

Naval Support Activity Monterey

HAZARDOUS WASTE MANAGEMENT PLAN



May 2026

Prepared by:
NSAM Public Works
Environmental Division

NSAM Hazardous Waste Management Plan

Record of Revisions

This Hazardous Waste Management Plan will be revised as necessary to reflect changes in hazardous waste generation or operations at Naval Support Activity Monterey and to remain current with federal, state, and local regulations. This sheet shall be used to document revisions.

Revision Number	Date	Reason for Amendment/Change	Pages Affected
1	03/13-5/19/2026	Changes from personnel to title for POC. Change Safety Office phone number. Changes to Appendices. Updates to References and Summary.	20
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NSAM Hazardous Waste Management Plan

Executive Summary

The OPNAV M-5090.1 mandates that Navy installations who generate hazardous waste develop and implement a Hazardous Waste Management Plan (HWMP). This HWMP supports goals set forth by Naval Support Activity Monterey (NSAM) Commanding Officer (CO) regarding regulatory compliance and installation Environmental Management System (EMS) goals and objectives.

All personnel operating on the installation are subject to inspection by the NSAM Environmental Division as well as Monterey County Health Department and the federal Environmental Protection Agency. Activities receiving notice of a violation or non-compliance, including tenant activities and contractors, shall report the incident to the NSAM CO within 24 hours. Violators may be held personally liable for cleanup costs and may incur civil or criminal penalties. The term “violation” can include personnel directly responsible for the non-compliance as well as personnel in the chain of command.

Hazardous waste must be disposed of in coordination with the NSAM Environmental Division: (831) 656-3312. Hazardous waste shall not be disposed of in drains, sinks, dumpsters, wash racks or oil-water separators.

Household hazardous waste from private homes cannot be turned in to NSAM for disposal. Residents of the County of Monterey can turn in household hazardous waste and E-waste at ReGen Monterey (Monterey Regional Waste Management District) at 14201 Del Monte Blvd, Marina, CA. Mon-Sat 9 am to 4 pm, 831-264-6386 for more details. For additional information and hours call (831) 384-5313 or go to www.regenmonterey.org.

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NSAM Hazardous Waste Management Plan

NSAM Hazardous Waste Management Plan

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NSAM Hazardous Waste Management Plan

1. Purpose. Hazardous Waste Management Plans (HWMP) are required by OPNAV M-5090.1 for Navy facilities that generate hazardous waste (HW). This plan establishes policies and procedures for storage, management, transportation, and disposal of HW on Naval Support Activity Monterey (NSAM) controlled sites.

2. Applicability. This plan is applicable to all personnel onboard NSAM, including tenant activities and contractors. The requirements specified within this HWMP only reflect the provisions for non-explosive HW. Explosive HW requirements are identified in the Commander Navy Region Southwest Explosive Hazardous Waste Management Plan (ref. (h)).

3. References.

- a. 40 Code of Federal Regulation (CFR) 260-265, Resource Conservation and Recovery Act (RCRA) Hazardous Waste Regulation
- b. Title 22, California Code of Regulations (CCR), Div 4 Ch16, California Hazardous Waste Regulations
- c. 29 CFR Part 1910.120, Occupational Safety and Health Administration (OSHA)
- d. 49 CFR Parts 170-179, Hazardous Materials Transportation Act, Department of Transportation (DOT)
- e. OPNAV M-5090.1, Navy Environmental and Natural Resources Program Manual 2025; Chapter 27
- f. DoD 4145.19-R-I, Hazardous Material Storage and Handling Criteria Regulation
- g. 40 CFR 300, The National Oil and Hazardous Substances Pollution Contingency Plan
- h. NRSW Explosive Hazardous Waste Management Plan of 2004
- i. DoDI 4140.27M, Shelf-Life Management Manual
- j. CNRSW Management of Pharmaceuticals and Personal Care Products Guidance

4. Roles and Responsibilities.

- a. Commanding Officer (CO).
 - (1) The CO has ultimate responsibility for environmental compliance and readiness on the installation.
 - (2) Review, approve and sign installation HWMP.
 - (3) Budget, fund, and manage a HW program in compliance with federal, state, and local laws and regulations.
 - (4) Designate, in writing, a HW Program Manager (HWPM).
 - (5) Delegate, if desired, signature authority for Uniform HW manifests.

b. Public Works Officer (PWO).

- (1) Monitor HW program for efficacy (e.g. inspections, Environmental Management System (EMS) compliance audits, HW Annual Report).
- (2) Support the Installation Environmental Program Director (IEPD) in communicating and enforcing environmental requirements.

c. Installation Environmental Program Director (IEPD).

- (1) Serve as principal advisor to the CO on HW management.
- (2) Serve as the single point of contact for all interactions with federal, state, and local environmental regulatory agencies.
- (3) Ensure reports and compliance documents are complete and submitted to regulatory agencies and Navy activities in a timely manner.
- (4) Act as liaison to address CNRSW specific questions or concerns on HW management issues, policy or guidance, Unified Facility Permits, and other issues related to HW operations.
- (5) Monitor and inspect departments, tenant activities, and contractor operations to ensure compliance with this plan.
- (6) Serve as planning, programming, and budget interface for installation environmental program requirements. This includes identification and submission of HW program requirements to Navy Working Capital Fund budget office.
- (7) Support and assist spill response and clean-up operations.
- (8) Ensure this plan and related SOPs remain current.
- (9) Ensure required training is provided to the HWPM and documented in EMS Web.
- (10) Inform the Safety Officer of safety deficiencies identified during environmental inspections.
- (11) Assist activity managers in assessing potential environmental impacts of proposed or current actions and provide technical guidance in meeting environmental compliance requirements.

d. Hazardous Waste Program Manager (HWPM).

- (1) Shall be designated in writing by CO.
- (2) Serve as installation HW compliance subject matter expert, providing technical assistance in minimization, accumulation, and disposal of HW.
- (3) Ensure compliance with this HWMP.
- (4) Approve, inspect, and maintain a list of HW satellite accumulation areas (SAA).
- (5) Ensure HW accumulation areas comply with all laws, regulations, and DoD/Navy policy.
- (6) Ensure waste stream determinations are current and documentation is available for review by regulating agencies.

- (7) Verify that HW transporters and disposal facilities are licensed and permitted in accordance with 40 CFR, and that their DOT Security Plan is up to date.
- (8) Sign uniform HW manifests if authorized by the CO.
- (9) Maintain and periodically monitor HW profiles for HW manifesting to ensure they are current. Ensure that the HW profiles for all SAAs generating HW accurately reflect the products and processes involved. Request analyses when operational changes may affect the accuracy of HW profiles. Ensure profiles generated by contractors are accurate and up to date.
- (10) Prepare exception reports for submittal as needed.
- (11) Maintain document records including logs, inspections, and reports for a minimum of 3 years or as required by permit or installation policy.
- (12) Ensure adequate supplies are available such as containers, spill cleanup supplies, labels, markings, placards, and forms.
- (13) When potential HW safety violations are identified, ensure action is taken to resolve the deficiency through the issue of a corrective action and notifying the appropriate department.
- (14) Track disposal costs in accordance with Navy Working Capital Fund guidelines.
- (15) Respond to spills.
- (16) Coordinate submittal information for required environmental reports or data calls including EPCRA, P2ADS, and reports submitted to regulatory agencies.
- (17) Audit the HW program annually as part of the installation EMS Annual Internal Compliance Audit.
- (18) Maintain training as required for assigned duties.

e. Installation Safety Officer.

- (1) Respond to spills as needed.
- (2) Inform IEPD if environmental deficiencies are identified during inspections.
- (3) Manage HM program.

f. HW Generators.

- (1) Ensure HW is properly identified and labeled. Contact HWPM for guidance and training.
- (2) Ensure HW is turned in for disposal in accordance with Appendix D.
- (3) Ensure personnel are trained in and comply with this HWMP.
- (4) Minimize the purchase and use of HM to reduce the amount of HW generated.
- (5) Ensure HM containers have the common name of contents clearly visible on the outside. If a label is becoming illegible, the common name of the HM may be written directly on the container. If a hazardous substance is placed into a new container or one previously used for other substances, cross out or obliterate incorrect labeling and

write the common name of the contents on the container. This practice must be done even for relatively low hazard or harmless materials such as soap powder, windshield cleaning solution, baking soda, fertilizer, etc., so the degree of hazard can be immediately determined by everyone. Unknown or unlabeled substances are assumed to be HW and evaluation testing and disposal costs increase.

(6) Ensure neither HM nor HW is placed in a dumpster, on the ground, or down a drain.

(7) Ensure personnel handling HW wear appropriate Personal Protective Equipment (PPE). Refer to the Material Safety Data Sheet or Safety Data Sheet (MSDS/SDS) or contact the installation Safety Office (831 656-1975) for guidance.

(8) Ensure all SAAs are approved by the installation HWPM.

(9) Inform HWPM of any changes in materials, work processes, or procedures that may affect HW generation before generating waste.

(10) Annually, review work processes for changes, modifications, or material substitutions and inform HWPM of changes.

g. Contracting Officers and Project Managers. Personnel involved in issuing or managing contracts for projects or services on the installation are critical to ensuring contractor compliance.

(1) Provide copies of this HWMP to all contractors performing work onboard NSAM.

(2) Ensure contractors working on the installation are aware of and comply with this HWMP.

(3) Ensure contracts specify that HW generated by contractors be disposed of in accordance with regulations and with this plan.

(a) NSAM EPA Identification Number must be used on all Uniform HW Manifests.

(b) Prior to HW being removed from the installation, the contractor must provide documentation to the HWPM explaining how waste was characterized.

(c) Uniform HW Manifests, including Land Disposal Restriction (LDR) forms, must be signed by the HWPM or an authorized NSAM representative designated by the CO and provided to the HWPM. The HWPM must be given two working days notice to schedule inspections and signing of the manifest.

(d) All costs for disposing of HW generated by contractors are the responsibility of the contractor.

(4) Promptly notify the IEPD or PWO of any violations or suspected violations of the HWMP and assist with enforcement actions.

5. Hazardous Material Management Procedures. During internal and external HW compliance inspections, the inspector has the authority to inspect HM lockers for the following areas of compliance.

- a. Labeling. HM that cannot be identified due to missing or inadequate labeling is considered to be HW unless the material is immediately identified and labeled. Unidentified HM may require costly analysis to determine the material's properties and appropriate disposal process.
- b. Container Condition. Material in damaged containers, whether rusted, dented, or otherwise structurally unsound must be re-packaged within four days of discovering the issue to avoid being classified as HW.
- c. Container Closure. HM containers must be properly closed and placed in properly segregated storage when the product is not being used.
- d. Retrograde HM. HM is classified as "retrograde", and is considered by the State of California to be HW if the material is not used within one year after the material's expiration date (or shelf life). Not all HM products have expiration dates. The Navy allows for some types of HM to have the shelf life date extended by the end user. Guidance is found in reference (i).

6. General Hazardous Waste Management.

- a. Waste Determination: Hazardous waste may be a HM that is no longer usable for its intended purpose, or the byproduct of a chemical process or experiment. See reference(e) for specific definition.
- b. HW Generator is any person whose process or experiment produces HW or whose act first causes a HW to become subject to regulation.
- c. The determination of when a HM is deemed to be a HW is the responsibility of the generator. Assistance in HW determination can be provided by the HWPM upon request.
- d. Hazardous Waste Turn-in Procedure. All HW generated on NSAM sites will be turned in to the HWPM using the HW Turn-in Form, in accordance with Appendix D. Questions on the SOP or turn-in form should be addressed to the HWPM. Disposing of HW generated by a contractor is the responsibility of the contractor. The waste must be manifested through the HWPM using the base EPA I.D. number and compliant with California State regulations.
- e. Hazardous Waste Segregation. Proper HW segregation ensures separation of incompatible chemicals that have the potential to produce heat, pressure, fire, explosion, violent reaction, toxic dust, mist or irritating or toxic vapor or gas. Waste segregation also ensures that spill response is not complicated by unintended chemical reactions between stored wastes that may endanger responders or complicate clean up. For information on proper segregation of HW, contact the HWPM.

7. Special Wastes. Special wastes have been granted a variance for the purposes of storage, transportation, treatment, or disposal by the Department of Health Services in accordance with reference (b). Special wastes are listed in Title 22 of the California Code of Regulations Section 66740 or Section 66744. Contact the HWPM for guidance on disposal of this waste category, which includes:

- a. Pressure treated lumber;
- b. Asbestos-containing material; and
- c. Contaminated soil.

8. Universal waste is a classification of HW that the state of California has granted less stringent waste management and storage requirements than other types of HW. A universal waste label or marking is required in lieu of the usual HW label. Allowable accumulation time for universal waste is one year. All universal wastes must be turned in to the HWPM using procedures in Appendix D.

- a. Batteries. Dry cell batteries, regardless of size, are considered Universal Waste. Universal Waste batteries include: lithium, mercury, nickel-cadmium (Ni-Cad), nickel-metal hydride (NiMH), lead/acid gel cell, and alkaline (regular and rechargeable). Batteries of any type can be dangerous, especially if swollen, broken, leaking, or improperly vented. Certain battery types are incompatible and must be stored separately. Lead-acid automotive batteries are not considered Universal Waste and are managed as HW or ERM. Instructions for the management of used batteries can be found in Appendix K.
- b. Fluorescent Lamps. This category includes high intensity discharge, neon, mercury vapor, high-pressure sodium and metal halides lamps. If broken, the resulting waste must be managed as HW. The replacement and collection of these items may only be performed by the Public Works Department. Instructions for the management of used tubes/bulbs can be found in Appendix J.
- c. Mercury Containing Items. All thermostats, dental amalgams, appliance switches, or other devices that contain mercury or ampoules of metallic mercury.
- d. Cathode Ray Tubes. Intact computer monitors, vacuum tubes, television picture tubes or similar items that contain lead or any other regulated metal. Computer monitors should be returned to FLC. Broken monitors must be managed as hazardous waste and turned into the HWPM.
- e. Consumer Electronic Devices. Any electrical device with a printed circuit board. Disposal is handled through DLA.

Note: California Department of Toxic Substance Control (DTSC) recently interpreted that Beryllium Oxide (BeO) heat sinks and components are CA non-RCRA HW items and may not be managed as universal waste, with the exception of mobile telephones.
- f. Aerosol Containers. All aerosol containers, regardless of whether empty or not, shall be submitted as UW to the HWPM.

9. Pharmaceutical Waste. The federal definition of waste pharmaceuticals is any expired, unused, or un-dispensed pharmaceutical or the container or dispensing instrument containing left-over material, except syringes. Under RCRA, pharmaceuticals may be further classified. See CNRSW Management of Pharmaceutical and Personal Care Products Guidance, reference (j): http://www.cnrc.navy.mil/content/dam/cnrc/cnrsw/NAVFACSW%20Environmental%20Core/PPCP_Guidance_Jul_2013.pdf

10. Record Keeping. The HWPM shall maintain records pertaining to HW management and disposal for three years per reference (e). These records must be made available to regulatory agencies upon request. Specific records include:

- a. Disposal Receipts. Waste turn-in forms, copies of manifests, bills of lading, receipts from recycled oils or other substances, lead acid battery turn-ins or other items turned in or disposed of as HW, universal waste or special waste;
- b. Waste Analyses. Lab analysis, waste profile sheets, test results or other documentation regarding the waste sent for treatment, storage or disposal;
- c. Weekly HW 90 Day Accumulation Area inspection forms shall be stored in the designated inspection binder on site and documented in EMS web;
- d. HM Business Plans, chemical inventories, site maps, and HW-related data must be provided to the Monterey County Certified Unified Program Agency (CUPA) via the California Environmental Reporting System.

11. Permits and HM Business Plans. A copy of the CUPA “Unified Facility Permit” or other type of permit issued by an authorized agency shall be current and readily available.

- a. Business Plans are required when an installation generates HW or stores HM at any time throughout the year in quantities greater than or equal to 500 pounds of solid, 55 gallons of liquid or 200 cubic feet of compressed gas. Business Plans identify HM and HW storage locations, emergency points of contact, emergency and safety procedures, site maps and other information to assist emergency personnel in the event of a spill or release.
- b. The HM Business Plan must be readily accessible in case of an emergency and must be updated within 30 days if:
 - (1) Emergency contact or phone numbers change;
 - (2) There is significant increase or decrease (>50%) in the amount of HM or HW used or stored;
 - (3) HM or HW storage areas are relocated;
 - (4) HM or HW storage tanks are installed or removed; or
 - (5) There are other significant changes in the management of HM or HW.
- c. After initial submittal, annual certification of the HM Business Plan is required

regardless of changes. The certification for all HMBP's is required online in CERS each year currently for all Business Plans under the CO and IEPD area of responsibility. Currently CERS is managed by the HWPM and a third party vendor.

12. Hazardous Waste Accumulation and Storage.

- a. Satellite Accumulation Area (SAA). The SAA is used to store a byproduct of a process or experiment totally not more than 55 gallons and must be located at the point of generation or in an operator's locked compartment and cannot be used to store waste longer than nine months. Containers must be in good condition with a hazardous waste label that includes the accumulation start date. A SAA may be established only with the explicit approval of the HWPM. All SAAs shall be managed in accordance with Appendix H
- b. Hazardous Waste 90-Day Accumulation Area. The NSAM main site may generate more than 1,000 kilograms (2,200 pounds) of hazardous waste per month and is permitted as a HW large quantity generator. All waste from the base's SAA is collected and moved to this area at which point the 90-day accumulation start date commences. All HW must be removed from the installation within 90 days of the accumulation start date in this designated area
- c. Hazardous Waste 180-Day Accumulation Area. The NSAM Navy Annex generates less than 1,000 kilograms (2,200 pounds) of HW per month and is permitted as a HW small quantity generator. All HW must be removed from the various Navy Annex generation points within 180 days of the accumulation start date.

13. Hazardous Waste Treatment. HW treatment includes any method, process or technique that is designed to change physical or chemical composition, remove or reduce toxic or hazardous effects, or alter the properties or characteristics of a HW. Generally, HW treatment is not allowed on NSAM. Refer questions to the HWPM.

14. Spill Response and Emergency Procedures.

- a. In the event of a fire, explosion, or other release that could threaten human health outside the facility or when a spill has reached surface water, the emergency coordinator must immediately notify the National Response Center (using the 24-hour toll-free number 800-424-8802).
- b. For spills too large or toxic to handle or that pose a significant health or safety hazard to personnel or the environment, notify the Monterey Fire Department at 911 and Public Works at (831) 656- 2526. Monterey Emergency Services (911) is only responsible for the containment of spills.
- c. The clean-up of spills that pose a risk to human safety or the environment must be conducted under contract. The IEPD or Tanks Program Manager would refer to the Red Plan in Appendix N to find the personnel who has the blanket purchase agreement (BPA) authority and can arrange for this service in an emergency (SDO, FIC, QI, EC, ERC, EMO, or Env Office for CNRSW).

- d. If training is current and sufficient and equipment is available on-site, contain and clean up spills immediately in accordance with the Red Plan in Appendix N.
- e. Report all spills to the Environmental Division at (831) 656-2850.
- f. Residue from HW spill cleanup is always HW and must be turned into the HWPM.

15. Training.

a. Personnel Managing or Handling HW. Federal and state law requires that personnel handling HW, such as automotive mechanics and laboratory HW managers, have introductory and annual refresher training on environmental protection and proper handling and disposal of HW according to their tasks. Contact HWPM for specific requirements. Current and previous personnel who handle or manage HW must retain copies of their environmental training records, letters of designation, job descriptions, diplomas, and environmental training documents. Copies of these documents must be uploaded into EMSWeb. Training records of former employees must be kept a minimum of three years. See Appendix L for requirements.

b. Hazardous Waste Program Manager. The HWPM must complete a minimum of 24 hours of introductory training and 8 hours of annual refresher training. Copies of training certificates shall be kept on EMSWeb. To meet this requirement, the HWPM shall attend:

- (1) Initial Resources Conservation Recovery Act (RCRA) and California Code of Regulations Title 22 training within six months of appointment and annually thereafter.
- (2) Department of Transportation (DOT) HM training within six months of appointment and every three years thereafter.
- (3) Occupational Safety and Health Administration (OSHA) training within six months of appointment and annually thereafter.
- (4) Forty-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) course, or a course designed specifically for hazardous materials technicians as defined by OSHA (29 CFR 1910.120).

Glossary of Acronyms

AST - Aboveground Storage Tank
CCP - Commercial Chemical Product
CCR - California Code of Regulations
CERCLA – Comprehensive Environmental Response, Compensation, and Liability Act
CFR - Code of Federal Regulations
CNRSW- Commander, Navy Region Southwest
CO - Commanding Officer
CUPA- Certified Unified Program Agency
DoD - Department of Defense
DoDI- Department of Defense Instruction
DOT - Department of Transportation
DTSC-Department of Toxic Substances Control (California)
EMS - Environmental Management System
EMSMR – Environmental Management System Management Representative
EPA – Environmental Protection Agency
EPR- Environmental Program Requirements
FNMOCC- Fleet Numerical Meteorology and Oceanography Center
HSWA – Hazardous and Solid Waste Amendments to RCRA
HM – Hazardous Material
HW – Hazardous Waste
HWAA – Hazardous Waste Accumulation Area
HWPM- Hazardous Waste Program Manager
HWMP- Hazardous Waste Management Plan
IEPD- Installation Environmental Program Director
LDR- Land Disposal Restriction
LQG- Large Quantity Generator
MSDS – Material Safety Data Sheet
NAVFAC SW- Navy Facility Command Southwest

NOSC- Navy On-Scene Coordinator

NSA- Naval Support Activity

NSAMINST- Naval Support Activity Monterey Instruction

OHS- Oil and Hazardous Substance

OPNAVINST- Chief of Naval Operations Instruction

OSHA – Occupational Safety and Health Administration

PPE – Personal Protective Equipment

PWO– Public Works Officer

RCRA – Resources Conservation and Recovery Act

SAA – Satellite Accumulation Area

SDS- Safety Data Sheet

SOP – Standard Operating Procedure

SQ- Small Quantity

SQG- Small Quantity Generator

Points of Contact

Emergency Services.....911

Public Works Trouble Desk	831-656-2526
Base Security	831 656-2555
Public Works Officer	831 656-2261
Installation Environmental Program Director	831 656-2850
Hazardous Waste Program Manager	831 656-3312
NSAM Safety Officer	831 656-1975
NSAM Fire Inspector	831 656-7822

Terms and Definitions

Hazardous Chemicals – Chemicals that pose a risk and are regulated under Chapter 3.2, Division 1, Title 8 of the CCR by Cal-OSHA (California Occupational Safety and Health)

Hazardous Materials – Chemicals or materials because of their quantity, concentration, or physical, chemical, or infectious characteristics pose a hazard to human health or to the environment. These hazards pose a risk during transportation on public right of ways and are regulated by the DOT under 49 CFR, which details the requirements for transporting HM on those public rights of way.

Hazardous Waste – The hazardous subset of all solid waste which are defined by 40 CFR that pose a risk to human health and the environment (mostly the byproduct of a chemical or industrial process or HM that is no longer usable as intended) and are regulated by EPA under RCRA and the amendment HSWA. California has additional hazardous waste identified in 22 CCR 66261. All hazardous waste is considered a hazardous material by DOT when transporting it on a public right of way.

Hazardous Substances – An expanded set of substances listed under CERCLA that include RCRA hazardous waste as well as other toxic pollutants regulated by the Clean Air Act, the Clean Water Act, and the Toxic Substances Control Act. All hazardous substances are considered a hazardous material by DOT when transporting them on a public right of way.

RCRA (HSWA) – Federal regulations by which hazardous waste is defined, identified, managed, transported, permitted, and disposed.

Hazardous Waste Generation – When chemicals or materials no longer meet their specifications and have no other productive use and are discarded or declared waste while also having hazardous properties as defined by RCRA, CERCLA, and/or CCR. Collect and storage of hazardous waste is limited to 90 days (LQG) or 180 days (SQG) without a permit.

Large Quantity Generator – Generator who produces 1,000 kg or more of

hazardous waste per calendar month. 90 day storage limit.

Small Quantity Generator – Generator who produces less than 1,000 kg of hazardous waste per calendar month. 180 day storage limit and subject to less stringent regulations.

Satellite Accumulation Area – Storage allowed at the point of hazardous waste generation for either LQG or SQG. Limited to 55 gallons per waste stream/type. Storage must be in the line of sight of operator or in a locked compartment controlled by operator thereby allowing continuous observation. California limits total storage time to 1 year so SAA of LQG is limited to 270 days and SQG to 180 days to prevent storage time limit penalty.



NSA Monterey

ENVIRONMENTAL MANAGEMENT

**Standard Operating Procedure (SOP)
for
Turn-in of Hazardous Waste**

Purpose: To ensure that hazardous waste (HW) generated at NSAM is disposed of in accordance with reference (a) and applicable regulations.

Ref: (a) NSAM Hazardous Waste Management Plan

Encl: Hazardous Waste Turn-in Form

Definitions.

Hazardous Material (HM): In general, HM is any material, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may pose a hazard to human health or the environment. Included in this definition are all extremely hazardous substances, hazardous chemicals, hazardous substances, and toxic concentrations (TC's)

Hazardous Waste (HW): HM that is no longer usable for its intended purpose, or the byproduct of a chemical or industrial process that involves HM.

Hazardous Waste Generator: Any person whose process produces HW or whose act first causes a HW to become subject to regulation.

Activity Representative (AR): An individual designated by an activity to be responsible for HW management.

Activity: An individual, group of individuals, command, activity, division, or department that use HM and may generate HW.

Hazardous Waste Determination: The determination of when a HM is deemed to be a HW is the responsibility of the generator. Assistance in HW determination can be provided by the Hazardous Waste Program Manager (HWPM) upon request.

Procedures.

1. When HW is ready for disposal, the HW Turn-in Form shall be completed by the HW generator or AR. This form is available from the Hazardous Waste Program Manager (HWPM) and also attached at the end of this appendix.
2. The HW generator or AR electronically transmits the completed HW Turn-in Form(s) and **Safety Data Sheet(s)** (SDS, previously known as MSDS) or supporting documents to the HWPM.

3. Universal Waste (UW) (batteries, aerosol cans) follows this same procedure with the exception that no SDS needs to be submitted with the Turn-in form.
4. The HWPM will review the electronically transmitted forms and contact the HW generator or AR with further turn-in instructions. The HW will be turned in via one of the following methods:
5. The HWPM will pick up HW from the HW Generator or AR on an agreed upon day or,
6. The HWPM will arrange with the HW Generator or AR to have waste dropped off at the Bldg. 428 HW accumulation site, located in the Public Works Complex Yard at the end of Gardners Rd. This process is for turn-in of HW on the Main Base ONLY. No HW may be dropped off at B428 HW accumulation site; it must be physically turned over to the HWPM or representative.
7. When the HW is received, the HWPM will confirm that the HW Turn-in Form(s) accurately represent HW being turned-in and that all containers are properly labeled.
8. The HWPM will provide the HW generator or AR a signed copy of the HW Turn-in Form.
9. An updated HW Turn-in Form with weights will be provided to the HW generator or AR within 15 business days.

Points of Contact:

Hazardous Waste Program Manager (HWPM)

831 656-3312

william.e.bluhm.civ@us.navy.mil

Installation Environmental Program Director (IEPD)

831-656-2850

todd.c.wills.civ@us.navy.mil



NSA Monterey

ENVIRONMENTAL MANAGEMENT**HAZARDOUS WASTE TURN-IN FORM**

This form is to be used for the turn-in of hazardous waste to the NSA Monterey Environmental Division. Please refer to the attached Standard Operating Procedure for additional guidance when filling out this form. The form must be filled out electronically and e-mailed along with appropriate MSDS as an attachment to william.e.bluhm.civ@us.navy.mil.

Name:		Phone Number	
Organization	NPS	Department	
Waste Location Bldg. #		Room #	
E-Mail			

List of Wastes

Item #	*Chemical/Product Name	Estimated Weight in lbs	**Actual Weight	Container Size	Qty	MSDS Provided
1						☐
2						☐
3						☐
4						☐
5						☐
6						☐
7						☐
8						☐
9						☐
10						☐
11						☐
12						☐

*If waste is generated from a process include chemical components and percentages of the components in the waste.

** This form will be returned to the Hazardous Waste Generator with actual weights within 15 days.

Enclosure: HW Turn-in Form

Item #	*Chemical/Product Name	Estimated Weight (lbs)	**Actual Weight (lbs)	Container Size	Qty	MSDS Provi
13						☐
14						☐
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Comments

1. Generator Certification: I certify that the information provided and the attached MSDSs accurately describe the waste being turned in to the best of my knowledge.

Signature:

Date:

2. HWPM verification of pickup/waste acceptance: The waste submitted for turn-in has been inspected and determined to match the list above and is properly labeled.

Signature:

Date:

3. HWPM verification of weights: All waste has been weighed and actual weights are provided above.

HWPM

Date:

Sample Hazardous Waste Label

HAZARDOUS WASTE			
STATE AND FEDERAL LAW PROHIBIT IMPROPER DISPOSAL. IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY, THE U.S. ENVIRONMENTAL PROTECTION AGENCY OR THE CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL.			
GENERATOR INFORMATION:			
NAME <u>Naval Support Activity Monterey</u>			
ADDRESS <u>511 Gardeners Rd B-</u>		Rm- <u></u>	PHONE <u>831-656-2841</u>
CITY <u>Monterey</u>		STATE <u>CA</u>	ZIP <u>93943</u>
MANIFEST TRACKING NO. <u></u>			
EPA ID NO. <u>CA1170090194</u>			
EPA	CA	ACCUMULATION	
WASTE NO. <u></u>	WASTE NO. <u></u>	START DATE <u></u>	
CONTENTS, COMPOSITION: <u></u>			
PHYSICAL STATE:		HAZARDOUS PROPERTIES:	
☐ SOLID ☐ LIQUID		☐ FLAMMABLE ☐ TOXIC	
		☐ CORROSIVE ☐ REACTIVITY ☐ OTHER <u></u>	
D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX			
HANDLE WITH CARE!			
STYLE WMCA8P			

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



NSA Monterey

ENVIRONMENTAL MANAGEMENT

Standard Operating Procedure (SOP) for
90-Day Hazardous Waste Accumulation Area
NSAM Public Works Yard, B428

Purpose: To ensure that management of the 90-day hazardous waste (HW) accumulation area, Building 428 meets federal, state and local laws, DoD and Navy regulations, and the NSAM Environmental Management System (EMS) goals.

Ref: (a) 40 Code of Federal Regulation (CFR) 260-265, Resource Conservation and Recovery Act (RCRA) Hazardous Waste Regulation

(b) Title 22, California Code of Regulations (CCR), Division 4, Chapter 16

(c) OPNAVINST 5090.1E, Navy Environmental and Natural Resources Program Manual

Scope: This procedure applies to the requirements to manage the 90-day HW accumulation area, Building 428 located with-in the Public Works Yard.

Encl: Weekly Hazardous Waste Accumulation Area Inspection Checklist*

Procedure.

1. NSAM Hazardous Waste Program Manager (HWPM) or approved Environmental Division personnel will complete the weekly HW Accumulation Area Inspection Checklist and upload information into EMSWeb within 48 hours. **(refer to 90- Day Hazardous Waste Accumulation Area Inspection Binder for steps).**

a. This checklist covers Federal, State, and Local Regulations as well as Best Management Practices (BMP).

2. Requirements for HW Accumulation Area

a. The fenced-in HW Accumulation Area must be kept locked at all times when authorized personnel are not present.

b. The key to the HW Accumulation Area will be kept in the office of the HWPM, Bldg. 426 (Office #22W). The key will be properly labeled and easily accessible. All Environmental Staff will be made aware of key location. A duplicate key will be kept with the Installation Environmental Program Director (IEPD).

c. HW Accumulation Area will be properly posted in English and Spanish with the following language: "Hazardous Waste Accumulation Area".

- d. HW Accumulation Area will be properly posted “Danger No Smoking”.
 - e. HW Accumulation Area will have both emergency contact and accumulation area POC information clearly posted.
 - f. HW Accumulation Area will have fire extinguishers properly located, be completely charged, and have a current monthly inspection tag attached to the extinguisher. The HWPM will contact the NSAM Fire Inspector to assess the site and determine the type of fire extinguisher needed. The fire extinguisher will be inspected weekly.
 - g. Eye-wash station and shower will be inspected weekly for leaks, and flushed. Test logs will be kept current.
 - h. Spill kits will be located within the HW Accumulation area where they are not exposed to the weather. Spill response material will include:
 - (1) An overpack container;
 - (2) Absorbent materials (Absorbent material may be stored inside the overpack to prevent weathering)
 - (3) Plastic bags for waste
 - (4) Gloves and other appropriate PPE
 - i. A copy of the current Oil and Hazardous Substance (OHS) Pollution Contingency Plan must be available and easily accessible.
 - j. The drain valve will be in the closed position at all times. If the bermed area fills with water the HWPM will determine if water is contaminated. If the accumulated water is contaminated it will be pumped into appropriate containers and managed as HW. If the water is free of contaminants, it may be released.
 - k. The HW Accumulation area will be free of leaks, spills, and debris. All spills will be cleaned up immediately by the HWPM if determined safe to do.
3. Requirements for HW Accumulation Area Lockers
- a. The HW Accumulation lockers will be kept locked when not in use.
 - b. The keys to the HW Accumulation Area lockers will be kept in the office of the HWPM, properly labeled and easily accessible. All Environmental Staff will be made aware of key location. The IEPD will have duplicate keys for all lockers.
 - c. HW Accumulation lockers will be labeled with the proper hazard class signage, as required.
 - d. Good housekeeping principles will be implemented for all HW accumulation lockers.
 - e. Aisle space within the HW Accumulation lockers will be sufficient to allow unobstructed movement of personnel to all containers, or about 2 feet wide.
4. Requirements for HW containers
- a. All HW containers containing HW will be in good condition. Containers not meeting this criterion will be overpacked in preparation for disposal.
 - b. All HW will be compatible with the container in which it is stored.

- c. All HW containers will be kept closed or sealed unless waste is being added to the container. An overpack container is considered closed when the lid and retaining ring are in place. A bung drum or can is considered closed when the bung or cap is tightened sufficiently to prevent spillage.
 - d. When HW is placed into the HW Accumulation lockers a completed HW label will be affixed to the container and will include a start date.
 - e. HW will not be stored for more than 90 days
 - f. All empty containers formerly holding HM, for the purpose of reuse, will be labeled “empty” and include the start date (“EMPTY- 5/10/2016”) and managed within one year. Containers five gallons or less have the option of being placed into the trash or recycled. Containers >5 gallons must be sent off for recycle.
 - g. Incompatible wastes will not be stored in the same locker.
 - h. Hazardous materials will not be stored in the same locker as HW.
5. Requirements for container labeling
- a. All HW put into HW accumulation lockers will have a completed HW label affixed to the waste container. HW labels will include:
 - (1) Generators name clearly displayed
 - (2) Name of the HW clearly displayed
 - (3) Accumulation start date representing the date that the waste was first placed into the HW accumulation locker
 - b. All labels will be filled out with permanent ink.
6. Requirements for HM stored at accumulation area
- a. HM will be stored safely and have the appropriate SDS accessible
 - b. HM will be labeled with contents
 - c. HM will be added to the Authorized Users List (AUL) prior to being put in the storage area
 - d. A current inventory of all HM must be in or on the locker and must be updated monthly
 - e. HM may not be stored for reuse or redistribution
7. Requirements for Universal Waste (UW) stored at accumulation area
- a. UW will be properly marked/labeled with contents.
 - b. UW will have a start date located on the item or container.
 - c. UW may not be accumulated for more than one (1) year.

Training: Federal and state laws require that all personnel managing or handling HW must be trained, either through classroom instruction, correspondence courses, or on-the-job-training. Training must be ongoing in order to respond to emergencies, protect the environment, and

properly handle and dispose of hazardous wastes. Copies of training records will be provided to the IEPD and will be uploaded into the Environmental Management System (EMS) Website (EMSWeb).

Points of Contact:

Hazardous Waste Program Manager (HWPM)

831 656-3312

william.e.bluhm.civ@us.navy.mil.

Installation Environmental Program Director (IEPD)

831-656-2850

todd.c.wills.civ@us.navy.mil

A “Weekly Inspection” is an inspection that is conducted at some point within every calendar week or about every 5-7 days.

WEEKLY HAZARDOUS WASTE ACCUMULATION AREA INSPECTION CHECKLIST

INSPECTOR	DATE	
LOCATION	Yes	No
General Safety Requirements		
Is the HW Accumulation Area properly posted "Hazardous Waste Area" and "Danger No Smoking" in both English and Spanish and emergency contact information displayed?		
Are all fire extinguishers properly located and inspected?		
Is the eye wash/shower station operating? test and sign tag		
Are spill kits located in HW Accumulation Area and stocked?		
Is the HW Accumulation Area free of spills and debris?		
Requirements for HW Accumulation Area Lockers		
Are HW Accumulation Area lockers labeled with proper hazard class sign, if required?		
Do HW Accumulation Area lockers have sufficient aisle space to move throughout lockers?		
Requirements for HW Containers		
Are all HW containers in good condition? Not Leaking, damaged, or bulging		
Are all HWs compatible with their respective container?		
Are all incompatible wastes separated?		
Are all containers properly closed/sealed? Bungs hand tight or locking rings in place		
Waste is not accumulated more than 90/180 days (depending on location)?		
Requirements for Container Labeling		

Are all containers clearly and properly marked/labeled?		
Is the Generator Name clearly displayed on HW labels?		
Are accumulation start dates clearly marked on all waste containers and less than 90 days?		
Secondary Containment		
Are there any cracks, gaps, or splitting?		
Are drains/valves plugged or closed?		
Any accumulated liquid or waste in the containment?		
Comments		