW management and environmental responsibilities. References (h) and (i), and this Order, are regulations pertinent to the daily functioning of HM/HW programs at MCBQ.

4. Summary of Revision. This Revision has a significant number of changes and should be reviewed in its entirety.

### 5. Definitions

a. Accumulation Start Date. Federal and state regulations require that a HW container be marked with the current date at the time that any amount of waste known to be HW is placed into a container. EXCEPTION: Satellite HW accumulation areas must record the date when the container is full.

b. Activity Environmental Coordinator (AEC). AECs identify unit operations that are representative of practices with potential environmental impacts, ensure work centers and personnel receive environmental training appropriate to their duties, and perform additional responsibilities as set forth in the installation's Environmental Management System Manual and Comprehensive Environmental Training and Education Plan. Each AEC shall

maintain a general awareness of all applicable state and Federal environmental regulations as well as Marine Corps environmental policies and orders. The AEC is also the activity point of contact for environmental compliance evaluation matters.

c. Hazardous Material. HM is material (because of its quantity, concentration, physical, chemical or infectious characteristics) that may:

(1) Cause or significantly contribute to an increase in mortality or serious illness (e.g., freon); or

(2) Pose a substantial current or potential hazard to human health or the environment when improperly used, treated, stored, transported, disposed, or otherwise mismanaged (e.g., crankcase oil, gasoline, etc.).

d. Hazardous Waste. HW is a HM that has no further beneficial use or means of recovery for such use and must, therefore, be disposed. HWS are chemicals that meet certain requirements of ignitability, corrosiveness, reactivity, and/or toxicity. Any container that contains more than 1 inch of hazardous residue is also considered to be HW and is subject to HW regulations. Additionally, any petroleum or oil-based product, such as grease, lubricating oil, or motor oil, contaminated by a hazardous substance, such as a chlorinated solvent, is considered to be HW.

e. Hazardous Waste Coordinators. The HW coordinator is the person responsible for the management of the HM/HW program at the individual generator/storage activity. Each generating activity HW coordinator shall be at least a staff noncommissioned officer or a civilian, General Schedule (GS)-07 or Wage Grade (WG)-07 or higher. An assistant HW coordinator of equal or lesser rank or grade shall also be designated at each generating activity. The installation HW coordinator at MCBQ is the person tasked with the HW program for the Commander, MCBQ. The installation HW coordinator is located at the Environmental Compliance Section, Natural Resources and Environmental Affairs (NREA) Branch, G-5 Division, 703-784-4030. Direct liaison between the installation HW coordinator and all HW generators is authorized.

f. Satellite Accumulation Site. A HW generation point that may accumulate up to 55 gallons of HW. When the container is full, it must then be transferred to a less than 90-day HW accumulation site or to the Hazardous Waste Storage Facility (HWSF) (Building 27401), within 3 consecutive days.

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6. Scope. This Order provides guidance for MCBQ and tenant activities to effectively manage the handling, use, accumulation, transportation, storage, and disposal of HM/HW. This Order is applicable to all military and civilian personnel assigned to or employed at activities located at MCBQ. This Order is also applicable to all military and civilian personnel of visiting detachments, units, and commands, both domestic and foreign, for which MCBQ is serving as a host command. This Order meets state and Federal requirements in a manner that will cause minimal disruption to unit mission accomplishment. Contractors/Contracted personnel working aboard MCBQ are required to comply with this Order as modified by their specific contract(s).

7. Violations. The intentional discharge or negligent release of any oil product or hazardous substance into the environment is a violation of this Order and potentially of Federal, state and local laws. The use of a nonapproved collection container and/or the failure to follow the collection, labeling, and disposal procedure specified herein, shall also be considered a violation of this Order. Commanding officers, activity heads and division directors, as well as individual generators, may be held liable for violations of reference (b). Military personnel responsible for violations of the references or this Order may be subject to punitive actions.

8. Fines/Penalties. Passage of reference (k) overturned the sovereign immunity defense for Federal facilities, thus subjecting installations and Federal employees to fines and penalties for failure to comply with Federal, state, and local requirements respecting control and abatement of solid or HW; significantly increased Federal facilities' liability for payment of reasonable service charges for permit reviews and facility inspections, and broadened EPA enforcement authority over Federal facilities. Increased vigilance is required by all employees to ensure compliance with all HMs/HWs regulations.

9. Action

a. Director, G-5 Division

(1) Head, Environmental Compliance Section. The Head, Environmental Compliance will:

(a) Serve as a single point of contact for MCBQ, concerning HW matters and regulations. Responsible for the resolution of all conflicting and overlapping authority.

(b) Provide technical assistance to command and tenant activities by providing advice for the management, identification, classification, handling, accumulation, storage, transportation, and disposal of HW. Coordinate HM management with Head, Material Branch, G-4 Division and Director, Safety Division.

(c) Provide assistance in the identification, acquisition and use of personnel protective equipment.

(d) Inspect command and tenant activities on a monthly basis or more frequently, if required, for compliance with applicable directives and make recommendations for improving the effectiveness and completeness of the responsible units' HM and HW management programs per enclosure (1). Should deficiencies be discovered, the written results of these inspections shall be forwarded to the head of the inspected activity via the chain of command.

(e) Provide formal training for military and civilian HW coordinators based on Federal and state requirements, and ensure required on-the-job training is provided by the parent activity.

(f) Maintain a complete listing of unit and tenant activity HM/HW coordinators and assistant coordinators and distribute this information upon request.

(g) Distribute HM/HW information and directives to all generating activities.

(h) Maintain an inventory of HM/HW stored at MCBQ as provided by the activities and distribute this information upon request.

(i) Verify and monitor personnel training provided by the generating unit's HW coordinator.

(j) Procure equipment and develop test procedures per state and Federal guidelines and schedules.

(k) Collect samples and conduct or arrange for analysis of HW samples.

(l) Conduct groundwater monitoring and other environmental testing per approved closure/post-closure plans.

(2) Officer-in-Charge, Construction/Resident Officer-in-Charge, Construction. Ensure that all construction contracts

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include provisions for the proper handling and disposal of HM/HW by contractors. Such waste shall be handled per applicable MCBQ regulations and then transported for disposal off-base. A contractor shall have total responsibility and liability for the HW generated by that firm. Spoils and debris shall not be stockpiled for longer than 30 days before being transported off-base for proper disposal.

b. Commanding Officer, Security Battalion

(1) Provide technical support as required and emergency response per reference (i). Inspect HM/HW sites during fire inspection cycles and report deficiencies to the Head, Environmental Compliance Section, NREA Branch, G-5 Division, for follow-up.

(2) Designate personnel to support the Spill-Response Team established in reference (i) and provide annual refresher training for emergency spill-response personnel.

c. Defense Reutilization and Marketing Office (DRMO). The DRMO of the Defense Logistics Agency (DLA) has been given the responsibility within the DoD for the disposal of HM/HW. The DRMO representative for the HM/HW disposal operations at MCBQ is the DRMO located at Richmond, Virginia. DRMO has been tasked by the DLA to support MCBQ to dispose of HW according to state and Federal regulations.

d. Assistant Chief of Staff, G-4 Division

(1) Ensure that all incoming HMs received through the supply system are properly labeled, have proper documentation, and are handled per current safety and supply regulations. HM labels shall be attached to all HM issued by the supply officer and accompanying documentation (DD Form 1348-1, Issue Release/Receipt Document) shall contain a "HM identification code" in block W and/or a "HM" stamp or other method of identification.

(2) Forward via the chain of command, a copy of the material safety data sheet (MSDS) (provided by the manufacturer) on all initial acquisitions and open purchases of HM to the Head, Environmental Compliance Section, NREA Branch; Director, Safety Division; and the Head, Fire Protection/Prevention Branch, Security Battalion.

(3) Request vendors to supply MSDSs with all initial purchases of HM.

(4) Prepare a HM inventory and inspection plan.

(5) Coordinate with the Head, Environmental Compliance Section to review HM open purchase requests and recommend less hazardous substitute materials when appropriate.

(6) Ensure that the Self-Service Center maintains an on-hand supply of spill-response cleanup and disposal material exhibited in enclosure (2).

e. Director, Safety Division

(1) Provide technical assistance to the Head, Environmental Compliance Section on health and safety of personnel for HW issues.

(2) Conduct safety inspections to ensure that all required safety equipment associated with HW is properly stocked and is operational.

(3) Provide training to HW emergency response personnel for personal protective equipment.

(4) Provide initial training in the requirements of reference (1) to all personnel whose duties will involve handling or working with HM/HW.

f. Health Care Advisor, Naval Health Clinic. Designate an environmental coordinator whose responsibilities are to:

(1) Serve as the Navy focal point for Navy aspects of the Hazardous Material Information System (HMIS) and as a technical resource center for MSDSs, workplace hazard evaluations, and health risk assessments specific to HM applications at MCBQ.

(2) Serve as a clearing house in conjunction with HMIS operations, for up-to-date information on HM, hazardous chemicals and hazardous substances that are regulated or controlled by Federal, state, or local municipal and environmental regulations and standards.

(3) Develop, maintain, and distribute technical information on health risks and assessments for HM used in workplaces and operations.

(4) Provide activity heads technical assistance in evaluating and monitoring the use of HM in the workplace, prescribe

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precautionary measures, and assist activities in developing local "authorized for use" lists.

(5) Include HW in the scope of HM health hazard assessments and appraisals performed as a part of ongoing occupational health and industrial hygiene surveillance activities.

(6) Review and comment on performance specifications and guidance for the engineering control of HM in workplace situations.

g. Commanding Officers and Activity Heads

(1) Designate HW coordinators and assistant HW coordinators within each unit that generates HW.

(2) Submit to the Head, Environmental Compliance Section a list of all HW coordinators for their activity on receipt of this Order and upon change of HW coordinators.

(3) Ensure all personnel assigned to the activity who are associated with generating HW receive required training.

h. Hazardous Waste Generators. Adhere to this Order and to the more detailed guidance of the Hazardous Waste Management Plan. Develop and maintain a HM/HW/petroleum, oil, and lubricants (POL) operating file.

(1) Hazardous Materials/Hazardous Waste/Petroleum, Oil, and Lubricants Operating File. The operating file shall be readily available for inspection by the Environmental Compliance Section and state, and Federal regulatory agencies. Each HM/HW/POL operating file shall include at least the following items:

(a) A copy of this Order.

(b) A copy of the Hazardous Waste Management Plan.

(c) A drawing showing the layout and location of each unit's HW accumulation sites. If possible, the drawing shall locate the accumulation site in relation to a permanent, numbered building. A copy of this drawing will be provided to the Head, Fire Protection/Prevention Branch.

(d) A current inventory of all HM shall be maintained at the unit's accumulation site.

(e) Reports of all HM/HW spills at the unit and action(s) taken for the previous 3 years.

(f) Records and results of all inspections and documented corrective actions, including dates, for the previous 3 years.

(g) Records of HM/HW training for unit personnel and HW coordinator(s) for the previous 3 years.

(h) A site-specific contingency plan spelling out the courses of action for fire, explosion and/or spills.

(i) Adequate supply of NREA-supplied HW labels.

(j) A copy of enclosure (1).

(2) Delivery. HW pick up is coordinated with the Solid and Hazardous Waste Duty Driver from the Environmental Compliance Section at 703-784-4030. Please provide 24 hours advance notice for waste pickup. Only qualified NREA Environmental Compliance personnel may transport HW on MCBQ. HW coordinators with a valid United State Government Motor Vehicle Operators Card with HM qualifications and/or completion of one of the following: HW/HM Handling Course, Hazardous Waste Operations and Emergency Response Course, or Department of Transportation (DOT) Course may transport used oil, spray cans for recycling, non-hazardous waste or universal waste aboard MCBQ.

(3) Spill-Response. The basic control requirement is positive containment by means of dikes, which are sufficient to retain spilled HM/HW until it can be safely removed. HW coordinators are responsible for spill-reporting using enclosure (3) and all clean up per reference (i). The Environmental Compliance Section will inspect all spill sites to ensure adequate clean up has occurred. All generating activities will maintain a stock of cleanup material sufficient to respond to normal/routine spills. Enclosure (2) provides sources of supply for cleanup material. Final responsibility for all spills and spill clean ups rests with the spilling unit.

(4) Costs of Hazardous Waste. All spill-cleanup expenses and the procurement of all drums, safety clothing, labeling material, equipment, etc., necessary for accumulation, handling, and clean up of HM/HW will be funded by the HW generator's respective fund administrator.

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(5) Training and Education

(a) Appropriate training will be provided within 6 months of assignment to a generating activity, and annually thereafter. Use of courses provided aboard MCBQ is encouraged and no charge will be incurred for DoD personnel.

(b) Provide continuous on-the-job training to all personnel handling HW and their supervisors, and budget for any off-base training that is desired.

© Using the format at enclosure (4), training records will be maintained for 3 years at the activity and a copy forwarded to the Head, Environmental Compliance Section for permanent filing.

(6) Disposal. The Environmental Compliance Section is the only authority to authorize the disposal of HW off MCBQ property.

(a) Fuels, Oil, and Lubricants. Fuels, oils, and lubricants will be disposed by pouring the liquids into specially designated waste storage containers located at each HW activity. To have these containers emptied, the generating activity must contact the Environmental Compliance Section at 703-784-4030.

(b) Solvents. The purchasing of maintenance related solvents by units aboard MCBQ must be reduced. All solvents used by HW generating activities will be procured and disposed through a recycling method, whenever possible. The Environmental Compliance Section and unit supply officers are tasked with establishing a management strategy, which allows for technically feasible and economically practicable waste reduction measures.

© Paints, Thinners, Pesticides, Etc. All wastes, other than those listed in paragraph 9i(6)(a) above, will be segregated into DOT approved containers. Each container shall have the NREA-preprinted label affixed on its side.

(d) Semi-Solids. Items such as solid "dry-sweep," partially full containers, contaminated soil, rags, fuel/oil filters, etc. will be labeled as above if they contain or are contaminated with HW.

(e) Drums. Properly labeled HW drums will be collected by the Solid and Hazardous Waste Duty Driver from the Environmental Compliance Section and transferred to the HWSF (Building 27401, 703-

784-5305, located across from the Fire Station at the intersection of MCB-1 and MCB-2). All HW drums must be labeled prior to delivery/pickup. Only drums that are sealed, and free of rust and dents will be accepted.

(f) Batteries. A contract for the turn-in of lead-acid batteries has been established at Building 27401. Disposal of batteries should be avoided when temperatures are below 32 degrees Fahrenheit. Batteries may not be turned in when leaking or missing caps. Generators should call the Environmental Compliance Section for instructions concerning leaking batteries.

(g) Hazardous Material. Contact the HW coordinator at NREA Branch 703-784-4030 for assistance to redistribute unused/unopened containers of HM. The HM coordinator and/or HWSF personnel will attempt to distribute HM to other MCBQ users. HWSF personnel will hold the HM in a special bay for 30-60 days and attempt to redistribute to other MCBQ users. HWSF personnel make the final determination on whether or not the material is waste, and whether or not the material is hazardous.

(7) Inspections. Each generating activity will conduct a weekly self-inspection using enclosure (5). The original of each inspection will be filed in the activity's HM/HW/POL operating file. NREA Branch compliance inspectors will inspect these sites monthly using enclosure (6).

(8) Safety. Proper handling of HW containers is mandatory to reduce accidents. All containers must be kept tightly sealed and palletized. Personnel must consult the MSDSs for proper personal protective clothing and equipment.



CHARLES A. DALLACHIE

DISTRIBUTION: A

STANDING OPERATING PROCEDURES FOR MANAGEMENT  
OF HAZARDOUS WASTE

**Satellite Accumulation**

- \_\_\_ Waste must be stored at or near the generation point.
- \_\_\_ Total hazardous waste stored less than 55 gallons.
- \_\_\_ Waste labeled with Natural Resource and Environmental Affairs supplied label.
- \_\_\_ Waste stored less than 6 months.
- \_\_\_ Containers are Department of Transportation approved and in good condition.
- \_\_\_ Dated container must be moved to 90-day site within 3 days.
- \_\_\_ Containers must be in good condition, no large dents or excessive rust.
- \_\_\_ Container must be compatible with waste (acids in plastic, liquids in closed tops).
- \_\_\_ Waste containers must be kept closed except when adding/removing waste.
- \_\_\_ Containers handled in a manner not to cause damage or spills.

**Universal Waste**

- \_\_\_ Universal waste must be properly labeled with the Natural Resources and Environmental Affairs-supplied label.
- \_\_\_ Universal waste must be properly packaged and cardboard containers sealed with tape.
- \_\_\_ Universal waste must not be stored on-site greater than 6 months.

**90-Day Sites**

- \_\_\_ Containers must be marked with the date the period of accumulation began and transported to the Hazardous Waste Storage Facility within 10 days of the accumulation start date.
- \_\_\_ Hazardous waste must be labeled with the Natural Resources and Environmental Affairs-supplied label.
- \_\_\_ Containers must be free of large dents or excessive rust.
- \_\_\_ Containers must be compatible with the waste (acids in plastic, liquids in closed tops).
- \_\_\_ Incompatible waste must not be stored in the same container.

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- \_\_\_ Waste containers must be kept closed except when adding/removing waste.
- \_\_\_ Waste must be handled in a manner not to cause damage or spills.
- \_\_\_ Aisle space between rows of containers shall be a minimum of 36 inches.
- \_\_\_ Fire control, spill control or eye wash equipment must be working properly.
- \_\_\_ Facility/Portable communications/eye wash must be in working order.
- \_\_\_ Hazardous waste storage areas must post a sign with the words "Danger-Unauthorized Personnel Keep out."
- \_\_\_ "No Smoking" signs must be posted where there are reactive or ignitable wastes.
- \_\_\_ Daily inspections must be performed to detect leaks or unsatisfactory conditions.
- \_\_\_ Discharged valves located behind hazardous material/hazardous waste storage facilities must be inspected weekly and after storm events (standing water must be removed).

#### **Site Administration**

- \_\_\_ Each site must maintain a hazardous material/hazardous waste/petroleum, oil, and lubricants file.
- \_\_\_ Points of contact must be listed in the hazardous material/hazardous waste/petroleum, oil, and lubricants file.
- \_\_\_ Hazardous material/hazardous waste/petroleum, oil, and lubricants file must be submitted to Natural Resources and Environmental Affairs Branch for review.
- \_\_\_ Hazardous material/hazardous waste/petroleum, oil, and lubricants file must be updated annually or when there are changes in the points of contact.
- \_\_\_ Weekly site inspections must be conducted.
- \_\_\_ All inspection reports must be kept on file for a minimum of 3 years.
- \_\_\_ Appointment letters must be on file for all hazardous material/hazardous waste personnel.
- \_\_\_ Required training must be completed and documented.
- \_\_\_ Annual training requirements (refresher) must be completed and documented.
- \_\_\_ Untrained personnel must work under the supervision of qualified personnel and complete training within 6 months of joining the activity.
- \_\_\_ All training records must be kept for a minimum of 3 years.

ENCLOSURE (1)

- \_\_\_ Training documentation must be complete and available for inspection.
- \_\_\_ Personnel must receive spill, fire and emergency training.
- \_\_\_ Documentation of all waste streams from procurement to disposal must be maintained.
- \_\_\_ Activity must maintain an adequate minimization plan to reduce waste streams.
- \_\_\_ All waste disposal receipts (DD Form 1348-1, Issue Release/Receipt Document, manifests or turn-in documents) must be kept on file for 3 years.
- \_\_\_ All personnel must have reasonable access to material safety data sheet and know how to read them.
- \_\_\_ A material safety data sheet for each chemical or material must be maintained.

### **Spill Control**

- \_\_\_ Spills must be reported to Natural Resources and Environmental Affairs Branch and the Fire Department by dialing 911.
- \_\_\_ An adequate supply of spill material must be maintained at all times.
- \_\_\_ A contingency plan with site diagrams, a list of hazardous material/hazardous waste personnel and emergency actions must be available.
- \_\_\_ At least one person on the premises (or on call) with the responsibility for coordinating emergency response procedures.

SPILL RESPONSE MATERIAL

Absorbents & Containers for Spill Response and  
Hazardous Material/Hazardous Waste Handling and Storage

<sup>(1)</sup>DRY-SWEEP 22 pounds bag.....NSN 7930-00-132-5265 \$4.52

**ABSORBENT MATERIAL (oil specific)**

1. <sup>(1)</sup>Pads (bale of 100).....NSN 4235-01-219-7414 \$18.05  
 2. <sup>(1)</sup>Oil Blanket.....NSN 4235-01-281-0336 \$36.78  
 3. <sup>(1)</sup>Loose Sorbent, Bag.....NSN 7930-01-436-7998 \$30.38  
 4. <sup>(2)</sup>Booms (4"x8' ; box of 6).....open purchase \$70.00

**ABSORBENT MATERIAL (all purpose)**

1. <sup>(2)</sup>Booms (3"x4' ; box of 5).....open purchase \$20.00

**METAL DRUMS**

1. Open top (for solid materials)  
<sup>(1)</sup>30 gallons.....NSN 8110-01-G00-2076 \$81.90  
<sup>(1)</sup>55 gallons.....NSN 8110-00-030-7780 \$61.63  
<sup>(2)</sup>85 gallons overpacks.....open purchase \$130.00

2. Closed top (for non-corrosive liquids)  
<sup>(2)</sup>5 gallons.....open purchase \$10.00  
<sup>(1)</sup>55 gallons.....NSN 8110-00-292-9783 \$40.60

**PLASTIC DRUMS**

1. Open top (for general use)  
<sup>(1)</sup>1 gallon screw top.....NSN 8110-01-G00-2156 \$6.89  
<sup>(1)</sup>5 gallons pails with lid.....NSN 8110-01-G00-2157 \$8.00  
<sup>(1)</sup>95 gallons overpacks.....NSN 8110-01-G01-6436 \$192.56

2. Closed top (for corrosive liquids)  
<sup>(1)</sup>5 gallons.....NSN 8110-01-600-2155 \$10.40  
<sup>(1)</sup>15 gallons.....NSN 8110-01-G00-2158 \$38.90  
<sup>(2)</sup>30 gallons.....open purchase about \$40.00  
<sup>(2)</sup>55 gallons.....open purchase about \$60.00

<sup>(1,2)</sup>SANDBAGS 14"x26" (100/bundle)....NSN 8105-00-142-9345 \$26.00

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NOTE: (Prices are approximated for budgeting purposes only.)

<sup>(1)</sup> - Issue Point 01.

<sup>(2)</sup> - Open Purchase.

SPILL REPORT FORM

6280  
(Originator Code)  
(Date)

From: <Unit/Activity>  
To: Environmental Compliance Section, Natural Resources and  
Environmental Affairs Branch, G-5 Division  
Via: <Chain of Command>

Subj: HAZARDOUS MATERIAL/HAZARDOUS WASTE/PETROLEUM, OIL, AND  
LUBRICANTS SPILL REPORT

Ref: (a) MCBO 6280.1B

1. In compliance with the reference, the following report of a  
hazardous substance spill is made:

a. Date: \_\_\_\_\_ Time: \_\_\_\_\_

b. Person Reporting Spill: Name: \_\_\_\_\_

Grade: \_\_\_\_\_

c. Location of Spill: Building/Address/Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Hazardous Substance Spilled: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gallons: \_\_\_\_\_

e. Steps used to eliminate spill/fire hazard: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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f. Notification:

	Yes	No	Time	Date
<u>Fire Department</u> 911 or 703-784-2636/7	_____	_____	_____	_____
<u>Environmental Compliance Section</u> (working hours) 703-784-4030	_____	_____	_____	_____
<u>Command Duty Officer</u> (off-duty hours) 703-784-2707/4096	_____	_____	_____	_____
<u>Unit Duty Officer</u> (off-duty hours)	_____	_____	_____	_____

g. Additional Comments: (Cause of spill and description of physical damage.)

\_\_\_\_\_  
\_\_\_\_\_

Section Leader's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

HAZARDOUS MATERIAL/HAZARDOUS WASTE  
TRAINING RECORD

Personnel Information

EMPLOYEE INFORMATION

NAME: \_\_\_\_\_  
          LAST                                  FIRST                                  MI                                  RANK/GRADE

SSN: \_\_\_\_\_                                  MOS/SERIES: \_\_\_\_\_

POSITION INFORMATION:

POSITION: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CERTIFIED IN HAZARDOUS MATERIAL/HAZARDOUS WASTE (9954): YES/NO

HAZMAT/EXPLOSIVE QUALIFIED: YES/NO

ACTIVITY INFORMATION:

ACTIVITY: \_\_\_\_\_

OFFICER-IN-CHARGE: \_\_\_\_\_

ACTIVITY PHONE #: \_\_\_\_\_

TYPE OF HAZARDOUS WASTE STORAGE SITE: \_\_\_\_\_

GENERAL INSPECTION REQUIREMENTS FOR  
HAZARDOUS MATERIAL/HAZARDOUS WASTE GENERATING ACTIVITIES

Complete Tuesday of every week.

File a copy in the Hazardous Material/Hazardous Waste/ petroleum, oil and lubricants operating folder. Maintain for a minimum of 3 years.

Date: \_\_\_\_\_

Activity and Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Signature: \_\_\_\_\_

1. Hazardous Waste/Petroleum, Oil, and Lubricants Accumulation Areas

- |  |     |    |     |
|--|-----|----|-----|
| a. Do all hazardous waste containers have the words "HAZARDOUS WASTE" clearly spelled out?     | YES | NO | N/A |
| b. Are contents of all containers clearly labeled with preprinted hazardous waste label?       | YES | NO | N/A |
| c. Is the accumulation date clearly marked on each hazardous waste container?                  | YES | NO | N/A |
| d. Is hazardous waste being removed from the site in less than 10 days?                        | YES | NO | N/A |
| e. Are covers for open drums bolted in place?  | YES | NO | N/A |
| f. Are all container bungs in place?   | YES | NO | N/A |
| g. Are any drums leaking?  | YES | NO | N/A |
| h. Is excessive rust noted on any drum?  | YES | NO | N/A |
| i. Does the storage area have proper signs posted?   | YES | NO | N/A |
| j. Is there any evidence of spills or leaks on the ground?                                     | YES | NO | N/A |
| k. Are storage areas bermed or sandbagged?   | YES | NO | N/A |
| l. Is appropriate hazardous material/hazardous waste clothing and equipment readily available? | YES | NO | N/A |
| m. Are storage tanks showing obvious signs of corrosion or leakage?                            | YES | NO | N/A |

ENCLOSURE (5)

MCBO 6280.1B  
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|---|-----|----|-----|
| n. Is the level of waste in the tank at or near the overflow level?             | YES | NO | N/A |
| o. Do tanks have watertight lids and wire screens in place?                     | YES | NO | N/A |
| p. Are contents labeled on tanks?   | YES | NO | N/A |
| q. Is there any fuel/oil in tank berm area?                                     | YES | NO | N/A |
| 2. Hazardous Material/Hazardous Waste Administrative Requirements               |     |    |     |
| a. Are personnel hazardous materials/hazardous waste training files up-to-date? | YES | NO | N/A |
| b. Is hazardous material/hazardous waste operating file current?                | YES | NO | N/A |
| c. Is the file of material safety data sheets current and complete?             | YES | NO | N/A |
| 3. Quantity of Hazardous Waste on Hand  |     |    |     |
| a. Number 55-gallon drums: _____.   |     |    |     |
| b. Number 30-gallon drums: _____.   |     |    |     |
| c. Number 5-gallon drums: _____.  |     |    |     |

ENCLOSURE (5)



**Natural Resources and Environmental Affairs Branch  
Marine Corps Base, Quantico  
Compliance Inspection Report**

Unit Inspected: _____ Unit POC: _____ Phone/Fax: _____ Inspection Date: _____ Inspected By: _____	Type of Inspection: (Check one.) Formal [ ] Unannounced [ ]	Media: <b>Hazardous Waste</b>  Reference: MCO P5090.2A
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<p><b><u>Satellite Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. [ ] Waste not stored at or near the point of generation or not under the control of the operator of the process.</li> <li>2. [ ] Waste stored in quantities greater than 55-gallons (1 quart for acutely hazardous waste).</li> <li>3. [ ] Waste not labeled with Natural Resources and Environmental Affairs Branch-supplied label or accumulation start date (ASD) not recorded when full.</li> <li>4. [ ] Waste stored longer than 6 months at satellite site. (Full containers must be dated and moved to 90-day site within 3 days.)</li> <li>5. [ ] Waste not moved to 90-day site within 3 days of ASD.</li> <li>6. [ ] Containers in unacceptable condition (large dents or excessive rust).</li> <li>7. [ ] Container not compatible with waste.</li> <li>8. [ ] Waste containers not kept closed.</li> <li>9. [ ] Container not managed as to minimize the possibility of a release.</li> </ol> <p><b><u>Universal Waste Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. [ ] Universal waste not properly labeled with ASD.</li> <li>2. [ ] Universal waste not properly packaged (lamps must be in cardboard containers and sealed with tape).</li> <li>3. [ ] Universal waste stored greater than 6 months.</li> </ol> <p><b><u>90-Day Site Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. [ ] Waste not moved within 10 days of the ASD.</li> <li>2. [ ] Containers improperly labeled/not labeled. ("Hazardous Waste")</li> <li>3. [ ] Containers in poor condition.</li> <li>4. [ ] Containers incompatible with waste being stored.</li> <li>5. [ ] Incompatible waste stored in the same container.</li> <li>6. [ ] Waste containers not kept closed.</li> <li>7. [ ] Containers not managed in a manner to prevent rupture or leakage.</li> <li>8. [ ] 36-inch aisle space not maintained.</li> <li>9. [ ] Fire control, spill control or eye wash equipment not working properly.</li> <li>10. [ ] No facility communications available or access to communications or alarm available.</li> <li>11. [ ] Missing or inadequate "Danger" signs.</li> <li>12. [ ] Flammable waste not grounded/bonded or improperly grounded.</li> <li>13. [ ] "NO Smoking" signs not posted where there is a hazard from ignitable or reactive wastes.</li> </ol>	<ol style="list-style-type: none"> <li>14. [ ] Daily inspections to detect leaks or unsatisfactory conditions not performed when facility is in use.</li> <li>15. [ ] Discharge control valves behind the hazardous material/hazardous waste/petroleum, oil, and lubricants storage areas not inspected weekly and after storm events. (Log must be maintained.)</li> <li>16. [ ] Standing water in containment.</li> </ol> <p><b><u>Site Administration:</u></b></p> <ol style="list-style-type: none"> <li>1. [ ] Missing hazardous material/hazardous waste/petroleum, oil, and lubricants operating files.</li> <li>2. [ ] Missing points of contact in operating file.</li> <li>3. [ ] Operating File not updated.</li> <li>4. [ ] Weekly site inspections not conducted or inadequate.</li> <li>5. [ ] Weekly, monthly and quarterly site inspections not kept on file for 3 years.</li> <li>6. [ ] Inadequate weekly Site Inspection Checklist.</li> <li>7. [ ] Appointment letters not on file for hazardous material/hazardous waste personnel.</li> <li>8. [ ] Inadequate training program (required classes not conducted or documented).</li> <li>9. [ ] Annual training update not conducted or documented properly.</li> <li>10. [ ] Untrained personnel handling hazardous waste without trained supervision.</li> <li>11. [ ] Missing or inadequate training records for each hazardous waste position.</li> <li>12. [ ] Personnel have not received spill, fire or emergency training.</li> <li>13. [ ] Training records of personnel who transferred are not kept on file for 3 years.</li> <li>14. [ ] Personnel failed to complete training within 6 months of joining the activity.</li> <li>15. [ ] Documentation of all waste streams from procurement through transfer to Hazardous Waste Storage Facility not available.</li> <li>16. [ ] Minimization plan to reduce waste streams not available or inadequate.</li> <li>17. [ ] Waste disposal receipts (manifests or DD 1348-1A) not kept on file for 3 years.</li> <li>18. [ ] Fire extinguishers not readily available, fully charged or maintained in operable condition.</li> <li>19. [ ] Personnel not trained on how to read a MSDS or unable to provide reasonable access.</li> <li>20. [ ] Failure to maintain MSDS for each chemical utilized.</li> </ol>
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	<b>Natural Resources and Environmental Affairs Branch Marine Corps Base, Quantico Compliance Inspection Report</b>		
Unit Inspected: _____ Unit POC: _____ Phone/Fax: _____ Inspection Date: _____ Inspected By: _____	Type of Inspection: (Check one.)  Formal [ ]  Unannounced [ ]	Media: <b>Hazardous Waste</b>  Reference: MCO P5090.2A	
<p><b><u>Spill Control:</u></b></p> <ol style="list-style-type: none"> <li>1. [ ] Spills not reported to Natural Resources and Environmental Affairs Branch and Fire Department.</li> <li>2. [ ] Failure to maintain adequate spill supplies.</li> <li>3. [ ] Inadequate or missing contingency plan (should include site diagrams, a list of hazardous material/hazardous waste personnel and emergency actions for hazardous material/hazardous waste spills).</li> <li>4. [ ] Failure to have at least one person on premises (or on call) with the responsibility of coordinating emergency response measures.</li> </ol> <p><b><u>Parts Washer Checklist:</u></b></p> <p><b>Operating Requirements</b></p> <ol style="list-style-type: none"> <li>1. [ ] The Good Operating Procedures Sign not in a conspicuous location near the parts washer.</li> <li>2. [ ] When spraying solvent, the spray not in a fluent stream or at less than proper pressure.</li> <li>3. [ ] Waste solvent not managed in accordance with Virginia Hazardous Waste Management Regulations (i.e., waste containers opened when not in use, missing label "Hazardous Waste" or no accumulation start date).</li> <li>4. [ ] Parts washer lid not closed when not handling parts in the cleaner.</li> <li>5. [ ] Cleaned parts not drained for at least 15 seconds or until dripping ceases.</li> <li>6. [ ] Waste solvent not disposed by either reclamation or recycling.</li> </ol> <p><b>Maintenance Requirements</b></p> <ol style="list-style-type: none"> <li>1. [ ] Parts washer lid not easy to operate with one hand.</li> </ol> <p><b>Recordkeeping Requirements</b></p> <ol style="list-style-type: none"> <li>1. [ ] Parts washer has not been inspected this quarter for condition and functionality.</li> <li>2. Parts washer Unit ID inspected:                  _____                  _____                  _____                  _____                  _____                  _____                  _____             </li> </ol>		<p><b><u>Comments:</u></b></p>	