

INSTRUCTIONS - Forms Must Be Typed To Be Acceptable

- ITEM 1: Enter the current date.
Check either the TSS (Temporary Storage Site) block; the SAS (Satellite Accumulation Site) block; or the
- ITEM 2: NHS (Non-Hazardous Site) block depending on which type of site is involved.
Within 3 working days of creating a new SAS or NHS this form must be received by CES/CEIE. Check item 3 and complete item 8 through 17 and Block 23. The Contingency Plan (CP) may be a draft and the AEC may
- ITEM 3: sign the certification.
For all TSSs, SASs, or NHSs which will be established for longer than 30 days, check item 4, complete items 8 through 18, and items 23 through 25 before submitting to CES/CEIE. Commander or director must sign the
- ITEM 4: certification.
- ITEM 5: All requests for relocations must be coordinated with CES/CEIE before any move is accomplished.
- ITEM 6: Check item 6 and complete items 8 through 14 and items 19 through 23 before submitting to CES/CEIE .
Check either the Inactivation or Reactivation block. Complete items 19, 22, and 23 for Inactivations or item 23
- ITEM 7: for Reactivations. AECs may sign the certification. Sent to CES/CEIE within 3 working days.
- ITEM 8: Enter the building number of the site or closest building to the site.
- ITEM 9: Enter the DODAAC number, which will be used, on the DD Form 1348-1A.
- ITEM 10: Enter the MACOM/Wing Name (EMP 4.4.2)
- ITEM 11: Enter the Group/Brigade Name (EMP 4.4.2)
- ITEM 12: Enter the Squadron/Battalion Name (EMP 4.4.2)
- ITEM 13: Enter the Unit Name (EMP 4.4.2)
- ITEM 14a: Enter name, grade, and telephone number of the HWC.
- ITEM 14b: Enter name, grade, and telephone number of the AEC.
- ITEM 15: Check block and provide copy of strip map of the site's location. Does not need to be to scale.
- ITEM 16: Check block and provide copy of site specific Contingency Plan (CP).
- ITEM 17: Check block and provide copy of Waste Description Logs (WDL).
- ITEM 18: Enter the Site Number for the existing site.
- ITEM 19: Check block to certify that: "No wastes are currently being stored or will be stored at this site".
- ITEM 20: Check "Yes" if any spills have ever occurred at this site, otherwise certify a "No" response.
- ITEM 21: If "Yes" to item 19, the site must be decontaminated. Check if this has been done or not done.
- ITEM 22: Check block and provide copy of the last "Weekly Site Inspection" checklist.
- ITEM 23: The information listed above must be certified by the authority, which appoints the appropriate AEC.
- ITEM 24: Ground Safety Office must approve the site location.
- ITEM 25: F&ESF must approve the site location.
- ITEM 26: CES/CEIE will issue a date of final approval of a new TSS, SAS, or NHS.
CES/CEIE will conduct a final site inspection and issue a dated final Authorized Site Number, upon receiving
- ITEM 27: all approvals and associated documents.
- ITEM 28: CES/CEIE will issue a date of final approval of Inactivation or Reactivation.
- ITEM 29: CES/CEIE will issue a date of final closure.