

Environmental Management Procedure (EMP) 4.4.6.7.2 Tab 1

Subject: Collection of Solid Waste and Recycling from Maintenance Operations

1. Purpose: This EMP establishes the procedures for collecting Solid Wastes and Recyclable Materials from Maintenance Areas and operations.
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

3. References:
 - A. JBLE-I 32-101, Environmental Management
 - B. EMP Dictionary
4. Scope: This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis. The definition of an Activity can be found in JBLE I 32-101.
5. Roles and Responsibilities: See EMP 4.4.6.7.2
6. Procedures:
 - A. Used Oil, Antifreeze, Off-Spec Fuel:
 - (1). Used Oil, Antifreeze, Off-Spec Fuel containers should be stored in a NHS IAW EMP 4.4.6.8.2 Hazardous, Universal, and Non Hazardous Waste Accumulation Site Management.
 - (a). Single containers up to 55 gallons of Used Oil, Antifreeze, and Off-Spec fuel may be stored without having to establish a NHS, however all requirements listed below must be met.
 - (b). Storage of more than ONE container of Used Oil, Antifreeze, or Off-Spec Fuel will require a NHS.
 - (c). Breaking storage areas in an attempt to circumvent the above quantity limits will not be allowed.
 - (2). Storage areas requirements:
 - (a). Must be correctly sited where a spill or leak would not constitute a discharge to surface waters, storm drains, or the sanitary sewage system.
 - (b). Must have containment in sufficient capacity to hold 110% of the largest volume of a single container.
 - (c). Sites will be protected from the elements. Collection of rain water or any other materials in the containment unit must be containerized and treated as a HW until determined otherwise.
 - (d). Containment systems will be kept clean and dry at all times.
 - (e). Telephone or hand-held two way radio capable of summoning emergency assistance from the Military Police.

- (f). Portable fire extinguishers, and/or fire control equipment.
 - (g). Spill kit and decontamination equipment has to be capable and of adequate to absorb largest volume of wastes.
 - (h). Outside containment systems must have a sign indicating what being stored.
 - (i). Emergency Response Information: "Points of Contact" and "Telephone Numbers" will be posted at each site utilizing Emergency Notification, FEVA Poster 20-E.
 - (j). Good house keeping will be maintained at all times.
 - (k). Serviceable products will not be stored in these areas.
- (3). Container requirements:
- (a). All containers must be properly labeled at all times.
 - i. Labels and markings must be replaced if they become damaged or lost.
 - ii. Labels have to remain on containers until they are sufficiently cleaned of residues and purged of vapors to remove any potential hazards. Sometimes referred to as "DOT or OHSA" empty. Not to be confused with "RCRA" empty.
 - iii. Labels and markings no longer applicable to the contents will be removed, defaced to make them unreadable, or painted over.
 - iv. Containers will be stored in such a manner that allows for easy access to container labels. Under no circumstances should containers have to be moved in order to read any label or opened to determined container contents.
 - (b). If a container holding wastes is not in good condition (signs of bulges, damage, or corrosion, etc) or begins to leak, the contents will be transferred to an approved serviceable container immediately.
 - (c). A container must always be closed during storage except when it is necessary to add or remove materials.
 - (d). Containers of liquids must not be overfilled. Containers must have 3 to 4 inches of head space (ullage) to allow for expansion to temperature changes.
 - (e). Incompatible materials will not be placed in the same container.
 - (f). Containers must be compatible with the wastes being contained.
- (4). Used Oil - Used oil generated at the various maintenance facilities are handled as recyclable materials:
- (a). All Used Oil containers and equipment MUST be clearly labeled with "Used Oil" Labels.
 - (b). Containers must be secured to ensure no unauthorized dumping of other wastes.
 - (c). May not be stored in TSSs or SASs. May be stored in NHS.
 - (d). Turn-ins will be coordinated with the HWWAF.

- (5). Off-Specification (Off-spec) Fuel - Off-spec Fuel generated at the various maintenance facilities are handled as recyclable materials:
 - (a). All Off-spec Fuel containers and tanks MUST be clearly labeled with “Recyclable Materials - Off-spec Fuel”.
 - (b). Containers must be secured to ensure no unauthorized dumping of other wastes.
 - (c). May not be stored in TSSs or SASs. May be stored in NHS.
 - (d). Turn-ins will be coordinated with the HWAF IAW EMP 4.4.6.8.1 Hazardous Waste Accumulation Facility (HWAF) Operations.
 - (6). Antifreeze:
 - (a). Containers used to stored used antifreeze waiting to be recycled must be labeled “Recyclable Antifreeze.” Never used the word “waste”.
 - (b). Turn-ins will be through the HWAF IAW EMP 4.4.6.8.1 Hazardous Waste Accumulation Facility (HWAF) Operations.
- B. Filters:
- (1). Gasoline and Edge-Tek filters from Inland Technology Parts Washers, or any filter that has been contaminated with Hazardous Waste constituents must be managed as Hazardous Wastes IAW EMP 4.4.6.8 Hazardous Waste Management (HWM).
 - (2). Any filter which has metal as part of its construction will be recycled.
 - (3). All filters used to process liquids will be drained. Recovered non-hazardous liquids from filters will be managed as used oil (separate oils from fuels), recyclable antifreeze, or non-hazardous wastes. Filters must be drained of all fluids and separated into groups as listed below:
 - (a). Lube oil, transmission fluid, hydraulic fluid.
 - (b). Diesel fuel, JP8.
 - (c). Antifreeze.

- (4). Containers for filter recycling will be issued from the HWAF. HWAF issued containers may be delivered as part of normal operations. All such containers will be labeled as “Filters Only – Oil,

Filters Only
Oil, Fuel, & Air

**No Paint, Solvent, or Gasoline
Contaminated Filters**

Activity: _____

GENERATOR INFORMATION:
Joint Base Langley-Eustis (JBLE)
733d Mission Support Group (MSG)
Civil Engineer Division (CED)
1407 Washington Blvd.
Fort Eustis, VA 23604-5332
EPA ID. NO: VA8213720321
757-878-3915

Fuel, & Air”

- (5). Containers of filters must **not** have any absorbents added.
- (6). Containers must be turned-in when full. A CCL must be maintained for each container. The CCL will be used as the turn-in document. The following line items on the CCL must be completed:
- (a). Items: 4, 5, 7, and 20.
- (b). Item 21 of the CCL should list each type of filter and quantity.
- (7). Large air filters which are made of metal which are not contaminated can be put in roll-off boxes intended for scrap metal.
- (8). Filters which do not have any metal content will be containerized and turned-in IAW EMP 4.4.6.8 Hazardous Waste Management (HWM).

C. Tires:

- (1). X-Large tires, usually tractor/crane types are a unit property item and must be turned-in directly to LRD supply.
- (2). The SWRC Manager must be called for all tires weighing more than 300 lbs to coordinate disposal. Do not bring these to the SWRC prior to coordination.
- (3). All other tires must be turned-in at the SWRC. NOTE: Large quantity loads of tires (10 or more) must also be coordinated for shipment with the SWRC prior to turn-in, as yard storage space is limited.

D. Smoke Alarms, Smoke Detectors and other detectors with radioactive sources:

- (1). Circuit boards will be removed from the plastic or metal shielding being careful not to damage the radioactive source.
- (2). Circuit boards with radioactive sources will be kept separated from other non radioactive circuit boards and materials.
- (3). Separated materials will be taken to the SWRC for turn-in.
- (4). The SWRC will coordinate with the Installation Radiation Safety Officer (RSO) for pickup of the radioactive materials.

E. Fixtures containing Universal Waste (UW) Lamps or ballasts:

- (1). UW Lamps must be separated from the fixture and managed IAW EMP 4.4.6.8.4 Universal Waste (UW) Lamps.
- (2). Ballasts will be separated and turned-in IAW EMP 4.4.6.8 Hazardous Waste Management (HWM) if the ballasts contained PCBs or the PCB content cannot be determined. Non – PCB ballasts may be turned-in as scrap metal.
- (3). Plastic and other non metal items will be separated and disposed of separately.
- (4). Remaining metal parts may be turned-in as scrap metal.

F. Aerosol Cans will be managed IAW EMP 4.4.6.7.2.

G. Fire extinguishers will be managed IAW EMP 4.4.6.7.2.

H. Batteries will be managed IAW EMP 4.4.6.8.5.

I. Empty Containers:

- (1). All empty containers will be taken to the SWRC.
- (2). Metal containers:
 - (a). Metal 5-Gallon and Smaller Empty Containers:
 - i. Punch hole as close to rim as possible.
 - ii. Ensure container is drained of all residues as possible.
 - (b). Metal Empty Containers Greater than 5 Gallon:
 - i. Do not punch holes in drums.Ensure container is drained of all residues as possible.
 - (c). Plastic Empty Containers of Any Size:
 - i. Punch hole as close to bottom as possible.
 - ii. Ensure container is drained of all residues as possible.
- (3). Containers which held paint or other sticky materials will be dried prior to turn-in.

- (4). Ensure all liquids drained from containers are handled appropriately as Used Oil, Used antifreeze, off-spec fuel or as waste IAW EMP 4.4.6.8 Hazardous Waste Management (HWM).