

**Department of the Air Force**  
Hazardous Waste Management Plan

Eustis\_HWMP

JBLE - Eustis

**Installation Supplement**



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## **ABOUT THIS PLAN**

This installation-specific Environmental Management Plan (EMP) uses the U.S. Air Force's (AF) standardized Hazardous Waste Management Plan (HWMP) template. This plan is not an inventory of all hazardous waste (HW) requirements and practices. Where applicable, external resources and associated document links, including Air Force Instructions (AFIs); Air Force Manuals (AFMANs); AF Playbooks; and federal, state, local, and permit requirements, are referenced to ensure current content.

Each section of this plan begins with standard language that addresses AF and Department of Defense (DoD) policy and federal requirements. The standard language is restricted from editing to ensure consistent application across the AF enterprise. Standard language is maintained by the Air Force Civil Engineer Center (AFCEC) designated Subject Matter Expert (SME) for this plan.

Immediately following the standard text are installation-specific sections that address state, local, and installation-specific requirements and processes. Installation sections are maintained and updated by the installation HW Program Manager and/or the AFCEC Section appointed to support this installation.

This document is optimized to be accessed and viewed electronically on the installation and AF eDASH website, the primary communication tool for AF EMPs.

## **DOCUMENT CONTROL**

### ***Standardized HWMP Template***

In accordance with (IAW) the AFCEC Environmental (CZ) Business Rule (BR) 08, *EMP Review, Update, and Maintenance*, the standard content in this HWMP template is reviewed periodically, updated as appropriate, and approved by the HW SME.

This version of the template is current as of 06/05/2020 and supersedes the 2018 version.

*NOTE:* When installations update their HWMPs, installations should adopt the most recent version of this template available. Installations are not required to change HWMPs after template updates.

### ***Installation HWMP***

The initial HWMP must be approved and signed by the Installation Commander (at the time of publication) as the legal HW Generator for the Environmental Protection Agency (EPA) ID assigned to this installation. The approval can be via signature or as documented in appropriate Environment, Safety, and Occupational Health Council (ESOHC) minutes (AFMAN 32-7002, 3.2.2.). *NOTE:* This is not a Wing Contingency Plan and is not governed by installation or Wing plans or readiness format or coordination requirements of AFI 10-401, *Air Force Operations Planning and Execution*. It is governed by AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, Section 5.2. *Hazardous Waste Management Plan (HWMP)*. Because this is not a contingency plan, coordination should be with EMS CFT and applicable units with roles and responsibilities in the HWMP. The plan does not require a new signature after each change in wing command.

**Record of Updates** – The HWMP is updated as changes to waste generation and management practices occur, including those driven by changes in applicable regulations and approved by the installation HW Program Manager as the plan Office of Primary Responsibility (OPR). Formatting and administrative changes such as the incorporation of updated regulatory language, or other minor updates are documented below.

**Record of Annual Review** – IAW AFMAN 32-7002, this plan is reviewed annually by the EMS CFT. Formatting and administrative changes should be noted in the previous paragraph for record of updates as approved by the EMS CFT Chair and do not require Installation Commander or Environmental, Safety, and Occupational Health Council (ESOHC) approval. Substantive revisions require coordination and approval by the Installation Commander as determined by the EMS CFT Chair and/or IAW host installation procedures. Substantive changes include manpower or resource requirements changes that impact installation hazardous waste generating organizations.

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#### **Record of Updates**

#### **Record of EMS CFT Annual Review**

<b>Review Date</b>	<b>EMS CFT Chair</b>	<b>Notes/Remarks</b>
09 April 2020	Keith Morrow	ESOHC Approved/Noted in ESOHC Meeting Minutes
23 April 2021	Keith Morrow	Plan was reviewed and updated by the AFCEC F2F, no major changes, only minor grammar. No ESOHC approval required.
21 April 2022	Keith Morrow	Plan was reviewed and updated by Paul James, and Ken Dunn, no major changes, only minor grammar. No ESOHC Approval Required.
4 April 2023	Keith Morrow	Plan was reviewed by Paul James. Universal Waste Aerosol Can Management Procedures added. Reviewed by CFT 13 APR 23 and approved by ESOHC 7 AUG 23.
12 January 2024	Keith Morrow	Plan was reviewed, formatted for T-EMP, and waste streams updated by Paul James. No significant changes, awaiting CFT review and ESOHC approval.
16 January 2025	Keith Morrow	Plan was reviewed. All references to Activity Environmental coordinators (AECs) were removed and replaced with Unit Environmental Coordinators (UECs). All forms and EMPs updated with most recent versions. No significant changes, awaiting CFT and ESOHC approval.

**HWMP APPROVAL (SIGNATURE PAGE)**

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09 April 2020 when the HWMP template was used for Eustis, a signature was not required since the plan went through the EMS CFT and ESOHC for approval. It is noted in the ESOHC meeting minutes. AFCEC/ISS approved that the notation in the meeting minutes sufficed for a commanders signature.

**Digital Signature**

JAMES, PAUL A CIV USAF ACC 733 MSG/CEIEC	JAMES, PAUL A CIV USAF ACC 733 MSG/CEIEC Date: 02/04/2025 8:10:20 am
JAMES, PAUL A CIV USAF ACC 733 MSG/CEIEC	

**1 OVERVIEW AND SCOPE**

This HWMP contains procedures for management of HW. In lieu of federal, or state requirements, AFMAN 32-7002, acts as the main driver for the HWMP. The HW Playbook serves as supplemental guidance to this plan. Where applicable, DoD, AF, and Federal Resource Conservation and Recovery Act (RCRA) requirements are included. Each installation must include supplements as warranted to address applicable State and/or local HW requirements/procedures.

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This is a controlled document. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version on the Environmental, Safety, and Occupational Health Training Network's (ESOHTN) website (<http://acc.esohtn.com/>) prior to use. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed.

- This HWMP is for use by all activities (including tenants) that generate solid and potentially hazardous waste or who may store HW within the contiguous Joint Base Langley Eustis (JBLE)-Eustis property. Procedures and policies outlined in this plan are designed to meet the needs of Generating Activities (GAs) and to facilitate compliance with all applicable federal, state, and local laws governing HW management. The plan is effective once signed. From that day forward, all GAs will fully comply with the plan and its contents.
- Compliance with this plan helps protect the environment, the health of everyone at JBLE- Eustis and in the local community. Failure to fully comply with this plan at all times could result in federal or state regulatory action requiring the substantial expenditure of United States Air Force (USAF) resources and possibly criminal prosecution of the individuals responsible for noncompliance.
- The success of JBLE-Eustis HW management program depends on team effort and total dedication from all parties involved. Therefore, efforts shall be focused on doing what is smart, what is right, and, more importantly, what is lawful to achieve and maintain compliance with all laws governing HW management.
  - **The goals of the JBLE-Eustis HWMP are to:**
    - Conduct all HW management activities in a manner that will protect the health and welfare of USAF personnel and the general public.
    - Comply fully with all applicable federal, state, local, and AF laws and regulations governing HW management.
    - Reduce the generation of HW through source reduction to the maximum extent possible.
    - Recycle wastes where possible and practicable.
    - Reuse materials and wastes to the maximum extent possible.
    - Ensure that all used and unused hazardous materials are safely handled, accounted for, and controlled by every activity handling such materials.
    - Dispose of HW through methods of treatment that result in the destruction of toxic constituents whenever possible, rather than by landfilling or other methods of land disposal.
    - Budget to reduce future operations, maintenance, and HW disposal fund expenditures.
    - Reduce present and future liabilities.
    - Protect and enhance the environment.

## **2 INSTALLATION PROFILE**

### **Installation Supplement**

#### **Installation Profile**

## Scope of Plan

Applicability of State Requirements. The federal government, through the Environmental Protection Agency (EPA), authorizes the states to assume responsibility, or primacy, for the implementation and enforcement of the HW management program, provided that states desiring to do so establish HW management regulations at least as stringent as the federal requirements. The Commonwealth of Virginia issued its HW management regulations in November 1980. With some relatively minor exceptions, the Commonwealth of Virginia incorporated the federal regulations regarding HW management. Current USAF policy regarding the management of HW, explained in AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, Chapter 5, Section 5.2., Waste Management is that generation of HW will be minimized to the fullest extent possible, and that which is generated will be managed and disposed of IAW all applicable federal, state and local laws and regulations.

## OPR (Civil Engineer or other designated office)

733d Civil Engineer Squadron (CES) Installation Management Flight has overall responsibility for implementing the HW management program and is the lead organization for monitoring compliance with applicable federal, state, and local regulations.

### HW Program Manager

Paul A James 733 CES/CEIE, 757-878-5662

### Alternate HW Program Manager

Vacant

### Emergency contacts

Fire Department 757-878-1008, Emergency 911, Emergency Medical Care 911, Refer to Appendix B for additional contact information

### Waste registration numbers

EPA ID Number: VA8213720321

### HW generator status

Large quantity generator

### Universal waste handler status

JBLE-Eustis manages UW IAW RCRA

### Permitted HW operations

N/A

### Federal regulatory references

40 Code of Federal Regulation (CFR)

### State and local regulatory agencies

Virginia Department of Environmental Quality (DEQ)

### State and local regulatory references

Virginia Administrative Code 9VAC20-60

### DLA-DS area office and/or approved HW disposal contractors

Defense Logistics Agency (DLA)

### HW accumulation sites

Bldg 1208

### HW accumulation time limits

90 days

### HW generator reporting frequency

Biennial Report to EPA

## **3 ENVIRONMENTAL MANAGEMENT SYSTEM**

The AF adheres to the EMS framework and its Plan, Do, Check, Act cycle for ensuring mission success. Executive Order (EO) 13834, *Efficient Federal Operations*, U.S. Department of Defense Instruction (DoDI) 4715.17, *Environmental Management Systems*, AFI 32-7001, *Environmental Management*, and International Organization for Standardization (ISO) 14001, *Environmental management systems - Requirements with guidance for use*, provide guidance on how environmental programs should be established, implemented, and maintained to operate under the EMS framework.

The HW management program employs EMS-based processes to achieve compliance with all legal obligations and current policy drivers, effectively manage associated risks, and instill a culture of continuous improvement. The HWMP serves as an administrative operational control that defines compliance-related activities and processes.

Environmental Action Plans (EAPs) are developed and maintained as part of the overall EMS on eDASH. EAPs are tools that translate environmental requirements and targets into actionable plans for the HWMP and responsible personnel. HW requirements should be incorporated in installation EAPs to record monitoring and conformance for inspections and audits.

#### **4 ROLES AND RESPONSIBILITIES**

The major roles/organizations involved in supporting the HW program include:

Wing/Installation Commander

- ESOHC
- EMS CFT
- HW Program Manager/Alternate(s)
- Shop/HW Generator Personnel
- Initial Accumulation Point (IAP) and Hazardous Waste Accumulation Site (HWAS) Supervisors/Managers
- Unit Commanders
- Unit Environmental Coordinators (UECs), see AFI 32-7001 for role description
- Contracting Officer
- Defense Logistics Agency (DLA) Disposition Services
- Tenant Organizations
- AFCEC

Detailed information about typical responsibilities for these and other roles is available in AFMAN 32-7002, applicable installation supplements, and the HW Playbook. This plan implements these responsibilities for this installation. Additional HW management-related roles and responsibilities are described throughout this plan and in referenced documents.

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**The significant roles/organizations involved in supporting the HW program include:**

- Wing/Installation Commander
- ESOHC
- HW Program Manager/Alternate
- Shop/HW Generator Personnel
- Satellite Accumulation Site (SAS) and Hazardous Waste
- Accumulation Facility(HWAF) Supervisors/Managers
- Unit Commanders
- Unit Environmental Coordinators (UECs), see AFI 32-7001 for role description
- Contracting Officer
- Defense Logistics Agency (DLA) Disposition Services
- Tenant Organizations
- AFCEC

Detailed information about typical responsibilities for these and other roles is available in AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, Chapter 5, Section 5.2., applicable installation supplements, and the HW Playbook.

Additional HW management-related roles and responsibilities are described throughout this plan and in referenced documents.

*JBLE-Eustis*

HW management requires the full involvement of all organizations on JBLE-Eustis, including contractors and tenants.

#### ***JBLE-Eustis Employees***

It is each employee's responsibility to ensure that all HW are adequately managed and disposed of. Although it may not be necessary to set up HW accumulation points for every workplace where HW is generated (there are less stringent requirements for the management of universal fluorescent lamps, batteries and infrequently generated expired hazardous materials), it is important the procedures of this plan be followed to ensure proper management and disposal procedures.



The proper handling of HWs is an essential part of your job. For many years improperly handled hazardous materials and wastes have resulted in property damage, a threat to public health and the environment. As a result, Congress and the Commonwealth of Virginia have passed environmental laws and regulations to control the use, storage, disposal, and treatment of HW and other regulated materials. JBLE- Eustis is required to comply with these federal, state and local laws and regulations. Also, we must comply with DoD, AF, and Air Force Civil Engineer Center (AFCEC) regulations and guidance.

Liability associated with mismanagement of HW, along with the rising costs of management and disposal, requires a management approach that transcends the standard chain of command. CEIE is the OPR for HW management. Other organizations provide compliance oversight, analytical support, and different types of services in support of this HWMP. Ultimately, Gas (Government Activities), hosts, tenants, and contractors bear the bottom-line responsibility for ensuring that their HW-generating and management functions are conducted in full compliance with this plan.

### ***Contractors Performing Work at JBLE-Eustis***

Contractors performing work at JBLE-Eustis are subject to this HWMP. They must ensure that all wastes are correctly identified, stored, and disposed IAW federal, state, and local regulations and the provisions of their contract. Contractors generating and storing RCRA HW must coordinate with the 733 CES/CEIE on identification of and locations of all HW generated at JBLE-Eustis. The 733 CES/CEIE must sign all HW, and asbestos manifests for off-base transportation of HW. In case of issues arising between the Government and the contractor as to compliance with this paragraph, contact the applicable 633 CONS contract administrator or contracting officer on the specific contract. In the case of contracts awarded and administered by other than 633 CONS (such as US Army Corps of Engineers), contact appropriate personnel within that organization.

### ***Specific Responsibilities***

- **Civil Engineer Squadron (CES); Environmental (CEIE) will:**
  - Manage the Installations Hazardous Waste program.
  - Operate a centralized Hazardous Waste Accumulation Facility (HWAF) IAW this plan.
- **Chief, Compliance Branch:**
  - CEIE Compliance Branch Chief is responsible for all aspects of environmental management related to compliance which includes but is not limited to, hazardous waste, air quality, asbestos, and lead paint, PCBs, spill prevention, affirmative procurement, wastewater, and stormwater.
- **Hazardous Waste Program Manager (HWPM):**
  - Responsible for Resource Conservation & Recovery Act (RCRA) compliance. Accountable for ensuring JBLE-Eustis complies with all applicable Federal, State, local, and Air Force laws, instructions, manuals, and policies about the identification, storage, transportation, and disposal of hazardous wastes. Reviews, updates, and coordinates local hazardous waste regulations and plans. Develops, updates, and conducts hazardous waste training. Provide technical and compliance guidance concerning hazardous waste requirements to Commanders, Directors, and subordinate personnel to include unit/activities inspections and professional assistance visits.
- **Hazardous Waste Accumulation Facility (HWAF) Operations Officer:**
  - Responsible for HWAF operations, including Contract Officer's Representative (COR) for HWAF and Used Oil contracts. Accountable for ensuring HWAF compliance with all applicable Federal, State, local laws and Air Force instructions, manuals, and policies on the identification, storage, transportation, and disposal of HWs, UWs, and NHWs.
  - Coordinates with the Hazardous Waste Program Manager on policy and regulatory matters to ensure compliance.
  - Coordinates with the HWAF Manager to ensure smooth operations of the HWAF.
  - Ensures that the HWAF Functional Area Continuity Books are reviewed annually and are up to date.
  - Ensures quality assurance of pending shipments utilizing advance copies of delivery orders are accomplished.
  - Ensures waste shipments are made within the regulatory 90-day time-frame.

- Ensures all shipping documents, which include Manifests, Land Disposal Restriction Notification Forms, Delivery Orders, and other documents are correct before accepting and signing them after shipments are made.
- Ensures all shipping documents are prepared correctly and on time.
- Ensures all required documents and facilities are prepared for external inspectors (Local, State Federal).
- Ensures all site Inspections (Self-Audits) of the HWAF are accomplished on time.
- Ensures all shipping documents are processed and ready for data entries within 25 days of the shipment.
- Coordinates the funding obligation for the collection of used oil, and off-specification fuel is accomplished.
- Ensures used oil and off-specification fuel from the activities meet all regulatory standards.
- Coordinates unique collection of used oil from buildings being demolished is for tanks being filled in place.
- Conducts used oil quality assurance at least once a quarter.
- Maintain good customer relations by:
  - Responding to all telephonic inquiries relating to compliance issues.
  - Respond to all inquiries relating to compliance issues while on-site visits.
  - Assisting activity personnel in preparing for any inspections.

- **HWAF Operations Manager:**

- HWAF Operation Manager manages all operations of the HWAF.
- Coordinates with the Hazardous Waste Program Manager on policy and regulatory matters to ensure compliance.
- Ensures waste shipments are made within the regulatory 90-day time-frame.
- Ensures all supply requirements are correctly identified, and proper documents are prepared and submitted for the continual operation of the facilities, also ensure that funds are obligated promptly.
- Maintain good customer relations by:
  - Responding to all telephonic inquiries relating to compliance issues.
  - Responding to all inquiries relating to compliance issues while on-site visits.
  - Assisting Activity personnel in preparing for any inspections.
- Ensures that the HWAF Functional Area Continuity Books is up to date by assisting the HWAF Operations Officer.

- **Activity Environmental Coordinator (AEC):**

- The AEC is the single point of contact for all activity environmental matters. The AEC is the Commander's, Director's or Leader's environmental technical advisor and representative to the installation. Ensures environmental activities comply with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, manuals, and policies. Provides management oversight and assistance to the activity's Unit Environmental Coordinators (UECs), Hazardous Waste Coordinators (HWCs), Hazardous Materials Managers (HMMs), Building Recycling and Energy Monitors (BREM)s, and Recycling Coordinators (RCs).
- Major responsibilities:
  - Keep the activity's chain of command informed on all environmental matters.
  - Coordinates communications between CEIE and the activity.
  - Maintains the mandatory AEC Functional Area Continuity Book (FACB) at each activity site.
  - Ensures internal Environmental Management training and inspections are accomplished IAW established time frames.

- Maintains an operation and facility inventory.
- Ensures environmental data is reported to CEIE within the required timeframes.
- Ensures environmental records are kept for at least 3 years.
- Conducts quarterly Environmental Multimedia Assessments of all subordinate activities.
- Has a system to track all training and inspections conducted by the activity and its subordinates.
- Serves as the activity's Energy and Natural Resources Coordinator.
- May act on behalf of an activity's UECs or HWCs.
- Ensures the appointment of subordinate level UECs, HWCs, HMMs, BREMs, RCs, and other activity environmental staff as appropriate.
- Assists the subordinate AECs, UECs, HWCs, HMMs, BREMs, and RCs in managing their environmental responsibilities.
- Ensures the Hazardous Material Management program for their activities is correctly managed.
- Coordinates new missions, new operations, construction, renovation, new system/equipment deployment, further system/equipment testing and evaluation, and training/exercise actions with CEIE to determine the level of environmental impact assessment and subsequent environmental documentation required.
- Signs and certifies on the Waste Description Log (WDL).
- Signs the sworn certification on the Container Content Log (CCL) when wastes are being turned-in.
- Coordinates with CEIE the registration of all personnel being assigned as AECs, UECs, and HWCs by his/her activity. Ensure all FEVA Form 32-643 forms are correctly completed and turned-in by the published suspense date for each class.

• **Unit Environmental Coordinator (UEC):**

- **Duty Description:** The UEC is the single point of contact for Unit level environmental matters. The UEC is the Commander's or Leader's environmental technical advisor. Ensures the Unit's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies. Provides management oversight and assistance to the activity's Unit Environmental Coordinators (UECs), Hazardous Waste Coordinators (HWCs), Hazardous Materials Managers (HMMs), Building Recycling and Energy Monitors (BREMs), and Recycling Coordinators (RCs).
- **Major Responsibilities:**
  - Keeps the Unit's chain of command informed on all environmental matters.
  - Coordinates communications between CEIE and the activity.
  - Coordinates communications between the parent and subordinate UECs, Unit personnel and Unit leadership.
  - Creates and maintains the HM Functional Area Continuity Book (FACB) and ensures that any subordinate UECs (if applicable) create and maintain FACBs.
  - Coordinates Unit information with the parent unit UEC (if applicable) to assist in keeping EMP 4.5.2.3 Tab 2 Unit Facilities and Operations Inventory FEVA Form 32-600 up to date.
  - Ensures appointment, training, management oversight, and assistance to the Unit's Universal Waste Handlers (UWHs), Hazardous Materials Managers (HMMs), Tank Custodians (TCs), Building Recycling and Energy Monitors (BREMs), Recycling Coordinators (RCs), and Hazardous Materials Handlers (HMHs).
  - Assists the subordinate UECs, HWCs, HMMs, BREMs, and RCs in managing their environmental responsibilities.
  - Conducts quarterly Environmental Multimedia Assessments of all subordinate activities.

- Maintains a system to track all inspections conducted at the Unit level and resolve findings.
- Maintains training and inspection files for at least 3 years.
- Ensures the Unit's Hazardous Material Management program is meeting all requirements.
- Approves All Hazardous Materials requests being submitted by the Unit either manually or using EESOH-MIS before sending it to the HazMart.
- Inspects HM and UW sites monthly within 30 calendar days.
- Inspect POL Storage sites monthly and record inspections in Storage Tank Accounting and Reporting (STAR) database.
- Certifies HazMart approvals and purchases.
- Signs the sworn certification on the Container Content Log (CCL) when wastes are being turned-in.
- Maintains the Unit's Energy and Natural Resources conservation program.
- Coordinates new missions, new operations, construction, renovation, new system/ equipment deployment, new system/equipment testing and evaluation, and training/exercise actions with the parent or subordinate unit UEC (if applicable).

• **Hazardous Waste Coordinator (HWC):**

- Duty Description: The HWC manages the waste accumulation sites for the Unit. Assumes accountability for proper identification, classification, packaging, labeling, marking, storage, record keeping, transportation, and reporting requirements. Ensures the Unit's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies. When the Unit does not have an UEC, assumes the duties as the UEC. The HWC is the Commander's or Leader's HW manger and technical advisor.
- Major Responsibilities:
  - Keeps the Unit's chain of command informed on all HW and other environmental matters as required.
  - HWC manages the waste accumulation sites, Temporary Storage Sites (TSSs), Satellite Accumulation Sites (SASs), and Non-Hazardous Sites (NHSs).
  - Maintains the HW Functional Area Continuity Book (FACB).
  - Inspects TSSs, SASs, and NHSs weekly within 7 calendar days.
  - Inspects UW sites monthly within 30 calendar days.
  - Ensures turn-ins of HWs & UWs is accomplished within the appropriate time limitations.
  - Coordinates communications between the UEC and Unit.
  - Establish a system to track all inspections conducted at the Unit level and resolve findings.
  - Maintain training and inspection files for at least 3 years.

• **Hazardous Waste Supervisor (HWS):**

- Duty Description: First line supervisor of HWHs. May assist and act on behalf of the HWC when the HWC is absent for short periods of time. These duties may include but are not limited to the proper identification, classification, packaging, labeling, marking, storage, record-keeping, transportation on-post and reporting requirements, moving, transferring, inspecting, of HW.
- Major Responsibilities:
  - Keeps the HWC informed on all HW and other environmental matters as required.
  - May act on behalf of an unit's UECs or HWCs for short periods of time. Usually until the next AEM training cycle.
  - Assists the HWCs in managing their environmental responsibilities.

- When appropriate, HWS manages the waste accumulation sites; Temporary Storage Sites (TSSs), Satellite Accumulation Sites (SASs), and Non Hazardous Sites (NHSs).
  - When appropriate, inspects TSSs, SASs, and NHSs weekly within 7 calendar days.
- **Hazardous Waste Handlers (HWH):**
  - Duty Description: All individuals having assigned duties that involve handling HWs. These duties may include but are not limited to HW generation, and assisting the UEC, HWC, or HWS in the proper identification, classification, packaging, labeling, marking, storage, record-keeping, transportation on-post and reporting requirements, moving, transferring, inspecting.
  - Major Responsibilities:
    - Keeps the Unit's HWC informed on all HW and other environmental matters as required.
    - Ensures Units turn-ins of HWs & UWs to the HWC are accomplished within the appropriate time limitations.
- **Universal Waste Handler (UWH):**
  - Duty Description: All those individuals having duties that involve handling or managing UWs.
  - Major Responsibilities:
    - Keeps the Unit's HWC informed on all UW and other environmental matters as required.
    - Ensures turn-ins of UWs are accomplished within the appropriate time limitations.
- **Building Recycling and Energy Monitor (BREM):**
  - The BREM is the building's or facility's point of contact for recycling, energy, and natural resources conservation. The BREM will maintain and ensure that the Activity's recycling, energy, and natural resources conservation program is implemented at their buildings or facilities.
  - Major Responsibilities:
    - Serves as the POC for all building or facility energy and natural resources conservation issues.
    - Serves as the POC for all building or facility recycling and solid waste issues.
    - Keeps building occupants and UEC informed on all recycling, energy, and natural resources conservation.
    - Coordinates communications between his/her building or facility and the UEC.
    - Ensures that recyclables and Solid Waste are correctly managed and ready for pickup.
    - Ensures that recycling and Solid Waste areas are neat and orderly.
    - Coordinates with the Solid Waste Recycle Center (SWRC) for specific procedures.
- **Recycling Coordinator (RC):**
  - Duty Description: The RC is the point of contact for recycling. The RC will ensure that recyclable materials are properly managed.
  - Major Responsibilities:
    - Serves as the POC for recycling and solid waste issues.
    - Keeps occupants and BREM informed on all recycling and solid waste matters.
    - Coordinates communications between his/her building or facility and the BREM.
    - Ensures that recyclables and Solid Waste are correctly managed and ready for pickup.
    - Ensures that recycling and Solid Waste areas are neat and orderly.

- **Action Activities:**
  - Commanders/Directors ensure the integrity and safeguarding of HWM records.
  - Commanders/Directors sign all documents in the absence of an UEC. This action cannot be delegated to subordinates.
  - Comply with all HWM and UWM requirements at all times. Mismanagement of Hazardous Materials or UW may be considered an illegal HWM activity.
  - Ensure UECs are trained before assuming any UEC duties. UECs may act on behalf or in place of HWCs.
  - Ensure HWCs are trained before assuming any HW duties.
  - Coordinate with the HWAF and schedule all required services at least three days in advance.
- **Defense Logistics Agency (DLA)**
  - Disposes of HW IAW DLA policy, AFMAN 32-7002, Environmental Compliance and Pollution Prevention, Chapter 5, Section 5.2., the procedures outlined in this HWMP, Department of Transportation (DOT) and Environmental Protection Agency (EPA) regulations.
  - Assumes accountability for all HW accepted from the HWAF accumulation site for off- base disposal.
  - Arranges transportation and disposal for off-site shipments of waste. Ensures that disposal contractors comply with all state and federal HW transportation/disposal regulations.
  - Provides guidance on filling out HW turn in documentation and ensures the documentation is complete.
  - DLA contractor returns original manifests to the 733 CES/CEIE HW program manager.
- **Public Affairs Office (PAO)**
  - Handles information on a HW incident/accident.
  - Prepares news releases for the media explaining the nature of HW incidents and coordinates news releases with the 633 ABW/CC, the 633 MSG/CC (other group commanders will be notified if applicable), 733 MSG/CC, 733 CES and Staff Joint Staff Joint Advocate (SJA).
  - Informs the community about what is actually done with any HW incident, including information on the type of material involved, dangers involved, and measures taken to control the problem.
  - Answers all inquiries from media representatives.
- **SJA**
  - Reviews all HW contracts, spill reports notifications, and press releases.
  - Keeps a copy of environmental laws and regulations, remains abreast of any changes, and provides an interpretation of any new requirements.
  - Informs CEIE on legal precedents concerning generation, storage, disposal, and manifesting of HW.
  - Advises CEIE on notices of violations and compliance agreements.
- **Fire Emergency Services**
  - Coordinates with CEIE, Post Safety for approval to establish NHWS, SASs, and TSSs (Less than 90-day Accumulation Sites).
- **Safety**
  - Coordinates with CEIE, and Fire and Emergency Services for approval to establish TSSs, SASs, and HWAF/90-day accumulation sites. Reviews Hazardous Material request in EESOH-MIS, which limits GAs access to products with constituents that would result in the creation of HW.

## **5 TRAINING**

5.1. Hazardous waste training is required by law. All training requirements and sources are provided in the Environmental Training Matrix on eDASH. Specific local training procedures are provided in section 5.5.

5.2. Hazardous waste training is provided only by qualified authorized personnel. Training records are maintained IAW the Recordkeeping and Reporting section of this plan.

5.3. Hazardous waste program managers and alternates appointed in writing by the Wing Commander to sign manifests, require specific training to include HW Management Compliance Training and Department of Transportation training to sign HW manifests. Installation HW Program Managers should complete the following in-residence courses (or equivalent): Air Force Institute of Technology (AFIT) 521, Hazardous Waste Management; and DLA - DCPSO00510, Transportation of Hazardous Material/Hazardous Waste (Interservice Environmental Education Review Board [ISEERB] approved). After initial course completion, refresher training is required annually for RCRA, and every 3-years for the DoT course. See training matrix for more information.

5.4. Function-Specific Training (Local In-House/On-Line Training Sources): (Group A) Organizational (non-central) Hazardous Waste Storage Area Managers, Satellite Accumulation Area (Initial Accumulation Point) Managers, and their immediate supervisor; and (Group B) all shop personnel, and their immediate supervisors, who generate HW.

### **Installation Supplement**

#### **HW Training Requirements**

- **Personnel for which training is mandatory.**
  - Per 40 CFR 262.17 (a)(7), and corresponding AFMAN 32-7002, Environmental Compliance and Pollution Prevention, Chapter 5, section 5.6, subsection 5.6.1. Training, HW management training is required for personnel who handle HW at facilities that fit into any of the following categories:
    - HWAF
    - HW sites:
      - TSS
      - SAS
    - Emergency response organization that may respond to the HW incident.
  - In addition to personnel identified above, all JBLE-Eustis personnel and their supervisors who perform any of the following tasks must receive HW training:
    - Deciding which wastes are HW.
    - Adding HW into accumulation containers or tanks at accumulation points.
    - Removing HW from accumulation tanks or containers.
    - Transporting HW to or from accumulation points.
    - Responding to spills, fire, or explosion, involving HW.
    - Completing HW manifests, annual reports, or exception reports.
    - Inspecting HW accumulation points.
    - Operating an accumulation point.
    - Conducting any tasks involving occupational exposure to or which require management of HW such as collecting HW samples.
  - Training Frequency.

- All personnel described above must successfully complete initial and refresher of the required training. New personnel must complete training within three months after their assignment to a position involving the handling or management of HW. Until that time, and personnel may handle HW only under the supervision of a trained individual as outlined in AFMAN 32-7002, Environmental Compliance and Pollution Prevention, Chapter 5, section 5.6, subsection 5.6.1. Facility personnel identified in this annex must take part in an annual review of the training program.
- **There are three general components to the training required by RCRA in 40 CFR 265.17.**
  - Personnel must be trained on:
    - How to perform their duties in a way that ensures JBLE-Eustis compliance with HW regulations.
    - HW management procedures, including contingency plan implementation.
    - How to respond to emergencies involving HW.
- **Competency Training:**
  - All personnel that have positions or duties with potential to affect the environment are required to have competency training to meet the requirements of their primary job functions and any additional responsibilities they are assigned.
- **Requirements:**
  - Personnel appointed to key Activity environmental positions must complete training IAW EMP 4.4.2.
  - Other positions and duties that require specific training include, but are not limited to, those listed in EMP 4.4.2 and must ensure training is completed and applicable certifications are maintained.
  - Unless specified otherwise, training will be conducted IAW EMP 4.4.2.

## **6 RECORDKEEPING AND REPORTING**

### ***Recordkeeping***

The installation complies with the following U.S. Federal HW recordkeeping requirements as applicable based on generator status. NOTE: Retention time is defined by regulation as onsite and readily accessible for inspections and/or reference; after retention, the record(s) follow applicable Air Force Records Management rules.

#### **Summary of HW Recordkeeping Requirements**

<b>Record*</b>	<b>Citation</b>	<b>Retention Time**</b>	<b>Citation</b>
HW determination documentation	40 CFR 262.11(f)	3 years from the date that the waste was last sent to a TSDF	40 CFR 262.11(f)
HW Biennial/Annual Report	40 CFR 262.41	3 years from the due date of the report	40 CFR 262.40(b)
HW manifest (electronic or paper)	40 CFR 262.20	3 years from the day the waste was accepted by the initial transporter	40 CFR 262.40(a)
Small Qty HWAS inspection logs	40 CFR 262.16(b)(2)(iv)	Although records are not formally required, the best management practice is to record and retain for 3 years to demonstrate compliance	N/A
Large Qty HWAS inspection logs	40 CFR 262.17(a)(1)(v) 40 CFR 264.15(d) 40 CFR 265.15(d)	For interim and permitted operations, 3 years from the date the inspection was conducted. For all other LQGs, the best management practice is to retain for 3 years to demonstrate compliance	40 CFR 265.14(d) 40 CFR 265.15(d)
Preparedness and prevention arrangements with local authorities	40 CFR 262.16(b)(8)(vi)(B)	The federal regulations do not offer a minimum retention time, but the best management practice is to retain the plan while active and for 3 years thereafter to demonstrate compliance	N/A



Consolidation of HW received from very small quantity generators.	40 CFR 262.17(f)	3 years from the date the HW was received from the very small quantity generator	40 CFR 262.17(f)
Exception reports	40 CFR 262.42	3 years from the due date of the report	40 CFR 262.40(b)
Land restricted waste determination	40 CFR 268.7(a)(1)	3 years from date the determination was required to be conducted. If not required, 3 years from the date the waste was last sent to a TSDF	40 CFR 268.7(a)(8)
Land restriction notice and certification	40 CFR 268.7(a)(2)	3 years from the date the waste was last sent to a TSDF	40 CFR 268.7(a)(8)
Notification of intent to export waste	40 CFR 262.83(b)	3 years from the date the HW was accepted by the initial transporter	40 CFR 262.83(i)(1)(i)
Waste export confirmation of receipt and exception reports	40 CFR 262.83(h)	3 years from the date the HW was accepted by the initial transporter	40 CFR 262.83(i)(1)(iii)
Annual report (required of primary exporters of HW)	40 CFR 262.83(g)	3 years from the date the HW was accepted by the initial transporter	40 CFR 262.83(i)(1)(ii)
Employee training records (including appointment letters for key HW personnel)	40 CFR 262.16(b)(9)(iii) 40 CFR 262.17(a)(7)(iv) 40 CFR 264.16(d) 40 CFR 265.16(d)	For interim and permitted operations- current personnel: until closure of the site; Former personnel: 3 years from date the individual last worked there. For all other LQGs and SQGs, the best management practice is to retain for 3 years to demonstrate compliance	40 CFR 262.17(a)(7)(iv) 40 CFR 264.16(e) 40 CFR 265.16(e)

\*Permitted Treatment, Storage, and Disposal Facilities (TSDF) comply with recordkeeping requirements established in their HW permit.

\*\*Retention Time may be extended during the course of any unresolved enforcement action or as requested by the EPA. The AF, through the Air Force Records Information Management System (AFRIMS), requires that HW-related reports, documents, studies, HW manifests, and disposal records (including contracts) are destroyed 50 years from the date of the record. Note that the records required by law or external regulation, should be readily available on-site. Records required by AF Record Retention requirements can be archived.

### Reporting

The HW Program Manager, and other designated personnel, generate needed reports from the Enterprise Environmental, Safety, and Occupational Health - Management Information System (EESOH-MIS).

Enforcement actions, spills, and inspections are reported via the Enforcement Actions, Spills, and Inspections Environmental Reporting (EASIER) database.

### Installation Supplement

#### Roles and Responsibilities:

- Chief, Civil Engineer Squadron Environmental Element (CES/CEIE)
  - Provide overall guidance and direction for environmental documentation.
  - Provide resources to support environmental documentation requirements, and assigns responsibilities for the establishment, review, authorization, issue, distribution, and revision of controlled environmental documents and records.
- Commanders/Directors/Leaders of Activities:
  - Provide resources as required for environmental documentation actions.
  - Provide supervision and support to the Activity Environmental Coordinator (AEC) to execute control of environmental records and documentation actions.
  - Ensure the integrity and safeguarding of environmental records by establishing a chain of custody for all records for transferring records from the outgoing AEC to the incoming AEC.
- Network Enterprise Center (NEC) provides overall guidance and technical support about the control of documents and records.

## ***Environmental Documentation Procedures.***

- Environmental documents are categorized in 3 levels as follows:
  - Level 1 – Documents required by the ISO 14001 standard
  - Level 2 – Documents required to effectively manage the environmental program. These include but are not limited to:
    - Legal and other requirement documents
    - Environmental Permits
    - Environmental Media Area Management Plans
    - Environmental Management Procedures (EMP)
    - Functional Area Continuity Book (FACB) for Activities or Environmental Program Managers
    - Environmental Action Plans in eDASH
  - Level 3 – Documents that are the "records" of environmental management actions. These include but are not limited to:
    - Permit reports
    - DA required reports
    - Media area testing reports (e.g., Hazardous Waste testing)
    - NEPA documents
    - Training records
- CES/CEIE will maintain a list and the official copy of the environmental documents required by the ISO 14001 standard electronically on eDASH following the Environmental Documentation Guidance. These will include but are not limited to:
  - JBLE Environmental Policy/Commitment Statement (Memorandum).
  - Environmental Aspect Inventory
  - Environmental objectives and targets (Spreadsheets or Slides).
  - Descriptions of the main elements of the EMS are found on the installation's EMS Supplement Pages
  - Documents, including records required by the installation to ensure effective planning, operation, and control processes that relate to its significant aspects.
- CES/CEIE will review all ISO 14001 required documents annually and update as necessary.
- Environmental Program Managers will maintain a list of required environmental documents and records on the eDASH and Finding Tracking Tool in accordance with the Document Control procedures specified on the eDASH Supplement Page. A consolidated list will be maintained by the EMS Coordinator. All documents will be reviewed annually and updated as necessary.
- Activities will maintain documents and records as identified by EMPs electronically. The AEC will maintain a master list of documents and locations. All documents will be reviewed annually and updated as necessary. Documentation is subject to inspection during JBLE-Eustis inspections by program managers and EMS Audits.
- Documents will be controlled in accordance with the procedures specified on the JBLE-Eustis Document Control Supplemental Page on eDASH.

## ***Spill Reporting***

- The Incident Commander (IC) ensures that all internal and external notifications are made to local, state, federal, and Joint Base Langley-Eustis authorities in accordance with environmental regulations. Detailed reporting requirements are contained in the ICP (Installation Contingency Plan).

- The IC (or his designated representative) will complete a Spill Report Form as part of its response actions and will forward this report to Environmental Element (CEIE) by the next working day.
- CEIE prepares all follow-up written reports based on the information provided in the Spill Report Form:
  - VDEQ 5 Day Letter when required.
  - Enforcement Actions, Spills, and Inspections Environmental Reporting (EASIER) database within 1 Business Day of the spill.
  - AF/A7CAN must be notified by telephone/Email immediately or not to exceed 1 Business Day if any of the following occur:
    - Injury or loss of life.
    - Loss of aircraft or facility.
    - Interruption of flying operations.
    - Environmental contamination extending beyond installation boundaries.
    - Creates potential of a financial impact exceeding \$50,000.
    - Results in or may result in litigation, publicity, or media coverage.
- **Disposal:**
  - Whenever practical, the spilled substance will be recovered. All non-recoverable material will be disposed of in accordance with this plan.
- **Post-incident actions:**
  - The IC ensures that all response equipment and supplies used for spill response are cleaned and maintained or replenished. An after-action review with response personnel, CEIE, other installation activities, and the responsible party is conducted to determine the effectiveness of response actions, identify any additional equipment or supply needs, and whether revision of the ICP is needed.
- **Additional support:**
  - The IC may request additional support during spill response. Support may include manpower and equipment from other installation activities. When response resource requirements exceed the capabilities of the installation, the IC may request contract support in dealing with an incident.
- **Responsible parties:**
  - Activities/organizations, which cause an incident, are referred to as the responsible party. Responsible parties are overall responsible for the incident and are responsible for all response, remediation, clean up, disposal and related costs. This typically includes costs for excavation of contaminated media, containerization and disposal of contaminated sorbents, materials, and media, reimbursement of Fire & Emergency Services Division for consumable spill response supplies, replacement of durable response equipment damaged during the response, remedial actions, and any related contract support.
- **Unidentified responsible party:**
  - Spills, where the responsible activity is not readily identifiable, may be investigated by military police authorities to determine the responsible activity. If the responsible activity cannot be identified, the installation will be responsible for costs associated with clean up.
- **Resources available for all spill responses:**
  - Installation spill response equipment and supplies, and where located, which are available for handling discharges, are listed in the ICP.

## **7 PROCEDURES**

This section contains procedures for managing HW from identification, accumulation, offsite transportation, and disposal. The HW Program Manager ensures that appropriate procedures are properly communicated and followed by all necessary personnel.

### ***7.1 Waste Inventory***

A current waste inventory can be generated within EESOH-MIS using the Ad-Hoc Reporting Tool or by completing the following steps:

- Log into EESOH-MIS, select the "Reporting" option, and select "Hazardous Waste" to generate the Waste Site Waste Stream Summary Report.

The resulting waste inventory report can be placed into Appendix B, Hazardous Waste Streams/Profiles.

### **Installation Supplement**

#### ***Installation Supplement – Waste Inventory***

- GA personnel are responsible for maintaining a current waste stream inventory for all facilities under their control. A waste stream inventory, when adequately compiled and maintained, is an excellent management tool and readily provides sufficient information to ensure that compliance with environmental and other regulations is maintained. Waste stream inventories are also an essential element of any waste minimization program. An inventory will provide both an instant base-level visibility of all HW- generating activities and a useful "yardstick" for measuring the success of waste minimization efforts.
- Appendix D represents a baseline inventory of HW streams on JBLE-Eustis and includes all organizations known to generate HW. GAs must report additions, deletions, or changes to this inventory in writing to CEIE. At least annually, GAs must submit a complete waste stream inventory of all waste streams generated in or around their facilities. Appendix D also shows the locations of SASs, TSSs, and HWAF.
- Many activities at JBLE-Eustis use hazardous materials but do not normally generate HW. Spills or other incidents at such locations may result in waste generation at locations other than those listed in Appendix D. GAs must manage these sites as SASs, as appropriate, when they first generate HW.
- GAs can easily compile monthly data for annual reports to CEIE. Moreover, maintaining a monthly inventory produces accurate results. CEIE offers the form on the following page as a means of tracking your waste inventory.



## **7.2 Waste Identification**

The HW Program Manager determines the nature of waste based on a detailed qualitative analysis of the regulated waste generating process, associated Safety Data Sheet (SDS) information, and coordination with generating activity personnel involved in the use of hazardous materials. If uncertainties about a waste stream exist, the HW Program Manager pursues waste stream sampling and analysis IAW the Waste Analysis Plan (WAP) found in Appendix A.

The WAP details the wastes that have been evaluated and analyzed, a description of the testing and analytical methods used, the HW sampling methods used, the location of samples taken for analysis and frequency, sample documentation, sample quality assurance and quality control procedures, and sample request procedures.

Generator knowledge and the results of the WAP are used to minimize waste re-characterizations to those instances where a process change has occurred or the waste stream is highly variable.

### **Installation Supplement**

#### ***Installation Supplement – Waste Identification Hazardous Waste Management (HWM) - General:***

The installation has its own EPA identification number (EPA ID) and mailing address, which must be used on documents, e.g., official correspondence, profiles, manifests, labels, etc.:

EPA ID Number: VA8213720321

Joint Base Langley Eustis – Eustis (JBLE – Eustis) 733d Mission Support Group; Civil Engineer Squadron; ATTN: CES/CEIE

1407 Washington Blvd.

Fort Eustis, VA 23604-5306 757-878-3915

- The installation is designated, facility fence line to fence line as a Large Quantity Generator (LQG) of hazardous waste. The installation is ultimately responsible for the proper management of hazardous materials and for all wastes generated on post, regardless of which Activities manage hazardous materials or generate the waste.
- LQGs generate 1000 Kg of Hazardous Wastes or 2.2. Kg of acutely Hazardous Wastes of or more per month during any calendar year. LQGs must correctly ship Hazardous Wastes within 90 days of the Accumulation Start Date (ASD) and Universal wastes within 365 days of the ASD.
- The HWM process includes but is not limited to the following steps:
  - Waste identification
  - Waste classification
  - Containerization and labeling
  - Accumulation site management
  - Weekly (Not more than 7 Calendar Days) Site Inspections
  - Transportation
  - Disposal
  - Reporting
  - Activity maintains copies of all HWM records for 3 years.
  - Hazardous Waste Minimization (HazMin) Plan

#### ***Waste Stream Classification:***

Based on the information provided by the activity on the Waste Description Log, the HWAFF will make an HW determination and classify the waste. It is extremely important that information provided by the activity is accurate! Misclassification of wastes is a significant violation.

- The HWAFF verifies that the material is an SW and determines if any exceptions or exclusions can apply.
- The HWAFF determines if the SW meets the definition of an HW if it meets any of the following criteria:

- It is a listed HW if
  - "P" - Listed (Acutely HW): Discarded commercial chemically pure products or sole active ingredient, off-specification species, container residues, or spill residues listed on the "P" list. Waste codes start with "P," e.g., P001.
  - "U" - Listed (Toxic HW): Discarded commercial chemically pure products or sole active ingredient, off-specification species, container residues, or spill residues listed on the "U" list. Waste codes start with "U," e.g., U001.
  - "F" - Listed: Mostly spent solvents from non-specific sources. Waste codes start with "F," e.g. F001.
  - "K" - Listed: Mostly wastes from specific manufacturing sources. Waste codes start with "K," e.g. K001.
  - Container residues or spill residues from listed wastes.
  - Mixture of SW and a listed hazardous waste.
- It is a Characteristic HW if it exhibits any of the following characteristics (See Glossary for definitions):
  - Ignitability.
  - Corrosivity.
  - Reactivity.
  - Toxicity
  - The mixture of SW and characteristic HW, only if the resulting mixture exhibits a characteristic of an HW.
- If the SW does not meet the definition of an HW and originated from an HM or HC, then it is classified as a Non-Hazardous Waste (NHW).
- The HWAF will match the waste to an existing waste profile or create a new profile.
- Waste Tracking: Each container of waste must be tracked from origin to the final disposal. Various reporting requirements must be accomplished during this multi-year process.

**Activity Waste Identification:**

Each Hazardous Waste, Non-Hazardous Waste, and Universal Waste that an Activity generates must be correctly identified and classified.

- A Waste Description Log (WDL) will be prepared by the generating Activity and updated annually for each HW and NHW using [FEVA Form 32-697](#).
  - The WDL will include names, quantities, and Stock Numbers (NSNs or LPNs) of HMs used; SDS information; Shop Codes; names and amounts of non-hazardous materials used; and a description of the process used to generate the waste.
  - The WDL will be approved by the HWAF.
  - Activities must plan for an anticipated waste generation before actual waste generation.
  - Before generation: The WDL will be prepared based on the materials to be used and the proposed operational process. Activities must ensure that personnel are trained and that the appropriate accumulations sites are established for the types of waste generated.
  - Post Generation: In addition to the above documentation for the prior generation, laboratory analysis may be required.
  - Generating process knowledge may be used for unused commercial products or when the hazardous constituents from specific processes are well documented.
  - SDS for each HMs will be attached to the WDL.

- Laboratory analysis will be used in other cases because often, SDS or product specifications are not sufficient to accurately identify wastes.
  - Laboratory analysis will be used for "unknown materials."
- Laboratory analysis: When laboratory analysis is required either due to an "unknown" situation or a poorly characterized waste, immediate priority must be given. The 90- day clock started when the solid waste was generated, or the "unknown" was discovered. Not when the lab results are completed. Coordination with the HWAF is required ASAP.
- It's the Activity's responsibility to fund for analysis.
  - All purchase requests through contracting or other sources by the Activity for sampling and analysis of waste streams will be coordinated with the CEIE.
  - Sample Plan: A project-specific sampling plan will be prepared and completed IAW SW846 for projects which are more than simple container sampling. The contractor will submit a Sample Plan for the CEIE review and approval for projects under contract.
  - HWAF may secure sampling and analysis for Activities as follows (all costs will be the Activity's responsibility):
    - Sampling and analysis of unknown materials upon request.
    - Sampling and analysis of poorly characterized materials or wastes.
    - Periodic sampling and analysis of wastes turned in at the HWAF or accumulated at TSSs, SASs, or NHS for the installation's QA/QC program. Activities should plan on sampling each waste stream annually.
  - CEIE will assist when "abandoned" containers have been reported to the Military Police.

### **7.3 Container Management**

Container management procedures are as follows:

- Containers storing HW must be in good condition and meet transportation and other applicable requirements. "Good condition" means there should be no severe rusting, no sharp-edged creases or dents, no bulging heads, and no severe structural defects.
- Ensure that the waste material will not react with the container itself.
- Use plastic or plastic-lined steel drums to safely store corrosive wastes.
- Immediately transfer the contents of a leaking container to another container or over pack into a salvage drum.
- Containers with free liquid or drum contents on top must be cleaned or over packed in the case of a leak.
- Containers must remain closed at all times except when adding or removing waste.
- Adequate headspace must be maintained at all times when filling a container to account for content expansion. The required headspace is unique to each waste stream and expected storage conditions. For liquids and volatile chemicals, a general rule is to not fill to more than 85% of container capacity to allow for temperature changes, and this equates to approximately four inches of headspace in a typical 55-gallon drum. The ultimate requirement is performance based, such that drums do not bulge or leak. A good inspection process will enable any recommendations for specific waste streams as appropriate.
- Containers holding HW must not be opened, handled, or stored in a manner which may rupture the container or cause it to leak.
- Containers of flammable liquids must be grounded when transferring flammable liquids from one container to the other.

### **Installation Supplement**

#### **Hazardous, Universal, Non-Hazardous Waste, Abandoned, Empty, and Large Container Management:**

##### **Roles and Responsibilities:**

- **CES/CEIE:**
  - Inspect storage and accumulation areas on a periodic basis to ensure proper container management.
  - Coordinate with other installation organizations having requirements for the storage and accumulation of materials and wastes. These include, but are not limited to:



- Installation Safety Office.
- Fire and Emergencies Services.
- Department of Public Health and Industrial Hygiene.
- Report inspection findings to appropriated organizations.

- **Activities will:**

- Inspect and maintain containers for Hazardous Wastes (HW), Non-Hazardous Wastes (NHW), and Universal Wastes (UW) are in good condition and properly stored.
- All areas must meet all applicable health, safety, and fire rules and regulations. Personnel should contact the Installation Safety Office and the Fire & Emergency Services for specific requirements.

**Procedures:**

- **General:**

- All containers must be labeled appropriately at all times. Proper labeling includes serviceable materials, wastes, recyclable materials, and empty containers.
  - Labels and markings must be replaced if they become damaged or lost.
  - Labels have to remain on containers until they are sufficiently cleaned of residues and purged of vapors to remove any potential hazards. They are sometimes referred to as "DOT or OSHA" empty. Not to be confused with "RCRA" empty.
  - Labels and markings no longer applicable to the contents will be removed, defaced, or painted over to make them unreadable.
- Containers will be stored in such a manner that allows for easy access to container labels. Under no circumstances should containers need to be moved to read any label or opened to determined container contents.

- **Container usage and storage:**

- 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.
- A container must always remain closed during storage except when materials are added or removed.
- A container shall not be opened, handled, or stored in a manner that may rupture the container or cause it to leak.
- Containers of liquids must not be overfilled. Containers must have 6 inches of headspace to allow for expansion to temperature changes.
- Containers must be compatible with the wastes being contained.
- Containers will not be reused for other purposes until "DOT or OSHA" empty. Only containers issued by the HWAF will be used to accumulate wastes.
- Containers of wastes that are incompatible with other containers of materials or wastes stored nearby will be separated or protected from the incompatible wastes utilizing a dike, berm, wall, or other devices to prevent the mixing of incompatible materials if contents leak or spill.
- Containers must be kept on pallets if not using containment pallets or "HazMat Storage Buildings" with containment.
- Containers must be protected from the environment (rain, snow, etc.).
- Serviceable products will not be stored with wastes. Wastes must be physically separated from other materials, e.g., chains or ropes with signs, fences, walls, etc.

- Containers of Non-Hazardous wastes must be turned in within the shorter of 1 year from the date of initial accumulation or 1 year from the date of container issue. (THIS IS NOT THE ACCUMULATION START DATE).
  - **Management of Unknown or Abandoned Containers: All Unknown or Abandoned Containers Will Be Handled with Caution! Do Not Assume That a Label Accurately Reflects Contents!**
    - Immediately, upon discovery or someone reporting an unknown or abandoned container, accomplish the following:
      - If a container is leaking, call 911.
      - If the container is not leaking.
        - Try to identify the contents from markings, labels, etc. Note date, time, and location.
        - Try to identify the owner of the container(s) from the area of responsibility, questioning personnel in the surrounding area, etc.
    - If ownership can be determined, ensure appropriate personnel is notified, and the container is appropriately managed.
    - If ownership cannot be determined, notify the Security Forces Squadron (SFS) Police immediately, who will investigate to identify the owner of the container.
      - The SFS Police will provide CEIE with a copy of their findings.
      - Large containers whose owners cannot be identified will be turned over to DOL as abandon property on the post and will be disposed of. Owners will be responsible for all costs if found.
    - Containers not acted upon immediately (within 4 hrs.) will become the property of the Activity where the container is located.
    - CEIE will provide additional instructions and assistance on a case-by-case basis as required.
    - The reporting Activity will be responsible for assisting HWAF personnel until the container is picked up. The owner will be liable for all costs associated with such investigations and disposal.
  - **Empty Containers:**
    - Containers may not be reused for other purposes or disposed of until "DOT or OSHA" empty.
    - RCRA empty containers are not managed as hazardous wastes; however, previously used containers must be:
      - Sufficiently cleaned of residues and purged of vapors to remove any potential hazards before being classified "DOT or OSHA" empty.
      - Containers that are not RCRA or "DOT or OSHA" empty must not be left open to allow their contents to dry or evaporate.
      - Previous labels have to remain on containers until empty.
      - Previous labels must be removed, defaced, or painted over once the container is empty.
    - Empty containers must be labeled individually as "empty" unless the container storage area is designated as a "storage area for empty containers."
    - Containers designated for spills will be labeled "EMPTY" and "FOR SPILL USE ONLY."
  - **Containers of Hazardous Wastes (HWs) and Non-Hazardous Wastes (NHWs):**
    - Only DOT approved containers will be used for waste accumulation. DOT approved containers must be marked with United Nations markings.
    - Containers holding ignitable or reactive wastes shall be located at least 50 feet within the installation's property line.
  - **Acquisition of containers and labels:**

- For activities that use the HWAF for turn-ins, the HWAF will provide pre-labeled containers for wastes and "Empty" containers for spills to Activities with approved TSSs, SASs, or NHSs on a reimbursable basis. The HWAF will also issue a partially completed Container Contents Log (CCL) for each container.
- Activities that do not use the HWAF for waste turn-ins, the Activity is responsible for all acquisition and "HazMat Employee" training requirements under DOT.
- A CCL must be kept for each container of HWs and NHWs. The HWAF will issue all container numbers, which must match the container number on the container label.

- **Container Contents Log (CCL):**

- HWAF will:
  - Issue a partially completed CCL for each container issued.
  - Receives the completed CCL during container pickups from TSS, SAS, or NHS.
  - Receives the completed CCL during deliveries of wastes to the HWAF from the Activity.
  - Processes and completes the CCL in preparation for waste disposition.
- Activities will:
  - Maintain a CCL for each container of Hazardous Waste (HW), Non-Hazardous Waste (NHW), or Universal Waste (UW), excluding UW Lamps during accumulation or storage.
  - Turn-in the original completed CCL to the HWAF.
  - Activities not using the HWAF for waste turn-ins using will submit the CCL to the HWAF within 3 days of the shipment along with the other required documents.
  - The UEC will record the required information on the Container Turn-in Log (CTL) from the CCL during the turn-in or shipping process. See Container Turn-in Log FEVA Form 32-696.
  - Ensure that the labeled container and CCL match for contents and container number for the requested waste. Once on-site, it's the Activity's liability.

- **Turn-in Procedures:**

- **ITEMS IN BOLD PRINT ARE TO BE COMPLETED BY THE ACTIVITY BEFORE TURN-IN!** NOTE: ITEMS 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, & 19 MUST BE COMPLETED BEFORE OR WHEN WASTES ARE FIRST ADDED.
- Specific blocks of the CCL must be completed as follows:
  - Block 1: Container Number: Issued by the HWAF only. **Activities not using the HWAF for waste turn-ins must obtain numbers from HWAF and enter the number.**
  - Block 2: Profile Number: Issued by the HWAF only. **Activities not using the HWAF for waste turn-ins must obtain numbers from HWAF and enter the number.**
  - Block 3: HWAF Doc Reg. No: Entered by HWAF.
  - Block 4: Generating Activity: - Enter the "Higher HQ & Battalion & Company" or "Directorate & Division" as applicable.
  - Block 5: Building Number: Enter the building number of the HW site.
  - Block 6: Authorized Site Number: The number must be issued by CEIE as part of the site approval process. The process requires this number!
  - Block 7: Phone Number: Enter Activity HWCs phone number.
  - Block 8: DOT Proper Shipping Name: Entered or supplied by the HWAF, related to the profile number (Hazardous Material Table- 49 CFR 172-173). Activities not using the HWAF for waste turn-ins must verify and enter this information with the HWAF before shipment.

- Block 9: DOT Hazard Class: Entered or supplied by the HWAF, related to the profile number (Hazardous Material Table- 49 CFR 172-173). **Activities not using the HWAF for waste turn-ins must verify and enter this information with the HWAF before shipment.**
- Block 10: DOT ID Number: Entered or supplied by the HWAF, related to the profile number (Hazardous Material Table- 49 CFR 172-173). **Activities not using the HWAF for waste turn-ins must verify and enter this information with the HWAF before shipment.**
- Block 11: DOT Packaging Group: Entered or supplied by the HWAF, related to the profile number (Hazardous Material Table- 49 CFR 172-173). **Activities not using the HWAF for waste turn-ins must verify and enter this information with the HWAF before shipment.**
- Block 12: Type DOT Container: Enter the United Nations "UN" markings.
- Block 13: Size/Volume: Enter the size or volume of the container.
- Block 14: (14) Waste Description: Entered or supplied by the HWAF, the profile name listed with the profile number. **Activities not using the HWAF for waste turn-ins must verify and enter this information with the HWAF when waste is first added.**
- Block 15: Accumulation Start Date: First day, that waste is added to a container in a TSS or when the volume reaches 55 gallons of HW or 1 quart of acutely hazardous waste accumulated in a SAS.
- Block 16: EPA Waste Codes: Entered or supplied by the HWAF, related to the profile number. **Activities not using the HWAF for waste turn-ins must verify this information with the HWAF when waste is first added.**
- Block 17: Origin code: Entered by the HWAF during in-processing at the HWAF. **Activities not using the HWAF for waste turn-ins must verify this information with the HWAF before shipment and enter data.**
- Block 18: Source Code: Entered by the HWAF during in-processing at the HWAF. **Activities not using the HWAF for waste turn-ins must verify this information with the HWAF before shipment and enter data.**
- Block 19: Form Code: Entered by the HWAF, related to the profile number. **Activities not using the HWAF for waste turn-ins must verify this information with the HWAF when waste is first added.**
- Block 20: Date of Activity: Each time waste is added to or removed from the container, an entry is required.
- Block 21: Type of Waste: A general description of the waste must be shown, e.g., fuel filters, waste oil, waste paint, etc. Not the profile name listed in item 14!
- Block 22: Process generating waste: How was the waste-derived, e.g., vehicle maintenance, painting, spill clean-up, etc. Must match the written description of the waste.
- Block 23: Name of the person adding or removing waste: The person adding waste to the container must be entered. Should be done under the supervision of the HWC or HWS.
- Block 24: Weight: Each time waste is added, estimate the weight in pounds or;
- Block 25: Volume: Each time waste is added, determine the volume in gallons.
- Block 26: Comments: Used by the activity or HWAF to record any additional information needed.
- Block 27: Subtotal of additional sheets: If more than one CCL sheet is needed to record waste accumulation, attach other sheets, and add the total here.
- Block 28: Container Total: Add the amounts in either the "pounds" or "gallons" column.
- Block 29: Actual Weight by HWAF or SWCC: Containers must be weighed when turned-in to the HWAF or SWCC.

- Block 30: HWC Certification: The HWC must sign the certification that the contents are true and accurate when ready for disposal.
- Block 31: UEC Certification: The UEC must sign the certification that the contents are true and accurate when ready for disposal. The UEC may sign in place of the HWC if an HWC is not available. If the UEC is not available or not trained in HWM, the Commander or Director having signature authority for appointing the UEC must sign for the UEC. It cannot be delegated to other personnel.
- The example below is a CCL as the Hwaf prepares it and delivered it to the Activity along with an appropriately labeled container. A Blank CCL can be found below for when an Activity needs a CCL for containers not issued by the Hwaf.
- Questions concerning the completion of this form should be directed to the Hwaf. Any mistakes need to be brought to the attention of the Hwaf ASAP.

CONTAINER TURN-IN LOG

Generating Activity: _____			Building Number: _____						
Date of Turn-in	Container Number	ASD for HWs or UWs	Common Name or Description	Quantity		Cost			Name of Person Turning-in Waste
				Pounds	Gallons	HW	UW	NHW	

CONTAINER TURN-IN LOG

Generating Activity: \_\_\_\_\_ Building Number: \_\_\_\_\_

Date of Turn-in	Container Number	ASD for HWs or UWs	Common Name or Description	Quantity		Cost			Name of Person Turning-in Waste
				Pounds	Gallons	HW	UW	NHW	

CONTAINER TURN-IN LOG

Generating Activity: \_\_\_\_\_ Building Number: \_\_\_\_\_

Date of Turn-in	Container Number	ASD for HWs or UWs	Common Name or Description	Quantity		Cost			Name of Person Turning-in Waste
				Pounds	Gallons	HW	UW	NHW	

CONTAINER TURN-IN LOG

Generating Activity: _____				Building Number: _____					
Date of Turn-in	Container Number	ASD for HWs or UWs	Common Name or Description	Quantity		Cost			Name of Person Turning-in Waste
				Pounds	Gallons	HW	UW	NHW	

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FEVA Form 32-696

**7.4 Labeling and Marking**

Containers used for the accumulation and transportation of HW are properly labeled IAW applicable laws and regulations.

Each container is properly marked and labeled from an IAP to HWAS to disposal/turn-in. The waste-generating activity ensures that the label on each waste container is clearly visible for inspection. During accumulation at an IAP, HW containers are marked with the following:

- The words "Hazardous Waste"
- A description of the contents of the container
- The hazards associated with the waste

Once an IAP accumulates more than 55 gallons of HW (or 1 quart of acute HW), the IAP site manager marks the container with the date on which 55 gallons (or 1 quart of acute HW) is exceeded and removes the excess of 55 gallons (or 1 quart of acute HW) within three days.

HW containers 110 gallons or less that are shipped offsite are marked with the following:

- "Hazardous Waste – Federal Law prohibits Improper Disposal. If found, contact the nearest police or public safety authority or the U.S. Environmental Protection Agency"
- Generator's name and address
- Generator's EPA ID Number



- Manifest tracking

These markings are:

- Durable
- In English
- Printed on or affixed to the surface of a package or on a label, tag, or sign displayed on a background of sharply contrasting color
- Unobscured by labels or other attachments
- Located away from any other markings that might substantially reduce visibility or effectiveness

Universal waste (UW), or a container in which a UW is contained, is labeled and marked clearly with the date the material became a waste and the name of the waste, as described below:

- UW batteries must be labeled with any one of the following phrases: "Universal Waste—Battery(ies)," or "Waste Battery(ies)," or "Used Battery(ies)"
- UW thermostats must be labeled with any of the following phrases: "Universal Waste-Mercury Thermostat(s)," "Waste Mercury Thermostat(s)," or "Used Mercury Thermostat(s)"
- UW pesticides must be labeled with one of the following phrases: "Universal Waste—Pesticide(s)" or "Waste-Pesticide(s)"
- UW lamps must be labeled with one of the following phrases: "Universal Waste—Lamp(s)," or "Waste Lamp(s)," or "Used Lamp(s)"

## Installation Supplement

### Container Marking and Labeling

#### ***Roles and Responsibilities:***

- **CES/CEIE:**
  - The HWAFF will provide pre-labeled, DOT approved containers, marked with United Nations markings, and a Container Contents Log (CCL) matching the container label.
  - Each Hazardous and Non-Hazardous waste container will be marked with:
    - The words "Hazardous Waste."
    - A description of the contents of the container
    - The hazards associated with the waste.
    - A container specific number.
  - Each Universal waste (UW) Container, or a container in which a UW is contained, will be labeled and marked clearly with the name of the waste, as described below:
    - Batteries must appropriately label with any one of the following phrases: "Universal Waste— Battery(ies)," or "Waste Battery(ies)," or "Used Battery(ies)"
    - Thermostats must appropriately label with any of the following phrases: "Universal Waste-Mercury Thermostat(s)," "Waste Mercury Thermostat(s)," or "Used Mercury Thermostat(s)"
    - Pesticides must appropriately label with one of the following phrases: "Universal Waste— Pesticide(s)" or "Waste-Pesticide(s)"
    - Lamps must appropriately label with one of the following phrases: "Universal Waste—Lamp(s)," or "Waste Lamp(s)," or "Used Lamp(s)"
    - Aerosol cans must be labeled with one of the following phrases: "Universal Waste - Used Aerosol Can(s)," or "Universal Waste - Waste Aerosol Cans".
  - Each container is properly marked and labeled IAW applicable laws and regulations before shipping.
- **Activities will:**
  - Ensure labels are legible, unobscured, and visible for inspection.

- Waste placed in the containers coincides with the description on the label and the CCL.
- Annotate the date the material became a waste (ASD Date) on the label and CCL.

## **7.5 Accumulation Area Management**

Accumulation area management procedures are as follows:

- IAPs are used to accumulate up to 55 gallons of HW or 1 quart of acute HW
- If HW or acute HW are accumulated in excess of these amounts, the generator marks the container with the date the amount was exceeded and transfers the container to a HWAS or TSDF within 3 days
- HW is accumulated in a HWAS for up to 90 days for a large quantity generator (LQG), or 180 days (270 days if waste has to be shipped over 200 miles) for a small quantity generator (SQG)
- HWASs comply with all applicable federal, state, and local accumulation requirements, including proper waste segregation

### **Installation Supplement**

#### **Installation Supplement – Hazardous, Universal, and Non-Hazardous Waste Accumulation Site and Container Management**

##### **General Hazardous Waste Management:**

- JBLE-Eustis is a Large Quantity Generators and must properly manifest HWs with 90 days of the Accumulation Start Date (ASD); therefore, each installation is authorized to accumulate Hazardous Wastes (HWs) in only three types of accumulation areas:
  - Less than 90 Temporary Storage Sites (TSSs): TSSs are usually permanent long term waste accumulation sites that support ongoing operations. Occasionally, construction projects or other short-term projects may require the use of a TSS.
  - Satellite Accumulation Sites (SASs). SASs can be permanent or very short term, i.e., days or weeks intended to accumulate very limited quantities and one type of hazardous waste.
  - Universal Waste Sites (UWS).
  - Non-Hazardous Waste sites (NHWs) are utilized to manage waste that are not regulated but still may pose some danger to the environment.
  - Hazardous Wastes generated during field training exercises on the post or on vessels, which remain on-site overnight, must be stored in a Hazardous Waste Site.
  - **Under no circumstances will Hazardous Waste generated from off base activities be allowed to be transported on to JBLE-Eustis for storage or disposal.**

##### **Roles and Responsibilities:**

- **Civil Engineer Squadron; Environmental Element (CEIE) will:**
  - Keep an up-to-date date list of all TSSs, SASs, and NHSs.
  - Notify the Virginia Department of Environmental Quality (VDEQ) in advance of accumulating wastes in a new TSS.
  - Coordinate with other installation organizations having requirements for the storage and accumulation of wastes. These include, but are not limited to:
    - 633 ABW Safety Office.
    - Fire and Emergency Services (F&ES) Flight.
    - Department of Public Health and Industrial Hygiene.
  - Inspect accumulation areas periodically to ensure compliance.
  - Report findings to other appropriated organizations.
- **Activities will:**

- Establish, inspect, and maintain storage and accumulation sites Hazardous Wastes (HW), Universal Wastes (UW) except batteries and lamps, and Non-Hazardous Wastes (NHW).
- Ensure personnel, e.g., UECs, HWCs, HWSs, and UWHs managing these areas, have the appropriate training.
- Ensure each TSS, SAS, and NHS will be assigned a primary and alternate HWC.
- Ensure all areas must meet all applicable health, safety, and fire rules and regulations. Personnel should contact Post Safety and the Fire & Emergency Services for specific requirements.
- Ensure each accumulation location identified on the on the Activity's Facilities and Operations inventory [FEVA Form 32-600](#). will be recognized on a strip map of that area.
- Ensure that all records are safeguarded against loss or damaged, especially during the change of AECs.
- The Commander/Director having UEC appointing authority will establish a chain of custody for all documents and sign for from the outgoing UEC and issue to the incoming UEC.

**General Requirements for all Hazardous Wastes (HW) and Non-Hazardous Wastes (NHW) Accumulation sites and Containers:**

- **All TSSs, SASs, and NHS will be inspected at least weekly (Not more than 7 Calendar Days) using the [FEVA Form 32-698](#).**
- **Site Locations:**
  - All Activities using or installing any outside, free-standing storage facility/shed MUST submit an AF Form 332 (Base Civil Engineer Work Order Request); AF IMT 813 (Request for Impact Environmental Analysis); and map showing the location package for "Site Approval," to be reviewed and approved through the CES Project Review Board (PRB). If Site Approval is granted through the CES PRB, the outside/free standing storage facility/shed is not real property and is the user's sole cost and responsibility.
  - Must be correctly sited where a spill or leak of HWs or NHWs would not constitute a discharge of wastes to surface waters, storm drains, or the sanitary sewage system.
  - Sites storing containers holding ignitable or reactive materials or wastes shall be located at least 50 feet within the installation's property line.
  - Sites must have containment insufficient capacity to hold 110% of the most significant volume of a single container.
    - Containment systems will be kept clean and dry at all times.
  - Sites will be protected from the elements. Collection of rainwater, HWs, NHWs, or any other materials in the containment unit must be containerized and treated as an HW until determined otherwise.
  - Water, at adequate volume and pressure, to supply expected fire demands, foam producing equipment, automatic sprinklers, or water spray equipment.
  - All waste accumulation areas will have adequate aisle space. Sufficient aisle space will allow the unobstructed movement of fire protection, spill control, decontamination equipment, and personnel in case of an emergency to the problem container(s) within a storage area.
  - Good housekeeping will be maintained at all times.
  - Only Hazardous Wastes, Universal Wastes, and Non-Hazardous Wastes may be accumulated in a TSS or SAS. No Hazardous Materials, Used Oil, or recyclable materials may be stored with HWs.
  - All wastes stored in approved containers.
- **Required equipment:**
  - All areas will have signs indicating (must be readable from 50 feet for outside locations):

- "Hazardous Waste Temporary Storage Site – TSS"; or "Hazardous Waste Satellite Accumulation Site – SAS"; or "Non-Hazardous Site, Satellite Accumulation Area – NHS"
  - "No Smoking"
  - "Unauthorized Personnel Keep Out"
  - Emergency Response Information: "Points of Contact" and "Telephone Numbers" will be posted at each site utilizing Emergency Notification, [FEVA Form 32-700](#).
  - Each site will have a [Site-Specific Contingency Plan](#) (CP).
  - All sites will maintain a copy of the "Incompatible Materials Chart." Copies of this chart may be obtained from the HWAF.
- Telephone or hand-held two-way radio capable of summoning emergency assistance from the Military Police will be in the immediate area at all times.
  - Spill kit and decontamination equipment have to be compatible with wastes stored and of adequate capacity to absorb largest single volume of wastes.
  - Proper Personal Protection Equipment (PPE).
  - Eye washing facilities as required.
  - Portable fire extinguishers, and/or fire control equipment.
    - Portable fire extinguishers must be located at the site. It can be inside or outside of the containment device.
    - Portable fire extinguishers must be installed, inspected, and maintained IAW the National Fire Protection Association (NFPA) Standard # 10 "Standard for Portable Fire Extinguishers." The Ft Eustis Fire & Emergency Services is the authority having jurisdiction on the selection, installation, and determining if inspected/appropriately maintained. Generally, a minimum single 10 lb. ABC Dry Chemical type extinguisher is required. **NOTE: CO2, Purple K, Water, Halon, or BC are not approved for use.**
      - All portable fire extinguishers that are not part of a building requirement must be annual, every 6 and 12 tags attached to it by a certified inspection company. This is the responsibility of the facility Manager/owner of the item.
      - If the portable fire extinguisher is not readably noticeable from the storage area, a sign within view of the storage area must be placed above the fire extinguisher station\
      - Fire extinguishers must be mounted IAW NFPA 10 which normally means no closer than 4 inches from the floor to the bottom of the fire extinguisher, and so the top of the fire extinguisher is not more than 5 feet from the floor.
      - A monthly inspection shall be conducted and documented by the facility manager (or designated representative) for each portable fire extinguisher IAW NFPA 10. **If any portable fire extinguisher should fail an inspection or maintenance action, it must be replaced immediately.**
      - The Ft Eustis Fire & Emergency Service (F&ES) Fire Prevention Office can conduct an annual inspection of portable fire extinguishers that is attached to a registered building on the post. The portable fire extinguisher must be current with its 6 and 12yr maintenance to allow the Ft Eustis F&ES Personnel to tag the extinguisher.

- **TSS, SAS,UW and NHS Approval Process:**

- CEIE must grant approval before opening, closing or moving a site.
- All TSS, SAS, and NHS requirements must be met while the site is operational.
- **TSS Approvals:**

- The F&ES, Safety Office, and CEIE must grant approval before establishing a new site or relocating an existing site.
  - All TSS requirements must be met before the site can be used or approved.
  - At least 20 days before the establishment and use of a TSS, a completed approval [FEVA Form 32-699](#) must be submitted to CEIE.
  - All items on the form must be completed.
  - [FEVA Form 32-697](#), Waste Description Log (WDL), for each waste stream must be attached.
  - [Site-Specific Contingency Plan](#) will be included.
  - The FEVA Form 32-699 will be signed by the Commander or Director, having AEC appointment authority.
  - CEIE will inspect the site before granting final approval.
  - Each site will be given an approval number that must be used for waste disposal and reporting.
- **SAS or NHS Approvals:**
- Within 3 days of the establishment and use of a SAS or NHS, a draft [FEVA Form 32-699](#) must be submitted to CEIE. This draft may be signed by the AEC.
  - [Waste Description Log](#) for each waste stream must be attached.
  - Draft [Site-specific Contingency Plan](#) must be included.
  - CEIE will inspect the site to determine if it meets SAS and NHS requirements and issues an approval number.
  - The F&ES and Safety Officer will be notified by CEIE.
    - The Fire & Emergency Services and Post Safety Office must ensure the location meets fire and safety regulations for the wastes being accumulated.
  - If the SAS or NHS is expected to continue operating for more than 30 days, then final approval must be obtained within 30 days after the draft approval.
  - The FEVA Form 32-699 will be signed by the Commander or Director, having AEC appointment authority.
  - CEIE will inspect the site before granting final approval. Each site will be given an approval number that must be used for waste disposal and reporting.
- **Universal Waste (UW) Site Approvals:**
- Universal Waste sites do not require site approvals or "Universal Waste" signs; however, the AEC must keep a file on all locations. These must be recorded on the facility inventory: Activity Facilities and Operations Inventory [FEVA Form 32-600](#).
  - All activities using any outside or freestanding storage building must coordinate with CES Master Planner.
  - Universal Waste will be stored in existing SASs or TSSs where practical.

***Specific Requirements for all Hazardous Wastes (HW) and Non-Hazardous Wastes (NHW) Accumulation sites:***

• **Satellite Accumulation Sites - SASs:**

- Must be located at or near the process generating the HW, where the waste initially accumulates.
- Will be inspected at least weekly (Not more than 7 Calendar Days) using the [FEVA Form 32-698](#).
- Under the control of the operator of the process generating the waste.
- If the HW must pass through a threshold or door to reach the accumulation site, then a SAS cannot be used.
- In large open bays or hangers, etc., the SAS must be close to the site of HW generation.

- Must not accumulate more than 55 gallons of HW or one quart of acutely HW (P- listed and some high number F-listed wastes). The accumulation start date must be filled in when the quantities above are exceeded or when a smaller container is filled and ready to be turned in.
  - **These containers must be transferred to a TSS or the HWAF within three (3) days.**
- **Less than 90 Day Temporary Storage Sites - TSSs:**
  - Will be inspected at least weekly (Not more than 7 Calendar Days) using the [FEVA Form 32-698](#).
  - All TSSs will maintain an electronic inspection log using TSS Weekly Inspection Report Log.
  - May be located at a distant site from the point of initial generation.
  - May receive HWs from multiple generation sites, including SASs. UWs and NHWs may be received from multiple sites.
  - May store any quantity of HWs.
  - A TSS cannot be opened, closed, or changed without prior written approval from CEIE.
  - Accumulation Start Date (ASD) must be the date that HW is first put into a container at the TSS, or the accumulation start date will remain on containers transferred from a SAS.
  - All containers of HW must be transferred to the HWAF within 14 days of the ASD or 17 days if the waste was transferred from a SAS.
  - Due to mission requirements, a TSS may be inactivated for a short period of time.
    - CEIE must be notified within 3 working days of both inactivation and reactivation utilizing [FEVA Form 699](#).
    - The inspection form must be annotated that all wastes have been turned-in, and no un-corrected deficiencies remain.
    - Upon reactivation, an initial inspection will be accomplished.
- **Non-Hazardous Site, Accumulation Areas - NHSs:**
  - May be located at a distant site from the point of initial generation.
  - Will be inspected at least weekly (Not more than 7 Calendar Days) using the [FEVA Form 32-698](#).
  - May receive NHWs and recyclables from multiple generation sites, including other NHSs.
  - May store any quantity of NHWs, UWs, or recyclables.
  - Only Non-Hazardous Wastes (NHWs), Universal Wastes (UWs), and recyclables will be accumulated in NHSs. NO Hazardous Wastes (HWs).
  - **Containers of wastes must be turned in within the shorter of 1 year from the date of initial accumulation or 1 year from the date of container issue.**
- **Universal Waste (UW) Sites:**
  - UW sites need to be sited where a spill or leak would not constitute a discharge to surface waters, storm drains, or the sanitary sewage system.
  - Sites will be protected from the elements.
  - Must have containment insufficient capacity to hold 110% of the largest volume of a single container.
    - Containment systems will be kept clean and dry at all times.
  - UWs that have liquids must have containment and the appropriate spill kits (acid, base, mercury, etc.).
  - AEC must keep a file on all locations. These must be recorded on the facility inventory: Activity Facilities and Operations Inventory FEVA Form 32-600.
  - Universal Wastes sites will be inspected at least monthly using the [FEVA Form 32- 695](#).

- Good housekeeping will be maintained at all times.
- All materials and wastes stored in approved containers.
- Turn-in procedures in this plan for HWs will be used for UWs.
- Universal Wastes will be stored in existing SASs or TSSs where practical.
- **Containers of Universal Wastes (UWs):**
  - All containers of UWs must have a label indicating the type of UW, e.g., UW Lamps Aerosols.
  - All materials and wastes stored in approved containers.
  - With the exception of Lamps and Aerosol cans, UW must be turned-in at the Hazardous Waste Accumulation Facility (HWAF) within the shorter of 270 days of the ASD or the date the container was issued.
  - All containers of UW must have the Accumulation Start Date (the date the universal waste was first placed in the container) marked on the label.
  - Lamps will be stored in containers to prevent breakage.
  - Containers of UW Lamps will be closed in such a manner so that potentially broken lamp debris cannot be released from the container.
  - UW Lamps cannot be stored in the same container with serviceable lamps.
  - All Universal Wastes (UW) will be managed IAW this HWMP.

**Turn-in procedures:**

- Turn-in procedures in this plan for HWs will be used for UWs.
- **UW Aerosol Cans:**
  - Universal Waste Aerosol Cans will be turned in within 180 days.
- **UW lamps:**
  - **The crushing of UW lamps/bulbs on the Installation is prohibited.**
  - Only low mercury or "Green Tip" fluorescent bulbs are authorized for use. Older bulbs must be replaced by the newer low mercury or "Green Tip" bulbs during bulb replacement.
  - **UW Lamps will be turned in within 60 days for partially filled containers, or 10 days for full containers.**
    - Full containers must be turned-in within 10 working days and may not exceed the 60-day limit. If you are generating large quantities (more than 4 boxes), turn-ins must be scheduled with the HWAF before turn-in to the Hazardous Waste Accumulation Facility (HWAF) Operations.
  - UW Lamps must be turned-in at the Hazardous Waste Accumulation Facility (HWAF) Bldg. 1208.
  - Activities are responsible for transporting Lamps to the HWAF.
  - All lamps will be in appropriately closed containers.
  - Containers of UW Lamps arriving at the HWAF will be inspected. Containers of lamps not passing the inspection will not be accepted and the appropriate AEC will be notified.
    - To re-emphasize, Activities will containerize and provide their transport of UW lamps to the HWAF. They will schedule all turn-ins with the HWAF. Upon arrival they are to check in with the HWAF Staff, fill out the sign-in. All Activity lamps shall be appropriately containerized. If the lamps are not correctly containerized, the AECAEC will be contacted.
  - Broken lamps must be handled as UWs.
  - The HWAF staff will ship lamps for proper disposal.

<b>EMERGENCY NOTIFICATION</b>	BUILDING NUMBER: <input style="width: 150px; height: 20px;" type="text"/>
<b>IF ENTRY IS REQUIRED INTO THIS BUILDING - NOTIFY:</b>	
NAME: <input style="width: 95%; height: 40px;" type="text"/>	NAME <input style="width: 95%; height: 40px;" type="text"/>
HOME ADDRESS / UNIT: <input style="width: 95%; height: 40px;" type="text"/>	HOME ADDRESS / UNIT: <input style="width: 95%; height: 40px;" type="text"/>
DUTY TELEPHONE: <input style="width: 95%; height: 40px;" type="text"/>	DUTY TELEPHONE: <input style="width: 95%; height: 40px;" type="text"/>
HOME OR AFTER DUTY TELEPHONE: <input style="width: 95%; height: 40px;" type="text"/>	HOME OR AFTER DUTY TELEPHONE: <input style="width: 95%; height: 40px;" type="text"/>
<b>EMERGENCY DIAL 911</b>	
<b>IF CALLING FROM A CELL PHONE - LET 911 KNOW YOU ARE ON FORT EUSTIS</b>	

PRIVACY ACT STATEMENT AUTHORITY: Title 5 U.S.C. 552a and 44 U.S.C. 310.

**PURPOSE:** Emergency Notification Poster is attached to the front door of buildings. The name, home address and telephone number is required in order to ensure persons can be contacted in case the building is left unlocked, is broken into or some type of situation that does not constitute breaking doors/windows.

**ROUTINE USE:** Emergency Notification Poster will be attached to the front door of the building. The home address and telephone number will be used to contact you in case of an emergency, i.e., doors and windows found unlocked, broken into, or some type of situation that does not constitute breaking doors/windows (i.e. Fire Alarm Trouble Notification).

**DISCLOSURE AND EFFECT ON INDIVIDUAL:** Disclosure of your home address and telephone number is voluntary/if not furnished, you cannot perform duties as building custodian or alternate custodian of property for which you are responsible. If the building custodian home address and telephone number is not provided on this form, the building custodian must provide and keep updated information in the JBLE-Eustis Emergency Communications Center at (757) 878-1008.

Individuals whose signatures appear below have read the foregoing and consent to the disclosure of personal information recorded thereon.

PRINTED NAME

SIGNATURE

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

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



WASTE DESCRIPTION LOG (WDL)

**\*\* Activity Names from EMP 4.4.2 - All Entries Must Be Typed - See WDL (con't) for additional Space & Instructions Tab**

1. \*MACOM/Wing Name (Column C): \_\_\_\_\_

2. \*Group/Brigade Name (Column E): \_\_\_\_\_

3. \*Squadron/Battalion Name (Column G): \_\_\_\_\_

4. \*\*Unit Name (Column I): \_\_\_\_\_

5. Name and Grade of HWC: \_\_\_\_\_

6. Name and Grade of UEC: \_\_\_\_\_

7. Certification and Signature of UEC: \_\_\_\_\_

Page 1 of: \_\_\_\_\_

8. Bldg No. \_\_\_\_\_

9. Site Number \_\_\_\_\_

10. DODAAC: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

---

11. New Waste Stream       12. Update Existing Waste Stream      13. Site Type:  TSS     SAS     NHS

---

**14. Hazardous Materials Information: (Use Continuation Sheet if Needed)**

HazMart Stock Number (NSN or LPN)	Shop Code(s)	SDS ID Number	SDS Date	Trade Name or Item Name

---

**15. List of Non-Hazardous Materials Used:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**16. Description of How the Waste was Generated using the above Materials:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

<b>17. Estimated Generation Rate:</b> _____	<b>Estimated Amount (Gals or lbs):</b> _____	<b>Per (day, week, month):</b> _____
---	--	--------------------------------------

---

**18. HWAF USE ONLY:**      Profile No. \_\_\_\_\_      HW       UW       NHW

EPA Waste Codes: \_\_\_\_\_      Date Approved: \_\_\_\_\_

Preferred Container Size: \_\_\_\_\_      Preferred Container Type: \_\_\_\_\_

**14. (Con't) Hazardous Materials Information: (Use Continuation Sheet if Needed)** **Page 2 of**

HazMart Stock Number (NSN or LPN)	Shop Code(s)	SDS ID Number	SDS Date	Trade Name or Item Name

15. (Con't) List of Non-Hazardous Materials Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. (Con't) Description of How the Waste was Generated using the above Materials: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Instructions: (Entries must be typed.)**

---

\*\* Activity Names from EMP 4.4.2

1. \*\*MACOM/Wing Name (Column C):
2. \*\*Group/Brigade Name (Column E):
3. \*\*Squadron/Battalion Name (Column G):
4. \*\*Unit Name (Column I):
5. Name and Grade of HWC:
6. Name and Grade of UEC:
7. Certification and Signature of UEC:
8. Building Number of Site Location
9. Enter the Authorized Site Number in Item 1. This should be the site at which the waste initially accumulates
10. Enter your DODAC
11. Put an "X" in this block if this is a new waste stream
12. Put an "X" in this block if this is an update to an existing waste stream
13. Put an "X" in the appropriate block for the type of site
14. Hazardous Materials Information: (Use Continuation Sheet if Needed) - **Hazardous Material Waste Evaluation Report MUST be attached - Received when product issued - ALL SDSs MUST BE LISTED and INCLUDED**
  - Enter the HazMart Stock Number NSN or LPN
  - Enter the Shop Code(s) where the waste was generated
  - Enter the SDS ID Number from the Hazardous Material Waste Evaluation Report - Received when product issued
  - Enter the SDS Date from the Hazardous Material Waste Evaluation Report - Received when product issued
  - Enter Trade Name or Item Name from the Hazardous Material Waste Evaluation Report - Received when product issued
  - If the waste stream has analytical data, then provide a copy of the data and enter "See Attached Data" in the NSN block.
15. In Item 10, list all of the non-hazardous components of the waste stream. **Items that have SDSs must be listed in Block 14 and not in this Block**
16. Provide a brief description of how the waste stream was generated. This description should be from 1 to 2 sentences long. This statement must include an estimate of how much of each hazardous and non-hazardous materials are in the waste stream.
17. Estimated Generation Rate: Estimate the amount of waste to be generated in gallons (gals) or pounds(lbs.) per period of time (day, week, or month)
18. HWAF USE ONLY:

**NOTE: The WDL Must be reviewed an updated as needed, but at least annually!**

The WDL must accurately describe the chemical and physical characteristics of the contents of the container as it is being turned-in and provide a description of how the waste was generated! For containers which are receiving wastes from multiple locations (3rd Port for example), the consolidated container must be accurately reflect the contents. It might be a good practice to have personnel bringing wastes from the individual locations for consolidate to complete a mini WDL for the Waste site HWC/UEC.

Activity Facilities and Operations Inventory

Activity Information	Primary Purpose of Location	Operations Performed at This Location (Check All That Apply) - HMs & HW, Add the Information requested
<b>Building Number</b>  Subordinate Activity (Company/Detachment) (Division/Branch)	Admin Office Motor Pool Class Room Training Maintenance Facility Warehouse (Storage) Supply Room NBC Room Arms Room Training Area Firing Range Vehicle Maintenance Air Craft Maintenance Vessel Maintenance Painting Sand Blasting Solvent Simbs Aqueous Parts Washing Hazardous Materials Storage - ADD Shop Code(s) Temporary Storage Site (TSS) - ADD Site Number Satellite Accumulation Site (SAS) - ADD Site Number Non-Hazardous Site (NHS) - ADD Site Number Universal Waste Sites Used Oil Antifreeze Aerosol Cans Filters Handling of Electrical and Electronic Equipment (EEE) Recycling Activities Combat Life Saving - RMW Wash Rack Oil Water Separators Aboveground Storage Tank (AST) Underground Storage Tank (UST) Arms Cleaning Lead Acid Battery Exchange with Off-site Vendors Refrigerant Recovery; HVAC Servicing Stationary Generator Boiler Plants Refrigerators; Ice Machines, Window Air Conditioning Units, etc.; Portable heaters Usage Portable Office Heaters	Empty grid for operations performed
All Units Checked in This Column Must be Identified on the Refrigeration List; Refrigerators, Ice Machines, Window Air Conditioning Units, etc;		



Hazardous and Non Hazardous Waste Accumulation Site Approval

<b>Forms Must Be Typed</b>									
1. Request Date: _____ 2. Type of Accumulation Site: <input type="checkbox"/> TSS <input type="checkbox"/> SAS <input type="checkbox"/> NHS Type of Approval being requested: (Check Only One)									
<input type="checkbox"/> 3. Initial Notification of New SAS <input type="checkbox"/> 4. New Accumulation Site	<input type="checkbox"/> 5. Relocation of an Existing Site <input type="checkbox"/> 6. Closure of an existing site								
7. Temporary Action: <input type="checkbox"/> Inactivation <input type="checkbox"/> Reactivation Date by Activity: _____									
Generating Activity: _____ ** Activity Names	8. Building Number of Site: _____ 9. DODAAC: _____								
10. *MACOM/Wing Name (Column C): _____ 11. *Group/Brigade Name (Column E): _____ 12. *Squadron/Battalion Name (Column G): _____ 13. *Unit Name (Column I): _____	14a. Name and Grade of HWC: _____ Telephone: _____ 14b. Name and Grade of UEC: _____ Telephone: _____								
New Accumulation Site Requirements:									
<input type="checkbox"/> 15. Copy of Site Map <input type="checkbox"/> 16. Copy of Site Specific Contingency Plan (CP) <input type="checkbox"/> 17. Copy of Waste Description Logs (WDL)									
Closure of an Existing Site Requirements:									
18. Existing Site Number: _____ Date Closed by Activity: _____									
19. Certification that no wastes are stored or will be stored at the site. 20. Has there ever been a spill at this site? 21. If a spill has ever occurred, has the site been decontaminated? 22. Copy of the last "Weekly Site Inspection" Checklist	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Certified</td> <td style="width: 50%;"><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Included</td> <td></td> </tr> </table>	<input type="checkbox"/> Certified	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Included	
<input type="checkbox"/> Certified	<input type="checkbox"/> No								
<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<input type="checkbox"/> Included									
23. I certify that the above information is complete and accurate.									
Date: _____  Telephone: _____	_____ Signature _____ Name of Battalion Commander or Director: _____ Title and Rank/Grade:								
Approvals:									
24. Post Safety Office: _____ Name and Title: _____ Date: _____									
25. Post Fire Department: _____ Name and Title: _____ Date: _____									
CES/CEIE Approval:									
26. Date of Final Approval: _____	27. Authorized Site Number: _____								
28. Date of Inact/React: _____	29. Date of Final Closure : _____								
_____ Signature of CES/CEIE Personnel									

## 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 UEC.
- 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 UEC.
- 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.



**Monthly Universal Waste Site Inspections**

**Inspections must be conducted within 30 days of last inspection.**

**Activity:** \_\_\_\_\_

**Bldg No:** \_\_\_\_\_

**INSPECTION ITEMS:**

Type of UW Storage: \_\_\_\_\_ Lamps:  Batteries:  Mercury Containing Devices:  Pesticides:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1. Do containers have UW labels?</li> <li>2. Is the type of UW clearly marked on the label?</li> <li>3. Is the ASD clearly marked on each container?</li> <li>4. Excluding UW Lamps, are ASDs on containers less than 270 days?</li> <li>5. Are ASDs on full boxes of UW Lamps less than 10 days?</li> <li>6. Are ASDs on partially full boxes of UW Lamps less than 60 days?</li> <li>7. Are broken UW Lamps being managed as UW?</li> <li>8. Excluding UW Lamps, are turn-ins being recorded on Container Turn-in Logs?</li> <li>9. Is this UW site on the AEC's log of UW sites for the Activity?</li> <li>10. Excluding UW Lamps, are Container Contents Logs (CCL) present for all UWs?</li> </ul> | <ul style="list-style-type: none"> <li>11. Excluding UW Lamps, does the Container Number on CCL and container match?</li> <li>12. Excluding UW Lamps, are the containers DOT approved?</li> <li>13. Are containers tightly closed?</li> <li>14. Are UW Batteries being separated by type?</li> <li>15. Are UW Lamps being stored separate from serviceable lamps?</li> <li>16. Are MSDSs present for all UWs excluding UW Lamps?</li> <li>17. Is UW site sited where a spill or leak will not discharge to storm or sanitary system?</li> <li>18. Does area have sign for Emergency Notification Instructions?</li> <li>19. Does site have containment for UWs containing liquids?</li> <li>20. Does site have spill kits (acid, base, mercury) for UWs containing liquids?</li> <li>21. Excluding UW Lamps Sites, are fire extinguishers available? Charged? Seals intact?</li> </ul> |
|--|--|

DATE	TIME	NAME OF INSPECTOR	OBSERVATIONS	CORRECTIVE ACTIONS & DATE

**Weekly Hazardous and Non Hazardous Waste Accumulation Site Inspections**

Generating Activity: \_\_\_\_\_ Authorized Site No. \_\_\_\_\_ TSS  SAS  NHS  HWAF

**Inspector Must Check All Applicable Site Items**

- INSPECTION ITEMS:** **Weekly inspections must be conducted within 7 calendar days of last inspection.**
1. Does area have signs indicating the type of TSS, SAS, NHS storage?
  2. Does area have "No Smoking" signs?
  3. Does area have "Unauthorized Personnel Keep Out" signs?
  4. Does area have sign for Emergency Notification Instructions?
  5. Does site have copy of Contingency Plan (CP) posted?
  6. Does site have adequate aisle space?
  7. Is communication equipment (telephone, radio, etc) available and operational?
  8. Are fire extinguishers available? Charged? Seals intact?
  9. Is spill kit available and serviceable?
  10. Are drums available for over packing leaking containers or spills ?
  11. Are wastes stored with adequate containment? Sheltered from environment?
  12. Are the containers DOT approved?
  13. Are the containers serviceable? (Free of dents, rust, leaks, etc.)
  14. Are bungs/rings secured? Are containers tightly closed?
  15. Is a Container Contents Log present & complete for each container?
  16. Is the Waste Description Log with SDSs present for each waste streams?
  17. Are containers properly labeled as required? (HW, UW, NHW, DOT, Empty)
  18. Are the containers compatible with the stored materials?
  19. Are wastes separated from serviceable materials?
  20. Are incompatible wastes separated from other wastes?
  21. Does container have unique container number?
  22. Is correct generator or shipper address present?
  23. Is DOT proper shipping name & UN/NA on HW labels?
  24. Are Accumulation Times being met? SAS 3 Days; TSS 14 Days, UW 270 Days
  25. Are EPA waste codes correct for HW labels?
  26. Is accumulation start date on HW and UW labels as required?
  27. Is Emergency Eye Wash & Shower Operable? Weekly Monthly?
  28. Is PPE (goggles, gloves, boots, respirators, etc.) available/serviceable?
  29. Is the area secured when not in use?
  30. Are only HW, UW, or NHW are accumulated in TSS or SAS?
  31. Are only NHW, UW, Used Oil, Recyclables stored in NHS? No HW!
  32. Are any containers stored longer than 75 days at the HWAF?

DATE	TIME	NAME OF INSPECTOR	OBSERVATIONS	CORRECTIVE ACTIONS & DATE

15 January 2025

FEVA Form 32-698

**7.6 Transportation**

The HW Program Manager has overall responsibility for the transportation of HW from an IAP to an HWAS, and from an HWAS to the disposal facility. The HW Program Manager ensures:

- All transportation over public highways is conducted IAW applicable Department of Transportation (DOT) requirements
- Containers are DOT approved
- Transporters have the appropriate training
- Uniform HW manifests are prepared for offsite transportation (electronically or paper)
- All necessary documentation has been completed and records are maintained IAW all applicable federal, state, and local requirements and the AF Records Disposition Schedule

**Installation Supplement**

**Procedures:**

**General HWAF Operations:**

- **Location and Hours of Operation:**
  - HWAF is located at Building 1208, and the office is in Building 1207.
  - HWAF is open Monday through Friday from 0800 to 1500 hours.

- Hours of operation are subject to change without notice due to mission requirements. HWAF is closed on all federal holidays and the Friday after Thanksgiving. If you cannot contact the HWAF and need an immediate answer, call CEIE.
- All scheduling of appointments must be made through the HWAF, 757-878-3915 or 757-878-5662. Arrangements for services must be made in advance, as indicated below:
  - Delivery of containers and pick up of wastes: 3 days.
  - Review and assistance with Waste Description Logs and Turn-in documents: 3 days.
  - Review of material profiles: 3 days
  - Review of shipping documents, LDRs, and manifest signing: 5 days
  - Approval of Laboratories, Transporters, and TSDFs: 30 days
- Large Quantity Generator (LQG) requirements must be met, and all HWs and UWs must be disposed of within the appropriate time limits.
- The HWAF staff is there to assist you; however, they will not do your work for you.
- **Generating Activities Utilizing the HWAF for Waste Turn-ins:**
  - Schedule the appropriate appointment:
    - The HWAF will issue, deliver, and pick up containers of wastes from approved TSSs, SASs, and NHSs only.
    - Activities without approved sites must schedule an appointment and deliver wastes to the HWAF.
    - UECs or HWCs which fail to keep a scheduled appointment will have to schedule and deliver the wastes to the HWAF. If this causes a violation of the site time limits, the appropriate Commander or Director will be notified.
  - Issue and delivery of containers:
    - The HWC or UEC must be present during the scheduled delivery, or the scheduled service will be terminated and will be noted on a Pickup inspection report.
    - All Activities must have a Waste Description Log (WDL) approved for each waste before issuing of containers. Activities will schedule an appointment to have their Waste Description Logs approved before requesting containers.
    - The HWAF will also issue a partially completed Container Contents Log (CCL) for each container. Items 1, 2, 4, 6, 8, 9, 10, 11, 12, 13, 14, 16, and 19 will generally be completed at this time by the HWAF.
  - Pickup of Containers:
    - The HWC, or UEC must be present during the scheduled pickup or the scheduled service will be terminated, and it will be noted on a Pickup inspection report.
    - Correctly completed CCL must be completed before scheduling an appointment for pickup.
    - If the HWAF vehicle cannot get reasonably close to the TSS or SAS for container loading, then the activity will move accepted containers to the HWAF pickup vehicle. The Activity may need to have additional personnel available to help move containers.
    - The HWAF staff will inspect all containers and conduct a site evaluation for compliance.
    - Containers will be opened during the inspection. Activity personnel will assist during this process and must bring appropriate Personal Protection Equipment. At a minimum, this will include eye protection and gloves.
  - Rejections and Corrections:
    - Only UECs and HWCs can turn-in wastes. Trained Coordinators are the only personnel authorized to sign the turn-in documentation's certification (CCLs). This is an automatic rejection.

- Containers failing to meet all turn-in requirements will be rejected.
- On-the-spot corrections for some administrative requirements may be possible.
- Activities that have containers rejected for any reason will have the rejection noted on the Pickup inspection report. Activities receiving a repeated rejection, numerous on the spot corrections for a single turn-in, or always requiring corrections over multiple turn-ins will have this noted on the inspection report. The Commander/Director will be required to send the Corrective Action Report through the MSG Commander to CEIE.
- [Compliance site evaluations](#) will be randomly conducted during delivery or pickups by the HWAF staff.
- Reimbursement for HWAF services: Activities may be required to reimburse the Base for services provided by the HWAF. The procedures below will be utilized for this process:
  - Reimbursements will be recorded and paid by using FEVA Form 32-690, "HWAF Reimbursable Log."
    - Cost of containers received.
    - Sampling.
    - Off-spec fuel charges.
    - Antifreeze recycling charges.
    - Filters recycling charges
    - HWAF operational overhead rate (HWAF O/H). This per pound rate will be determined by CEIE based on HWAF volume and operational costs.
  - Reimbursements for DLA Disposition Services, Norfolk disposal charges will be recorded and paid by using DD Turn-in Form 1348-1A.
  - This log will be closed by HWAF personnel and submitted to Resources Flight for the transfer of funds.

• **Generating Activities Not Utilizing the HWAF for Waste Turn-ins:**

- Generating Activities may seek permission or be directed by CEIE to contract for laboratory, transportation, and disposal services for the following reasons:
  - The Activity has unique mission requirements that prevent the utilization of DLA Disposition Services, Norfolk contracts. This action requires DA approval.
  - Waste disposal is not available from DLA Disposition Services, Norfolk, due to the type of waste.
  - Contractors with project-specific wastes that require them to arrange for transportation and disposal.
  - Other circumstances, e.g., generating Activity's mismanagement, which prevents utilization of DLA Disposition Services, Norfolk contracts, or may violate the 90- day accumulation limitation.
- In all cases, the generating Activity assumes all generator and generating Activity's liabilities, costs, and regulatory responsibilities for compliance and proper management in addition to accordance with this regulation. The CEIE will impose significant limitations, management oversight, and direction that will ensure installation compliance.
- All generating Activities contracting these services must have the contracts reviewed and approved by the Civil Engineer Squadron/Environmental Element.
  - Only CEIE approved laboratories, transporters and TSDFs will be used.
  - Activities will be required to fund laboratory, transporter, and TSDF audits contracted for or conducted by CEIE personnel as needed.
  - The HWAF O/H rate will be applied to each manifest or bill of lading based on total shipping weight using FEVA Form 32-690.

- Contactors accumulating wastes at SASs will move the waste to the HWAF to meet the 3 day time limit while awaiting transportation.
  - All containers will have Container Contents Logs.
  - Transporter and TSDF will be identified, or the waste management company handling the wastes will be identified before the commencement of any waste generating processes.
  - The approximate ship date will be given. All HWs will be transported by day 80. If not, the HWAF will have the wastes transported and disposed at the contractor's expense.
- Contractors will be responsible for:
  - Preparing the manifest and Land Disposal Restriction (LDR) documentation.
  - Providing placards.
  - The 24-hour emergency response number for the manifest.
- This requirement will be reviewed annually by CEIE for recurring needs.
- Proper Waste Stream management must be accomplished:
  - Activities must have an approved Waste Description Log for each line item (waste stream) on HW manifests or non-hazardous waste manifests/bills of lading before issue of a manifest document number.
  - Material profiles must be reviewed and approved by the HWAF before shipment.
- Personnel authorized to sign manifests or shipping documents:
  - Each manifest must have 24-hour emergency response information. The installation does not provide this capability; therefore, the activity must arrange for this service.
  - Manifest errors will be justification for the individual signing the manifest to be permanently removed from the authorized signature list and may incur other legal actions. Activities not having an authorized signature person will be required to schedule shipments with the HWAF to have the manifest signed.
- Activities signing materials profiles, LDRs, and manifests will have up to date copies of the following regulations and references as a minimum:
  - 40 CFR 260 – 299.
  - 49 CFR 100 – 177.
  - Virginia Hazardous Waste Management Regulations.
  - North American Emergency Response Guidebook.
- Correctly completed and certified Container Contents Logs (CCLs) must be delivered to the HWAF along with the signed legible copies of manifests, TSDF material profiles, analytical data, and LDRs within 2 working days of each shipment.

### ***Transportation.***

- On-Post movements of HWs, UWs, and NHWs must meet the following requirements:
  - Only government-approved, or licensed contractor vehicles will be used to move HWs, UWs, or NHWs - Absolutely no POV's.
  - The HWC or UEC will supervise all movements of HWs and NHWs.
  - Vehicles moving HWs, UWs, and NHWs will have fire extinguishers appropriate for the type of materials being moved.
  - If containers of HWs, UWs, or NHWs have free liquids, then a spill kit will be carried.
  - A correctly completed DD Form 1348-1A, Turn-in Document, and or Container Content Log (CCL) will serve as shipping documentation on Base.

- Provide a correctly completed Container Content Log (CCL).
- Containers will be secured to prevent movement or spills.
- HWs will not be stored on a vehicle(s) overnight.
- Licensed Transporters.
  - Only licensed transporters of HWs or UWs will be allowed to transport HW or UWs, off the installation. These transporters will meet all requirements of DOT, EPA, and DEQ. No licensed transporter will bring HW or UWs onto the installation unless the HW or UWs are already correctly manifested and the licensed transporter is scheduled for pick-up of HW or UWs at JBLE - Eustis.
- Disposal: All HW, UW, or NHW turn-ins or shipments must be coordinated with the HWAF.

***Manifest Signature Authority:***

- Only personnel authorized in writing by the Air Base Wing Commander can sign hazardous waste manifests, non-hazardous waste manifests, or bills of lading for non-hazardous waste. Activities must submit a list of personnel seeking authorization in writing as of January each year. This authorization is good for one calendar year only. Activities must ensure all training requirements are up-to-date or remove personnel from the list and notify CEIE immediately.
  - Must have Advanced Environmental Management (AEM) and DOT "HazMat Employee" training.
  - Must have at least 4 hours of training on Land Disposal Restrictions (LDRs).

HWAF REIMBURSABLE LOG

Activity: \_\_\_\_\_

Page 1 of: \_\_\_\_\_

DODAAC: \_\_\_\_\_

Unit Environmental Coordinator (UEC): \_\_\_\_\_

UEC Signature

UEC Phone Number: \_\_\_\_\_

Authorized Site Number: \_\_\_\_\_

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

		Description of Reimbursable Items and Charges										
Date	Description 1348 Doc No. Manifest No.	DLA-DS <b>HW</b> HERT 145604 27456 53411	DLA-DS <b>NHW</b> HERT 145602 27456 53411	DLA-DS <b>UW</b> HERT 145483 27456 53415	Sampling Charges	QTY Size & Type	Container Charges	Off-spec Fuel Charges	Oily Rags/Abs Charges	Other Charges Specify	Total Line Cost	
Page 1 TOTALS:												
Issued By HWAF: _____		Date: _____							Page 2 Total: _____		TOTAL: _____	

HWF REIMBURSABLE LOG

		Description of Reimbursable Items and Charges									
Date	Description 1348 Doc No. Manifest No.	DLA-DS	DLA-DS	DLA-DS	Sampling Charges	QTY Size & Type	Container Charges	Off-spec Fuel Charges	Oily Rags/Abs Charges	Other Charges Specify	Total Line Cost
		HW HERT 145604 27456 53411	NHW HERT 145602 27456 53411	UW HERT 135483 27456 53415							
	<b>Page 2 TOTALS:</b>										

**7.7 Turn In/Disposal**

The turn in procedures contained in DoD 4160.12-M. DLA Disposition Services are followed. In the event an alternate route for disposal is needed, a waiver will be obtained with proper justification and approval.

Containers are inspected prior to turn-in to ensure that container management procedures have been followed and that containers are properly labeled and in good condition. If the container is not in good condition, contents are transferred to a container that is in good condition.

**Installation Supplement**

**Turn In/Disposal:**

- **Activities will:**
  - Either turn-in wastes directly to the HWAF or coordinate shipments of wastes with the HWAF to include laboratory analysis, container numbering, material profiling, manifesting, Land Disposal Restriction (LDR) approval, etc.
  - Reimburse the installation for HWAF operational overhead as required.



- Reimburse HWAF for all containers and labels issued; and other charges as required, i.e., sampling. The HWC, or UEC must contact the HWAF to schedule the appropriate appointment. Additional personnel is not allowed to schedule appointments.
- Unique "one-time" waste generation from Activities which do not routinely generate HWs or NHWs must submit a memorandum to the CEIE stating why this is a unique event signed by the Commander or Director having UEC appointment authority. The Commander or Director will sign all documents in the absence of an UEC. This action cannot be delegated to subordinates.
- Activities having TSSs, SASs, or NHSs which do not have a HWC, or UEC must submit a memorandum to the CEIE stating why a HWC, or UEC has not been appointed and trained signed by the Commander or Director having UEC appointment authority. The Commander or Director will sign all documents in the absence of an UEC. This action cannot be delegated to subordinates.

**Procedures:**

- **General HWAF Operations:**

- HWAF is located at Building 1208, and the office is in Building 1207.
- HWAF is open Monday through Friday from 0800 to 1500 hours.
- Hours of operation are subject to change without notice due to mission requirements. HWAF is closed on all federal holidays and the Friday after Thanksgiving. If you cannot contact the HWAF and need an immediate answer, call CEIE.
- All scheduling of appointments must be made through the HWAF at 757- 878-3915 or 757-878-5662. Arrangements for services must be made at least the number of workdays in advance as indicated below:
  - Delivery of containers and pick up of wastes: 3 days
  - Review and assistance with Waste Description Logs and Turn-in documents: 3 days
  - Analysis of material profiles: 3 days
  - Review of shipping documents, LDRs, and manifest signing: 5 days
  - Approval of Laboratories, Transporters, and TSDFs: 30 days
- Large Quantity Generator (LQG) requirements must be met, and all HWs and UWs must be disposed of within the appropriate time limits.
- The HWAF staff is there to assist you; however, they will not do your work for you.

- **Generating Activities Utilizing the HWAF for Waste Turn-ins:**

- Schedule the appropriate appointment:
- The HWAF will issue, deliver, and pick up containers of wastes from approved TSSs, SASs, and NHSs only.
- Activities without approved sites must schedule an appointment and deliver wastes to the HWAF.
- HWCs or AECs which fail to keep a scheduled appointment will have to schedule and deliver the wastes to the HWAF. If this causes a violation of the site time limits, the appropriate Commander or Director will be notified.
- Issue and delivery of containers:
  - The HWC or UEC must be present during the scheduled delivery, or the scheduled service will be terminated and will be noted on a Pickup inspection report.
  - All Activities must have a Waste Description Log (WDL) approved for each waste before issuing of containers. Activities will schedule an appointment to have their Waste Description Logs approved before requesting containers.
  - The HWAF will also issue a partially completed Container Contents Log (CCL) for each container. Items 1, 2, 4, 6, 8, 9, 10, 11, 12, 13, 14, 16, and 19 will generally be completed at this time by the HWAF.

- Pickup of Containers:
  - The HWC or UEC must be present during the scheduled pickup, or the scheduled service will be terminated, and it will be noted on a Pickup inspection report.
  - Correctly completed Container Contents Log CCL FEVA Form 32-646 must be completed before scheduling an appointment for pickup.
  - If the HWAF vehicle cannot get reasonably close to the TSS or SAS for container loading, then the activity will move accepted containers to the HWAF pickup vehicle. The Activity may need to have additional personnel available to help move containers.
  - The HWAF staff will inspect all containers and conduct a site evaluation for compliance.
  - Containers will be opened during the inspection. Activity personnel will assist during this process and must bring appropriate Personal Protection Equipment. At a minimum, this will include eye protection and gloves.
- Rejections and Corrections:
  - Only UECs and HWCs can turn-in wastes. Trained Coordinators are the only personnel authorized to sign the turn-in documentation's certification (CCLs). This is an automatic rejection if not completed correctly.
  - Containers failing to meet all turn-in requirements will be rejected.
  - On-the-spot corrections for some administrative requirements may be possible.
  - Activities that have containers rejected for any reason will have the rejection noted on the Pickup inspection report. Activities receiving a repeated rejection, numerous on the spot corrections for a single turn-in, or always requiring corrections over multiple turn-ins will have this noted on the inspection report. The Commander/Director will be required to send the [Corrective Action Report](#) through the MSG Commander to CEIE.
  - Compliance site evaluations conducted during delivery or pickups by the HWAF staff will be IAW this HWMP.
- Reimbursement for HWAF services: Activities may be required to reimburse the Base for services provided by the HWAF. The procedures below will be utilized for this process:
  - Reimbursements will be recorded and paid by using FEVA Form 32-690, "HWAF Reimbursable Log.".
    - Cost of containers received.
    - Sampling.
    - Off-spec fuel charges.
    - Antifreeze recycling charges.
    - Filters recycling charges
    - HWAF operational overhead rate (HWAF O/H). Per pound rate will be determined by CEIE based on HWAF volume and operational costs.
    - Reimbursements for DLA Disposition Services, Norfolk disposal charges will be recorded and paid by using DD Turn-in Form 1348-1A.
    - This log will be closed by HWAF personnel and submitted to Resources Flight for the transfer of funds.
- **Generating Activities Not Utilizing the HWAF for Waste Turn-ins:**
  - Generating Activities may seek permission or be directed by CEIE to contract for laboratory, transportation, and disposal services for the following reasons:
    - The Activity has unique mission requirements that prevent the utilization of DLA Disposition Services, Norfolk contracts. This action requires DA approval.

- Waste disposal is not available from DLA Disposition Services, Norfolk, due to the type of waste.
  - Contractors with project-specific wastes which require them to arrange for transportation and disposal.
  - Other circumstances, e.g., generating Activity's mismanagement, which prevents utilization of DLA Disposition Services, Norfolk contracts, or may violate the 90- day accumulation limitation.
- In all cases, the generating Activity assumes all generator and generating Activity's liabilities, costs, and regulatory responsibilities for compliance and proper management in addition to compliance with this regulation. The CEIE will impose significant limitations, management oversight, and direction that will ensure installation compliance.
- All generating Activities contracting these services must have the contracts reviewed and approved by the Civil Engineer Squadron/Environmental Element.
- Only CEIE approved laboratories, transporters and TSDFs will be used.
- Activities will be required to fund laboratory, transporter, and TSDF audits contracted for or conducted by CEIE personnel as needed.
- The HWAF O/H rate will be applied to each manifest or bill of lading based on total shipping weight using FEVA Form 32-690.
- Contractors accumulating wastes at SASs will move the waste to the HWAF to meet the 3-day time limit while awaiting transportation.
- All containers will have Container Contents Logs.
- Transporter and TSDF will be identified, or the waste management company handling the wastes will be identified before the commencement of any waste generating processes.
- The approximate ship date will be given. All HWs will be transported by day 80. If not, the HWAF will have the wastes transported and disposed at the contractor's expense.
- Contractors will be responsible for:
  - Preparing the manifest and LDR.
  - Providing placards
  - The 24-hour emergency response number for the manifest.
  - This requirement will be reviewed annually by CEIE for recurring needs.
- Proper Waste Stream management must be accomplished:
  - Activities must have an approved Waste Description Log for each line item (waste stream) on HW manifests or non-hazardous waste manifests/bills of lading before issue of a manifest document number.
  - Material profiles must be reviewed and approved by the HWAF before shipment.
- Personnel authorized to sign manifests or shipping documents:
  - Each manifest must have 24-hour emergency response information. The installation does not provide this capability; therefore, the activity must arrange for this service.
  - Manifest errors will be justification for the individual signing the manifest to be permanently removed from the authorized signature list and may incur other legal actions. Activities not having an authorized signature person will be required to schedule shipments with the HWAF to have the manifest signed.
- Activities signing materials profiles, LDRs, and manifests will have up to date copies of the following regulations and references as a minimum:
  - 40 CFR 260 – 299.
  - 49 CFR 100 – 177.

- Virginia Hazardous Waste Management Regulations.
- North American Emergency Response Guidebook.
- Correctly completed and certified Container Contents Logs (CCLs) must be delivered to the HWAF along with the signed legible copies of manifests, TSD material profiles, analytical data, and LDRs within 2 working days of each shipment.

CONTAINER CONTENTS LOG

Sheet \_\_\_ of \_\_\_

1. Container Number: _____		2. Profile No: _____		3. HWAF Doc. Reg. No: _____	
4. Generating Activity: _____				5. Building Number: _____	
6. Authorized Site Number: _____			7. Phone Number of HWC: _____		
8. DOT Proper Shipping Name: _____					
9. DOT Hazard Class: _____		10. DOT ID Number: _____		11. Packaging Group: _____	
12. DOT Container Type: _____			13. Size or Volume: _____		
EPA REQUIRED INFO:		14. Waste Description: _____			
15. ASD: _____		16. EPA Waste Codes: _____			
17. Origin Code: _____		18. Source Code: _____		19. Form Code: _____	
20. Date of Activity	21. Type of Waste (DESCRIPTION OF CONTENTS)	22. Process Generating Waste	23. Name of Person Adding Waste	ESTIMATED QUANTITY	
				24. Pounds	25. Gallons
26. Comments: _____			27. Subtotal of Additional Sheets		
			28. Container Total		
			<b>29. ACTUAL WEIGHT BY HWAF:</b>		
I certify that the contents of this container have been fully and accurately described above and listed IAW all applicable federal, state, and local rules and regulations.					
30. Name of HWC: _____			Signature: _____		Date: _____
31. Name of UEC: _____			Signature: _____		Date: _____

CONTAINER CONTENTS LOG

Sheet \_\_\_ of \_\_\_

1. Container Number: _____		2. Profile No: _____		3. HWAF Doc. Reg. No: _____	
4. Generating Activity: _____			5. Building No.: _____		
6. Authorized Site No: _____ DODAAC: _____		7. Phone Number of HWC/UEC: _____			
8. RQ: _____ lbs		9. DOT ID No: _____		10. DOT PSN: _____	
11. DOT Hazard Class: _____		12. PG: _____			
13. DOT Container Type: _____			14. Size or Volume: _____		
EPA REQUIRED INFO:		15. Waste Description: _____			
16. ASD: _____		17. EPA Waste Codes: _____			
18. Origin Code: _____		19. Source Code: _____		20. Form Code: _____	
21. Date of Activity	22. Type of Waste (DESCRIPTION OF CONTENTS)	23. Process Generating Waste	24. Name of Person Adding Waste	ESTIMATED QUANTITY	
				25. Pounds	26. Gallons
26. Comments: _____			28. Subtotal of Additional Sheets		
			29. Container Total		
			30. ACTUAL WEIGHT BY HWAF:		
I certify that the contents of this container have been fully and accurately described above and listed IAW all applicable federal, state, and local rules and regulations.					
31. Name of HWC: _____		Signature: _____		Date: _____	
32. Name of UEC: _____		Signature: _____		Date: _____	

HWAF REIMBURSABLE LOG

Activity: \_\_\_\_\_

Page 1 of: \_\_\_\_\_

DODAAC: \_\_\_\_\_

Unit Environmental Coordinator (UEC): \_\_\_\_\_

UEC Signature

UEC Phone Number: \_\_\_\_\_

Authorized Site Number: \_\_\_\_\_

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

Description of Reimbursable Items and Charges

Date	Description 1348 Doc No. Manifest No.	DLA-DS	DLA-DS	DLA-DS	Sampling Charges	QTY Size & Type	Container Charges	Off-spec Fuel Charges	Oily Rags/Abs Charges	Other Charges Specify	Total Line Cost
		<b>HW</b> HERT 145604 27456 53411	<b>NHW</b> HERT 145602 27456 53411	<b>UW</b> HERT 145483 27456 53415							
Page 1 TOTALS:											

Page 2 Total:  
TOTAL: \_\_\_\_\_

Issued By HWAF: \_\_\_\_\_

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

HWWAF REIMBURSABLE LOG

		Description of Reimbursable Items and Charges									
Date	Description 1348 Doc No. Manifest No.	DLA-DS <b>HW</b> HERT 145604 27456 53411	DLA-DS <b>NHW</b> HERT 145602 27456 53411	DLA-DS <b>UW</b> HERT 135483 27456 53415	Sampling Charges	QTY Size & Type	Container Charges	Off-spec Fuel Charges	Oily Rags/Abs Charges	Other Charges Specify	Total Line Cost
	<b>Page 2 TOTALS:</b>										

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FEVA Form 32-690

**7.8 Inspection**

Inspection processes fulfill the "Check" function of the EMS "Plan, Do, Check, Act" cycle. HWASs are inspected at least weekly to ensure proper accumulation and container management. Resource Conservation and Recovery Act (RCRA) Part B permitted storage facilities are inspected according to the inspection schedule established in the permit. All other inspections occur IAW AFI 90-201, *The Air Force Inspection System*, and the Commander's Self Inspection Program. Inspection records are maintained IAW the Recordkeeping and Reporting section of this plan.

**Installation Supplement**

**Installation Supplement – Inspection**

**Internal Inspection Procedures:**

- Activity inspectors will conduct inspections as required:
  - Weekly (within 7 calendar days) inspections of TSSs, SASs, and NHSs utilizing [FEVA Form 32-698](#).
  - Monthly (within 30 days) inspections of all UW storage locations utilizing [FEVA Form 32-695](#).
- All findings will be corrected immediately if possible or NLT 10 calendar days.



- **The Unit Environmental Coordinator (UEC) will conduct quarterly Activity Internal Inspections of all Activity facilities and operations.**
  - The [Activity Assessment Multi-Media Checklist](#) will be used.
  - The UEC will maintain an inventory of all the Activity's facilities and operations using the Activity's Facilities and Operations Inventory [FEVA Form 32-600](#). The UEC may modify this spreadsheet to fit the Activity's facilities and operations; however, format and column headers must be maintained.
  - Each subordinate Activity will be inspected, e.g., for a Battalion, each company or detachment will be checked; for a Directorate, each division or department depending on organization will be inspected; for those organizations having contractor support, the contractor as a whole will be inspected.
  - UECs will record findings of non-compliance found during the inspections.
  - Prepare an Activity Corrective Action Plan (ACAP) Summary Report [FEVA Form 32-601](#) for each UEC quarterly inspection:
  - The ACAP will be signed by the Commander or Director, having to appoint the authority of the UEC within 30 days of the inspection date.
  - Subordinate Activities will be re-inspected by the UEC within 30 days of any inspection or re-inspection that shows 3 or more findings.
  - Activities will make on the spot corrections or take immediate actions to correct all findings of non-compliance found during any assessment or inspection if possible or NLT 10 calendar days.
- **Activities will record and report the status of the Activity's internal inspections and assessments:**
  - Activity Inspectors will report completion to the UEC and provide a finding of non-compliance information if necessary for their required weekly and monthly inspections.
  - The original of the ACAP signed by the Commander or Director will be kept on-site in the UEC's files and made available for inspection.
  - A copy of the ACAP will be sent to the Activity's next higher HQs in the chain of command, e.g., a Battalion will send a copy to its Brigade HQs; Contractors will send a copy to their COR and the corporate/owner's office.
  - Documentation of this will be kept on-site in the UEC's files.
  - An inspection report will be sent to CES-CEIE within 10 calendar days of the completion of the UEC's quarterly inspection utilizing the Activity Assessment Multi-Media Checklist.
  - The report will be signed and certified by the Commander/Director. By signing the report the Commander/Director is confirming that all information is true and accurate.
  - The report will be sent by digitally signed email to USAF JB L-E 733 MSG List CES-CEIE Internal Assessments ([james.hayes.40@us.af.mil](mailto:james.hayes.40@us.af.mil)).
  - The report will include the following documents:
    - Copy of the completed Activity Assessment Multi-Media Checklist
    - Copy of the completed Activity Facilities and Operations Inventory FEVA Form 32-600
    - A copy of the transmittal correspondence required in paragraph (2) (a) above.
  - A copy of the completed ACAP Summary Report FEVA Form 32-601 will be sent to CES-CEIE within 30 calendar days of the completion of the UEC's quarterly inspection.
  - The ACAP is required when there are findings noted on the inspection in the paragraph.
  - The report will be sent by digitally signed email to USAF JBLE-Eustis 733 MSG List CES-CEIE Internal Assessments ([james.hayes.40@us.af.mil](mailto:james.hayes.40@us.af.mil)).

- **CES-CEIE will:**

- Report inspection metrics to the Installation Cross-Functional Team (CFT) quarterly and the Environmental, Safety, and Occupational Health (ESOH) Council semiannually.
- Notify Command for Activities failing to report inspection data.
- Use the Findings Tracker in eDASH to record and track all findings. This information is available to higher-level Commands.
- **CES-CEIE Program Managers:**
  - Media Program Managers will:
  - Review inspection reports and ACAPs.
  - Conduct unannounced inspections to verify inspection reports and ACAPs.
- **Inspection Program Manager will:**
  - Enter data into eDASH Finding Tracking Tool within 15 calendar days of receipt of inspection reports.
  - Closeout findings in the eDASH Finding Tracking Tool within 15 calendar days of receipt of ACAPs.
  - Maintain inspection and ACAP database to track metrics.





Activity Corrective Action Plan (ACAP) Summary Report, Section I, Findings

<b>Activity Being Assessed:</b>						<b>Date ACAP Due CES/CEIE:</b>			
<b>Commander/Director Name:</b>				<b>Rank/Grade:</b>		<b>Cdr/Dir Email:</b>		<b>Cdr/Dir Phone:</b>	
<b>UEC Name:</b>				<b>UEC Email:</b>		<b>UEC Phone:</b>			
<b>Number</b>	<b>Finding Reference Number</b>	<b>Finding Description</b>	<b>Building Number</b>	<b>Activity POC</b>	<b>Root Cause Code</b>	<b>Corrective Action</b>	<b>Preventative Measures</b>	<b>Date Completed or to Complete</b>	<b>Status</b>
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

**EMP 4.5.2**  
**Activity Corrective Action Plan (ACAP) Summary Report, Section II,**  
**Root Causes**

**Codes**      **Root Cause Category**

**Root Cause Descriptions**

**Command Emphasis and Oversight**

**Management (CM)**

CM01	CM	Environmental management is not aware of or has misinterpreted the regulations.
CM02	CM	Management review process supporting, controlling, or improving daily/contract operations is absent or inadequate.
CM03	CM	Environmental responsibilities are not clearly defined in position standards or understood by personnel.
CM04	CM	Management functions within the organizational structure are not afforded appropriate priority to support the environmental program ensuring mission readiness.

**Policy (CP)**

CP01	CP	Strategic planning or formal policies of environmental protection and stewardship are not established or are deficient.
CP02	CP	Formal policies are not issued from an appropriate level of authority.

**Plans and Implementation**

**Communications (IC)**

IC01	IC	Communication with external agencies is ineffective.
IC02	IC	Communication channels within the organization are ineffective.

**Implementation (II)**

II01	II	Document control or retention for reporting and tracking is absent or is inadequate.
II02	II	Personnel ignore or are not held accountable for established environmental plans, policies or procedures.
II03	II	Personnel do not consistently follow established environmental plans, policies or procedures.
II04	II	Review and follow-up of assessments, inspection programs, and/or identified environmental problems are not conducted or are inadequate.

**Plans (IP)**

IP01	IP	Environmental management plans or procedures are not in place or inadequate.
IP02	IP	Environmental management plans or procedures are not properly implemented.
IP03	IP	Review process to update existing plans, procedures, or systems is not established or is inadequate.

**EMP 4.5.2**  
**Activity Corrective Action Plan (ACAP) Summary Report, Section II,**  
**Root Causes**

**Codes**      **Root Cause Category**

**Root Cause Descriptions**

**Other (External Phenomena)**

Other (OO)

OO01	OO	Non-compliance is resulted from theft, tampering, sabotage, criminal trespass, vandalism, or fire.
OO02	OO	Non-compliance is caused by weather, ambient conditions, or acts of God.
OO03	OO	Compliance is dependent upon external entity action.
OO04	OO	To be determined by ENRD.

**Resources**

Resources (RR)

RR01	RR	Funds for environmental-related activities are not sufficient.
RR02	RR	Staffing levels for environmental-related activities are not sufficient.
RR03	RR	Inadequate design or failure in equipment or material selection.
RR04	RR	Supplies/contracted deliverables were not properly identified or have not been received.

**Training and General Awareness**

Training (TT)

TT01	TT	General environmental awareness training is not conducted or is inadequate.
TT02	TT	Environmental media specific management training is not conducted or is inadequate.

**Activity Corrective Action Plan (ACAP) Summary Report, Section III,  
Example Report**

Activity Being Assessed:				UEC Name:		UEC Email:		UEC Phone:	
Finding Reference Number	Finding Description	Building Number	Activity POC	Root Cause	Corrective Action	Preventative Measures	Date Completed or to Complete	Status	
GEM2	No Alternate UEC	XXXX	UEC / HWC	IP02	Organization will provide a qualified individual to attend UEC Training.	Ensure process to track the loss of trained personnel is in place	Next available course (xx/xx/xxxx)	To be completed XX/XX/20XX	
HMM1	Untrained Personnel	XXXX	UEC / HWC	TT02.	Organization will conduct training on XX/XX/20XX	Organization will initiate a quarterly training program	XX/XX/20XX	To be completed XX/XX/20XX	
HWM37	Open containers	XXXX	UEC / HWC	II03	On the Spot correction XX/XX/20XX	UEC will be more proactive in the management process	XX/XX/20XX	Completed	
UWM15	Servicable Lamps stored with Unservicable lamps	XXXX	UEC / HWC	II03	On the Spot correction XX/XX/20XX	Organization will ensure all personnel will follow appropriate guidelines	XX/XX/20XX	Completed	
SW12	Dumpsters contain cardboard	XXXX	UEC / HWC	II02	Organization will provide a team to clean out Dumpster	Organization will stress the importance, and initiate a tracking system	XX/XX/20XX	To be completed XX/XX/20XX	
R3	No recycle area in the office	XXXX	Recycle Coordinator	II02	Organization will create a recycle area and enforce recycle policies	Organization management will ensure policies are enforced	XX/XX/20XX	To be completed XX/XX/20XX	
STW6	Vehicles with out Drip pans	XXXX	UEC / HWC	II02	On the Spot correction XX/XX/20XX	Organization will ensure that first line supervisors inspect area daily	XX/XX/20XX	Completed	
AST1	Regulated tank inspections unavaible	XXXX	UEC / HWC	II02	Organization will find copies and provide to CES/CEIE for inspection by XX/XX/20XX	Organizational management will ensure policies and procedures will be followed	XX/XX/20XX	To be completed XX/XX/20XX	

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FEVA Form 32-601

**7.9 Waste Minimization/HW Recycling**

HW manifests include certification that a waste minimization program is in place. Below are key activities and processes that are performed as part of waste minimization and pollution prevention efforts:

- Hazardous material process authorization and hazardous materials management processes – Each process involving use of hazardous materials and generation of waste streams is evaluated and authorized. Process authorization is performed through EESOH-MIS. The HW Program Manager, Hazardous Materials Management Program (HMMP) Team, and the generating activity make a final determination whether or not the results of the process authorization effort are sufficient to reduce waste toxicity and volume
- Procurement and use of minimal quantities – When a material with environmental risk must be used, minimal quantities are procured to minimize surplus quantities and shelf life exceedances
- Recycling – When the use of hazardous materials is unavoidable, excess or waste material is evaluated for reuse or recycling
- Environmental action planning – Environmental action plans (EAPs) are developed and maintained as part of the overall EMS. EAPs are management plans that translate environmental objectives and targets into actionable plans. Waste minimization efforts are considered during development of EAPs
- Recycle or reclaim RCRA Subtitle C HW as appropriate, maximize RCRA authorized exclusions, variances, or exemptions to reduce the amount of HW and other regulated waste generated, avoid disposal costs, and improve solid waste diversion rates
- Specific installation procedures are outlined below

**Installation Supplement**

*Develop a Hazardous Waste Minimization (HazMin) Plan to actively manage the Activity's Hazardous Wastes, Universal Wastes, and Non-Hazardous Wastes.*

- **The purpose of the HazMin Plan is to:**
  - Reduce the volume of wastes being generated.
  - Reduce the Toxicity of wastes being generated.



- Reduce the amount of Hazardous Materials utilized.
- **HazMin Plan must be:**
  - Reviewed and updated at least annually by the UEC.
  - Signed by the Commander or Director having UEC appointment authority.
  - A copy will be maintained at each TSS, SAS, or NHS with the Functional Area Continuity Book (FACB).
- **The HazMin Plan will include:**
  - Reductions Goals:
    - Reduce HW, NHW, & UW 20% by 2020.
    - Interim reduction by CY15, 7 % reduction.
    - Interim reduction by CY18, 15 % reduction.
  - Measures to Reduce the amount of Hazardous Materials (HMs) being utilized by:
    - Maintaining a list of HMs being used.
    - Referencing specific citations requiring the usage of the HMs.
    - Evaluating and substituting less toxic products for each HM.
    - Minimizing the purchasing and overstocking stocking of HMs.
    - Redistribution of over stocked HM to reduce waste generation.
  - Evaluating and tracking of waste steam generation by:
    - Maintaining a list of wastes being generated.
    - Annual coordination with the HWAF to get the Activity's Waste annual generation report for the previous calendar year.
    - Comparing the volume of each waste generated for the most recently completed calendar year to the previous calendar year. Use the Container Turn-in Log FEVA Form 32-696 for this comparison and reconciliation with HWAF numbers.
  - Maintain a chart to track trends and identify opportunities to reduce waste generation. Chart should track 3 at least calendar years. The reason for increasing waste generation from one year to the next must be cited.
  - Utilize methods to evaluate changes in operations and processes to reduce waste generation.

CONTAINER TURN-IN LOG

Generating Activity: _____				Building Number: _____					
Date of Turn-in	Container Number	ASD for HWs or UWs	Common Name or Description	Quantity		Cost			Name of Person Turning-in Waste
				Pounds	Gallons	HW	UW	NHW	

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FEVA Form 32-696

**7.10 Preparedness and Prevention**

Preparedness and prevention practices are described in emergency prevention and response plans available through the references section of this plan and are maintained IAW the EMS on eDASH: Emergency Preparedness and Response, and shall include as warranted the Installation Spill Prevention, Control, and Countermeasure (SPCC) Plan (or equivalent) or a specific HW Contingency Plan.

**Installation Supplement**

No additional base supplement

**7.11 Waste Specific Procedures**

Waste-specific procedures are included in the installation supplement below or maintained as separate operational controls outside of this plan. As applicable, this may include unique processes or procedures to deal with a specific waste not already addressed elsewhere in the HWMP, such as acutely hazardous wastes, pharmaceutical hazardous waste, used oil, etc..

**Installation Supplement**

**Installation Supplement – Waste Specific Procedures**

**Hazardous Waste Management (HWM) Special Procedures for Unique Wastes** Purpose: Special procedures for managing unique wastes streams that are generated by the Activities on the installation.

**Roles and Responsibilities:**

- **Civil Engineer Directorate; Environmental Element (CEIE) will:**
  - Manage the Installation's HWM program.
  - Establish special procedures for the management of unique wastes on a case-by-case basis.
- **Activities will:**
  - Comply with all special procedures for the specified unique wastes in this HWMP or the full HWM procedures will apply if not in full compliance.
  - Comply with all HWM procedures in this HWMP.

**Procedures:**

- **Unique Waste Streams:** The Unique Waste Streams listed below are the only waste streams subject to the modified special procedures:
  - Silver Nitrate Treatment Swabs/Sticks.
  - Pharmacological Wastes. No Regulated Medical Wastes to include, but not limited to; "Infectious Waste," "Bio-hazardous Waste," "Clinical Waste," "Biomedical Waste," etc. or any Drug Enforcement Agency (DEA) Scheduled compounds.
- **Silver Nitrate Treatment Swabs/Sticks:**
  - Site Management:
    - Use [FEVA Form 32-699](#) for approval; Block 2, SAS; Block 8, Bldg. # (Various); Block 15, all possible Container locations will be identified on the Site Map. Give each possible location its own identification number (ID), e.g., 1st Floor area 1 = 1F1; 3rd Floor area 2 = 3F2, etc.
    - Use FEVA Form 32-698 to conduct monthly inspections of each container location. One line per location. In the "CORRECTIVE ACTIONS & DATE," block indicates the appropriate location ID.
  - Waste Containers:
    - Properly labeled containers will be issued for each location by the HWAF.
    - DO NOT MOVE Containers from ONE Location to Another!
    - Containers may be reused if serviceable.
    - Containers will be marked with an Initial Accumulation Date (IAD) when waste is put in the container. Use a grease pencil or other easily removed marker for recording the date. This IS NOT an Accumulation Start Date (ASD). The maximum time waste can be at each location before consolidation is 180 days.
    - The HWAF will issue a container for the consolidation of the wastes from the various locations with a CCL.
    - When consolidation is made, in Block "Type of Waste," The Location ID and IAD will be recorded along with the type of waste. The consolidated waste will be moved to a TSS, never to a SAS or NHS. The date the consolidated waste is transferred to the TSS will become the ASD.
- **Pharmacological / DEA compound Wastes:**
  - Managed under Medical Waste or DEA scheduled compounds regulations by Medical Facility Staff.

**Weekly Hazardous and Non Hazardous Waste Accumulation Site Inspections**

Generating Activity: \_\_\_\_\_ Authorized Site No. \_\_\_\_\_ TSS  SAS  NHS  HWAF

**Inspector Must Check All Applicable Site Items**

- INSPECTION ITEMS:** **Weekly inspections must be conducted within 7 calendar days of last inspection.**
- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Does area have signs indicating the type of TSS, SAS, NHS storage?</li> <li>2. Does area have "No Smoking" signs?</li> <li>3. Does area have "Unauthorized Personnel Keep Out" signs?</li> <li>4. Does area have sign for Emergency Notification Instructions?</li> <li>5. Does site have copy of Contingency Plan (CP) posted?</li> <li>6. Does site have adequate aisle space?</li> <li>7. Is communication equipment (telephone, radio, etc) available and operational?</li> <li>8. Are fire extinguishers available? Charged? Seals intact?</li> <li>9. Is spill kit available and serviceable?</li> <li>10. Are drums available for over packing leaking containers or spills ?</li> <li>11. Are wastes stored with adequate containment? Sheltered from environment?</li> <li>12. Are the containers DOT approved?</li> <li>13. Are the containers serviceable? (Free of dents, rust, leaks, etc.)</li> <li>14. Are bungs/rings secured? Are containers tightly closed?</li> <li>15. Is a Container Contents Log present &amp; complete for each container?</li> <li>16. Is the Waste Description Log with SDSs present for each waste streams?</li> </ol> | <ol style="list-style-type: none"> <li>17. Are containers properly labeled as required? (HW, UW, NHW, DOT, Empty)</li> <li>18. Are the containers compatible with the stored materials?</li> <li>19. Are wastes separated from serviceable materials?</li> <li>20. Are incompatible wastes separated from other wastes?</li> <li>21. Does container have unique container number?</li> <li>22. Is correct generator or shipper address present?</li> <li>23. Is DOT proper shipping name &amp; UN/NA on HW labels?</li> <li>24. Are Accumulation Times being met? SAS 3 Days; TSS 14 Days, UW 270 Days</li> <li>25. Are EPA waste codes correct for HW labels?</li> <li>26. Is accumulation start date on HW and UW labels as required?</li> <li>27. Is Emergency Eye Wash &amp; Shower Operable? Weekly Monthly?</li> <li>28. Is PPE (goggles, gloves, boots, respirators, etc.) available/serviceable?</li> <li>29. Is the area secured when not in use?</li> <li>30. Are only HW, UW, or NHW are accumulated in TSS or SAS?</li> <li>31. Are only NHW, UW, Used Oil, Recyclables stored in NHS? No HW!</li> <li>32. Are any containers stored longer than 75 days at the HWAF?</li> </ol> |
|--|--|

DATE	TIME	NAME OF INSPECTOR	OBSERVATIONS	CORRECTIVE ACTIONS & DATE

Hazardous and Non Hazardous Waste Accumulation Site Approval

<b>Forms Must Be Typed</b>	
1. Request Date: _____ 2. Type of Accumulation Site: <input type="checkbox"/> TSS <input type="checkbox"/> SAS <input type="checkbox"/> NHS Type of Approval being requested: (Check Only One)	
<input type="checkbox"/> 3. Initial Notification of New SAS <input type="checkbox"/> 4. New Accumulation Site	<input type="checkbox"/> 5. Relocation of an Existing Site <input type="checkbox"/> 6. Closure of an existing site
7. Temporary Action: <input type="checkbox"/> Inactivation <input type="checkbox"/> Reactivation Date by Activity: _____	
Generating Activity: _____ ** Activity Names	8. Building Number of Site: _____ 9. DODAAC: _____
10. *MACOM/Wing Name (Column C): _____ 11. *Group/Brigade Name (Column E): _____ 12. *Squadron/Battalion Name (Column G): _____ 13. *Unit Name (Column I): _____	_____ _____ _____
14a. Name and Grade of HWC: _____	Telephone: _____
14b. Name and Grade of UEC: _____	Telephone: _____
New Accumulation Site Requirements:	
<input type="checkbox"/> 15. Copy of Site Map <input type="checkbox"/> 16. Copy of Site Specific Contingency Plan (CP) <input type="checkbox"/> 17. Copy of Waste Description Logs (WDL)	
Closure of an Existing Site Requirements:	
18. Existing Site Number: _____ Date Closed by Activity: _____	
19. Certification that no wastes are stored or will be stored at the site.	<input type="checkbox"/> Certified <input type="checkbox"/> Yes
20. Has there ever been a spill at this site?	<input type="checkbox"/> No <input type="checkbox"/> No
21. If a spill has ever occurred, has the site been decontaminated?	<input type="checkbox"/> Included
22. Copy of the last "Weekly Site Inspection" Checklist	
23. I certify that the above information is complete and accurate.	
Date: _____	_____ Signature
Telephone: _____	_____ Name of Battalion Commander or Director:
_____ Title and Rank/Grade:	
Approvals:	
24. Post Safety Office:	_____ Name and Title: _____ Date: _____
25. Post Fire Department:	_____ Name and Title: _____ Date: _____
CES/CEIE Approval:	
26. Date of Final Approval: _____	27. Authorized Site Number: _____
28. Date of Inact/React: _____	29. Date of Final Closure : _____
_____ Signature of CES/CEIE Personnel	

## 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 UEC.
- 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 UEC.
- 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.

## **8 REFERENCES**

### ***Standard References*** (Applicable to all AF Installations)

- [Advanced Distributed Learning Service \(ADLS\)](#)
- [AFI 32-7001, Environmental Management](#)
- [AFMAN 32-7002, Environmental Compliance and Pollution Prevention](#)
- [AFI 90-201, The Air Force Inspection System](#)
- [AFLOA HW Legal and Other Requirements](#) – The Air Force Legal Operations Agency (AFLOA) legal registry lists and provides access to federal (e.g., CFR, U.S. Code), DoD, AF, and other legal requirements
- [ARCNet](#) – Training resource for Air Force Reserve Command
- [DoD 4160.21 \(all volumes\), Defense Materiel Disposition](#)
- [EASIER Database](#)
- [eDASH HW Environmental Action Plans \(EAPs\)](#)
- [eDASH HW Home Page](#)
- [eDASH HW Training Matrix](#)
- [EESOH-MIS Application Login](#)
- [EESOH-MIS Support Portal](#)
- [The Environmental Awareness Course Hub \(TEACH\)](#)
- [HW Playbook](#)

### **Installation Supplement**

JBLE-Eustis has 15 Environmental Management Procedures (EMPs) that provide guidance and directions on all Environmental Programs and procedures.

*NATURAL RESOURCE MANAGEMENT*

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.10**

**JBLE-EUSTIS**



*25 June 2020*

*(Revised 08 July 2022)*



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**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 633D AIR BASE WING**  
**JOINT BASE LANGLEY-EUSTIS VA**

15 Sep 21

**OFFICE OF THE COMMANDER**

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.
  - a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.
  - b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.
2. JBLE-Eustis personnel may access these EMPs electronically via the Environmental Management Procedures section of the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/> under Environmental Management Procedures (EMPs), EMP Library.
3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).
4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

**COL HUNG** Digitally signed by COL HUNG  
Date: 2021.09.15 09:35:07  
-04'00

HARRY D. HUNG, Colonel, USA  
Vice Commander

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## **Environmental Management Procedure (EMP) 4.4.6.10**

**SUBJECT:** Natural Resource Program Management

### **PURPOSE AND POLICY:**

- A. Purpose: This procedure establishes the standards for the management of the installation natural resource program to include wildlife and habitat management, wetlands protection and preservation, and forest management.
- B. Policy: To conserve, protect and enhance natural resources and manage biological diversity (game and non-game wildlife and habitats) through conservation, protection, and enhancement of natural ecosystems, in a sustainable manner, to meet present and future DOD mission goals and objectives.

### **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/>

### **REFERENCES:**

- A. AFMAN 32-7003 Environmental Conservation
- B. JBLE Instruction (JBLEI) 32-102 Hunting and Fishing Program
- C. JBLE-E Integrated Natural Resources Management Plan (INRMP)

### **SCOPE:**

This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.


### **ROLES AND RESPONSIBILITIES:**

- A. Commanders, Directors, and Leaders of Activities will:
  - (1).Ensure all assigned activity personnel are aware of organization and individual responsibilities to protect and sustain natural resources.

- (2). Ensure all training or operational events are vetted through the Environmental Impact Assessment Process (EIAP) that ensures compliance with the National Environmental Policy Act (NEPA) to identify natural resource impacts and required mitigation.
  - (3). Conduct training activities in accordance with this regulation to minimize damage to natural resources.
- B. Army Support Activity (ASA) will:
- (1). Execute the Installation Training Area Management (ITAM) program.
  - (2). Coordinate ITAM activities with the Civil Engineer Squadron, Environmental Element (CES/CEIE).
  - (3). Coordinate with CES/CEIE for assistance with Timber Stand Improvements (TSI) and other forestry operations in support of the ITAM program on training lands.
- C. The CES Director will exercise staff responsibility for the natural resources management program. CES/CEIE will coordinate execution of the program with the Natural Resources & Integrated Pest Management Team Lead serving as the installation Natural Resources Program Manager.
- D. CES/CEIE will:
- (1). Prepare, coordinate, maintain and implement the installation Integrated Natural Resources Management Plan to include preparation of INRMP Annual Review Summaries IAW Section 4.4.6.10.1.
  - (2). Provide technical expertise and guidance to land users for protecting, preserving, and sustaining natural resources.
  - (3). Review all installation plans and EIAP documents for natural resource impacts.
  - (4). Manages its responsibilities regarding the installation recreational hunting and fishing program as articulated in JBLEI 32-102 and ensures compliance with requirements of the INRMP.
  - (5). Ensure that natural resources and ecosystem requirements are addressed in all land leases and out grants.

**PROCEDURES:**

- A. The CES/CEIE Natural Resources Program Manager shall:

- (1). Perform an annual review of the INRMP and generate an INRMP Annual Review Summary with input from ASA, 733 Security Forces Squadron (SFS), 1<sup>ST</sup> Fighter Wing (1FW), Civil Engineer Flight (CEN) and Operations Flight (CEO), 733 Force Support Squadron (FSS), 7<sup>th</sup> Transportation Brigade (Expeditionary), and 128<sup>th</sup> Aviation Brigade. Consult with US Fish and Wildlife Service, National Oceanic & Atmospheric Administration, and Virginia Department of Wildlife Resources following preparation of the Summary and obtain regulatory agency concurrence and approval/signature from the 633 ABW Commander or designated agent.
- (2). Revise the INRMP every 5 years with review/input from FSS, ASA, SFS, 1FW, CEO, CEN, 7<sup>th</sup> Transportation Brigade (Expeditionary), and 128<sup>th</sup> Aviation Brigade. Consult with US Fish & Wildlife Service, and Virginia Department of Wildlife Resources. Obtain 633 ABW Commander (or designated agent) approval and signature. Obtain US Fish & Wildlife Service and Virginia Department of Wildlife Resources signatory concurrence.
-  (3). Develops natural resource projects/scopes of work and submit requests funding.
- (4). Coordinate with the ASA to ensure all installation training and operations are compatible with sustainment of natural resources on JBLE-Eustis. At a minimum, ASA will ensure:
  - (a). Activity training/operations personnel are aware of training/operational issues affecting natural resources sustainment.
  - (b). Planned training/operations will not have unwanted or illegal impact on natural resources by coordinating with CES/Natural Resources staff.
  - (c). Training maps are annotated or overlaid to reflect natural resource data layers.
- (5). Natural resource program requirements outside the established annual work plan shall be addressed by revising the plan or augmenting the natural resource staff to ensure mission accomplishment. Unplanned natural resource program requirements may come from changes to military training requirements or other factors including but not limited to unanticipated construction and range upgrades, weather events (storms, drought, etc.), and request from regulators or the surrounding community.
- (6). Maintain all required documents and records.

(7).Execute Cantonment Area Land Management.

- (a). Natural resource management in the cantonment areas addresses two areas:
  - i. Loss of green space due to construction of buildings or other facilities within the cantonment area.
  - ii. Management of the cantonment area green space (i.e. urban forest, mowing areas, and decorative plantings). Hazard tree documentation and greenspace conversion and restoration to natural vegetation and reduced maintenance requirements.
- (b). Develop green space goals and coordinate through the EIA process to ensure appropriate and practical green space mitigation is included in all construction and renovation projects.
- (c). Promote use of native species and prevent establishment of monocultures when possible in landscaped areas.
- (d). Develop plans to reduce mowed areas in the cantonment area when such areas can be converted into early successional, pollinator or forested habitat.
- (e). Manage the urban forest in the cantonment area by advising Activities to avoid damage or death of trees by:
  - i. Maintaining an appropriate drip line for trees.
  - ii. Avoiding soil compaction within the drip line.
  - iii. Avoiding cutting, trimming and pruning of trees by unqualified persons.
  - iv. Avoiding construction or practices that lead to excessive water runoff or ponding of water around tree species not adapted to riparian habitats.
  - v. Avoiding damage to tree root systems from operation of equipment, vehicles and heavy operating equipment.
  - vi. Avoiding topping of trees.
  - vii. Having all tree work will be performed under the direction of a Certified Arborist.



viii. Reporting any tree considered to meet the definition of a hazard tree to CEO.

(8). Execute Fish & Wildlife and Habitat Management

- (a). Conduct surveys/inventories of plants/vegetation communities, fish, arthropods, other invertebrates & vertebrate wildlife and associated habitats, identify any declining wildlife populations, adverse forest insect issues, forest health, and identify any degrading habitats.
- (b). Develop plans to mitigate declining wildlife populations and to restore degrading habitats or convert non-native habitat to native habitat.
- (c). Manage wildlife and habitats to include federally listed species IAW Section 4.4.6.10.1.
- (d). Support the hunting program by:
  - i. Collecting biological data from harvested game to analyze the health of individuals and the population, and identify habitat/resource issues IAW Sections 4.4.6.10.4 and 4.4.6.10.5.
  - ii. Setting harvest regulations based on management goals.
  - iii. Utilizing management hunts to manage deer populations in areas not normally open to recreational hunting.



(e). Conducts Section 7 Consultation with US Fish & Wildlife Service (and National Oceanic and Atmospheric Administration as applicable) concerning federally listed wildlife, fish and plants.

(9). Execute Wetlands Management. Maintain wetlands and keep an inventory of wetlands on the installation IAW Section 4.4.6.10.7.

(10). Execute Forestry Management.

- (a). Prepare a forest inventory every 10 years IAW AFMAN 32-7003 and the commercial forestry portion of the INRMP. Prepare and revise annual work plans as feasible based on construction projects that involve timber area clearing, timber sales, and other applicable factors (e.g. storm damage).
- (b). Manage commercial and urban forestry IAW Sections 4.4.6.10.8 and 4.4.6.10.9.

- B. CES (Operations and Engineering Flights) coordinates with CES/CEIE concerning forestry impacted by construction or other projects.
- C. Installation Activities/Project Proponents/All Personnel will:
- (1). Utilize the EIA process to identify any impacts to natural resources of the planned training, operations, or actions and the required mitigation.
  - (2). Use the EIA process to determine if planned actions have an impact on wetlands areas.
  - (3). Coordinate with CES/CEIE, Natural Resources Manager at least 6-8 months prior to commencement of work to allow CEIE submit Joint Permit Applications with supporting documentation to Virginia Marine Resources Commission for any projects with potential wetlands or surface water/sub-aqueous land impact.
  - (4). Provide fees for wetland/stream permit applications, compensatory mitigation and public notices (required by the installation or regulatory agencies) and plan actions well in advance to compensate for time needed by regulatory agencies to process Joint Permit Applications. Joint Permit Applications are reviewed/processed by the US Army Corps of Engineers, Virginia Department of Environmental Quality, Virginia Marine Resources Commission, and Newport News Wetlands Board.
  - (5). Maintain at least a one hundred (100)-foot upland vegetated buffer around wetlands and streams with perennial flow for all actions.
  - (6). Avoid filling, excavation of, digging in, driving of vehicles in, releasing hazardous substances into, destruction or removal of vegetation associated with or any other activity that otherwise alters or damages the chemical, physical or biological characteristics of wetlands.
  - (7). Avoid capturing, collecting, killing harassing, or other take of wildlife or other fauna (including honeybees, other insects and other invertebrates) and report wildlife issues to the CES/CEIE Natural Resources Manager for action.
  - (8). Avoid cutting or removing trees without prior coordination with CES/CEIE Natural Resources Manager.
  - (9). Refrain from feeding wildlife and feral/stray domestic animals such as cats and dogs.



- (10). Refrain from release of wildlife, butterflies, other arthropods, domestic animals (such as cats and dogs), other pets, or exotic/non-native animals onto the installation.
- (11). Avoid damaging woody vegetation.
- (12). Drive or park any motor/tactical vehicle or motor-driven cycle only on designated roads, trails, training areas, parking areas, or recreational facilities specifically intended for such use.
- (13). Avoid applying paint, tags, or other permanent markers or signage to trees.
- (14). Avoid walking or riding horses in wetland vegetation.
- (15). Avoid conducting physical fitness events, jogging, running, riding bicycles (i.e. such as mountain bicycles), riding horses, or operating motorized conveyances (such as but not limited to vehicles, all-terrain vehicles, and motorcycles) on the Fort Eustis Nature Trail.
- (16). Avoid harvesting natural vegetation, collecting pine straw/needles, using installation land area for vegetable/crop (or other harvestable plants) production, installing/maintaining honeybee colonies or traps, or any other agricultural activity without written authorization by the installation commander.

#### **SECTION 4.4.6.10.1**

**SUBJECT:** Fort Eustis Integrated Natural Resources Management Plan

**PURPOSE:**

Establishes the procedures for the preparation, implementation, and management of the Fort Eustis Integrated Natural Resources Management Plan.

**REFERENCES:**

- A. EMP 4.4.6.10 Natural Resource Management
- B. JBLE-Eustis Integrated Natural Resources Management Plan
- C. AFMAN 32-7003, Environmental Conservation

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

## **ROLES AND RESPONSIBILITIES:**

- A. Civil Engineer Division/Environmental Element (CES/CEIE) prepares, implements and manages the INRMP in accordance with DOD/USAF policy.
- B. Engineering & Operations Flights (CEO), ASA, 733 Security Squadron (SFS), 1<sup>st</sup> Fighter Wing (1FW), 733d Logistics Readiness Division (LRD), 733 Force Support Squadron (FSS), 128<sup>th</sup> Aviation Brigade, and 7<sup>th</sup> Transportation Brigade (Expeditionary) provide input to preparation of the INRMP and participate in annual reviews.
- C. The CES Director exercises staff responsibility for the natural resources management program. The Environmental Element coordinates execution of the program and:
  - (1). Prepares, maintains and implements the installation INRMP.
  - (2). Coordinates the installation timber harvests, and fish and wildlife management programs with appropriate Federal and State agencies; maintains liaison with the agencies through cooperative agreements as required. Such agencies include US Fish and Wildlife Service and Virginia Department of Game and Inland Fisheries.
  - (3). Provides guidance to land users for sustaining natural resources.
  - (4). Reviews all plans and updates for natural resources impacts.
  - (5). Prepares, maintains, and coordinates all actions for implementing the Installation Pest Management Plan and incorporates with the INRMP.
  - (6). Coordinates and publishes local policies/regulations as necessary to accomplish natural resources management programs.
  - (7). Provides input to other installation publications as needed to reflect natural resources management policy.
  - (8). Ensures that natural resources and ecosystem values receive consideration in all land leases and out grants and that environmental protection and provisions of the INRMP are included in the lease or out grant agreement.
  - (9). Performs an annual review of the INRMP and generates an Annual INRMP Review Summary with input from ASA, FSS, SFS, 1FW, 128<sup>th</sup> Aviation Brigade, 7<sup>th</sup> Transportation Brigade (Expeditionary), and Engineer Flight (CED). Consult with US Fish & Wildlife Service, National Oceanic & Atmospheric Administration (as applicable), and Virginia Department of Wildlife Resources following preparation of the Summary and obtain

regulatory agency concurrence and approval/signature from the 633 ABW  
Commander or designated agent.

D. Engineering Flight (CEN):

- (1). Insures the INRMP is fully integrated into the Installation Development Plan.
- (2). Coordinates and monitors all actions for implementing the INRMP.
- (3). Participates in the annual review of the INRMP.

E. Operations Flight (CEO): Participates in the annual review of the INRMP.

E. 733 MSG Commander:

- (1). Insures the preparation and implementation of an INRMP applicable to the installation.
- (2). Provides guidance to commanders of training units to insure that training activities are accomplished in concert with the requirements of the INRMP and this regulation.

F. Commanders and Directors:

- (1). Ensure that the development of training programs includes the assessment of potential impacts to natural resources. Coordination will be made with CES/CEIE for information and guidance on environmental documentation that may be required for planned major exercises.
- (2). Conduct training activities in accordance with this regulation to avoid or minimize damage to natural resources.

G. 633 ABW Commander (or designated agent) approves and signs the INRMP.

**PROCEDURES:**

- A. Review the INRMP annually or if significant mission changes occur to determine if revisions are required. Generate an INRMP Annual Review Summary articulating accomplishments, annual work plan, required updates, and staffing status. Consult with FSS, LRD, 1FW, ASA, SFS, CEO (Engineering & Operations Flights), SJA and US Fish & Wildlife Service and Virginia Department of Wildlife Resources.
- B. Prepare a new plan every five years at a minimum with review/input from FSS, ASA, SFS, LRD, 1FW, and CEO (Engineer and Operations Flights). Consult with US Fish & Wildlife Service and Virginia Department of Wildlife

- Resources. Obtain approval and signature by 633 Air Base Wing Commander (or designated agent) and signatory concurrence by US Fish & Wildlife Service, National Oceanic & Atmospheric Administration (as applicable), and Virginia Department of Wildlife Resources.
- C. Post the completed INRMP and all INRMP Annual Review Summaries on the JBLE-Eustis webpage and eDASH.
  - D. Inform the installation community of the plan via Advanced Environmental Management training (and other applicable training), during ESOH Council meetings and by posting on the website.
  - E. Follow Range Control policy concerning activities in training areas.
  - F. Do not capture, kill, collect, injure or harass any wildlife species including birds and bird nests. Do not use any amphibian species or life stage for fishing bait. Do not harvest any amphibian species. Do not collect and retain bird feathers or other bird parts.
  - G. Contact CES/CEIE for assistance with nuisance wildlife.
  - H. Do not cut or remove standing or fallen timber/trees, or remove kindling/firewood-type forestry products without approval from CES/CEIE.
  - I. Follow installation hunting and fishing policies.
  - J. No wetlands, streams or other water bodies will be altered, damaged or filled unless the installation is in receipt of valid permits issued by applicable federal and/or state agencies.
  - K. Cantonment Area Land Management.
    - (1). The use of all land resources within the cantonment area, to include construction of facilities, road and trail construction/maintenance, and all landscaping, will be accomplished/approved by CES/CEIE in accordance with the Installation Development Plan.
    - (2). Construction setbacks (vegetated Resource Protection Areas of 100 feet at a minimum) are required for streams/creeks, wetlands, and other water bodies on the installation to the extent practical. Proponents of projects in the vicinity of wetlands/water bodies will consult with CES/CEIE.
    - (3). All unit activity commanders will maintain the ground surface, grass, shrubs, and trees within their area of responsibility. No refuse items or materials may be disposed of by leaving them on the ground in their area or surrounding areas. The mowing crew will maintain all vegetation around the all areas not

assigned to or occupied by a unit, activity, or tenant. CEO contractor will perform all required pest management activities, in accordance with the JBLE-Eustis Integrated Pest Management Plan.

- (4). Damaging of trees is strictly prohibited.
- (5). The destruction of vegetation contributes to soil erosion and the loss of wildlife habitat. Throughout the cantonment/non-training area (including housing areas), it is not permissible to:
  - (a). Damage woody vegetation.
  - (b). Drive or park any motor/tactical vehicle or motor-driven cycle anywhere other than on designated roads, trails, training areas, parking areas, or recreational facilities specifically intended for such use.
  - (c). Apply paint to trees for any reason except special tree paint when natural resources staff are marking harvestable timber or hazard trees.
  - (d). Walk or ride horses in wetland vegetation located along Harrison Road/James River shoreline between Taylor Avenue and entrance to James River Reserve Fleet.
  - (e). Jog, run, ride bicycles, ride horses, or operate motorized conveyances on the Fort Eustis Nature Trail.

L. Mulberry Island, Other Areas & Non-Cantonment Areas Management.

- (1). The construction/maintenance of all land resources, including all facilities, roads, trails, firebreaks, dam construction and maintenance activities, and vegetation maintenance activities will be coordinated with CES/CEIE for approval to insure compliance requirements are met and projects are consistent with the INRMP.
- (2). The requirement above for consulting with the Environmental Element for construction setback requirements on streams/creeks, wetlands, and other water bodies on installation or sub-installation lands also applies downrange.
- (3). Unit commanders will conduct training activities so as to avoid damaging sensitive areas and resources.

**SECTION: 4.4.6.10.2**

**SUBJECT:** Invasive Species Management

**PURPOSE:**

Establishes the procedures for the management of invasive species control on the installation.

**REFERENCES:**

- A. EMP 4.4.6.10 Natural Resource Management
- B. Integrated Natural Resources Management Plan (INRMP)
- C. Invasive Species Management Plan (an annex to INRMP)
- D. Timber Inventory and Forest Management Plan (an annex to INRMP).
- E. Integrated Pest Management Plan.

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. CES/CEIE will:
  - (1). Manage the invasive species management program in accordance with INRMP, Integrated Pest Management Plan (IPMP) and Invasive Species Management Plan.
  - (2). Develop an Invasive Species Management Plan as an annex to the INRMP and IPMP. Coordinate with Integrated Training Area Management (ITAM) staff to develop priorities for species control on training lands as part of this plan.
  - (3). Provide control measures where appropriate and available.
  - (4). Coordinate with affected parties on projects to control various invasive species.
  - (5). Conduct surveillance for nutria and coyotes (and other invasive vertebrate species as applicable) as well as invasive invertebrate pests of forest and other



habitats.

(6). Approves all pest control/pesticide applications.

- B. Army Support Activity (ASA) coordinates with CES/CEIE for assistance with invasive species control in training areas and weapons ranges to support the ITAM program on training lands.

**PROCEDURES:**

- A. Develop and coordinate an invasive species management plan. Review this plan annually as part of the annual INRMP review.
- B. Perform invasive species control to support mission requirements and improve the quality of natural areas.
- C. Follow procedures and meet requirements for managing invasive species as articulated in the INRMP, IPMP and Invasive Species Management Plan.

**SECTION: 4.4.6.10.4**

**SUBJECT:** Management of Deer

**PURPOSE:**

Establishes the procedures for the management of white-tail deer (*Odocoileus virginianus*).

**REFERENCES:**

- A. EMP 4.4.6.10 Natural Resource Management
- B. Integrated Natural Resources Management Plan (INRMP)
- C. Deer Management Plan
- D. Annual Deer Harvest Analysis
- E. JBLEI 32-102, Hunting and Fishing Program

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

A. CED/CEIE will:

- (1). Manage the deer population within the installation's carrying capacity in accordance with the INRMP.
- (2). Manage the early/late deer seasons through the Deer Population Reduction Program (DPOP).
- (3). Conduct special management hunts as necessary to increase deer harvests and ratios.
- (4). Conduct special management hunts in "Off Limits" areas, where recreational hunting is prohibited as necessary.
- (5). Conduct deer depredation when necessary.
- (6). Develop, manage and provide oversight of the JBLE-Eustis Hunting and Fishing Program

**PROCEDURES:**

- A. Collect biological data from harvested deer to analyze the health of individuals and the population, and identify habitat/resource issues.
- B. Set harvest regulations based on population data.
- C. Utilize DPOP to increase antlerless harvest to regulate deer population when appropriate.
- D. Conduct annual population estimate determination.
- E. Conduct deer depredation when necessary to supplement recreational deer hunting activities and in areas where recreational deer hunting activities are limited or prohibited.

**SECTION: 4.4.6.10.5**

**SUBJECT:** Management of Wild Turkeys

Purpose: Establishes the procedures for the management of wild turkeys (*Meleagris gallopavo silvestris*) on JBLE-Eustis.

**REFERENCES:**

- A. EMP 4.4.6.10 Natural Resource Management
- B. Integrated Natural Resources Management Plan (INRMP)
- C. Wild Turkey Management Plan

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. CES/CEIE will manage the turkey population within the installation's carrying capacity in accordance with the INRMP.
- B. CES/CEIE will monitor the wild turkey population to determine population status, habitat impacts and predator impacts.
- C. CES/CEIE will manage the turkey hunting program.

**PROCEDURES:**

- A. Collect biological data from harvested turkey to analyze the health of individuals and the population, and identify habitat/resource issues.
- B. Set spring harvest based on population data.
- C. Conduct population surveys and estimates.
- D. Conduct habitat modification when necessary to provide key habitat types for wild turkey sustainability.
- E. Conduct predator depredation when necessary to minimize or remove predators of wild turkeys and their nests.

**SECTION: 4.4.6.10.6**

**SUBJECT:** Wetlands and Coastal Resources Management

**PURPOSE:**

Establishes the procedures for the management of wetland habitats within the installation boundary.

**REFERENCES:**

- A. EMP 4.4.6.10 Natural Resource Management
- B. Integrated Natural Resources Management Plan (INRMP)

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

A. CES/CEIE will:

- (1). Manage the wetland program in accordance with INRMP.
- (2). Determine whether appropriate federal, state or local permits are required based on the scope of projects, exercises and actions.
- (3). Prepare Joint Permit Applications (or request Nationwide/Regional Permits or request extensions of existing permits where permissible) for projects, exercises and actions that will impact wetlands.
- (4). Maintain an inventory of wetlands on the installation.
- (5). Assist proponents with the preparation of Federal Consistency Determinations.

B. All Activities and Project Proponents will:

- (1). Coordinate with CES/CEIE prior to construction projects, exercises or actions that may impact wetlands.
- (2). The proponent is responsible for providing maps, drawings, and descriptions of the proposed actions as described in the Joint Permit Application.
- (3). Include Federal Consistency Determinations as part of their environmental impact assessment process for their projects.

C. 7<sup>th</sup> Sustainment Brigade (Expeditionary) will conduct pier stabs (operation of temporary floating causeway systems) in accordance with federal, state and local permits obtained by CES/CEIE based on input from 7<sup>th</sup> Sustainment Brigade (Expeditionary). Once permits are obtained, 7<sup>th</sup> Sustainment Brigade (Expeditionary) will notify CES/CEIE at least 30 days prior to such operations and comply with all aspects of such permits.

**PROCEDURES:**

- A. Submit Joint Permit Applications with supporting documentation to Virginia Marine Resources Commission normally with at least 6-8 months prior to commencement of work. Provide a public notice for permit applications, as applicable. Provide application fee for permit applications, as required but will be reimbursed by the proponent through cost transfer. Plan actions well in advance to compensate for time required by regulatory agencies to process permits. Permit applications for wetlands are reviewed/processed by the US Army Corps of Engineers, Virginia Department of Environmental Quality, Virginia Marine Resources Commission and Newport News Wetlands Board.
- B. Maintain at least a one hundred (100) foot upland vegetated buffer from wetlands and streams of perennial flow.
- C. Avoid filling, excavation of, digging in, driving of vehicles in, releasing hazardous substances into, destruction or removal of vegetation associated with or any other activity that otherwise alters or damages the chemical, physical or biological characteristics of wetlands without a permit(s).

**SECTION: 4.4.6.10.7**

**SUBJECT:** Commercial Forestry

**PURPOSE:**

Establishes the procedures for the management of the installation's standing timber, commercial forests and forestry products.

**REFERENCES:**

- A. EMP 4.4.6.10 Natural Resource Management
- B. Integrated Natural Resources Management Plan (INRMP)
- C. Forest Inventory and Forest Management Plan (an annex to INRMP).
- D. AFMAN 32-7003 Environmental Conservation.

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. CES/CEIE will:
  - (1). Manage the commercial forestry program in accordance with INRMP.
  - (2). Perform/coordinate timber cruises of forested stands intended for removal as a result of construction projects or areas requiring timber stand improvements (TSI) and coordinate sales of marketable timber.
  - (3). Coordinate forest regeneration projects.
  - (4). Conduct marketable timber sales in accordance with the INRMP and AFMAN 32-7003.
- B. CEO will coordinate with CES/CEIE concerning forestry impacted by construction or other projects.
- C. Army Support Activity (ASA) will coordinate with CES/CEIE for assistance with TSI in support of the Integrated Training Area Management program on training lands.

**PROCEDURES:**

- A. Coordinate a forest inventory as part of the INRMP with ASA and FSS input. This inventory will be revised/updated every ten (10) years.
- B. Perform timber stand improvements and reforestation work in accordance with mission requirements from an ecosystem approach coordinating within CEO and with ASA concerning training areas.

**SECTION: 4.4.6.10.8**

**SUBJECT:** Urban Forestry

**PURPOSE:**

Establishes the procedures for the management of urban forestry resources.

**REFERENCES:**

- A. EMP 4.4.6.10 Natural Resource Management
- B. Integrated Natural Resources Management Plan (INRMP)

C. AFMAN 32-7003 Environmental Conservation

**SCOPE:**

This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

A. CES/CEIE will:

- (1). Manage the urban forestry program in accordance with the INRMP.
- (2). Maintain a prioritized hazard tree list and coordinated the list with Operations Flight (CEO) for removal.
- (3). Promote planting of native trees and avoid monocultures where feasible.
- (4). Monitor and control overgrowth of loblolly pine, sweet gum, and red maple.

B. Activities will avoid actions that could lead to tree damage or death (as discussed in the Procedures paragraph below), avoid tree removal without prior coordination with CES/CEIE, and report possible hazard trees to CES/CEIE.

**PROCEDURES:**

A. Avoid damage or death of trees by the following:

- (1). Maintain an appropriate drip line for trees.
- (2). Avoid soil compaction within the drip line.
- (3). Avoid cutting, trimming and pruning of trees by unqualified persons.
- (4). Avoid construction or practices that lead to excessive water runoff or ponding of water around tree species.
- (5). Avoid damage to tree root systems from operation of equipment, vehicles and heavy operating equipment.
- (6). Avoid topping of trees.
- (7). Monitor overgrowth of loblolly pine, red maple and sweet gum and design management practices.
- (8). Avoid damage to bark and root systems from mowing and other grounds

maintenance activities.

- B. Have all tree work be performed under the direction of a Certified Arborist.
- C. Report any tree considered to meet the definition of a hazard tree to CES/CEIE.
- D. Avoid painting trees including roots, trunks and limbs.

**SECTION: 4.4.6.10.9**

**SUBJECT:** Recreational Use of Natural Resources

**PURPOSE:**

The purpose of this document is to set policies governing the use of natural resources for recreational purposes.

**REFERENCES:**

- A. EMP 4.4.6.10 Natural Resource Management
- B. Integrated Natural Resources Management Plan (INRMP)
- C. JBLEI 32-102, Hunting and Fishing Program

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitor, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. CES/CEIE will:
  - (1) Manage the Early/Late Deer Seasons, Special Management Deer Hunts, and Spring Turkey Seasons within the installation's carrying capacity and wildlife population's sustainability in accordance with the INRMP.
  - (2) Manage the Fort Eustis Nature Trail and associated habitats.
- B. Commanders and Directors will ensure their personnel comply with the provisions of the INRMP, JBLEI 32-102 and the prohibited activities noted below.

**PROCEDURES:**



A. General:

- (1). Penalties for violations can vary from Uniform Code of Military Justice (UCMJ), revocation of installation privileges for one or more years, criminal prosecution.
- (2). Any game harvested within the boundaries of JBLE-Eustis will be in accordance with (IAW) the INRMP, JBLEI 32-102, current Virginia hunting and fishing laws and regulations and federal laws and regulations.
- (3). Persons authorized to hunt and fish on Joint Base Langley Eustis-Eustis must follow the provisions of JBLEI 32-102 and the INRMP and be familiar with the Commonwealth of Virginia and Federal Regulations governing hunting and fishing. JBLEI 32-102 will not be interpreted to permit acts contrary to State and Federal statutes.
- (4). All hunting and trapping on JBLE-Eustis will be IAW JBLEI 32-102, the JBLE-Eustis INRMP, and State and Federal laws and regulations. Any rules and/or policies listed in this document henceforth apply to JBLE-Eustis CES/CEIE hunting and fishing programs and are either more stringent than state and federal statutes or not covered by state and federal statutes. All persons engaging in the hunting or fishing at JBLE-Eustis will do so utilizing the iSportsman application.
- (5). The JBLE-Eustis law enforcement personnel will enforce applicable hunting and fishing regulations within installation boundaries.
- (6). Open season and bag limits for hunting and fishing seasons are in IAW Virginia Department of Wildlife Resources regulations, JBLEI 32-102 and the Fort Eustis INRMP. CES/CEIE will determine hunting dates and times as deemed necessary.
- (7). The Fort Eustis Nature Trail is used solely for walking/hiking and bird watching and other wildlife viewing.
- (8). All personnel will comply with the following prohibitions.
  - (a). Walk in or ride horses in wetland vegetation associated with the artificial wetlands along the entire length of the Harrison Road shoreline.
  - (b). Drive off-road vehicles in wetlands, shorelines, beaches, forested areas, and streams.
  - (c). Allow domestic pets such as dogs and cats to run loose.

- (d). Intentionally or voluntarily releasing any sort of wild animal onto the installation from any location outside installation boundaries.
- (e). Intentionally or voluntarily releasing or liberating insects (including butterflies), other arthropods, or other invertebrate animals onto the installation.
- (f). Intentionally or voluntarily releasing captive-raised frogs, toads, insects or other organisms associated with school forums, weddings, personal collections, or any other activities onto the installation.
- (g). Intentionally or voluntarily releasing or abandoning domestic dogs, domestic cats or other pets onto the installation.
- (h). Intentionally liberating or abandoning exotic/non-native organisms or pets (including but not limited to scorpions, tarantulas, insects and other arthropods; rodents, other small mammals, snakes, other reptiles, frogs, toads, salamanders, or birds) onto the installation.
- (i). Intentionally or voluntarily collecting or removing any wildlife, other fauna (including but not limited to frogs, salamanders, snakes, insects [such as honey bees, other pollinators, caterpillars, or any insect species], crayfish, etc.), or animal parts (such as but not limited to skulls, feathers, turtle carapaces/plastrons, carcasses, tails, claws, talons, fur, etc.) from the installation except as authorized by JBLEI 32-102 regarding hunting and fishing.
- (j). Attempt to capture feral/stray domestic cats.
- (k). Cut down or remove trees without prior authorization by CEIE.
- (l). Cut or remove forestry products or trees such as standing timber (dead or live), timber laying on the ground, logs, limbs, or sticks, or collect as firewood.
- (m). Remove or otherwise collect herbaceous plants from the installation without prior authorization from CEIE.
- (n). Create or operate a domestic cat colony on the installation (sometimes referred to as a “Trap-Neuter-Return colony”).
- (o). Utilize crayfish, frogs (adults or tadpoles), or salamanders as fishing bait on the installation or while fishing from the Harrison Road shoreline.

- (p). Harvest or remove any frog or toad species on the installation (such as frog gigging or collection for retention as pets or for sale).
- (q). Capture, trap, collect or remove any native wild animal from the installation. Animals are defined as any vertebrate or invertebrate species that includes mammals, birds, reptiles, amphibians, arthropods (insects, crayfish, spiders, etc.), annelids, or other species.
- (r). Kill, injure, capture or harass any wildlife or other fauna except as permitted by installation recreational hunting and fishing policies.
- (s). Collect or trap minnows or other bait fish from Eustis Lake or Browns Lake.
- (t). Discharge or discard refuse, soil, sediments, or any debris including vegetation debris into wetlands or streams.
- (u). Cut or remove tree limbs or other native vegetation to camouflage duck blinds, other structures, etc.
- (v). Remove, damage, tamper with or otherwise disrupt official government (or government contracted) animal traps or nets.
- (w). Remove any fish from Eustis Lake or Browns Lake (all fish must be released back into these water bodies during fishing).
- (x). Feed wildlife or feral/stray domestic cats.
- (y). Jog, conduct physical fitness events, ride bicycles (such as mountain bikes) or use motorized conveyances (including but not limited to vehicles, all-terrain vehicles, and motorcycles) on the Fort Eustis Nature Trail.

*INTERGRATED PEST MANAGEMENT-IPM*

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.12**

**JBLE-EUSTIS**



*25 June 2020*

*(Revised 08 July 2022)*

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**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 633D AIR BASE WING**  
**JOINT BASE LANGLEY-EUSTIS VA**

15 Sep 21

**OFFICE OF THE COMMANDER**

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.
  - a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.
  - b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.
2. JBLE-Eustis personnel may access these EMPs electronically via the Environmental Management Procedures section of the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/> under Environmental Management Procedures (EMPs), EMP Library.
3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).
4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

**COL HUNG** Digitally signed by COL HUNG  
Date: 2021.09.15 09:35:07  
-04'00

HARRY D. HUNG, Colonel, USA  
Vice Commander

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## **Environmental Management Procedure (EMP) 4.4.6.12**

**SUBJECT:** Integrated Pest Management

### **PURPOSE AND POLICY:**

- A. Purpose: This EMP establishes the procedures for the implementation of an Integrated Pest Management (IPM) Program.
- B. Policy: Comply with legally applicable Federal, State, and local regulations, both substantive and procedural, for pest management by establishing and maintaining a safe, effective, and environmentally sound Integrated Pest Management (IPM) program to prevent or control undesirable vegetation, invasive plants, invasive animals, arthropod disease vectors and other plant and animal pests that may adversely impact readiness or military operations by affecting the health of personnel or damage structures, material, property, and natural resources.

### **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-Environmental/>

### **REFERENCES:**

- A. JBLE-Eustis Integrated Pest Management Plan (IPMP)
- B. DODI 4150.07 Pest Management Program
- C. AFMAN 32-1053 Integrated Pest Management

### **SCOPE:**

This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

### **ROLES AND RESPONSIBILITIES:**

- A. 733 Civil Engineer Squadron (CES) Director (CED).
  - (1). Appoints in writing an Installation Pest Management Coordinator (IPMC) within CEIE.

- (2). Provides pest control services to the installation.
- (3). Appoints in writing Pest Management Quality Assurance Evaluators (PMQAE) for all contracts requiring pest control services.

B. Environmental Element.

- (a). Provides staffing for the Installation Pest Management Coordinator (IPMC).
- (b). Designs and manages the installation IPM program.
- (c). Prepares and implements an IPMP.
- (d). PMQAE for invasive species control and habitat management projects.
- (e). Oversees invasive species control operations.
- (f). Conducts annual mosquito species surveillance.
- (g). Develops and implements forest pest surveillance and management.
- (h). Conducts tick and tick-borne pathogen surveillance in wildlife and natural areas.

C. Operations Flight. Provides staffing for a PMQAE(s) for contracts requiring pest control including the Base Operations Support (BOS), rail line maintenance and grounds maintenance contracts. Ensures pest control contract staff maintains DOD/state pesticide certifications and provides pesticide use reports to the IPMC. This includes but not necessarily limited to the Base Operations Support contract, grounds maintenance contract and the rail line maintenance contract.

D. IPMC.

- (1). Prepares and implements the IPMP and annual reviews.
- (2). Requests approvals for use of all pesticides.
- (3). Determines whether an aerial application of pesticides is warranted and prepares the Aerial Application of Pesticides Statement of Need (AAPSON) as applicable.
- (4). Maintains all applicable pest management records.
- (5). Verifies pesticide applicators hold proper certifications.
- (6). Prepares and submits reporting requirements.
- (7). Monitors compliance with the VPDES General Permit No. VAG87 General Permit

for Discharges Resulting from the Application of Pesticides to Surface Waters of Virginia.

- (8). Holds authority to stop or discontinue any unsafe or unauthorized pest control operation or any pest control operation violating label procedures or federal or state laws/regulations.
- (9). Ensures pesticide application records are maintained or entered into Air Force-mandated pest management data bases/applications by respective pest control contractors and other pesticide applicators. Prepares monthly pesticide reports as applicable and annual Measures of Merit reports.
- (10). Establishes pest management priorities and directs pest control/pesticide applicators accordingly.
- (11). Prepares scopes of work for pest control contracts and approves all pest control contracts (or pest control components of contracts).

E. PMQAE. Evaluates all pest control contracts for:

- (1). Compliance with the IPMP (including Base Operations Support (BOS) contract, grounds maintenance contract, railroad maintenance contract, termite control for new construction, invasive species control contracts, etc pertaining to pest control).
- (2). Compliance with the JBLE-Eustis IPMP and general IPM techniques.
- (3). Ensures contract pesticide applicators are fully certified (no Registered Technicians) and apply pesticides in accordance with their respective Virginia Department of Agriculture and Consumer Services (VDACS) Pesticide Applicator Certificate category(ies).
- (4). Ensures all pesticide application reports and PMQAE reports are provided/these reports and findings to the IPMC.
- (5). Ensures IPMC has copies of current VDACS Pesticide Applicator Certificates and Virginia Pesticide Business Licenses.
- (6). Ensures all contractor pesticide application reports are submitted to the IPMC within 5 working days of applications.

F. Installation Activities.

- (1). Monitor its missions and operations to avoid conditions that promote encroachment of pest species to reduce the need for pesticide use.

- (2). Request pest control support by submitting service orders through the CES Help Desk.
  - (3). Ensures its personnel do not procure or use any pesticides.
- G. 733 Force Support Squadron Pines Golf Course staff maintains their DOD/state pesticide certifications and provides pesticide application reports and pesticide inventories to the IPMC in accordance with SECTION 4.4.6.12.6 and SECTION 4.4.6.12.8.

**PROCEDURES:**

- A. Implement principles of integrated pest management (See SECTION 4.4.6.12.1).
- B. Establish priorities for pest management operations (See SECTION 4.4.6.12.2).
- C. Prepare and implement an IPMP (See SELECTION 4.4.6.12.3).
- D. Ensure all pesticide applicators are trained and certified to perform pesticide application.
- E. Ensure only approved pesticides and pest management materials are applied (See SECTION 4.4.6.12.5).
- F. Complete applicable reporting requirements for pest management operations and pesticide use (SECTION 4.4.6.12.6).
- G. Ensure completion of Environmental Assessment and approval of AAPSON before conducting aerial pesticide spray operations (See SECTION 4.4.6.12.7).
- H. Only certified pesticide applicators (as coordinated with the IPMC) will apply pesticides (Registered Technicians are NOT authorized to apply pesticides).
- I. No locally-procured or commercially-available pesticides of any sort will be used by persons who do not hold DOD or state pesticide applicator certifications.
- J. All requests for pest control support will be made by submitting a service order to the CED Help Desk.
- K. All activities will perform their missions in a manner to reduce the need for pest control. The following procedures will be adhered to at a minimum:
  - (1). Maintain proper sanitation and avoid attracting pests by maintaining clean orderly work areas that do not contain food items/particles or debris, or promotes pest organism refugia.
  - (2). Do not leave pet food outside that would otherwise attract wildlife, rodents, or feral/stray domestic cats.

- (3). Avoid intentionally or indirectly feeding wildlife or feral/stray cats.
  - (4). Report feral/stray cats existing near work areas to the CES Help Desk.
  - (5). Keep doors and windows closed, ensure buildings inspected for damage/potential openings, and utilize barrier devices/materials to prevent entry by birds, snakes, other wildlife, and pest insects.
  - (6). Avoid bringing pets to work areas that could contain biting arthropods such as fleas and ticks.
  - (7). Perform thorough checks for ticks on clothing or other materials upon return from areas of potential tick habitat.
  - (8). Use DOD Insect Repellent System and appropriate/applicable personal protective clothing when working or performing tasks outside.
  - (9). Avoid bringing plants or soil containing insect or other arthropod pests to work areas.
  - (10). Keep trash receptacles and dumpsters away from buildings or building entry points.
  - (11). Keep dumpster lids closed.
  - (12). Eliminates artificial breeding conditions for mosquitoes in work areas for which an activity is responsible.
- L. Ensure a current VDACS Imported Fire Ant Compliance Agreement is on file prior to any regulated items being removed from Fort Eustis and comply with all requirements of the agreement on file.
- M. Ensure completion of, review of, and maintenance of the Virginia General Permit for Discharges Resulting from the Application of Pesticides to Surface Waters of Virginia before conducting any Mosquito Control, Invasive Vegetation Control, and or Forest Canopy Pest Control spray operations.

**SECTION: 4.4.6.12.1**

**SUBJECT: Principles of Integrated Pest Management as per DoD Program**

**PURPOSE:**

Establishes the Principals of Integrated Pest Management (IPM) as per DoD Program Objectives safeguarding the environment and human health from injury, disease, and exposure risks from pest, pesticides and other pest management materials.

**REFERENCES:**

- A. EMP 4.4.6.12 Integrated Pest Management (IPM)
- B. DODI 4150.07
- C. AFMAN 32-1053

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. The Installation Pest Management Coordinator (IPMC) and the Pest Management Quality Assurance Evaluators (PMQAE) will ensure the implementation and maximization of IPM.
- B. All Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel will use all appropriate technological and management techniques that bring about an effective degree of pest prevention, and pest control staff/contractors will implement pest suppression in a safe, cost effective, and environmentally sound manner.
- C. IPM will be implemented consisting of the following criteria:
  - (1).Reduce cost of pest control.
  - (2).Reduce risks of pest resistance to pesticides.
  - (3).Reduce need for pesticides by employing physical, mechanical, cultural and biological control techniques where feasible.
  - (4).Limit pest recurrence.
  - (5).Control secondary pests.
  - (6).Reduce hazards to pesticide applicators, installation community and non-target organisms.
  - (7).Reduce the amount of pesticides used.

**PROCEDURES:**

- A. The following considerations will be examined before implementing the control measure:
- (1). What is the pest and is there a pest problem?
  - (2). Where does the problem exist?
  - (3). When did the problem occur?
  - (4). What is the Damage/Economic Threshold of the problem and the proposed control technique?
  - (5). Is the control technique practical or cost effective?
  - (6). Is the pest control technique the least disruptive?
  - (7). What is the ease of implementing the control measure?
  - (8). Will control be temporary or permanent?
- B. The IPM program will consist of the following components:
- (1). Pest identification and potential problem surveillance.
  - (2). Monitor for pest activity.
  - (3). Establish thresholds.
  - (4). Accurate record keeping.
  - (5). Consider all possible non-chemical techniques first before utilizing pesticides.
  - (6). Use pesticides in accordance with product labels when non-chemical techniques will not suffice.
  - (7). Evaluate success.
  - (8). Educate the installation community on preventive techniques and DOD/AF IPM policies.
- C. Surveillance and monitoring will be utilized for all pest control operations and will include the following:
- (1). Interviewing customers/affected parties.
  - (2). Perform physical inspection of area involved.



(3). Use monitoring tools (sticky traps, glue boards, etc.).

D. Control Measures. Consideration of all applicable control measures will be made. The following measures will be considered:

(1). Cultural Control

(2). Physical Control

(3). Mechanical Control

(4). Biological Control

(5). Regulatory Control

(6). Chemical Control

#### **SECTION: 4.4.6.12.2**

#### **SUBJECT: Priorities for Pest Management Operations**

#### **PURPOSE:**

Establishes the Priorities for Pest Management Operations to safeguard the environment and human health from injury, disease, and exposure risks from pests and pesticides.

#### **REFERENCES:**

- A. EMP 4.4.6.12 Integrated Pest Management (IPM)
- B. Integrated Pest Management Plan (IPMP)

#### **SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

#### **ROLES AND RESPONSIBILITIES:**

- A. The Installation Pest Management Coordinator (IPMC) establishes pest management priorities.
- B. The IPMC and the Pest Management Quality Assurance Evaluators (PMQAE) will ensure that pest management operations incorporate Integrated Pest Management (IPM) principles and maintain the priority of pest control techniques. The IPMC and PMQAEs

will monitor and review all pest management records, reports, and work/service orders to adequately identify any trends that do not support the priorities of pest control.

- C. DoD Pest Management Personnel, Pest Control Contractors, and all Pesticide Applicators will ensure that pest control priorities are strictly adhered to and the utilization of IPM is incorporated into each pest management operation.

**PROCEDURES:**

- A. Priorities of pest control will be identified and incorporated into the IPMP and updated as appropriate.
- B. Pest management personnel will accept work/service order requests and prioritize them to replicate the priorities of pest control.
- C. Priorities as articulated in the IPMP:
  - (1) Disease vectoring arthropods.
  - (2) Situations involving mammals posing as risks of rabies exposure.
  - (3) Venomous animals posing immediate health and safety risks.
  - (4) Bats and rodents in occupied or storage buildings
  - (5) Mechanical disease transmitting pests.
  - (6) Nuisance biting arthropods.
  - (7) Poisonous plants (such as poison ivy, poison oak, giant hogweed).
  - (8) Structurally-damaging pests.
  - (9) Stored product pests.
  - (10) Vegetation affecting security fencing and building perimeters.
  - (11) Animal and plant pests affecting land sustainment.
  - (12) Vegetation affecting rights-of-way.
  - (13) Animal and plant pests affecting recreation.
  - (14) Animal and plant pests affecting aesthetics.

**SECTION: 4.4.6.12.3**

**SUBJECT: Integrated Pest Management Plan**

**PURPOSE:**

Establishes the procedures for the update and annual validation of the Integrated Pest Management Plan (IPMP).

**REFERENCES:**

- A. EMP 4.4.6.12 Integrated Pest Management (IPM)
- B. DODI 4150.07
- C. AFMAN 32-1053

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. The Installation Pest Management Coordinator (IPMC) will prepare, coordinate and ensure implementation of the IPMP.
- B. The Pest Management Quality Evaluators (PMQAE) ensure that pest control/pesticide application work is performed in accordance with contract specifications and the IPMP. The PMQAE reports the findings to the IPMC.
- C. All DoD and contract pest control/pesticide applicators. Provide copies of applicator certifications to and obtain authorization to perform pest control from the IPMC and perform all pest control/pesticide applicators in accordance with the IPMP.
- D. Commanders and Directors. All Commanders and Directors ensure units comply with the IPMP.

**PROCEDURES:**

- A. Prepare an integrated pest management plan following format guidance in DODI4150.07 and AFMAN 32-1053. Some unique aspects related to the installation may require additional sections beyond the general format.
- B. The IPMP will be reviewed annually and completely revised and formally staffed every 5 years. Annual reviews and 5-year revisions are staffed with the PMQAEs, all

government pesticide applicators and the Base Operations Support contractor, Contract Officer Representatives (COR) who include pest control/pesticide application work in respective contracts, CEIE natural resource program manager, CEIE cultural resources program manager, 733 Civil Engineer Division (Operations and Engineering Flights), Army Support Activity (ASA), 733 Security Forces Squadron (SFS), 733 Force Support Squadron (FSS), and McDonald Army Health Center Department of Public Health (DPH). Finalized draft plans and annual reviews will be staffed with AFCEC/COSC Command Entomologist/Pest Management Professional. The ABW Commander and AFCEC/COSC will approve the plan.

- C. A separate Invasive Species Management Plan will be included as an annex to the IPMP and the Integrated Natural Resources Management Plan.
- D. The IPMP will comply with 9VAC25-800, Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Discharges Resulting from Application of Pesticides to Surface Waters. This includes compliance with VPDES Pesticide General Permit (VAG87) to include preparation and implementation of Pesticide Discharge Management Plan. A copy of the VAG87, associated regulations and the Pesticide Discharge Management Plan will be annexes to the IPMP.
- E. Annual reviews will be in written form articulating all pest management issues and needed revisions. It will be staffed ASA, 733 CES (Operations and Engineering Flights), SFS, FSS, and DPH. 733 CES Director and AFCEC/COSC Command Entomologist/Pest Management Professional approve the annual review.
- F. DPH is responsible for disease-vectoring arthropod surveillance. A surveillance plan will be provided to the IPMC for inclusion as an annex to the IPMP to meet compliance with DODI4150.07 and AFMAN 32-1053.
- G. The IPMP will be cross-referenced with the Fort Eustis Integrated Natural Resources Management Plan (INRMP) to ensure consistency and mutual operability.

#### **SECTION: 4.4.6.12.4**

**SUBJECT: Procedures for accreditation, training, and certification for personnel who perform Installation Pest Management Operations**

#### **PURPOSE:**

Establishes the procedures for accreditation, training, and certification for personnel who perform Installation Pest Management Operations.

#### **REFERENCES:**

- A. EMP 4.4.6.12 Integrated Pest Management (IPM)

- B. Integrated Pest Management Plan
- C. DODI4150.07 Pest Management Program
- D. AFMAN 32-1053

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. 733 MSG Commander ensures that installation personnel performing pest management operations receive appropriate training, certification, and accreditations.
- B. The Installation Pest Management Coordinator (IPMC) and the Pest Management Quality Assurance Evaluators (PMQAE) will ensure that all personnel, including contractors, performing pest management operations will be accredited, trained, and certified in the appropriate Department of Defense or Virginia Department of Agriculture and Consumer Services (VDACS) categories, as applicable.
- C. DoD Pest Management Personnel, Pest Control Contractors, and all other Pesticide Applicators will ensure that their accreditation, training, and certifications are current for the appropriate DOD/VDACS category of the pest management operations prior to performing the operation.

**PROCEDURES:**

- A. IPMC will successfully complete and possess:
  - (1). DoD Certified Pesticide Applicators Course and certifications that include categories 2 (Forest), 3 (Ornamental & Turf), 5 (Aquatic), 6 (Right-of-Way), 7 (Industrial, Institutional, Structural & Health-related), and 8 (Public Health) to include required refresher training every 3 years.
  - (2). Pest Management Training (Installation Pest Management Coordinator) Course (one time training).
  - (3). DoD Certified in Category 11 Aerial Application of Pesticides (initial training course to include required refresher training every 3 years).
- B. The PMQAE will preferably be a DoD Certified Pesticide Applicator but successfully complete the PMQAE Course at a minimum.

- C. DoD Pesticide applicators must successfully complete the Certified Pesticide Applicators course and refresher training every 3 years.
- D. The IPMC, the PMQAE, and all Certified Pesticide Applicators will notify their supervisor one (1) year prior to the expiration of their certifications and schedule to attend the re-certification course.
- E. Procedure for Contract Personnel:
  - (1). The Contractor must possess a current Virginia Pesticide Business License issued through the Virginia Department of Agriculture and Consumer Services (VDACS) and present to the IPMC and PMQAE.
  - (2). Contract personnel that provide consultations, recommendations, or pesticide applications must be fully certified by possessing a current and valid VDACS Pesticide Applicator Certification for any VDACS Pesticide Categories that they perform (Registered Technicians are NOT approved to perform pesticide applications on Fort Eustis).
    - (a). VDACS Pesticide Applicator Certification must be presented to the IPMC and PMQAE prior to any pesticide applications.
    - (b). Contract personnel must keep VDACS Pesticide Applicator Certification in their possession during all pesticide operations and be willing and able to present it when requested to do so.
  - (3). Contractor and contract personnel must maintain certifications in accordance with Virginia policies.
  - (4). Contractors performing pesticide applications via aerial platforms (ie, aircraft) on the installation must possess VDACS Category 11 Pesticide Applicator Certificate.
  - (5). DoD Pest Management Categories and the State of Virginia Pest Management Category equivalents (See Table 1).

**Table 1: DoD and VDACS Pest Management Certification Categories**

<b>DoD Category</b>	<b>Virginia State Equivalent and Number</b>
2 Forest	Forest Pest Control (2)
3 Ornamental and Turf	Ornamental Pest Control (3A), Turf Pest Control (3B)
5 Aquatic Plant and Animal	Aquatic Pest Control (5A)
6 Right-of-Way	Right-of-Way Pest Control(6)

7 Industrial, Institutional, Structural and Health-Related	General Pest Control (7A), Vertebrate Pest Control (Excluding Structural Invaders) (7D), Wood Destroying Pest Control (7B)
8 Public Health	Public Health Pest Control (8)
11 Aerial	Aerial Pesticide Application (11)

**SECTION: 4.4.6.12.5**

**SUBJECT: Approving Pesticides and Pest Management Materials**

**PURPOSE:**

Establishes the procedures for approving pesticides and pest management materials intended to be applied on Fort Eustis.

**REFERENCES:**

- E. EMP 4.4.6.12 Integrated Pest Management (IPM)
- F. Integrated Pest Management Plan (IPMP)

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. The Installation Pest Management Coordinator (IPMC) is responsible for obtaining approval for all pesticides applied on Fort Eustis. The IPMC will gather information on the purpose/intent of the proposed pesticide and all other information needed to prepare a "REQUEST FOR APPROVAL OF NON-STANDARD PESTICIDE" electronic form. The IPMC forwards this form along with a label and Safety Data Sheet to AFCEC/COSC Command Entomologist/Pest Management Professional for ultimate approval once confirmed the pesticide is authorized for use in Virginia and does not pose a unique issue for the installation.
- B. The IPMC and Pest Management Quality Assurance Evaluators (PMQAE) will ensure only approved pesticides are applied on FE.

**PROCEDURES:**

- A. IPMC obtains a request from an authorized VDACS Pesticide Applicator who provides the following information:

- (1).Pesticide Trade Name
  - (2).Pesticide Active Ingredients (AI) and % AI
  - (3).EPA Registration Number
  - (4).Formulation
  - (5). Target pest(s)
  - (6). Site off Application
  - (7).Signal Word
  - (8).Container sizer
  - (9).Quantity requested
  - (10). Justification statement
  - (11). Obtains label and safety data sheet from Pesticide Applicator.
- B. IPMC attaches label and safety data sheet to the “REQUEST FOR APPROVAL OF NON-STANDARD PESTICIDE” form and forwards to electronically to the AFCEC/COSC Command Entomologist/Pest Management Professional.
- C. IPMC maintains a list of pesticides authorized for use at JBLE-E, updates this list at least quarterly and distributes to pesticide applicators authorized to work on the installation.

**SECTION: 4.4.6.12.6**

**SUBJECT: Reporting Pest Management Operations and Pesticide Use**

**PURPOSE:**

Establishes the procedures reporting pest management operations and pesticide use.

**REFERENCES:**

- A. EMP 4.4.6.12 Integrated Pest Management (IPM)
- B. Integrated Pest Management Plan (IPMP)

**SCOPE:**



Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

#### **ROLES AND RESPONSIBILITIES:**

- A. The Installation Pest Management Coordinator (IPMC) will coordinate with all installation activities conducting pest management surveillance and pesticide applications to ensure all applicable information is recorded and is responsible for compiling, summarizing and report of all pest management operations to the AFCEC/COSC Command Entomologist/Pest Management Professional.
- B. Pest management/pesticide applicators will prepare a JBLE-Eustis Pesticide Application Record Report for each pesticide application and submit to the IPMC within 5 working days of each application. The information required for this report is articulated in section 7 below.

#### **PROCEDURES:**

- A. All DoD, contract and golf course (733 FSS) pest control/pesticide applicators will record each pest control action/pesticide application by preparing JBLE-Eustis Pesticide Application Record Report and submitting to the IPMC by the 5<sup>th</sup> working day following the application.
- B. The pest management component of the Base Operations Support (BOS) contractor will complete a Daily Pest Management Report Log.
- C. Other contractors will prepare a JBLE-Eustis Pesticide Application Record Report. The JBLE-Eustis Pesticide Application Record Report will be provided to the IPMC by the 5<sup>th</sup> working day following the application.

**JBLE-Eustis Pesticide Application Record Report.** The following information will be included in this report:

- A. Description and Location of Area, and Acres Treated.
- B. Day/Month/Year of Application.
- C. Applicator Name, Certified Applicator #, Certified Categories, License Expiration Date.
- D. Business/Business License#.
- E. Name/Address/Phone # of Customer.
- F. Name of the pesticide product concentrate (complete trade name) used (include active ingredients and EPA REG #):

- G. Type of Plants, Crops, Animals or Sites treated; and target pest(s) to be controlled:
- H. Amount of pesticide product concentrate applied.
- I. Amount of diluent used (by weight or volume), in mixture applied.
- J. Total Pounds of Active Ingredient (AI) applied this application.
- K. Hours spent applying pesticide for this application.
- L. Hours spent using non-chemical techniques.
- M. Type of application equipment used.

**SECTION: 4.4.6.12.7**

**SUBJECT: Preparation, submission and validation of the Aerial Application of Pesticide Statement of Need**

**PURPOSE:**

Establishes the procedures for the preparation, submission and validation of the Aerial Application of Pesticide Statement of Need (AAPSON).

**REFERNECES:**

- C. EMP 4.4.6.12 Integrated Pest Management (IPM)
- D. JBLE-Eustis Integrated Pest Management Plan (IPMP)
- E. AFMAN 32-1053 Integrated Pest Management
- F. Dodi 4150.07 Pest Management Program

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. The Installation Pest Management Coordinator (IPMC) will identify and determine if an aerial application of pesticides is justified. Once justification has been determined the IPMC will prepare, submit and ensure validation of the Aerial Application of Pesticide Statement of Need (AAPSON).

**PROCEDURES:**

- A. Installation personnel will identify the potential for using aerial application of pesticides. The IPMC will determine if justification is valid.
- B. IPMC (who must be certified in category 11, Aerial Application of Pesticides) consults with AFCEC/COSC in drafting an AAPSON which is approved by AFCEC/COSC Command Entomologist/Pest Management Professional.
- C. The AFCEC/COSC Command Entomologist/Pest Management Professional reviews the AAPSON and either approves or disapproves following the completion of an Environmental Assessment by JBLE-Eustis.
- D. Validation remains in effect until changes in mission, affected non-target organisms, the pesticide, application rate, or the target site occur.

**SECTION: 4.4.6.12.8**

**SUBJECT: Monthly and Annual Reporting Requirements for Pest Control**

**PURPOSE:**

Establishes the monthly and annual reporting requirements for pest control.

**REFERENCES:**

- G. EMP 4.4.6.12 Integrated Pest Management (IPM)
- H. Integrated Pest Management Plan (IPMP)

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. The Installation Pest Management Coordinator (IPMC) prepares the annual Measures of Merit EPA Data Call report for pest control operations occurring during the given FY and submits to AFCEC/COSC Command Entomologist/Pest Management Professional.
- B. Pest Management Quality Assurance Evaluators (PMQAE) will ensure all contractor pesticide applicators provide the IPMC with information needed to complete the annual report by submitting this information in accordance with this EMP.

- C. Operations Flight, CED (contract pest control) provides the IPMC/PMQAE with pesticide application information in accordance with Section 4.4.6.12.6.
- D. 733 Force Support Squadron - Pines Golf Course manager will ensure all pesticide application information is submitted to the IPMC in accordance with Section 4.4.6.12.6.
- E. Engineering Flight, CEN. Ensures termite control contractors employed during new construction obtain approval of their termite control plan from the IPMC, comply with the IPMP and ensure all application reports are completed and submitted to the IPMC.

**PROCEDURES:**

- A. All DoD and contractor pest control/pesticide applicator personnel provide pesticide application information to the IPMC in accordance with Section 4.4.6.12.6.
- B. PMQAE monitors contractor pest control/pesticide applicators to ensure all application information is recorded and reported to the IPMC in accordance with Section 4.4.6.12.6.
- C. IPMC reviews Daily Pest Management Report Log (Base Operating Services contract) and JBLE-Fort Eustis Pesticide Application Record Reports. IPMC prepares monthly pesticide reports and forwards to AFCEC/COSC. IPMC then prepares annual reports including the FY Pest Management Measures of Merit EPA Data Call report based on this information and forwards to AFCEC/COSC Command Entomologist/Pest Management Professional.

**SECTION: 4.4.6.12.9**

**SUBJECT: Red Imported Fire Ant Quarantine and Exclusion from the Installation**

**PURPOSE:**

Establishes the procedures for implementation of the Compliance Agreement (ref D of this EMP) Red Imported Fire Ant (RIFA) Quarantine, reducing the risk of introducing the RIFA into areas outside of the Quarantine area, and reducing the risk of establishment on JBLE-Eustis. The Quarantine has been established to restrict the movement of articles that may harbor and transport Red Imported Fire Ants into non-infested areas.

**REFERENCES:**

- I. EMP 4.4.6.12 Integrated Pest Management (IPM)
- J. JBLE-Eustis Integrated Pest Management Plan (IPMP)

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, visitors, military dependents, and contractor personnel who enter JBLE-Eustis.

#### **ROLES AND RESPONSIBILITIES:**

- A. The Installation Pest Management Coordinator (IPMC) receives surveillance reports from the Base Operations Support (BOS) Contractor, CEIE surveillance operations, and reports from Activities, and directs control actions as appropriate. Assists in ensuring compliance of the federal quarantine by advising the chain of command on criteria in the quarantine.
- B. CEO Operations Flight BOS Contractor conducts surveillance for Red Imported Fire Ants in accordance with the BOS contract and the JBLE-Eustis Integrated Pest Management Plan.
- C. The Pest Management Quality Assurance Evaluator (PMQAE) will ensure the BOS Contractor performs Red Imported Fire Ant surveillance, documented and results reported to the IPMC in accordance with BOS contract and the JBLE-Eustis Integrated Pest Management Plan.
- D. Army Support Activity (ASA), CEN Engineering Flight and CEO Operation Flight staff whose projects require movement of regulated articles (such as soil) will determine the destination of soil and other regulated articles to be removed for their projects and include the name and address of the receiving facility in related Environmental Impact Assessment Process documents. In cases where the soil will be transported to a location outside of the quarantine area, ASA/ Engineering/Operations Flight will ensure the responsible contractor is in a cooperative agreement with Virginia Department of Agriculture and Consumer Services (VDACS) to transport the soil to this location. A copy of the VDACS certificate clearing removal of the soil will be maintained and a copy forwarded to the Environmental Element/IPMC.
- E. All DoD staff and civilian contractors will adhere to the requirements of the USDA/VDACS Red Imported Fire Ant Quarantine.
- F. RCI will notify occupants prior to vacating quarters of this quarantine and ensure restricted articles are not transported outside of the quarantine area. RCI will ensure soil is not transported outside of the quarantine area unless Balfour Beatty Communities is in a cooperative agreement with VDACS to transport the soil to such locations.
- G. Regulated articles restricted under the quarantine:
  - (1). Any life stage of red imported fire ant.
  - (2). Soil, except potting soil that is shipped in original containers after commercial preparation, and soil samples shipped to approved labs.

- (3).Plants with roots, rhizomes, and plants roots and rhizomes with soil attached.
- (4).Grass sod.
- (5).Used soil moving equipment, unless free of all non-compacted soil (earth moving equipment such as hand shovels, backhoes, bulldozers, etc.).
- (6).Used farm equipment, unless free of all non-compacted soil.
- (7).Hay and straw, including pine straw that has been stored in direct contact with soil
- (8).Honey bee hives and honey bee stands that have been in direct contact with the soil
- (9).Logs, pulpwood, mulch, and stump wood with soil attached
- (10). Any other article or means of conveyance when determined that it presents a risk of spreading the imported fire ant

#### **QUARANTINE REGULATED AREAS:**

The 9 Cities and 2 Counties listed to include all military installations within those cities and counties

##### Counties

1. Brunswick
2. Greenville
3. Isle of Wight
4. James City County
5. Mecklenburg
6. South Hampton
7. York

##### Cities

1. Chesapeake
2. Emporia
3. Franklin
4. Hampton
5. Newport News
6. Norfolk
7. Poquoson
8. Portsmouth
9. Suffolk
10. Virginia Beach
11. Williamsburg

#### **MOVEMENT OF REGULATED ARTICLES ARE BASED ON THE FOLLOWING:**

- A. Movement within regulated area – movement of regulated articles solely within the quarantine area is allowed without restriction. However, two RIFA colonies have been documented on the installation and additional colonies may exist. JBLE-E will ensure regulated articles transported off-post are free of RIFA. In general, regulated article transport from the installation should be avoided.
- B. Movement from quarantine area to non-quarantine area – only allowed if regulated article is accompanied by a certificate or limited permit issued only by Virginia Department of Agriculture and Consumer Services IAW this quarantine.
- C. Movement from non-regulated area through regulated area – regulated articles that originate outside the quarantine area may move through the quarantine area if:
  - (1) Accompanied by a certificate or limited permit.
  - (2) Accompanied by a waybill that indicates point of origin.
  - (3) Regulated article moves directly through regulated area without stopping.
  - (4) Regulated article has not been commingled or combined with other articles.
- D. Movement from quarantined area through non-quarantined area:
  - (1) Accompanied by a certificate or limited permit or
  - (2) Accompanied by a waybill that indicates point of origin
  - (3) Regulated article that moves direct through regulated area without stopping
  - (4) Regulated article has not been commingled or combined with other articles
- E. Permits and certificates by Virginia Department of Agriculture and Consumer Services
  - (1) Once criteria has been met may be issued by an inspector
  - (2) Issued by any person operating under a compliance agreement
- F. Compliance agreements
  - (1) Any person or organization growing, handling or moving regulated articles may enter into a compliance agreement when a VDACS inspector determines that the person understands the requirements and obligations of the quarantine
  - (2) Failure to comply with the quarantine will result in cancellation of compliance agreement
  - (3) To enter into compliance agreement contact the Virginia Department of Agriculture and Consumer Services
- G. Assembly and Inspection of regulated articles
  - (1). Persons who desire to move regulated article intrastate shall apply for VDACS inspection as far in advance as practical but no less than 5 business days before regulated article is to be moved

- (2). Regulated articles must be assembled at the place and in a manner the VDACS inspector designates as necessary to facilitate inspection and shall be safeguarded from infestation

H. Attachment and disposition of certificates and limited permits

- (1). Certificate or limited permit must be attached at all times during intrastate movement to the outside of the container which contains the regulated article or to the regulated article itself. May also be attached to the consignee's copy of waybill as long as the regulated article is sufficiently described on the certificate or limited permit
- (2). Certificate or limited permit must be furnished by the carrier to consignee at the destination point. In addition a copy of the certificate or limited permit must be retained by the sender at place of shipment.

I. Inspection and disposal

- (1). Upon presentation of official credentials, a VDACS inspector is authorized to stop and inspect, and to seize, destroy, or otherwise dispose of, or require disposal of regulated articles as provided within the Virginia Pest law.

**EXCLUSION OF RIFA FROM THE INSTALLATION:**

A. Establishment of RIFA on the installation creates serious health and safety implications as well as damage to athletic and parade fields and natural habitats, and adverse impacts on wildlife and other fauna. Disturbed colonies aggressively bite and sting. Control will be expensive and labor-intensive. Colonies may consist nest mounds above the ground; however, colonies may also exist below ground without an obvious mound. They more typically nest in more open warmer or sunny locations including (but not limited to) landscape beds/mulch, lawns, around trees and shrubs, along sidewalk cracks, against buildings and mowed/open fields.

B. The following preventive actions will be taken:

- (1). All Activities will report any suspected RIFA colony to the IPMC immediately or call the CES Help Desk at 878-HELP.
- (2). No regulated article will be brought onto the installation without prior approval by the Environmental Element and is accompanied with a written, signed document describes the article(s), the amount(s), its source and confirmation that no life stages of imported fire ant (including eggs) exist. All documentation must be approved by a VDACS inspector or qualified representative. This pertains to any construction or maintenance project or intension by individuals to bring regulated articles onto the installation regardless of amount.
- (3). All control actions will be directed by the IPMC.



- (4). Refer to EMP 4.4.6.16 Contracting Environmental Special Conditions - JBLE-Eustis for additional guidance.

*SPILL PREVENTION AND RESPONSE*  
**ENVIRONMENTAL MANAGEMENT PROCEDURE**  
**(EMP)**  
**JBLE-EUSTIS**



*25 June 2020*

*(Revised 08 July 2022)*

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**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 633D AIR BASE WING**  
**JOINT BASE LANGLEY-EUSTIS VA**

15 Sep 21

**OFFICE OF THE COMMANDER**

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.
  - a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.
  - b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.
2. JBLE-Eustis personnel may access these EMPs electronically via the Environmental Management Procedures section of the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/> under Environmental Management Procedures (EMPs), EMP Library.
3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).
4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

**COL HUNG** Digitally signed by COL HUNG  
Date: 2021.09.15 09:35:07  
-04'00

HARRY D. HUNG, Colonel, USA  
Vice Commander

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## **Environmental Management Procedure (EMP) 4.4.7**

### **SUBJECT: Spill Prevention and Response**

#### **PURPOSE:**

This EMP establishes the procedures for assuring the Civil Engineer Squadron, Environmental Element (CES/CEIE) personnel are available to respond to all installation spills on a 24/7/365 basis as required and to spread out the workload of these requirements specifically for weekends and holidays.

#### **DOCUMENT CONTROL:**

This EMP 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 are checked against the file version before use on the:

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

#### **REFERENCES:**

- A. AFI 32-7001, *Environmental Management*
- B. AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*

#### **SCOPE:**

This EMP applies to all activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.

#### **ROLES AND RESPONSIBILITIES:**

- A. Civil Engineer Squadron (CES) will designate the Chief of Fire & Emergency Services as the Incident Commander.
- B. The Environmental Element will develop and implement the JBLE - Eustis Integrated Contingency Plan.
  - (1). Provide spill training for Activity Environmental Coordinators (AEC) and Hazardous Waste Coordinators (HWC).
  - (2). Coordinate oil spill response exercises.
  - (3). Provide documentation of spill prevention and response training.

- (4). Maintain a spill history file.
- C. All Directors, Commanders, and Leaders of activities that generate Hazardous, Universal, or Non-Hazardous Wastes. In addition, if they store/handle hazardous materials, petroleum products, non-petroleum oils, and other hazardous substances and maintain military vessels or vehicles will:
- (1). Ensure all personnel knows what to do in the event of an oil or hazardous substance spill.
  - (2). Will brief Site-Specific Contingency Plan procedures to new employees within two weeks of employment.
  - (3). Prepare a written activity Site-Specific Contingency Plan for hazardous and non-hazardous waste sites and hazardous material storage sites.
  - (4). Maintain a supply of spill response equipment and supplies (such as spill kits) as appropriate to handle the volume of the largest storage container.
  - (5). Document and track all spills that is an activity's responsibility.
  - (6). Utilize serviceable drip pans for all tactical military vehicles.
- D. Harbormaster will:
- (1). Ensure vessels involved in external fuel transfer and bilge pumping are boomed.
  - (2). Ensure the harbor boom is maintained in serviceable condition.

**PROCEDURES:**

- A. Immediately report ALL spills (no matter how small) to JBLE - Eustis Fire & Emergency Services at 911 or 878-1008.
- B. Remember, the safety & protection of life and limb take precedence over environmental protection.
- C. The Activity's Site-Specific Contingency Plan (SSCP) must include:
  - (1). SSCP must be:
    - (a). Reviewed annually and updated as required.
    - (b). Disseminated within two weeks of the change.
    - (c). Briefed new employees within two weeks of employment.

- (d). Provide a copy of the site-specific contingency plan for TSSs to the Civil Engineer Environmental Element (CEIE) each time it is modified or after the annual review.
- (2). The SSCP shall provide for the following:
    - (a). Actions to be taken by activity personnel in response to emergencies.
    - (b). Procedures for immediate notification of Fire & Emergency Services.
  - (3). The plan should list the activity personnel's names and office telephone numbers. The following notification order is recommended:
    - (a). Supervisor or manager in charge of the area, or UEC or HWC.
    - (b). Individual appointing UEC or HWC.
    - (c). AEC.
  - (4). The plan should list all required emergency equipment to include the following:
    - (a). Fire extinguisher(s).
    - (b). Spill kit(s) compatible with the type of hazardous substance, waste, or petroleum product.
    - (c). Shovels, rakes, hoes, etc.
  - (5). The plan should include a site-specific evacuation plan for activity personnel, including primary assembly points, to ensure personnel is evacuated to a safe area. Appropriate supervisors should account for all site personnel.
  - (6). Whenever there is an imminent or actual emergency, the person discovering the emergency will:
    - (a). Notify the HWC, AEC, or supervisor in charge
    - (b). Activate internal alarms or signaling devices
    - (c). Order an evacuation as required
    - (d). Call **911 or 878-1008**.
  - (7). The plan shall include a description of measures taken to prevent spills and control potential incidents. Specifications shall consist of best management practices with the use of secondary containment or dikes, protection of drains, prevention of stormwater runoff, good housekeeping, routine inspection and monitoring for leaks



(of tanks, piping, hoses, secondary containment systems, and containers related to watercraft, vehicles, and containers), deployment of a boom during external fuel transfer, management of containers, proper operation of bilge pumping by trained personnel with appropriate supervision.

(8). Copies of the site-specific contingency plans will be kept on-site where materials are stored or wastes are accumulated for the Activity's personnel use.

D. Owners and operators of bulk fuel container systems (ASTs, tank & pump units, HEMTTs, fuel tanker trucks) shall include an inspection plan of the container(s) and the secondary containment system. Inspections must be performed at least weekly and documented.

E. Spill responses:

(1). The Incident Commander:

(a). Emergencies: situations that could potentially become emergencies, large spills, fires, explosions, or discharges to water. The IC assumes control and takes appropriate action to stop the source of the spill. The IC will ensure the prevention of further migration, protect the health & safety of personnel, protect water and other resources, and implement a clean-up plan. Additional information can be obtained from the ICP.

(b). Non-emergency situations: small spills, spills onto shop floors, and hardstands resulting in the generation of a limited quantity of easily containerized wastes. The IC will make this determination and accomplish one of the following:

- i. Direct the responsible activity to clean up the spill and properly manage the generated wastes.
- ii. Clean up the spill, containerize the wastes and turn the wastes over to the responsible activity for proper disposal.
- iii. Direct the responsible activity to assist with the cleanup and containerization of wastes and to manage the wastes properly.
- iv. When the responsible activity is not identified, clean-up the spill, containerize the wastes, label containers, and either transport the wastes to HWAF or leave wastes on-site and coordinate with the HWAF for later pick-up.

F. Reporting:

- (1). The IC ensures that all internal and external notifications are made to local, state, federal, and Joint Base Langley-Eustis authorities per environmental regulations. Detailed reporting requirements are contained in the ICP.
- (2). The IC (or his designated representative) will complete a Spill Report Form as part of its response actions and will forward this report to Environmental Element (CEIE) by the next working day.
- (3). CEIE prepares all follow-up written reports based on the information provided in the Spill Report Form:
  - (a). **VDEQ 5 Day Letter** when required.
  - (b). Enter information into the Enforcement Actions, Spills, and Inspections Environmental Reporting (**EASIER**) database **within 1 Business Day of the spill**.
  - (c). **AF/A7CAN by telephone/Email immediately not to exceed 1 Business Day if any of the following occur:**
    - i. Results in injury or loss of life.
    - ii. Loss of aircraft or facility.
    - iii. It causes interruption of flying operations.
    - iv. It causes environmental contamination extending beyond installation boundaries.
    - v. Spill creates the potential of a financial impact exceeding \$50,000.
    - vi. Results may result in litigation, publicity, or media coverage.
  - (d). **Disposal:** Whenever practical, the spilled substance will be recovered. All non-recoverable material will be disposed of per Hazardous Waste Management Plan (HWMP).
  - (e). **Post-incident actions:** The IC ensures that all response equipment and supplies used for spill response are cleaned, maintained or replenished. An after-action review with response personnel, CEIE, other installation activities, and the responsible party is conducted to determine the effectiveness of response actions, identify any additional equipment or supply needs, and whether revision of the ICP is needed.
  - (f). **Additional support:** The IC may request additional support during spill response. Support may include manpower and equipment from other installation activities.

When response resource requirements exceed the installation capabilities, the IC may request contract support in dealing with an incident.

- (g). **Responsible parties:** Activities/organizations, which cause an incident, are referred to as the responsible party. Responsible parties are overall responsible for the incident. They are responsible for all response, remediation, clean-up, disposal, and related costs. Typically includes costs for excavation of contaminated media, containerization, and disposal of contaminated sorbents, materials, and media, reimbursement of Fire & Emergency Services Division for consumable spill response supplies, and replacement of durable response equipment damaged during the response, remedial actions, and any related contract support.
- (h). **Unidentified responsible party:** Spills where the accountable activity is not readily identifiable may be investigated by military police authorities to determine the responsible activity. If the responsible activity cannot be identified, the installation will be responsible for costs associated with clean-up.
- (i). **Resources available for all spill responses:** Installation spill response equipment and supplies and where located that are available for handling discharges are listed in the ICP.

#### **SECTION: 4.4.7.1**

#### **SUBJECT: Spill Phone Duty Procedures**

#### **POLICY:**

- A. Policy: The Installation must be able to respond to all spills in a timely and orderly manner. Fire & Emergency Services is the Installation's First Responder and is supported by various Installation Activities, including CES/CEIE as required.

#### **ROLES AND RESPONSIBILITIES:**

- A. Chief, CES/CEIE will:
  - (1). Provide overall guidance and direction for Spill Phone Duty Procedures.
  - (2). Approve the annual Outlook calendar CEIE Spill Duty Roster based on a calendar year.
- B. Spill Program Manager will:
  - (1). Develop an annual CEIE Spill Duty Roster.
  - (2). Monitor and ensure the accuracy of the CEIE Spill Duty Roster.

- (3). Provide training on spill phone use.
- (4). Provide spill response training to each person on the CEIE Spill Duty Roster.
- (5). Review and update this EMP on an annual basis.

C. Environmental Spill Program Manager will:

- (1). Establish CEIE Spill Duty Roster open to all CES/CEIE personnel assigned spill response duties.
- (2). Post changes to the CEIE Spill Duty Roster.

D. CES/CEIE Personnel Assigned Spill Response Duties will:

- (1). Comply with all requirements and procedures in this EMP.
- (2). Coordinate with other CES/CEIE personnel to resolve scheduling conflicts based on the CEIE Spill Duty Roster. Coordinate changes to the CEIE Spill Duty Roster with the Environmental Program Assistant to ensure changes are posted.
- (3). The CEIE Spill Duty Roster is located at O:\0 CEIE General Files (EMPs, Tasks, Permits, Inspections, Spills Training, etc.)\9 - CEIE Spill Duties

**SPILL PHONE DUTY PROCEDURES:**

A. Spill Phone and Response duties:

- (1). The Spill Manager's regular responsibilities include the spill phone and response duties during normal business days; this excludes weekends and holidays.
- (2). All CES/CEIE personnel designated by the CES/CEIE Chief will rotate these duties IAW the published CEIE Spill Duty Roster.
- (3). All CES/CEIE personnel are responsible for coordinating substitutes with other CES/CEIE personnel to resolve conflicts due to vacations, leaves, etc. If this cannot be accomplished, then the CES/CEIE Chief will make the final resolution.

B. Spill Program Manager:

- (1). Will coordinate with the CES/CEIE to develop a list of CES/CEIE personnel designated for spill response duties each calendar year.
- (2). Will provide the Environmental Program Assistant a list of CES/CEIE personnel available for spill response duties by 15 November for the following calendar year.

(3). Will work in concert with the Environmental Program Assistant to schedule CES/CEIE personnel for the upcoming year by 1 December. Known absences such as RDOs will be factored into the scheduling.

(4). Provide spill phone and response training to all CES/CEIE personnel.

C. CES/CEIE Spill Response Personnel:

(1). It is the responsibility of spill response personnel to be aware of spill duty by checking the **CEIE Spill Duty Roster** to determine when scheduled for duty.

(2). Spill response personnel will ensure you have received training on the spill phone and response procedures.

(3). Must be available to respond during your IAW with the published CEIE Spill Duty Roster. Precludes activities that would prevent you from responding.

(4). Ensures the schedule is up to date with the Environmental Program Assistant. Any changes must be on the schedule.

(5). Key to the CES compound gate will be centrally located to ensure whoever responds will have access to CEIE vehicles.

(6). Know the spill “backpack” location and spill response clipboards.

(7). Ensure the spill phone is cleaned and sanitized in accordance with CDC guidelines before transferring the phone to on-coming duty personnel. Cleaning can be accomplished by using of disinfectant wipes or a 70% alcohol solution applied to a cloth or cotton ball. NEVER spray any liquid directly onto the phone.

D. Compensation:

(1). Recalled to the Installation – Responding personnel will get either overtime or comp time for the number hours worked or a minimum of 4 hours for the response.

***DRINKING WATER RESOURCE MANAGEMENT (DWRM)***

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.4**

# **JBLE-EUSTIS**



*25 June 2020*

*(Revised 08 July 2022)*

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**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 633D AIR BASE WING**  
**JOINT BASE LANGLEY-EUSTIS VA**

15 Sep 21

**OFFICE OF THE COMMANDER**

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.
  - a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.
  - b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.
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**COL HUNG** Digitally signed by COL HUNG  
Date: 2021.09.15 09:35:07  
-04'00

HARRY D. HUNG, Colonel, USA  
Vice Commander



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## **Environmental Management Procedure (EMP) 4.4.6.4**

### **SUBJECT: Drinking Water Resource Management (DWRM)**

#### **PURPOSE AND POLICY:**

- A. Purpose: Establishes the procedures to ensure that all water supplies destined for public consumption consist of pure water.
- B. Policy: The Installation will comply with applicable Federal, State, and local drinking water.

#### **DOCUMENT CONTROL:**

This EMP 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 not controlled and against the file version before use on the:

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

#### **REFERENCES:**

- A. AFI 32-1001, *Civil Engineer Operations*
- B. AFMAN 32-1067, *Water and Fuel Systems*
- C. AFMAN 33-363, *Management of Records*

#### **SCOPE:**

This EMP applies to all activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.

#### **ROLES AND RESPONSIBILITIES:**

- A. The MSG Commander will provide overall guidance and direction for the installation drinking water program's operation, maintenance, and improvement.
- B. Director, Civil Engineer Squadron (CES) will provide resources to monitor and maintain
  - (1). Drinking water system owned and operated by the installation.
- C. Chief, CEO
  - (1). Provide oversight of the drinking water supply to the installation.

- (2). Facilitate installation actions to:
  - (a). Conserve water resources through water-saving techniques, including devices, methods, and reuse technologies
  - (b). Cooperate with federal, state, regional, and local water planning efforts.
  - (c). Monitor, evaluate, and minimize the effects of mission activities on water resources and quality.

D. Old Dominion Utilities Services (ODUS) will:

- (1). Provide drinking water to the installation in accordance with applicable legal and other requirements.
- (2). Coordinate with the installation to conserve water resources.

**PROCEDURES:**

A. Drinking-Water:

- (1). ODUS owns and operates the drinking water system on the installation to within 10 feet of buildings. ODUS will provide a Consumer Confidence Report (CCR) to Joint Base Langley- Eustis Activities, including the housing areas, annually in accordance with legal requirements.
- (2). ODUS will obtain applicable permits required by federal, state, and local regulations, including Construction Permits as specified by 12 VAC 5-590-190, Permits. No owner, or another person, shall allow the construction or change in the manner of transmission, storage, purification, treatment, or distribution of water (including the extension of water pipes for the delivery of water) at any waterworks or water supply without a written construction permit from the Virginia Department of Health.
- (3). The EMS Infrastructure and Quality of Life Functional Teams, convened by the Garrison Commander, will develop initiatives to address the requirements of EO 13423 to reduce water consumption by 3% per year. The EMS teams meet twice annually, generally in February and August. Initiatives will be approved by the JBLE Commander and briefed to the Environmental Quality Control Committee.
- (4). CES/CEIE will document and track initiatives.
- (5). CES, through its base operating contractors and ODUS, will implement approved EMS Cross-Functional Team (CFT) initiatives, as resources are available.

- (6). CES, through its base operating contractors, will protect drinking water quality on the installation to include:
  - (a). All installations of backflow protection devices shall be in accordance with applicable standards.
  - (b). No connection will be made between the potable water line and any other line or container carrying a non-potable fluid.
  - (c). All backflow prevention devices in buildings and facilities will be tested annually.
  - (d). As a consecutive system from the City of Newport News Water Works, ODUS and JBLE-E will enforce/mirror any water conservation advisories or water restrictions imposed by NNWW.
- (7). Complaints about drinking water quality or other water pollution will be submitted to CES/CEIE (878-4123). Complaints from off-post sources will be referred to the Public Affairs Office (878-4920). Inquiries from state or federal agencies regarding pollution reporting or investigations will be referred to the CEIE.

#### **CROSS-CONNECTION CONTROL (DRINKING WATER)**

The contractor shall test all testable Government-owned backflow prevention devices annually after installation, cleaning, repair, or relocation. The contractor will follow all Air Force, state, and local regulations. All records shall be maintained for regulatory review, and the annual test report submitted to the CES/CEIE within one month of completion. (AFMAN 32-1067)

***ENVIRONMENTAL AWARENESS AND COMPETENCY TRAINING***

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.2**

**JBLE-EUSTIS**



*25 June 2020*

*Updated 14 January 2025*

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## **Environmental Management Procedure (EMP) 4.4.2**

### **SUBJECT: Environmental Awareness and Competency Training**

#### **PURPOSE AND POLICY:**

This EMP establishes the procedures to implement policy for properly managing Environmental Awareness and Competency Training.

A. Purpose: This EMP establishes the procedures for:

- (1). Conducting environmental management awareness and competency training.
- (2). Identifying Activity personnel that require environmental awareness and competency training.
- (3). Development and updating awareness and competency training:

B. Policy:

- (1). Awareness Training: Activity Leadership will ensure all personnel are aware of their environmental stewardship responsibilities and key components of the Environmental Management System, such as the Policy and potential consequences if procedures are not followed.
- (2). Competency Training: All personnel that have positions or duties with potential to affect the environment are required to have competency training to meet the requirements of their primary job functions and any additional duties they are assigned.

#### **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/>

#### **REFERENCES:**

- C. AFI 32-7001
- D. AFMAN 32-7002



## **SCOPE:**

This EMP applies to all Activities and personnel who work for or on behalf of the installation, including military, civilians, vendors, suppliers, and contractor personnel working directly for the installation or working as a tenant on the installation.

## **ROLES AND RESPONSIBILITIES:**

- A. The Environmental, Safety, and Occupational Health Council (ESOHC) will provide overall guidance and direction for conducting environmental management awareness and competency training.
- B. The EMS-Cross Functional Team will identify EMS and other environmental training requirements.
- C. Commanders, Directors and Leaders of Activities will:
  - (1). Ensure personnel within their Activity receive environmental management awareness and competency training.
  - (2). Identify all personnel within their Activity that by virtue of their assignment, primary job functions, and additional duties requiring environmental competency, skills, or certification.
- D. Civil Engineer Squadron (CES); Environmental (CEIE) will:
  - (1). Develop or update environmental awareness and competency training.
  - (2). Ensure environmental awareness and competency training is accessible to Activities.
  - (3). Ensure installation personnel have obtained environmental awareness and competency training when performing installation activity inspections, staff assistance visits, and through TEACH reports.

## **PROCEDURES:**

- A. CEIE procedures:
  - (1). During the 2<sup>nd</sup> Quarter of each calendar year (CY), CEIE will develop or update EMP 4.4.2, Environmental Awareness and Competency Training review and approval by the CFT:
    - (a). Environmental Management Awareness and Competency (EMAC) training program.
    - (b). Advanced Environmental Management (AEM) Phase I training program.

- (c). By 31 August of each CY the above Environmental Awareness and Competency Training programs will be updated. Final updates will be posted as soon as practical to:

The Environmental Course Hub (TEACH) website:  
<https://usaf.learningbuilder.com/>

- (2). CEIE will develop, update, review and conduct the Advanced Environmental Management (AEM) course for new UECs, and HWCs twice annually, generally in March and October. Generally updated as required by 1 Mar and 1 Oct of each year.
- B. Contracting Office procedures: All Contracting Offices on the installation or off the installation which provide service contracts to the installation must comply with appropriate EMPs.
- C. Activity procedures will:
- (1). Appoint and ensure training of key Activity additional duty environmental Technical Advisor positions as required and individuals that perform duties that have a risk for detrimental impact on the environment as necessary.
- (a). Key Activity additional duty environmental Technical Advisor positions:
- i. Unit Environmental Coordinator (UEC): Primary and Alternate
    - a. Military Activities: Must be in the grade of E-5 or above.
    - b. Government Civilians: Must be in the grade of GS-5 or above or equivalent.
    - c. Contractor: Appropriate Supervisory Level
    - d. Required IAW 32-7001 *Environmental Management*
    - e. UECs are required to have an email address and local phone number.
  - ii. Hazardous Waste Coordinators (HWC): Primary and Alternate
    - a. Military Activities: Must be in the grade of E-5 or above.
    - b. Government Civilians: Must be in the grade of GS-5 or above or equivalent.
    - c. Contractor: Appropriate Supervisory Level

- d. Will appoint a primary and alternate Hazardous Waste Coordinator (HWC) for each TSS, SAS, or Non-Hazardous Satellite Accumulation Area (NHSs).
  - e. HWCs are required to have an email address and local phone number.
- (b). The Commander, Director, or Corporate/Company Officer for Contractors is the UEC appointment authority and signs the FEVA Form 32-643. See paragraph C.1. (a).i.e. above.
- (2). Appoint and ensure training of Hazardous Materials Managers (HMMs) - Primary and Alternate IAW EMP 4.4.6.6.1 HazMart Operations utilizing, EMP 4.4.6.6.1 Hazardous Materials Manager (HMM) Appointment FEVA Form 32-684. Appointment forms (FEVA Form 32-684) will be turned-in at the HazMart, B1205. Job titles and duty descriptions are found at EMP 4.4.2.
- (3). Ensure personnel that operate, service, or maintain vehicles, aircraft, watercraft, or other process equipment that has a risk for impact on the environment are identified and trained appropriately. Training must include specific equipment operations, maintenance, and emergency procedures IAW local SOPs and operations and maintenance manuals.
- (4). Ensure personnel that perform duties that have a risk for impact on the environment are identified and trained appropriately. The following is not an all-inclusive list of positions:
- (a). Facility Managers – Recommend FMs be appointed and trained as UECs.
  - (b). Hazardous Materials Handlers (HMH)
  - (c). Universal Waste Handlers (UWH)
  - (d). Hazardous Waste Supervisors (HWS)
  - (e). Hazardous Waste Handlers (HWH)
  - (f). Tank Custodians (TC)
  - (g). Building Recycling and Energy Monitors (BREM)s
  - (h). Recycling Coordinators (RC)
  - (i). Asbestos Abatement Personnel
  - (j). Lead Base Paint (LBP) Abatement Personnel

- (k). Pesticide Applicators
- (5). Ensure contracts being initiated by all Contracting Offices for Construction, Service, and Goods Contracts be provided to the installation have the following requirements:
- (a). Performance Work Statements (PWS) include:
    - i. Requirements for contractors, subcontractors, and contract personnel to follow appropriate EMPs.
    - ii. Ensure EMP 4.4.6.16 JBLE-Eustis Assessment Management Special Conditions and Affirmative Procurement is included as part of all contracts.
    - iii. Requirement for contractors with contracts for more than 1 year, including option years, appoint a primary and alternate UEC.
  - (b). CORs are responsible for UEC duties for contractors which have contracts for less than one year or contractors that do not have an UEC appointed and trained.
- (6). Personnel may perform more than one additional duty, however there are some limitations. The Activity must determine which additional duties are to be consolidated.
- (a). UECs, both primary and alternate are required. An UEC could perform HWC duties, however at that point, they can no longer perform UEC duties.
  - (b). HWCs and UECs are interchangeable and typically don't require both in the same Activity.
  - (c). TAs may be assigned the additional duties listed in (3) above.
- (7). Ensure the timely submission of environmental data to CEIE IAW the following EMPs:
- (a). Air emissions - EMP 4.4.6.1
  - (b). Water – EMP 4.4.6.2
  - (c). Pesticides – EMP 4.4.6.12
  - (d). Storage Tank Management – EMP 4.4.6.14
- (8). Up to date Activity TAs and HMMs rosters must be posted on information bulletin boards in shops, work areas, and offices as appropriate. This roster should be posted next to the Environmental Policy to allow the greatest access to unit personnel. The roster should contain the following as a minimum:

- (a). Position (UEC, HWC, HMM) Primary or Alternate,
  - (b). Name,
  - (c). Rank,
  - (d). Phone number,
  - (e). Email address.
- (9). AFI 32-7001, Sections 2.20 and 2.22 requires organizational personnel to know the environmental requirements that apply to their daily duties and receive the appropriate level of environmental education and training.
- (a). Members of the EMS-Cross Functional Team (CFT) must have training commensurate with their CFT duties.
  - (b). Members of the Environmental, Safety, and Occupational Health Council (ESOHC) must have training commensurate with their ESOHC duties
  - (c). Members of the EMS –Working Teams (WT) must have training commensurate with their WT duties.

D. Training requirements:

- (1). Environmental Management Awareness and Competency (EMAC) training is required:
- (a). By All Military.
  - (b). By All Civilian personnel to include contractors.
  - (c). By All new personnel within 30 days of reporting for duty.
  - (d). Annual refresher training required.
- (2). Advanced Environmental Management (AEM) training is required by:
- (a). Activity Technical Advisors: UECs, HWCs, and Tank Custodians
    - i. Unit Environmental Coordinators (UECs)
    - ii. Hazardous Waste Coordinators (HWCs)
    - iii. Tank Custodians

- (3). Advanced Environmental Management (AEM) Refresher training is required by:
- (a). Commanders and Directors.
  - (b). UECs, and HWCs as their Annual Refresher to maintain their Coordinator status.
  - (c). Hazardous Materials Managers (HMMs)
  - (d). Contracting Officer Representatives (CORs)
  - (e). Contract Administrators
  - (f). Contract Project Managers
  - (g). Contract Quality Assurance Evaluators.
  - (h). Contractor Leadership to include Project Managers, Site Supervisors, Foremen, etc.
  - (i). Hazardous Wastes Supervisors (HWSs)
  - (j). Facility Managers
  - (k). Tank Custodians
  - (l). Annual refresher training required.
- (4). Storm Water Sector Specific (SWSS) Training:
- (a). Storm Water - Air (SWA) – Airfields.
    - i. Required by all personnel who work at Airfields.
    - ii. On-line at the TEACH website: <https://usaf.learningbuilder.com/>.
  - (b). Storm Water - Land (SWL) - Motor pools and Maintenance Facilities
    - i. Required by all personnel who work at Motor pools and Maintenance Facilities.
    - ii. On-line at the TEACH website: <https://usaf.learningbuilder.com/>.
  - (c). Storm Water - Water (SWW) – Port Operations
    - i. Required by all personnel who work Port.
    - ii. On-line at the TEACH website: <https://usaf.learningbuilder.com/>.

- (5). Enterprise Environment, Safety, and Occupational Health Management Information System (ESOH-MIS) training:
  - (a). The following positions require EESOH-MIS training:
    - i. Activity Technical Advisors: UECs and HWCs
    - ii. Hazardous Materials Manager (HMM)
  - (b). EESOH-MIS training is provided by the HazMart – See EMP 4.4.6.6.1 HazMart Operations
- (6). Environmental Management System (EMS) Practitioner Training (EMSPT)
  - (a). The following positions require EMSPT:
    - i. EMS – Cross Function Team members
    - ii. EMS – Working Teams members
- (7). ESOH Council Senior Leader Awareness Training (SLAT)
  - (a). The following positions require SLAT:
    - i. ESOHC Members

E. Advanced Environmental Management (AEM) training **scheduling and administration:**

- (1). UECs will:
  - (a). Coordinate and submit with CEIE the registration of all personnel being assigned as TCs, UECs, and HWCs by his/her Activity.
  - (b). Ensure all FEVA Form 32-643 are correctly completed and turned-in by the published suspense date for each class.
  - (c). **NOTE: Forms NOT CORRECTLY COMPLETED WILL BE REJECTED!**
- (2). Must submit a correctly completed and signed FEVA Form 32-643, “UEC and HWC Appointment and Training Record” to CEIE:
  - (a). Initial AEM:

- i. By the required suspense date listed on the training announcement or personnel will not be allowed to attend. Normally the first day of March or October.
- ii. This is classroom style training.

(b). Refresher AEM:

- i. By the required suspense date listed on the training announcement. Normally the last day of March or October.
- ii. This is on-line training utilizing the TEACH website:  
<https://usaf.learningbuilder.com/> only.
- iii. Coordinators who **Do Not** meet this suspense will have a lapse in training and will be required to attend Initial training to be recertified.

- (3). AEM training announcements will be disseminated by Email approximately 30 days prior to suspense date for submitting the FEVA Form 32-643 (Usually 1 March & 1 October) and is posted on the:

JBLE Website: <http://www.jble.af.mil/About-Us/JBLE-Environmental-Information>

- (4). UECs, TCs, and HWCs must be appointed and trained before they can assume any duties.
- (5). UECs, TCs, and HWCs must make a minimum score of 70% on the AEM test.
  - (a). UECs and HWCs which do not make the minimum score are considered to have a lapse in training. UECs and HWCs must re-take the Initial AEM course to be recertified.
  - (b). UECs and HWCs that let their training lapse must be immediately removed from coordinator duties.
- (6). CEIE provides this training at no cost to Activities.

F. Training Records:

- (1). Maintain environmental awareness and competency training records for 3 years for military personnel. Civilians and Contractor personnel training records will be kept in their personnel records.



- (2). Designated UECs for each Activity will be appointed as Training Managers (TMs) within the TEACH system and will be responsible for ensuring and monitoring of Activity personnel.
- (3). Activities will report the completion status of EMAC training to CEIE Quarterly by the tenth day of the first month of the quarter; e.g., April 10<sup>th</sup>, Jul 10<sup>th</sup>, Oct 10<sup>th</sup> and Jan 10<sup>th</sup> via email. Activities must report:
  - (a). Number of personnel assigned.
  - (b). Number of personnel trained EMAC.
  - (c). The goal is 100%. If this percentage is less than 90%, then the Activity must provide an explanation.
  - (d). The information will be reported using: EMP 4.4.2, Training Report. Information should be consolidated at the highest reasonable level and submitted, e.g., one report for the 7<sup>th</sup> Bde; 128 Avn Bde; TRADOC HQs, etc.).
  - (e). CEIE will maintain the AEM training records; however, each Activity will maintain a copy for their records under the control or supervision of the UEC. These will be checked during Activity assessments.
  - (f). EMS Coordinator will track and/or report, from unit reports, the number of CFT, ESOHC, Working Team, unit members who completed training at each CFT/ESOHC meeting.

#### **SECTION: 4.4.2.1**

#### **SUBJECT: Job Titles, Duty Descriptions, and Responsibilities of Key Positions**

#### **ROLES AND RESPONSIBILITIES:**

- A. Civil Engineer Squadron (CES); Environmental (CEIE) will ensure job titles and duty descriptions are accurate and updated as required.
- B. Activities will ensure personnel are appointed, trained, and executing their specified responsibilities.

#### **PROCEDURES: Duty Descriptions**

- A. CEIE
  - (1). Job Title: Chief, Compliance Branch

- (a). Duty Description: CEIE Compliance Branch Chief responsible for all aspects of environmental management related to compliance which includes but is not limited to, hazardous waste, air quality, PCBs, spill prevention, affirmative procurement, wastewater, and stormwater.

(2). Job Title: Hazardous Waste Program Manager (HWPM):

- (a). Duty Description: CEIE action officer responsible for Resource Conservation & Recovery Act (RCRA) HWPM compliance. Responsible for ensuring that Fort Eustis comply with all applicable Federal, State, local laws and Air Force regulations and policies pertaining to the identification, storage, transportation, and disposal of hazardous wastes. Review, update, and coordinate local hazardous waste regulations, and plans... Develop, update, and conduct hazardous waste training. Provide technical and compliance guidance concerning hazardous waste requirements to Commanders, Directors, and subordinate personnel to include unit/activities inspections and technical assistance visits.

(3). Job Title: Hazardous Waste Accumulation Facility (HWAFF) Operations Officer:

- (a). Duty Description: CEIE action officer responsible for HWAFF operations, including Contract Officer's Representative (COR) for HWAFF and Used Oil contracts. Responsible for ensuring HWAFF compliance with all applicable Federal, State, and local laws and Air Force regulations and policies pertaining to the identification, storage, transportation, and disposal of HWs, UWs, and NHWs.

(4). Job Title: POL Tank Compliance Program Manager:

Duty Description: CEIE action officer responsible for POL compliance. Responsible for ensuring that Fort Eustis comply with all applicable Federal, State, local laws and Air Force regulations and policies pertaining to the identification and storage of petroleum, oils and lubricants. Review, update, and coordinate local POL regulations, and plans. Develop, update, and conduct POL storage and inspection training. Provide technical and compliance guidance concerning POL requirements to Commanders, Directors, and subordinate personnel to include unit/activities inspections and technical assistance visits.

B. Activity key additional duty environmental staff positions that have a risk for detrimental impact on the environment:

(1). Job Title: Activity Environmental Coordinator (UEC):

- (a). Duty Description: The UEC is the single point of contact for all activity environmental matters. The UEC is the Commander's, Director's or Leader's environmental technical advisor and representative to the installation. Ensures the activity's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies. Provides management oversight and assistance to the

activity's subordinate Unit Environmental Coordinators (UECs), Hazardous Waste Coordinators (HWCs), Hazardous Materials Managers (HMMs), Tank Custodians, Building Recycling and Energy Monitors (BREMs), and Recycling Coordinators (RCs).

(b). Major responsibilities:

- i. Keep the activity's chain of command informed on all environmental matters.
- ii. Coordinates communications between CEIE and the activity.
- iii. Maintains the mandatory UEC Functional Area Continuity Book (FACB) at each activity site.
- iv. Ensures internal Environmental Management training and inspections are accomplished IAW established time frames.
- v. Maintains an operations and facility inventory.
- vi. Ensures environmental data is reported to CEIE within the required timeframes.
- vii. Ensures environmental records are kept for at least 3 years.
- viii. Conducts quarterly Environmental Multimedia Assessments of all subordinate activities.
- ix. Has a system to track all training and inspections conducted by the activity and its subordinates.
- x. Serves as the activity's Energy and Natural Resources Coordinator.
- xi. May act on behalf of an activity's subordinate UECs, TCs or HWCs.
- xii. Ensures the appointment of subordinate level UECs, TCs, HWCs, HMMs, BREMs, RCs, and other activity environmental staff as appropriate.
- xiii. Assists the subordinate UECs, TCs, HWCs, HMMs, BREMs, and RCs in managing their environmental responsibilities.
- xiv. Ensures the Hazardous Material Management program for their activities is being correctly managed.
- xv. Coordinates new missions, new operations, construction, renovation, new system/equipment deployment, new system/equipment testing and evaluation, and training/exercise actions with CEIE to determine the level of

environmental impact assessment and subsequent environmental documentation required.

- xvi. Signs and certifies on the Waste Description Log (WDL).
- xvii. Signs the sworn certification on the Container Content Log (CCL) when wastes are being turned-in.
- xviii. Coordinates with CEIE the registration of all personnel being assigned as UECs, TCs, and HWCs by his/her activity. Ensure all FEVA Form 32-643 forms are correctly completed and turned-in by the published suspense date for each class.

(2). Job Title: Hazardous Waste Coordinator (HWC):

(a). Duty Description: The HWC manages the waste accumulation sites for the Activity or Unit. Assumes accountability for proper identification, classification, packaging, labeling, marking, storage, record keeping, transportation, and reporting requirements. Ensures the Unit's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies. When the Unit does not have an UEC, assumes the duties as the UEC. The HWC is the Commander's or Leader's HW manger and technical advisor.

(b). Major Responsibilities:

- i. Keeps the Unit's chain of command informed on all HW and other environmental matters as required.
- ii. HWC manages the waste accumulation sites; Temporary Storage Sites (TSSs), Satellite Accumulation Sites (SASs), and Non Hazardous Sites (NHSs).
- iii. Maintains the HW Functional Area Continuity Book (FACB).
- iv. Inspects TSSs, SASs, and NHSs weekly within 7 calendar days.
- v. Inspects UW sites monthly within 30 calendar days.
- vi. Ensures turn-ins of HWs & UWs are accomplished within the appropriate time limitations.
- vii. Coordinates communications between parent unit UEC and Unit.
- viii. Establish a system to track all inspections conducted at the Unit level and resolve findings.
- ix. Maintain training and inspection files for at least 3 years.

C. Activity personnel that perform duties that have a risk for detrimental impact on the environment:

(1). Job Title: Hazardous Waste Supervisor (HWS):

(a). Duty Description: First line supervisor of HWHs. May assist and act on behalf of the HWC when the HWC is absent for short periods of time. These duties may include but are not limited to the proper identification, classification, packaging, labeling, marking, storage, record-keeping, transportation on-post and reporting requirements, moving, transferring, inspecting, of HW.

(b). Major Responsibilities:

- i. Keeps the HWC informed on all HW and other environmental matters as required.
- ii. May act on behalf of an activity's UECs or HWCs for short periods of time. Usually until the next AEM training cycle.
- iii. Assists the HWCs in managing their environmental responsibilities.
- iv. When appropriate, HWS manages the waste accumulation sites; Temporary Storage Sites (TSSs), Satellite Accumulation Sites (SASs), and Non Hazardous Sites (NHSs).
- v. When appropriate, inspects TSSs, SASs, and NHSs weekly within 7 calendar days.

(2). Job Title: Hazardous Materials Manager (HMM):

(a). Duty Description: The Unit's single point of contact for ordering and tracking the purchases of all HMs for the Unit. At the Unit level, this is normally the logistics or supply person. Specific Unit job titles may vary from one Unit to another.

(b). Major Responsibilities:

- i. Enters all Unit approvals and purchases tracking into EESOH-MIS.
- ii. Generally, only **ONE** Shop Code per Unit except for those Activities having paint booths, pesticide applications operation for example. Coordination with the HazMart is required.
- iii. AULs are specific to each Shop Code.

- iv. Ensures all HMs approvals have been added to the Unit's AUL before purchases are executed.
- v. Ensures all HMs received are Bar Coded with the Bar Codes supplied by the HazMart.
- vi. Ensures all open transactions in EESOH-MIS are closed once the HM materials are received.
- vii. Assists the UEC with the monthly HM site inspections. Any HM not having the bar codes issued by HazMart are properly Bar Coded and if required, added to the Unit's AUL.
- viii. Assists the UEC with the providing information to complete and update EMP 4.5.2.3 Tab 2 Activity Facilities and Operations Inventory FEVA Form 32-600. Subordinate UECs must coordinate this information with the parent unit UEC as the parent unit UEC maintains this EMP.
- ix. Maintains HM files for at least 3 years.

(3). Job Title: Tank Custodian (TC):

- (a). Duty Description: The Unit's single point of contact for inspections and maintenance of the Unit's POL Areas. Specific Unit job titles may vary from one Unit to another.
- (b). Major Responsibilities:
  - i. Complete monthly POL inspections and record in STAR.
  - ii. Coordinate repairs and corrective actions to POL Areas.
  - iii. Record and document deficiencies and corrective actions.
  - iv. Maintains files for at least 3 years.

(4). Job Title: Building Recycling and Energy Monitor (BREM):

- (a). Duty Description: The BREM is the building's or facility's point of contact for recycling, energy, and natural resources conservation. The BREM will maintain and ensure that the Activity's recycling, energy, and natural resources conservation program is implemented at their buildings or facility's.
- (b). Major Responsibilities:

- i. Serves as the POC for all building or facility energy and natural resources conservation issues.
- ii. Serves as the POC for all building or facility recycling and solid waste issues.
- iii. Keeps building occupants and UEC informed on all recycling, energy, and natural resources conservation.
- iv. Coordinates communications between his/her building or facility and the UEC.
- v. Ensures that recyclables and Solid Wastes are properly managed and ready for pickup.
- vi. Ensures that recycling and Solid Waste areas are neat and orderly.
- vii. Coordinates with the Solid Waste Recycle Center (SWRC) for specific procedures.

(5). Job Title: Recycling Coordinator (RC):

(a). Duty Description: The RC is the point of contact for recycling. The RC will ensure that recyclable materials are properly managed.

(b). Major Responsibilities:

- i. Serves as the POC for recycling and solid waste issues.
- ii. Keeps occupants and BREM informed on all recycling and solid waste matters.
- iii. Coordinates communications between his/her building or facility and the BREM.
- iv. Ensures that recyclables and Solid Wastes are properly managed and ready for pickup.
- v. Ensures that recycling and Solid Waste areas are neat and orderly.

(6). Job Title: Hazardous Waste Handlers (HWH):

(a). Duty Description: All individuals having assigned duties that involve handling HWs. These duties may include but are not limited to HW generation, and assisting the parent unit -UEC, HWC, or HWS in the proper identification, classification, packaging, labeling, marking, storage, record-keeping,

transportation on-post and reporting requirements, moving, transferring, inspecting.

(b).Major Responsibilities:

- i. Keeps the Unit's HWC informed on all HW and other environmental matters as required.
- ii. Ensures Units turn-ins of HWs & UWs to the HWC are accomplished within the appropriate time limitations.

(7).Job Title: Universal Waste Handler (UWH):

(a).Duty Description: All those individuals having duties that involve handling or managing UWs.

(b).Major Responsibilities:

- i. Keeps the Unit's HWC informed on all UW and other environmental matters as required.
- ii. Ensures turn-ins of UWs are accomplished within the appropriate time limitations.

(8).Job Title: Hazardous Materials Handler (HMH):

(a).Duty Description: All individuals having duties that involve handling or using HMs.

(b).Major Responsibilities:

- i. Keeps the Unit's HMM or UEC informed with any issues concerning HM.
- ii. Assists the HMM and UEC with the Units HM program.

D. Other individuals that perform duties that have a risk for detrimental impact on the environment include, but are not limited to the following:

(1).Job Title: Lead Base Paint (LBP) Abatement Personnel

(a).Duty Description: Safely remove and dispose of lead-based paint (LBP) in accordance with all national, state, and local regulations. These personnel will usually be contractors.

(b).Major Responsibilities:



- i. For housing, personnel must have received EPA certified training in LBP removal. For industrial operations, personnel must have received company training in LBP removal in accordance with EPA guidelines.
- ii. Must submit an LBP abatement plan (see EMP 4.4.6.13.2 Tab 1) to 733 CES Environmental Element for approval before starting any LBP job.
- iii. Must take all necessary precautions to protect the health of workers.
- iv. Must take all necessary steps to ensure the job site is isolated from personnel who are not involved with the LBP removal.
- v. Must ensure that a Satellite Accumulation Site (SAS) is set-up and approved.
- vi. Must ensure the job site is properly clean before releasing the site for occupancy.
- vii. Must test all LBP debris to determine if it is a hazardous waste.
- viii. If found to be a hazardous waste disposal must be coordinated through the Hazardous Waste Accumulation Facility.

(2). Job Title: Pesticide Applicators (DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators)

(a). Duty Description: All those individuals having duties that involve surveillance and control of pests. These duties may include but are not limited to surveillance, identification, control, of pest, storage, mixing and handling of pesticides, and proper pesticide applications, certification requirements, record-keeping, daily, monthly and annual reporting requirements.

(b). Major Responsibilities:

- i. All DoD staff and contractor pesticide applicators will use all appropriate technological and management techniques that bring about an effective degree of pest prevention and suppression in a safe, cost effective (to the Air Force), and environmentally sound manner.
- ii. DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators will ensure that pest control priorities are strictly adhered to and the utilization of IPM is incorporated into each pest management operation.
- iii. DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators will ensure that their accreditation, training, and certifications are current for the appropriate EPA category of the pest management operations prior to performing the operation.

- iv. All activities and their contractors performing pest management operations will submit to the IPMC a legible, complete and accurate report.
- v. All pest management personnel including contract personnel will record daily pest management operations performed. Monthly the daily operations will be compiled into a monthly report and submitted to the IPMC by the 5<sup>th</sup> working day of the following month. Report will include copies of the daily reports, a hard copy of the monthly report and an electronic version in the form of CD.
- vi. All DoD staff and civilian contractors will adhere to the requirements of the VDACS Imported Fire Ant Quarantine.
- vii. RCI will notify occupants prior to vacating quarters of this quarantine and ensure restricted articles are not transported outside of the quarantine area.

#### **SECTION: 4.4.2.2**

#### **SUBJECT: Environmental Management Training Programs of Instructions (POIs)**

#### **ROLES AND RESPONSIBILITIES:**

##### **A. CES/CEIE:**

- (1). Develop the **Environmental Management** training Programs of Instruction (POI).
- (2). Revise and update the POIs on an annual basis.
- (3). Continuous improvement based on lessons learned that will increase the EMS level of knowledge of Activity personnel.

#### **PROCEDURES:**

##### **A. Environmental Management Awareness and Competency (EMAC):**

- (1). Environmental Management System (EMS)
- (2). Legal Aspects of Environmental Compliance
- (3). Spills & Emergency Response
- (4). Environmental Impact Assessment Process (EAIP)
- (5). Hazardous Materials Management (HMM)
- (6). Tank Management

(7). Waste Water & Storm Water Management (WW/SW)

(8). Air Program

(9). Green Procurement & Affirmative Procurement

(10). Solid Waste Management (SWM)

(11). Recycling, Reusing, and Reducing Pollution

(12). Hazardous Waste Management (HWM)

(13). Universal Waste Management (UWM)

(14). E - Waste Management (EWM)

(15). Cultural Resources

(16). Natural Resources

(17). Pesticide Management

(18). Asbestos & Lead Abatements

(19). Installation Restoration

B. Advanced Environmental Management (AEM) training course:

(1). Initial course:

(a). Environmental Management System (EMS)

(b). Legal Aspects of Environmental Compliance

(c). Environmental Impact Assessment Process (EAIP)

(d). Spills & Emergency Response

(e). Hazardous Materials Management (HMM)

(f). Tank Management

(g). Wastewater & Storm Water Management

(h). Air Program

- (i). Green Procurement & Affirmative Procurement
  - (j). Solid Waste Management (SWM)
  - (k). Recycling, Reusing, and Reducing Pollution
  - (l). Hazardous Waste Management (HWM)
  - (m). Universal Waste Management (UWM)
  - (n). E-Waste Management (EWM)
  - (o). Cultural Resources
  - (p). Natural Resources
  - (q). Pesticide Management
  - (r). Asbestos & Lead Abatements
  - (s). Installation Restoration
- (2). Refresher Course (AEM Refresher on TEACH):
- (a). Environmental Management System (EMS)
  - (b). Legal Aspects of Environmental Compliance
  - (c). Environmental Impact Assessment Process (EAIP)
  - (d). Spills & Emergency Response
  - (e). Hazardous Materials Management (HMM)
  - (f). Tank Management
  - (g). Wastewater & Storm Water Management (WW/SW)
  - (h). Air Program
  - (i). Green Procurement & Affirmative Procurement
  - (j). Solid Waste Management (SWM)
  - (k). Recycling, Reusing, and Reducing Pollution

- (l). Hazardous Waste Management (HWM)
- (m). Universal Waste Management (UWM)
- (n). E-Waste Management (EWM)
- (o). Cultural Resources
- (p). Natural Resources
- (q). Pesticide Management
- (r). Asbestos & Lead Abatements
- (s). Installation Restoration

C. Training will focus on:

- (a). General knowledge of the environmental policy, EMS, and related procedures
- (b). Leadership roles and responsibilities regarding the installation environmental stewardship and management of the environmental program
- (c). Providing key points of contact for environmental management
- (d). The importance of conformance to the requirements of the management standards and consequences of departure from these procedures
- (e). The potential environmental impacts associated with work activities and benefits of improving performance
- (f). Personal roles and responsibilities of environmental stewardship including emergency preparedness (e.g. spill control) and communication procedures
- (g). Fort Eustis broad environmental objectives and how individuals can affect change

**SECTION: 4.4.2.3**

**SUBJECT: The Environmental Awareness Course Hub (TEACH)**

The Environmental Course Hub (TEACH) website: <https://usaf.learningbuilder.com/>  
(BEST used in these internet Browsers: Chrome or Mozilla)

Step 1: Log-in for the first time:

Select "Register for an Account"

If no error message, THEN:	Enter your First and Last Name, Email Address and Password on the "Register for an Account" screen
If you receive an error message your email is registered in the system, "The email address you provided is already in the system." THEN:	Select the note that states to "reset your email" or return to the main screen; select "Forgot your password"

Step 2: Enter Account details:

If you created your own account, THEN	Follow the screen prompt to Enter Account details (notes are below)
If your email address was already in the system, THEN:	Select "My Account" on the Top Right Hand side of the website, select "Enter Demographics" (notes are below)

ESOHTN Unclaimed Account (if applicable): Enter email address related to your ESOHTN account. Note only records from 2013 were imported into TEACH.

Employee Type: Civilian, Air National Guard, Reserves, etc. (Drop-down list)

Position Series: Select the top level group

Job Focus Tasks: Select closest to what describes your duty title/additional duties

**\*\*JBLE – Eustis - Installation:    Select – United States Air Force (USAF);**

**Select – ACC;**

**Select – JB Langley-Eustis;**

**Select – JBLE – Eustis;**

**Select – 633<sup>rd</sup> Mission Support Group;**

**Select - Pick your Activity or Chose Other. Must Drill Down to your Unit!**

**EXAMPLE:**

**United States Air Force (USAF)**

**ACC;**

**JB Langley-Eustis;**

**JBLE – Eustis;**

**633<sup>rd</sup> Mission Support**

**Group;**

**XVIII Airborne**


**Corps;**

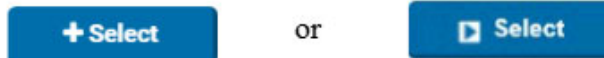
**7<sup>th</sup> Transportation Brigade (Expeditionary);**

**10<sup>th</sup> Terminal Transportation Battalion;**  
**1099<sup>th</sup> Logistics Support Vessel.**

**\*\*NOTE: This is Extremely Important to Select Your Unit Correctly – Otherwise YOUR Training will not be tracked correctly.**

Step 3: Take a Course & Print Certificate

- On the Home screen, My Transcripts Tab should be available (*account details/demographics must be complete!*)
- Select “My transcripts” – select “Search for a Course” 
- Find/Select “+ Select” next to the course required (List can be filtered, if desired)



(\*Note: ESOHTN courses cannot be selected, viewed or re-taken)

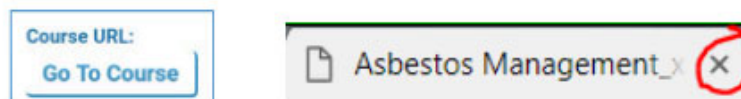
(\*Note: If a new window does not open – the course will be listed on the “My Transcripts” page – select the button next to the course)

- **For JBLE-E Courses Only: Select “The Course Name” to the Right of “Course Materials, when finished, select the “X” on the window to close the course: (If you select “Go to Course, you will get a 404 error”**

Course Materials:

[HazCom JBLE-E.pptx](#) 

- For Non JBLE-E (AFIT) Courses: Select “Go To Course”, when finished, select the “X” on the window to close the course:



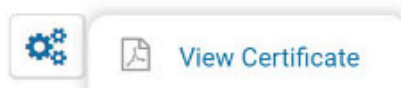
- Complete the Evaluation to received credit for the course – Select “Evaluate Course”:



- Complete Evaluation by selecting “submit” on the form:



- For a Certificate of Completion: In “My Transcripts” find the course name completed, select the “gear icon” – select “View Certificate”:



(\*Note: If the gear icon is not available – the course evaluation was not completed)

(\*Note: Certificate does not open in a new window – ensure you select the back button in the browser)

(\*Note: ESOHTN *attendance records from 2013* were imported into TEACH)

**APENDICES: Located on JBLE-Eustis Public Environmental Website**

<https://www.jble.af.mil/Units/Army/Eustis-Environmental/>

APENDIX A: UEC, and HWC Appointment FEVA Form 32-643

APENDIX B: Training Report



***FUNCTIONAL AREA CONTINUITY BOOK (FACB)***

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.4**

**JBLE-EUSTIS**



*25 June 2020*

*(Revised 13 Jan 25)*

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**SECTION: EMP 4.4.4**

**SUBJECT: Environmental Program Manager (EPM) Functional Area Continuity Book (FACB)**

**PURPOSE:**

This EMP establishes procedures to develop and maintain FACBs. The purpose of the FACB is to provide a smooth transition from one Functional Area Manager to another, ensure that EPMs implement the EPM's annual plans and document detailed implementing procedures for the program area.

**DOCUMENT CONTROL:**

This EMP 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 before use on the:

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

**REFERENCES:**

- A. AFI 32-7001, *Environmental Management*
- B. Documents and Records Management (eDASH)

**SCOPE:**

This EMP applies to all Activities and personnel who work for or on behalf of the installation. Including military, civilians, vendors, suppliers, and contractor personnel working directly for the installation or working as a tenant on the installation, Civil Engineer Squadron, and Environmental Element (CES/CEIE) EPMs.

**ROLES and RESPONSIBILITIES:**

- A. Chief, CES/CEIE
  - (1). Provide overall guidance for developing and maintaining FACBs
  - (2). Appoint Environmental Program Managers to check these documents during activity assessments periodically.
  - (3). Review Environmental Element FACBs annually
- B. Commanders/Directors/Leaders - Activities

- (1). Will Ensure FACBs are developed and maintained for each functional area.
- (2). Activity Environmental Coordinators (AECs) will assist with developing and checking FACBs during routine and spot inspections.
- (3). Have the Commander/Director ensure the integrity and safeguarding of environmental records by establishing a chain of custody for all records.

**PROCEDURES:**

- A. The Commander/Director, having appointing authority for the UEC, will sign the chain of custody for all records for transferring records from the outgoing UEC to the incoming UEC. This process usually is at the Brigade and Battalion/Squadron levels and appropriate Leadership levels for Civilians Activities.
- B. The Commander at Company/Detachment levels and appropriate Leadership levels for Civilians Activities will sign the chain of custody for all records for transferring records from the outgoing Unit Environmental Coordinator/Hazardous Waste Coordinator (UEC/HWC) to the incoming UEC/HWC.
- C. FACBs will be developed and maintained. Functional areas include but are not limited to the following:
  - (1). Admin Areas
    - (a). Offices
    - (b). Classrooms
  - (2). Coordinators Functions (AEC, UEC, HWC)
  - (3). Maintenance Facilities
    - (a). Motor Pools
    - (b). Vehicle Maintenance Shops
    - (c). Aircraft Maintenance Shops
    - (d). Vessel Maintenance Shops
    - (e). Electrical Maintenance Shops
    - (f). IT Shops

- (4). Waste Accumulation Areas:
    - (a). Temporary Storage Site (TSS)
    - (b). Satellite Accumulation Site (SAS)
    - (c). Non-Hazardous Waste Site (NHS)
    - (d). Solid Waste collection areas
    - (e). Recycling areas
  - (5). POL Storage Areas and Tanks
  - (6). Arms Rooms/Weapons Cleaning Areas
  - (7). Nuclear, Biological, and Chemical/Chemical, Biological, Radiological, Nuclear, and Explosive (NBC/CBRNE) Rooms
  - (8). Supply Rooms
  - (9). Dining Facilities, food preparation, and service areas
- D. FACBs will be reviewed by UEC and updated annually.
- E. FACBs will be organized in a standardized format and will be in an easily identified binder. Each FACB will contain as a minimum but is not limited to the following sections as appropriate:
- (1). JBLE-Eustis Environmental Commitment Statement.
  - (2). Procedures for transferring duties from one Coordinator or Functional Area Manager (FAM) to another and ensuring the new FAM are adequately trained.
  - (3). Current EMPs related to the Functional Area (FA) – May be stored in a digital folder together to save paper but must be available for inspection.
  - (4). Activity Standard Operating Procedures which pertain to the FA.
  - (5). Solid Waste Minimization & Recycling (SWMR) Plan; or
  - (6). Hazardous Waste Minimization (HazMin) Plan for TSS, SAS, or NHS
  - (7). POL Storage Areas and Bulk Storage Containers 55 Gallons and more
  - (8). Chain of Custody Logs: EMP 4.4.4.3 Commander/Director Chain of Custody Log.

- (9). Training or certifications
  - (10). Inspections
  - (11). Turn in documents
  - (12). Waste Site - Opening and Closing Forms
  - (13). Appointment Forms
- C. EPMs will develop and maintain FACBs for each environmental program area and other significant duties. These include but are not limited to the following:
- (1). Environmental Program areas
    - a. Environmental Management System (EMS)
    - b. Administrative Reporting and Processing
    - c. Air Quality Pollution Management
    - d. Wastewater Management
    - e. POL Tank (AST/UST) Management
    - f. Spill Prevention, Control and Countermeasures
    - g. Stormwater Management
    - h. Operational Noise
    - i. Drinking Water
    - j. Pollution Prevention
    - k. Recycling
    - l. Solid Waste Management (SWM)
    - m. Hazardous Materials Management (HMM)
    - n. Hazardous Waste Management (HWM)
    - o. National Environmental Policy Act

- p. Coastal Zone Management Act
- q. Natural Resources
- r. Cultural Resources
- s. Pest Management
- t. Toxic Substances
  - i. Lead
  - ii. PCB
- u. Environmental Cleanup

(2). Other significant duties:

- (a). Safety
- (b). Property Book
- (c). Outreach
- (d). Inspections/Assessments (Multimedia and Internal)
- (e). Environmental Compliance Training

D. FACBs will be organized in a standardized format. They will be in an easily identified binder and online. Each FACB will contain as a minimum but is not limited to the following sections:

(1). Program Narrative, including Policy and Requirements

- (a). Program Overview
- (b). Policy
- (c). Requirements
  - i. Program Goals
  - ii. Objectives
  - iii. Metrics



(2). Annual Plan – EPM’s Objectives, Targets, and Tasks

- (a). Based on Fiscal Year (FY) – Should extend 90 Days into the next FY
- (b). List all Program Objectives – EPM’s Objectives for the Program
- (c). Targets – Intermediate steps for obtaining an Objective.
  - i. Targets should have a short narrative on how they will be achieved.
  - ii. Have one or more dated Tasks.
- (d). Tasks – Final steps in completing the overall Objective.
  - i. Must have a completion date.
  - ii. Chronological Task Checklist for monitoring and ensuring execution of the EPM’s Annual Plan
- (e). The Plan will specify measurable metrics based on periodic monitoring (daily, weekly, monthly, annually, etc.) as required.
- (f). The Plan is not a static document and should be updated throughout the program year.

(3). EPM’s Standard Operating Procedures

- (a). Organized by Objective, Target, and Task
- (b). Each Objective, Target, and Task
  - i. Must be clear and concise.
  - ii. Must be in sufficient detail to allow a non-functional area Program Manager (PM) to execute the annual plan.

(4). Aspects and Impacts

(5). Annual Budget & Spend Plan.

(6). Monitoring reports will be posted and briefed as required.

# *AIR QUALITY*

## **ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP)**

### **4.4.6.1**

### **JBLE-EUSTIS**



*25 June 2020*

*(Revised 13 January 2025)*

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**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS 633D AIR BASE WING  
JOINT BASE LANGLEY-EUSTIS VA

OFFICE OF THE COM

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**SECTION: 4.4.6.1**

**SUBJECT: Air Quality Pollution Management**

**PURPOSE AND POLICY:**

- A. Purpose: Establishes the procedures to implement a policy for properly managing of the Air Quality program.
- B. Policy: The installation will comply with applicable Federal, State, and local air quality regulations by executing its air permit. The Installation will continuously examine methods to improve air quality on The Installation and in partnership with neighboring communities and to eliminate the use of ozone-depleting substances (ODS).

**DOCUMENT CONTROL:**

This EMP 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 before use on the:

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

**REFERENCES:**

- A. AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*
- B. AFMAN 32-1062, *Electrical Systems, Power Plants, and Generators*
- C. Joint Base Langley- Eustis Stationary Source Permit 17 December 2010

**SCOPE:**

Applies to all activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.

**ROLES AND RESPONSIBILITIES:**

- A. Civil Engineer Squadron (CES) will exercise the overall direction and coordination of the Air Quality program.
- B. CES/Environmental (CEIE) will ensure that all data is reported to the appropriate agencies within the prescribed timeframes.
- C. The CES/Environmental (CEIE) will execute the program. The CES/CEIE will:
  - (1). Develop and disseminate policy on air pollution management.

- (a). Provide guidance on policy and regulations concerning air pollution sources management that reflects DOD and DA guidance and pertinent provisions of air pollution control laws. Supplement and implement, as required, Federal Clean Air Act regulations and Commonwealth of Virginia State Air Pollution Control Board Regulations for the Control and Abatement of Air Pollution.
  - (b). Maintain copies of all relevant federal, state, regional, and local regulations; DOD and Air Force directives; and other pertinent documents on air emissions.
  - (c). Maintain air quality emission data for stationary air pollution sources.
  - (d). Maintain liaison with air quality control agencies and authorities.
- (2). Provide an overview of air pollution control projects.
- (a). Manage the identification, budgeting, reporting, engineering, design, and construction of projects required to control and monitor emissions per applicable federal, state, regional, and local air quality standards.
  - (b). Ensure that all new stationary sources of pollutants and all major modifications to existing stationary sources are designed to meet or exceed applicable standards.
- (3). Obtain required state, regional, and local air pollution permits and submit reports required by pertinent air pollution regulations.
- (4). Coordinate and monitor program execution.
- (a). Conduct and maintain up-to-date emissions inventories of stationary sources of air pollution located on JBLE-Eustis and respond to notifications of changes.
  - (b). Review emission data to identify and minimize or eliminate sources of air pollution.
  - (c). Inform units and activities with sources of air pollutants of all required operations and maintenance upgrades.
- (5). Identify training requirements for air pollution compliance and coordinate installation-level training to be provided as appropriate, including annual training on Operations and Maintenance Manual procedures for operators of selected air pollution sources.
- D. Activities will provide to the CES/CEIE all air quality data that apply to any of the following:
- (a). Equipment Owner
  - (b). Equipment Operator
  - (c). Process operations

- E. Only the Commanding General can authorize the purchase of Class 1 ODCs under special circumstances.
- F. Commanders/Directors JBLE-E Activities
- G. Provide qualified personnel for the proper use and disposal of ODCs.

**RESPONSIBLE ACTIVITIES WILL:**

- A. Use Stationary Air Pollution Sourced Construction, Installation, Modification, Movement, or Removal for all stationary sources. Examples of equipment/sources requiring an Application and a Permit to Construct and Operate for approval include:
  - (1).Fuel-burning equipment such as boilers, heaters, or generators.
  - (2).Refuse burning equipment such as incinerators.
  - (3).Process equipment such as air strippers, degreasers/parts washers, and gasoline/avgas storage tanks.
  - (4).Processes such as media blasting, dry cleaning, electroplating, fiberglass operations, soil venting, in-door spray painting operations, and woodworking/other material working equipment using a vacuum system to collect dust.
  - (5).Training equipment, such as engine test cells.
- B. Use the following sections for the respective areas:
  - (1).Use section 4.4.6.1.2, Guidance for Preparations of O&M Plans for all Operations & Maintenance Plans.
  - (2).Use section 4.4.6.1.3, Outdoor Burning, for conducting any outdoor burning operations.
  - (3).Use section 4.4.6.1.4 Ozone Depleting Chemicals for acquisition, storage, handling, use, disposal, or otherwise managing Ozone Depleting Substances (ODS) or Chemicals (ODCs).
  - (4).Use section 4.4.6.1.5 NESHAP for Renovation and Demolition (Asbestos).
- C. Report all data and operations IAW Air Quality Program Reporting Requirements.

**AIR QUALITY PROGRAM REPORTING REQUIREMENTS:**

- A. Document sources on the Activity Facilities and Operations Inventory FEVA Form 32-600. Submit an updated copy semiannually.

- B. Report the previous quarterly or monthly operational data by the 10<sup>th</sup> day of each following month, closing the respective period (monthly, quarterly, semiannually, etc.) to CES/CEIE Air Program Manager.
- C. Certify that all data submitted is true and accurate by the UEC.
- D. Submit all reports by email with appropriate attachments needed. The AEC's certification must include the following: **"I certify that the reported information being submitted is complete and accurate. I understand that I am subject to potential civil or criminal enforcement for making false certifications."**
- E. **Have the Commander/Director have UEC appointing authority to sign all reports and submit them to CEIE when the Activity does not have an UEC. Commanders and Directors cannot delegate to subordinates.** SEE EMP 4.4.2 Environmental Awareness and Competency Training.
- F. Maintain copies of this data submission for three years.
- G. Report any of the following operational changes to CES/CEIE as they occur:
  - (1).New equipment
  - (2).Equipment removed from service
  - (3).System modifications
  - (4).Ownership
  - (5).Relocations
  - (6).Changes/additions to Source types
- H. Report the following source types monthly using Air Quality Program Reporting Forms where applicable: (Use the appropriate worksheet):
  - (1).Stationary Generator Run Time - Reported from meter readings (hours and tenths)
  - (2).Peak Generator Run Time - Reported from meter readings (hours and tenths)
  - (3).Fuel Combustors - Reported in gallons or cubic feet
  - (4).Helicopter Engine Run Time - Reported from meter readings (hours and tenths)
  - (5).Marine Engine Run Time - Reported from meter readings (hours and tenths)
  - (6).Aviation Fuels JP-A Fuel and Mogas - Reported in gallons
  - (7).Woodworking-cyclone turned in drums and hopper weight - Reported in lbs.



(8). Stationary Abrasive Blasting -Reported in lbs.

(9). HazMart Data

(10). Paint usage at Permitted Paint Booths located in Buildings 1411, 1417, 27502, 3509, and 2411.

I. Report the following Solvent Sinks & Parts Washers information quarterly:

(1). Equipment Type

(2). Manufacture

(3). Serial Number

(4). Solvent Type with SDS

(5). Solvent capacity

(6). Location

J. Emergency Generators

(1). The Contractor shall provide monthly generator run time readings for all generators to the CEIE Environmental Element. Contractors can enter the readings into the Air Quality Programs tracking database APIMS by the 10<sup>th</sup> of the following month for the previous month's readings. Monthly meter readings are required under the Fort Eustis Stationary Source Permit to Operate issued by The Virginia Department of Environmental Quality. All generators shall be maintained IAW manufacturer's standards and EPA regulations. Maintenance records will be retained indefinitely for regulatory review.

K. Boiler Plant Operation

(1). The Contractor shall maintain all maintenance records and operational logs. Boilers shall be operated IAW all Federal, state, and local regulations, laws, and AF Manuals. (AFMAN 32-7002)

#### **SECTION: 4.4.6.1.1**

#### **SUBJECT: STATIONARY AIR POLLUTION SOURCE REQUIREMENTS**

#### **PURPOSE:**

Establishes the procedures for properly managing Stationary Air Pollution Sources Construction, Installation, Modification, Movement, or Removal.

## **ROLES AND RESPONSIBILITIES:**

- A. The CES/Environmental/ (CEIE) will execute the program.
- B. Activities will:
  - (1). Minimize their impact on air quality to the maximum extent possible.
  - (2). Ensure procedures and reporting requirements are met.

## **PROCEDURES:**

- A. Stationary Air Pollution Sourced Construction, Installation, Modification, Movement, or Removal.
  - (1).New or Modified Sources. The proponent for constructing, reconstructing, installing, or modifying an air pollution source will coordinate with CES/CEIE or the appropriate environmental office. Additional actions may be required before the execution of the project.
  - (2).Permit to Construct and Operate. An application for a Permit to Construct and Operate must be submitted to and approved by the local air pollution control authority to construct, reconstruct or modify air pollution generating equipment/sources as per 9 VAC 5-80. The project proponent will ensure the completion and submission of these documents through CES/CEIE or the appropriate environmental office.
- B. Examples of equipment/sources requiring an Application and a Permit to Construct and Operate for approval include:
  - (1).Fuel-burning equipment such as boilers, heaters, or generators.
  - (2).Refuse burning equipment such as incinerators.
  - (3).Process equipment such as air strippers, degreasers/parts washers, and gasoline/avgas storage tanks.
  - (4).Processes such as media blasting, dry cleaning, electroplating, fiberglass operations, soil venting, in-door spray painting operations, and woodworking/other material working equipment using a vacuum system to collect dust.
  - (5).Training equipment, such as engine test cells.
- C. Responsibility for obtaining the Permit to Construct and Operate.
  - (1).Work is done in-house: Coordination will be made with CES/CEIE for project review and assistance completing the application. CES/CEIE will submit the application and obtain the Permit to Construct and Operate.

(2). A contractor does work: Coordination will be made with CES/CEIE for project review and assistance completing the application. CES/CEIE will obtain the Permit to Construct and Operate.

D. Implement the Best Available Control Technology (BACT) as determined by the regulatory authority in the air pollution source design and construction/installation/operation.

E. Assure that all the standards/limits included in the Permit to Construct and Operate are implemented or met. The permit consists of performance testing of the air pollution source, installing control or monitoring equipment, and installing equipment that meets the specified emission limits.

F. General Conformity Determination. 40 CFR Part 51 requires the federal government to evaluate the effect of specific criteria air pollutants generated by projects funded by the federal government or on federal land. It is required to determine the criteria for air pollutants must be evaluated for which the project area is in maintenance or nonattainment. Fort Eustis is in the maintenance area for nitrogen oxides (NO<sub>x</sub>) and volatile organic compounds (VOCs). When the project results in emissions of one or more of these pollutants:

(1). A general conformity applicability analysis must be completed, which examines the direct and indirect emissions produced by a project. Suppose the requirements of the general conformity rule do not apply to a specific action. CEIE shall prepare a Record of Non-Applicability (RONA). A RONA is a short, written document that verifies a proposed action has been appropriately reviewed. It provides written evidence of that review in the form of a project description, emission rate calculation (if necessary), citation of exemption category (if applicable), and any other information needed to support the declaration of "non-applicability." CES/CEIE will provide guidance and assist activities in preparing a RONA.

(2). A general conformity determination must be completed if the project emissions exceed the *de minimus* level for that pollutant or if the project does not qualify for one of the listed exemptions.

(3). Any mitigating measures or emissions trading may be needed to continue the project.

G. Removal or Movement of a Stationary Source. CES/CEIE must be notified (878-7373) when a registered source of air pollution has been removed or planned for movement. The movement of a source may require one of the actions outlined under paragraph "A. 2" above.

H. General Operating and Equipment Requirements for Stationary and Fugitive Air Pollution Sources.

(1). Owners or operators of air pollution sources must obtain the proper permits, if applicable, as outlined in paragraph 6 above.

- (2). Owners or operators of air pollution sources must follow the Joint Base Langley-Eustis Stationary Source Permit to Operate for any additional applicable source-specific permits. Joint Base Langley-Eustis' most recent Permit to Operate was issued on 17 December 2010. Contact Environmental (878-7373) regarding applicable permits.
- (3). Owners/operators of affected air pollution sources identified in a permit must prepare and maintain an Operation and Maintenance (O&M) Plan. Guidance on the preparation of O&M Plans is in paragraph 8 below.
- (4). Any exceedances or violations by an air pollution source must be reported to CEIE or the appropriate environmental office verbally within one business day and written within three business days.
- (5). Air pollution source operators must perform testing, monitoring, record keeping, inspections, and reporting requested by CEIE or required by an applicable permit or regulation.
- (6). All equipment must be maintained in good working order and operated following a good industrial practice.
- (7). Air pollution monitoring devices must be calibrated and maintained according to the manufacturer's instructions, industry practice, regulation, or permit.
- (8). Monitoring gauges (opacity, pressure differential monitors, and flow monitors) will be marked with the permitted operating range per manufacturer's instructions, industry practice, regulation, or permit.
- (9). An air pollution source must not emit visible emissions (i.e., smoke from a stack or dust from a bag-house) exceeding the visible emission limit standard outlined in the permit or applicable regulation.
- (10). Waste-derived fuel (e.g., used oil) must not be burned in any Fort Eustis air pollution source without prior coordination with CES/CEIE (878-7373).
- (11). Construction, demolition, or material transfer projects will minimize fugitive dust by employing a technique such as water spray or a closed system. In addition, fugitive dust must not be emitted from air pollution generating equipment such as boilers and incinerators.
- (12). Air pollution sources must not emit air pollutants that are dangerous to human health, plant, animal life, property, or interferes with the enjoyment of life and property.
- (13). Persons must not conceal or mask the emission of any air pollutant, which violates air pollution regulations or causes a detriment to the health, safety, or welfare of any person.

- (14). All activities shall keep solvent, paint, Misc. containers, and parts washing sinks closed when not in immediate use to avoid fugitive emissions. In addition, part washing sinks must be labeled with official signage available at CES/CEIE. 878-7373.

I. Guidance for Preparations of O&M Plans:

- (1). The JBLE-Eustis Stationary Source Permit to Operate issued by the Commonwealth of Virginia Department of Environmental Quality (DEQ) requires operators of equipment generating or controlling air pollution on JBLE- Eustis to take the following measures to minimize the duration and frequency of excess emissions.
- (2). Develop a maintenance schedule and records of all scheduled and non-scheduled maintenance.
- (3). Maintain an inventory of spare parts.
- (4). Have available written operation procedures for equipment. These procedures shall be based on the manufacturer's recommendations, at a minimum.
- (5). Train operators in the proper operation of all such equipment and familiarize the operators with the written operating procedures. Operators shall maintain training records with the trainees' names, the training date, and the nature of the training.

J. Source-Specific Operating and Equipment Requirements for Stationary Air Pollution Sources:

- (1). JBLE- Eustis' Stationary Source Permit to Operate lists the permitted equipment, operating requirements/emission limitations, records, and general conditions. A copy of the permit can be obtained from CES/CEIE. Any changes in the permit application specifications or existing facilities that alter the facility's impact on air quality may require a permit. Failure to obtain such a permit before construction may result in enforcement action.

K. Distillate oil requirements from the JBLE- Eustis Stationary Source Permit to Construct and Operate.

**SECTION: 4.4.6.1.2**

**SUBJECT: GUIDANCE FOR PREPARATION OF O&M PLANS**

**PURPOSE:**

Establishes the procedures to accurately prepare and maintain an Operation and Maintenance (O&M) Plan.

**ROLES AND RESPONSIBILITIES:**

- A. CES will exercise the overall direction and coordination of the air pollution management program and execute the program through Environmental (CEIE).
- B. Activity Directors will:
  - (1). Provide qualified personnel to support equipment Operation and Maintenance requirements.

**PROCEDURES:**

- A. Activities that operate air pollution sources identified in the JBLE-Eustis Stationary Operating Permit must prepare and maintain an Operation and Maintenance (O&M) Plan. The O&M Plan will contain the following information
  - (1). A maintenance schedule and records of all scheduled and non-scheduled maintenance.
  - (2). An inventory of spare parts.
  - (3). We have written operating procedures for equipment. These procedures shall be based on the manufacturer's recommendations, at a minimum.
  - (4). A training plan for all operators of the equipment
  - (5). Training records for all operators.
  - (6). Instructions prohibit unattended or not immediate use of open containers. (Examples; paint, solvents, parts washing sinks.) Paint cans are not to be air-dried. Solvent sink lids must be closed when not in use. Proper signage is required.
- B. CES-CEIE will inspect O&M Plans during annual Activity Assessments.

**SECTION: 4.4.6.1.3**

**SUBJECT: OUTDOOR BURNING**

**ROLES AND RESPONSIBILITIES:**

- A. CES will exercise the overall direction and coordination of the air pollution management program and will execute the program through CES/Environmental (CEIE).

**PROCEDURES:**

- A. Outdoor burning is not permitted unless prior coordination is made through CES/CEIE.
  - (1). Prescribed burning by CES/CEIE or other installation activity for maintaining fire-dependent ecosystems or improving forestlands, for instruction in the methods of

forest fire fighting, and to prevent or decrease a forest fire hazard will not be conducted without coordination with appropriate federal, state and local agencies.

**SECTION: 4.4.6.1.4**

**SUBJECT: OZONE-DEPLETING CHEMICALS**

**ROLES AND RESPONSIBILITIES:**

- A. Only the Commanding General can authorize the purchase of Class 1 ODCs under special circumstances.
- B. Commanders/Directors JBLE-Eustis Activities
- C. Provide qualified personnel for the proper use and disposal of ODCs.

**PROCEDURES:**

- A. Activities will identify all personnel with a role in ODC usage to the CES/Environmental Element.
- B. Activities performing maintenance on ODC containing equipment must maintain records of servicing, the amount of ODCs added to the system or removed, and the disposal location of any ODC.
- C. Activities utilizing products with Class 1 ODCs as components, must document the requirement to use and prove that there is no approved substitute for the Class 1 ODC. As with all Hazardous Materials, all ODCs must be acquired through the HazMart.
- D. Activities will ensure that their personnel is instructed not to vent any ODCs to the atmosphere, as this is a significant legal infraction. In addition, only personnel who have completed the EPA's training and certification program are allowed to service or otherwise maintain ODC containing equipment. Each Activity will maintain a list of personnel who are certified and submit the list to the Air Quality Program Manager at Fort Eustis Environmental Element.
- E. All ODC containing equipment, generally small appliances, being disposed of must have the ODC and contaminated oil removed from the equipment by a certified technician. But, again, it's the owner's responsibility to fund this. Documentation of the ODC and contaminated oil removal will be provided at the time of turn-in. In addition, the certified technician will sign a statement listing the serial number of the equipment and date of removal, along with a copy of their license. Metal parts of these appliances will be separated from the non-metal portions before turn-in at the Solid Waste Recycling Center (SWRC). Abandoned equipment found on Post will be reported to the Military Police and then taken to SWRC for disposal. CES/CEO will provide a certified technician to remove the ODCs.

F. CES/CEO will maintain a supply of ODCs to be used by the installation. All excess ODCs destined for turned-in or disposal will be coordinated with CES/CEO to determine the installation's need for the ODC. All ODCs declared over installation requirements would be turned in to the Defense Logistics Agency (DLA), which maintains the DOD ODC Reserve. The turn-in should be to the Defense Depot Richmond (DDRV) SW04, Cylinder Operations, 8000 Jefferson Davis Highway, Richmond, VA. 23297-5900 (804-279-4256/2393 or DSN 695-4256/2393). The Activity's responsibility is to fund the disposal, including any transportation and associated costs. There is no charge for disposal, but the packaging, transportation, etc., usually incur a monetary fee. Activities will notify CES/CEIE of all turn-ins.

G. ODCs, which cannot be reutilized by the installation or turned in to DLA, must be treated as hazardous or non-hazardous wastes and turned into the HWAFF IAW the HWMP.

H. Group I (from [section 602](#) of the [CAA](#))

(1). Trichlorofluoromethane	CFC-11	(CCl <sub>3</sub> F)	75-69-4
(2). Dichlorodifluoromethane	CFC-12	(CCl <sub>2</sub> F <sub>2</sub> )	75-71-8
(3). 1,1,2-Trichlorotrifluoroethane	CFC-113	(C <sub>2</sub> F <sub>3</sub> Cl <sub>3</sub> )	76-13-1
(4). Dichlorotetrafluoroethane	CFC-114	(C <sub>2</sub> F <sub>4</sub> Cl <sub>2</sub> )	76-14-2
(5). Monochloropentafluoroethane	CFC-115	(C <sub>2</sub> F <sub>5</sub> Cl)	76-15-3

I. Group II (from [section 602](#) of the [CAA](#))

(1). Bromochlorodifluoromethane	Halon 1211	(CF <sub>2</sub> ClBr)	353-59-3
(2). Bromotrifluoromethane	Halon 1301	(CF <sub>3</sub> Br)	75-63-8
(3). Dibromotetrafluoroethane	Halon 2402	(C <sub>2</sub> F <sub>4</sub> Br <sub>2</sub> )	124-73-2

J. Group III (from [section 602](#) of the [CAA](#))

(1). Chlorotrifluoromethane	CFC-13	(CF <sub>3</sub> Cl)	75-72-9
(2). Pentachlorofluoroethane	CFC-111	(C <sub>2</sub> FCl <sub>5</sub> )	354-56-3
(3). Tetrachlorodifluoroethane	CFC-112	(C <sub>2</sub> F <sub>2</sub> Cl <sub>4</sub> )	76-12-0
(4). Heptachlorofluoropropane	CFC-211	(C <sub>3</sub> FCl <sub>7</sub> )	422-78-6
(5). Hexachlorodifluoropropane	CFC-212	(C <sub>3</sub> F <sub>2</sub> Cl <sub>6</sub> )	3182-26-1
(6). Pentachlorotrifluoropropane	CFC-213	(C <sub>3</sub> F <sub>3</sub> Cl <sub>5</sub> )	2354-06



(7). Tetrachlorotetrafluoropropane	CFC-214 (C3F4Cl4)	29255-31-0
(8). Trichloropentafluoropropane	CFC-215 (C3F5Cl3)	4259-43-2
(9). Dichlorohexafluoropropane	CFC-216 (C3F6Cl2)	661-97-2
(10). Chloroheptafluoropropane	CFC-217 (C3F7Cl)	422-86-6

K. Group IV (from [section 602](#) of the [CAA](#))

(1). Carbon tetrachloride	CCl4	56-23-5
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L. Group V (from [section 602](#) of the [CAA](#))

(1). Methyl Chloroform (1,1,1-trichloroethane)	(C2H3Cl3)	71-55-6
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M. Group VI (listed in the [Accelerated Phase-out Final Rule](#))

(1). Methyl Bromide	(CH3Br)	574-83-9
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**EPA REFRIGERANT MANAGEMENT MANDATORY REQUIREMENTS:**

- A. Provide the name, address, telephone number, and technician certification of each person employed by the facility, including contractors. At any time since October 1, 2005, who has serviced, repaired, maintained, and disposed of any equipment containing and/or using a class I or class II substance as a refrigerant. **You must have an EPA Section 608 certification to service refrigeration and air conditioning equipment containing HCFCs.** EPA does not require certification for technicians to service appliances with non-ozone-depleting refrigerants.
- B. Provide the name, address, telephone number, and technician certification of each person employed by the facility, including contractors. At any time since October 1, 2005, who has serviced, repaired, maintained and disposed of any equipment containing or using a non-ozone depleting substance as a refrigerant.
- C. Since October 1, 2005, maintenance is required to provide a list of appliances located at the facility, owned or operated by the facility or its contractors, that have a capacity of fifty pounds or more of class I or class II refrigerant and provide the following information for each appliance:
  - (1). The type of device, i.e., commercial refrigeration (CR) appliance, industrial process refrigeration (IPR) appliance, comfort cooling appliance, or other types of refrigeration appliance;
  - (2). The location of each appliance (please provide a floor plan of the facility);
  - (3). The manufacturer, serial number, or other methods of identification

utilized by the facility or its contractors; and

- (4). The amount of the full charge of refrigerant, the type of refrigerant used, and the date of full charge were determined.
- D. Since October 1, 2005, records, work logs, service tickets, invoices, and supporting documentation shall be provided by the facility producing work performed by the facility employees and/or contractors. All work identified in response to question 1, of maintenance, service, repair, and/or disposal of the facility's appliances, containing 50 pounds or more of class I or class II refrigerant. The documentation required should include the following:
- (1). The date and type of service performed, i.e., repair, maintenance or disposal;
  - (2). The date any leak was discovered;
  - (3). A complete, detailed description of any service performed;
  - (4). The amount of refrigerant added after each service performed; and
  - (5). The name of the technician who performed the work.
- E. For each repair done on an IPR appliance since October 1, 2005, indicate whether an **initial** verification test was conducted. Describe the procedures and identify the specific records provided in response to question 1 that document such initial verification. [Please provide second copies of such documentation if doing so facilitates identification.]
- F. For each initial verification test conducted on an IPR appliance since October 1, 2005, indicate whether a **follow-up** verification test was performed. Describe the procedures and identify the specific records provided in response to question 1 that document such follow-up verification. [Please provide second copies of such documentation if doing so facilitates identification.]
- G. Since October 1, 2005, the facility and its contractors that have mothballed any appliance located at the facility shall identify:
- (1). The date on which the device was mothballed with supporting records;
  - (2). The type of appliance, i.e., CR, IPR, comfort cooling, or other types of appliances;
  - (3). The manufacturer;
  - (4). The unit's serial number or other methods of identification utilized

Records provided in response to question 4 document repair for initial and follow-up verification of the unit before or after mothballing. [Please provide second copies of such documentation if doing so facilitates identification.]

- H. Since October 1, 2005, it has been required to identify any appliance located at a facility that has leaked refrigerant. Indicates whether the facility and its contractors intended to develop a retrofit or retirement plan. Provide a dated copy of each plan developed by the facility. For each appliance identified in response to this question, provide supporting documentation with the following information:
- (1). The date the facility notified EPA about its intention to develop a retrofit or retirement plan; and
  - (2). Whether the facility complied with the one (1) year time limit for the plan's development.
- I. If the facility and its contractors, owned or operated, at any time since October 1, 2005, any equipment to recover or recycle refrigerants used at the facility, provide the following information:
- (1). A copy of any invoice or other record documenting the purchase or rental of such equipment, including the type of equipment, the manufacturer's name, the equipment model number, year manufactured, and any associated serial number; and
  - (2). A copy of the facility's and its contractors' equipment certification shall be sent to the EPA, demonstrating that the facility has acquired approved refrigerant recovery and recycling equipment. In addition, the contractors shall identify whether the equipment is working correctly based on the ARI Standard and that the facility knows how to use such equipment properly.
- J. Since October 1, 2005, any purchases or acquisitions made by the facility or its contractors provide copies of records, including, receipts, invoices, purchase orders, or bills of lading concerning refrigerant. The information should include the name, address, and telephone number of each person, agent, or business entity from whom the facility purchased refrigerant.
- K. Provide a copy of supporting documentation for any modifications or revisions to the SOP for Facility-wide management of the CFC appliances. Include the date of implementation of each SOP. Indicate that no modifications or revisions were made and provide an explanation.
- L. Provide a copy of all leak-rate calculations performed and all follow-up actions.
- M. **It is illegal to intentionally release refrigerants, including the alternatives like HFCs (for example, R-410A).**
- N. The Contractor must maintain all ODC's removal, addition, loss, leak rate calculations, and disposal records. Applicable Federal, state, local, and Air Force regulations and instructions are followed. A list of equipment locations, amounts of refrigerant contained, and type must be kept—Ozone Depleting Substances (ODSs). Venting of ODSs into the atmosphere violates Public Law. At no time shall the Contractor knowingly vent or release ODSs. (AFMAN 32-7002)



Appliance\_Disposal  
\_TurnInProcedures\_'



One\_Time\_recoveryf  
orm.pdf



Refrigerant\_Webin  
ar\_2-0.pdf

## Hydrochlorofluorocarbons

Hydrochlorofluorocarbons, or HCFCs, are chemicals that are mainly used as refrigerants in the air-conditioning and refrigeration industries. Unfortunately, releases of HCFCs damage the ozone layer, which shields the Earth from harmful ultraviolet radiation and are greenhouse gases. The United States is one of more than 195 countries to phase out the manufacture of ozone-depleting substances and find alternatives.

## Phaseout of HCFC-22 and HCFC-142b

HCFC-22 (or R-22) is often used in air-conditioning and refrigeration equipment. HCFC-142b is also used as a refrigerant, often as a component of a blend. It had also been used for foam blowing or as a propellant in aerosol cans. These two HCFCs are being phased out according to the following schedule:

### January 1, 2010

Ban on production, import and use of HCFC-22 and HCFC-142b except for on-going servicing needs of existing equipment

### January 1, 2020

Ban on remaining production and import of HCFC-22 and HCFC-142b

After 2020, the servicing of systems that use R-22 or blends containing HCFC-22 or HCFC-142b will rely on recovered or stockpiled quantities. It is difficult to predict when these supplies will run out. Supplies may be available until almost all equipment containing R-22 or R-142b is retired. However, in the future, supplies will be more limited and costs of HCFCs will likely rise.



EPA Ozone Web Site  
<http://www.epa.gov/ozone/>  
EPA Stratospheric Ozone Information Hotline  
1.800.296.1996

ENERGY STAR Web Site  
<http://www.energystar.gov/>

U.S. Environmental Protection Agency  
Mail Code 6205J  
1200 Pennsylvania Avenue, NW  
Washington, D.C. 20460-0001

EPA-430-F-09-081

### Disclaimer:

*EPA promotes energy efficiency and the safe use of ozone-friendly substances, and does not endorse any particular company or its products.*

**What Technicians and Contractors Need to Know About Phasing Out HCFC Refrigerants to Protect the Ozone Layer**



***WASTEWATER/STORMWATER MANAGEMENT***  
***(WWSWM)***  
**ENVIRONMENTAL MANAGEMENT PROCEDURE**  
**(EMP) 4.4.6.2**  
**JBLE-EUSTIS**



*25 June 2020*

*(Revised 13 January 2025*

*)*



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 633D AIR BASE WING**  
**JOINT BASE LANGLEY-EUSTIS VA**

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## **Environmental Management Procedure (EMP) 4.4.6.2**

### **SUBJECT: Wastewater/Stormwater Management (WWSWM)**

#### **PURPOSE AND POLICY:**

- A. Purpose: This EMP establishes the procedures to implement policy to control and decrease wastewater and stormwater pollution.
- B. Policy: The Installation will comply with applicable Federal, State, and local wastewater and stormwater regulations by executing required wastewater and stormwater permits.

#### **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 before use on the:

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

#### **REFERENCES:**

- A. Virginia Erosion and Sediment Control Handbook (VESCH), 1992
- B. Virginia Stormwater Management Handbook, 1999
- C. EMP 4.4.6.6 Hazardous Material Management
- D. General Permit No. VAR040035
- E. Virginia Pollutant Discharge Elimination System Permit No. VA0025216
- F. JBLE – Eustis MS4 Program Plan
- G. JBLE – Eustis Stormwater Pollution Prevention Plan
- H. 40 CFR 112, Oil Pollution Prevention
- I. JBLE–Eustis Integrated Contingency Plan (ICP) and Spill Prevention Control and Countermeasures (SPCC) Plan
- J. JBLE-Eustis Illicit Discharge Detection and Elimination Procedures

#### **SCOPE:**

This EMP applies to all activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.



**SUBJECT: Wastewater Management (WWM)**

**ROLES AND RESPONSIBILITIES:**

A. Civil Engineer Squadron (CES); Environmental (CEIE) will:

- (1). Apply for and obtain Hampton Roads Sanitation District (HRSD) industrial wastewater permits.
- (2). Provide updates to HRSD when permit conditions change.
- (3). Provide technical guidance about wastewater discharges to installation activities.
- (4). With CES/Operations (CEO) and CES/Installation Management (CEI), CES/CEIE will manage the identification, budgeting, reporting, engineering, design, and construction of projects intended to control and monitor wastewater discharges in accordance with applicable federal, state, regional and local water quality standards.
- (5). Submit monthly monitoring reports and other required reports in accordance with permit schedules to HRSD no later than the tenth of the following month. For permitted quarterly monitoring requirements of the oily water treatment plant (OWTP), CEIE will forward the Old Dominion Utility Services (ODUS) request via email to HRSD and the lab used for sampling and analysis of the 3<sup>rd</sup> Port Oily Water Treatment Plant (OWTP) effluent.

B. American States Utility Service will:

- (1). Operate the OWTP pre-treatment facility in accordance with all applicable laws and regulations and will:
- (2). Provide to CEIE the daily effluent meter readings required by the HRSD permit Effluent Discharge Limitation and other required reports in accordance with permit schedules no later than the fifth of the following month.
- (3). Maintain the Sanitary Sewer System in accordance with the Defense Logistics Agency contract.
- (4). Respond to Sanitary Sewer System overflows and provide support as needed to emergency response personnel.
- (5). Notify CEIE within 60 days before any significant sewer line cleaning to ensure notice to the regulatory agency within the 14-day timeframe note in section V.14 of HRSD permit #0505-2.

C. The CES Engineering Flight (CEN) will:

- (1). Maintain inventories and drawings of wastewater collection systems.
- (2). Coordinate with CEIE for proposed projects regarding wastewater to allow notification of federal and state regulatory agencies' comments.

- (3). Contact CEIE for guidance when any proposed action or project has the potential (or if there is a question as to the possibility) to affect water resources.
- (4). Keep the CEIE Stormwater and Wastewater Program Managers informed of any changes to projects in the design phase that require notice/input from a water quality perspective.
- (5). Ensure CEIE is provided a copy of all VDEQ site-specific Stormwater Pollution Prevention Plans (SWPPP) and Erosion and Sediment Control (ESC) Plan approvals and revisions.
- (6). Ensure CES Construction Inspectors are certified through the Virginia Department of Environmental Quality (VADEQ) erosion and sediment control (ESC) program.
- (7). Ensure CEIE is provided information about the attributes of any new oil/water separator installed to comply with HRSD permit #0505-2.
- (8). Ensure CEIE is provided a copy of all Stormwater Best Management Practice information sheets. The documents shall be prepared by the contractor/designer and submitted to CEIE Water Quality Programs Manager at the final design phase. Document required for all new stormwater best management practices.
- (9). Ensure CEIE is provided with all as-built design plans for any BMP infrastructure projects.

D. The CES Operations Flight (CEO) will:

- (1). Ensure the Base Operations Service Contractor (BOS) inspects and maintains all pretreatment devices, i.e., grease interceptors, oil-water separators, and vehicle wash rack systems, in accordance with HRSD Industrial Wastewater Discharge Permit 0505 Special Conditions.
- (2). Ensure BOS contractor submits required reports for inspection and maintenance of grease traps, oil-water separators, sweeping street operations, stormwater Best Management Practices (BMP), and septic systems to CEIE.
- (3). Ensure CEIE is provided a copy of all Stormwater Best Management Practice Information sheets. The document shall be prepared by the contractor/designer and submitted to CEIE Water Quality Programs Manager at the final design phase. Document required for all new stormwater best management practices.

E. Food Service Workers will:

- (1). Ensure wastewater and soap from dining facility outdoor washing of garbage cans, field kitchen equipment, or other items do not run into streets or storm drains.
- (2). Obtain FSE Employee Regional Fats Oils and Grease (FOG) Training Program provided by Hampton Roads Planning District Commission available at [www.hrfg.com](http://www.hrfg.com).

- (3). Ensure proper disposal of grease and garbage. Do not dump into storm drains.
- (4). Ensure appropriate signage is placed around sinks to discourage FOG into the sanitary sewer system.
- (5). Minimize excess detergents and cleaners containing emulsifying agents.

F. The Base Operations Service Contractor (BOS) will:

- (1.) Pump and maintain all active grease traps/interceptors on a quarterly OR AS NEEDED basis in accordance with contract # FA4800-19-D-A001.
  - a. The Contractor shall inspect traps weekly and maintain records for State Inspection Purposes. All records of pumping and maintenance shall be sent electronically to the CEIE Wastewater Program Manager no later than the fifth calendar day of the following month.
- (2.) Street sweep all locations noted in the BOS contract.
  - a. The 3rd Port Waterfront and Felker Army Airfield roads and parking lots will be swept weekly with a sweeper with a magnetic bar attached for foreign object debris (FOD) pick-up on airfields.

**PROCEDURES:**

A. Control of industrial wastewater discharges:

- (1). All new discharges from industrial processes into the sanitary wastewater system require approval by CEIE.
- (2). Operation wash racks, oil/water separators, and other motor pool activities that could cause water pollution will take all practical measures to eliminate unpermitted discharges. No unauthorized detergents, hazardous materials, mud, rocks, heavy soil, or debris will be discharged into wash racks or Oil Water Separators.
- (3). Wastewater and soap from dining facility outdoor washing of garbage cans, field kitchen equipment, or other items will not be allowed to run into streets or storm drains. Only that area designated for washing empties into the sanitary wastewater system will be used. Grease and garbage will not be dumped into storm drains.
- (4). No discharges will be allowed into the sanitary or stormwater systems without prior approval from CEIE. All internal floor drains must be protected from potentially hazardous materials spills.
- (5). Hazardous materials shall be stored and handled to minimize the potential for spills which could release material into storm drains or the sanitary wastewater system. Proper storage and handling of hazardous materials are prescribed in EMP 4.4.6.6 Tab 1 Hazardous Materials Storage and Container Management (HMM).

- (6). Control of discharges to the sanitary wastewater system. All connections that discharge into the sanitary wastewater system require approval by CEIE.
- (7). All food service activities will develop and implement procedures to minimize amounts of fats, oils, and greases entering sanitary sewer drains.

**SUBJECT: Stormwater Management (SWM)**

**ROLES AND RESPONSIBILITIES:**

A. The CES Operations Flight (CEO) will:

- (1). Manage the infrastructure in compliance with all federal, state, and local regulations.
- (2). Ensure the BOS contractor inspects and maintains all stormwater structures, as identified in contract number FA4800-19-D-A001.
- (3). Ensure the BOS contractor repairs damaged outfalls and stormwater facilities identified during routine inspections and in-service/work requests, as specified in contract number FA4800-19-D-A001.
- (4). Ensure all inspection and maintenance records related to sections 2.5, 2.9.2, and 2.9.4 are provided to CEIE upon completion.
- (5). Ensure CEIE is provided a copy of all Stormwater Best Management Practice Information sheets. The document shall be prepared by the contractor/designer and submitted to CEIE Water Quality Programs Manager at the final design phase. Document required for all new stormwater best management practices.

B. The CES Environmental Element (CEIE) will:

- (1). Coordinate stormwater pollution abatement and surface water quality enhancement activities. Review and update the SWPPP and the MS4 Program Plan regularly, and no less than annually.
- (2). Conduct qualitative and quantitative monitoring of stormwater at approved representative outfalls to evaluate the impacts of training and other activities on stormwater quality installation-wide. Refer to VPDES Permit #VA0025216 and Permit #VAR040035 for additional guidance on monitoring.
- (3). Review master plans, construction plans and activities, and other activities for controls to surface water runoff that minimizes erosion and discharge of pollutants. Refer to Section 9 of the latest approved versions of the VA DEQ Erosion & Sediment Control and Stormwater Management handbooks for additional guidance and construction oversight responsibilities related to construction site stormwater management.

- (4). Conduct studies, analyze data, and identify and eliminate/minimize all sources of pollutants.

Develop and maintain a compliance schedule for any reporting requirements of VPDES permit VA0025216, including the Annual Cooling Tower Report (VPDES permit PART I.B.6(e) including Whole Effluent Toxicity monitoring) and semi-annual electronic discharge monitoring reports (e-DMRs).

- (5). Maintain compliance with the industrial stormwater management requirements as described in VPDES Permit No. VA0025216. The permit outlines the requirements for each industrial sector (land, water, and air).
- (6). Apply for and obtain applicable permits required by federal, state, and local regulations, including VPDES and MS4 permits. Coordinate with federal, state, regional, and local water quality control agencies and authorities (e.g., VPDES and MS4 submittal requirements, DMR Reports, and any stormwater construction site management issues).
- (7). Provide technical guidance to installation activities. Air Force guidance documents include the following:
  - (a). AFPD 32-70, *Environmental Consideration in Air Force Programs and Activities*
  - (b). AFMAN 32-1067, *Water and Fuel Systems*

C. The Base Operations Service Contractor (BOS) will:

- (1). Ensure all stormwater tasks included in contract # FA4800-19-D-A001 are performed promptly.
- (2). Report all records of BMP maintenance, stormwater conveyance system maintenance, oil/water separator maintenance, grease trap maintenance, and sweeping street operations to the CEIE Water Program Manager.

D. The CES Engineering Flight (CEN) will:

- (1). Ensure CEIE is provided with all as-built design plans for any BMP infrastructure projects.
- (2). Maintain inventories and drawings of the stormwater drainage system and newly installed BMPs. Refer to General Permit Number VAR040035 and the VA BMP Clearinghouse for regulations and guidance for maintaining up-to-date inventories for the stormwater drainage system.
- (3). Coordinate with CEIE for proposed stormwater projects to allow notification of federal and state regulatory agencies if required.
  - a. Submit Erosion and Sediment Control Plans to the state for review.

- (4). Contact CEIE (878-5218) for guidance when any proposed action or project has the potential (or if there is a question as to the potential) to affect a water resource.
- (5). Ensure CEIE is provided a copy of all Stormwater Best Management Practice Information sheets. The document shall be prepared by the contractor/designer and submitted to CEIE Water Quality Program Manager at the final design phase. Document required for all new stormwater best management practices.

#### **PROCEDURES: Storm Water Pollution Prevention**

- (1). CEIE will conduct site inspections of facilities located on the base that have been identified as industrial facilities in the installation's SWPPP.
- (2). CEIE will conduct a non-stormwater and illicit discharge survey annually to identify non-stormwater entering stormwater conduits and evidence of illicit discharges to the stormwater drainage system.
- (3). Communicate reports detailing the findings from the industrial facility and outfall inspections to the appropriate facility managers and UECs. Results should also be addressed and incorporated into the base SWPPP.
- (4). Stormwater pollution prevention training will be provided for all UECs. See the base SWPPP for a summary of training requirements for base personnel.
- (5). Sector-specific training should include housekeeping and sweeping associated with the airfield, Third Port, and the motor pools, as well as washing activities and requirements. Training should also include reviewing how to complete the required forms (i.e., wash rack usage log). Training could consist of on-site live training at a facility associated with each sector, and UECs for each organization would be invited to the appropriate sector-specific training session.
- (6). Ensure stormwater drains, drop inlets, curb inlets, and other stormwater management facilities and structures are protected from potential spills.
- (7). All spills will be reported to Fire and Emergency Services and cleaned up in accordance with the installation's SPCC Plan and VPDES permit VA0025216.
- (8). Petroleum, oil, and lubricants (POL) must be stored appropriately and have secondary containment in accordance with 40 CFR 112 and the installation's SPCC Plan.
- (9). Stormwater BMPs will be implemented to protect stormwater outfalls, catch basins/drains, ditches, and other conveyance structures. BMPs include but are not limited to:
  - (a). Spill kits.

- (b). Serviceable drip pans and proper disposal of contents under tactical vehicles and aircraft during maintenance and storage.
  - (c). Secondary containment of 110% for bulk fuel container systems (ASTs, tank and pump units, HEMTTs, fuel tanker trucks) and portable and semi-portable power systems (generators, light sets, and AC units).
  - (d). The use of drip pans or secondary containment during refueling operations.
  - (e). The use of containment boom around vessels during fuel and bilge transfers.
  - (f). The use of appropriately trained personnel to ensure the operation of fuel transfer and bilge systems.
- (10). The JBLE–Eustis MS4 Permit requires that the base complies with the six minimum control measures:
- i. Control Measure 1 – Public Education and Outreach on Storm Water Impacts
  - ii. Control Measure 2 – Public Involvement and Participation
  - iii. Control Measure 3 – Illicit Discharge Detection and Elimination
  - iv. Control Measure 4 – Construction Site Storm Water Runoff Control
  - v. Control Measure 5 – Post-Construction Storm Water Management in New Development and Development on Prior Developed Lands
  - vi. Control Measure 6 – Pollution Prevention/ Good Housekeeping for Municipal Operations
- (11). Develop and implement an MS4 Program Plan as specified in MS4 Permit No. VAR040035. The MS4 Program Plan should be periodically reviewed and updated.
- (12). The base MS4 permit, Permit No. VAR040035 specifies that JBLE–Eustis develop a Nutrient Management Plan. Virginia's Nutrient Management Program requires nutrient management planners to be certified by the Virginia Department of Conservation and Recreation (DCR). It stipulates the requirements for the development of nutrient management plans. The MS4 permit outlines requirements for turf and landscape management, specifically, the development of Nutrient Management Plans for on lands owned or operated by the MS4 where nutrients are applied to a contiguous area more significant than one acre.
- (a). A Total Maximum Daily Load (TMDL) Action Plan is required by the base MS4 permit. Currently, the base is subject to the Chesapeake Bay TMDL, and annual updates of actions taken toward implementation are required.
  - (b). The submission of an annual report to be submitted by 1 October of each year is required under the MS4 Permit. The annual report presents information describing the actions and activities implemented by JBLE–Eustis during the reporting period (1 July through 30 June) to meet permit compliance.

(13). Erosion and Sediment Control:

- (a). CEIE provides program administration.
- (b). All projects involving land-disturbing activities greater than 10,000 square feet require a VADEQ approved Erosion and Sediment Control (ESC) Plan. The plan must be developed in accordance with the Virginia Erosion and Sedimentation Control Handbook (VESCH), 3<sup>rd</sup> Edition 1992. JBLE is not a VSMP and will defer these approvals to the VDEQ.
- (c). The plan will be submitted to CEIE for review.
- (d). Land disturbing activities will not be initiated before plan approval. Failure to comply may result in a Stop Work Order. Exemption to this requirement will only be granted by VADEQ.
- (e). The project manager will maintain a copy of the approved plan on site.
- (f). Once the plan has been approved and before the commencement of construction, control measures such as silt fence and tree protection may be installed.
- (g). Once the control measures have been installed, they must be maintained in accordance the VESCH at all times.
- (h). Responsibilities for maintenance and inspection of control structures must be addressed in the plan. Inspections are required on all projects. Inspection will be performed at least once every two weeks, within 48 hours of any runoff-producing storm event, and at project completion. Inspections are done to “ensure continued performance of their intended function.”
- (i). Inspection records will be maintained at the site and available for review by the plan administrator.

(14). Storm Water Construction General Permit Coverage

- (a). Construction activities creating land disturbance equal to or greater than 10,000 square feet but < 1 acre requires a DEQ-approved ESC plan before any land disturbance. LDA > 1 acre will require coverage under the CGP.
- (b). For land-disturbing projects > 1 acre, the Requirements of the Virginia Stormwater Management Program (VSMP) Regulation land-disturbing activities include the development of an SWPPP. This plan must contain an approved ESC Plan, an approved Storm Water Management Plan and a Pollution Prevention Plan, and a description of any additional control measures necessary to address a TMDL (see 9VAC25-870-54 )



- (c). The organization responsible for physical construction is responsible for preparing and submitting the SWPPP for approval from VDEQ.
- (d). A copy of the Termination Notice issued after projects will be forwarded to CEIE (ATTN: Storm Water Programs).

**SUBJECT: Illicit Discharge Detection Elimination (IDDE) Program**

**ROLES AND RESPONSIBILITIES:**

- A. The CES Operations Flight (CEO) will:
  - (1). Manage the infrastructure in compliance with all federal, state, and local regulations.
  - (2). Inspect and maintain all stormwater management facilities according to the Virginia BMP Clearinghouse specifications.
- B. The CES Environmental Element (CEIE) will:
  - (1). Conduct annual stormwater outfall screenings.
    - (a). Each of the 85 MS4 outfalls will be screened at least every two years, with 15 “high priority” outfalls being screened each year.
      - i. There are two (2) additional comingled outfalls, Outfalls 042 and 046, covered under the installation industrial VPDES permit, VPDES Permit No. VA0025216.
      - ii. These outfalls are inspected annually as part of the compliance efforts for that permit.
    - (b). Dry-weather outfall screenings detect dry-weather flows during periods when potential pollutants are not diluted by stormwater.
  - (2). Update the outfall inspection schedule to accommodate additional outfalls that may be created as part of future development or identified as part of system mapping updates.
  - (3). Complete the Dry-Weather Outfall Screening Form and maintain the Dry-Weather Outfall Screening Record for each inspection year that summarizes the observations from the inspections. See the JBLE-Eustis Illicit Discharge Detection and Elimination Procedures for template inspection forms and the record for tracking this information.
  - (4). Conduct illicit discharge investigations as specified in the JBLE-Eustis Illicit Discharge Detection and Elimination Procedures.

- (5). Initiate and verify the elimination of an illicit discharge. See the JBLE-Eustis Illicit Discharge Detection and Elimination Procedures for guidance.
- (6). Maintain all documentation specified in the JBLE-Eustis Illicit Discharge Detection and Elimination Procedures and the MS4 Program Plan. Documentation should be submitted with the base's MS4 Annual Report if specified in the MS4 Program Plan.
- (7). Refer to the base MS4 Program Plan for additional guidance and regulations applicable to maintaining the base IDDE Program.

C. The CES Programs Flight (CEP) will:

- (1). Maintain inventories and drawings of the stormwater drainage system. Refer to MS4 General Permit No. VAR040035, the MS4 Program Plan, and the JBLE-Eustis Illicit Discharge Detection and Elimination Procedures for requirements for maintaining up-to-date inventories for the stormwater drainage system.
- (2). Coordinate with CEIE for proposed stormwater projects to allow notification of federal and state regulatory agencies if required.
- (3). Contact CEIE for guidance when any proposed action or project has the potential (or if there is a question as to the potential) to affect a water resource.

## **REPORTING PROCEDURES: IDDE**

### *Community Reporting*

All JBLE–Eustis personnel and residents are encouraged to report an illicit discharge or illegal dumping activities. Information on reporting can be found via the JBLE–Eustis Environmental public website: <https://www.jble.af.mil/About-Us/JBLE-Enviromental-Information>.

The JBLE–Eustis Fire and Emergency Services personnel are the installation's First Responders, and their telephone number (757-878-1008 or 4281 or 911) is used as the direct hotline for reporting illicit discharges. The hotline is operated 24 hours per day, seven days per week. JBLE–Eustis personnel can also call Environmental staff (757-878-4123) or Housing Management staff (757-369-8344) with concerns regarding potential illicit discharges.

***POLLUTION PREVENTION***  
**ENVIRONMENTAL MANAGEMENT PROCEDURE**  
**(EMP) 4.4.6.5**  
**JBLE-EUSTIS**



*25 June 2020*

*(Revised 20 June 2023)*

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## **EMP 4.4.6.5 Pollution Prevention**

### **SUBJECT: Pollution Prevention**

### **PURPOSE AND POLICY:**

- A. Purpose: This EMP establishes the procedures to implement policy for pollution prevention and methods to integrate pollution prevention into the functional framework of the installation. These approaches support environmental sustainability – maintaining operations and activities without harm to the environment.
- B. Policy: The Installation will actively pursue pollution prevention opportunities across the Installation. Pollution prevention efforts will target methods to reduce compliance costs and impacts, promote programs to reduce use of scarce resources (e.g. water, energy, and fuel), increase recycling and reuse, promote green building construction and renovation, integrate low impact development (LID) techniques and natural resource conservation into Installation planning, and develop procedures to increase purchase of green products from local sources.

The JBLE-Eustis Environmental Management System (EMS) framework allows the installation to appropriately plan, implement, operate, check, and monitor all facets of activities necessary in a cycle of continual improvement. This Plan-Do-Check-Act cycle is used to manage natural infrastructure assets and apply pollution prevention methodologies to achieve compliance while ensuring installation readiness and sustaining mission capability.

### **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-Environmental/>

### **REFERENCES:**

- A. AFI 32-7001, Environmental Management, 23 Aug 19
- B. AFMAN 32-7002, Environmental Compliance and Pollution Prevention, 4 Feb 20
- C. EMP Dictionary

## **ROLES AND RESPONSIBILITIES**

**A. The 733d Mission Support Group (MSG) Commander will:**

- (1) Provide overall guidance and direction for the Pollution Prevention Program, Affirmative and Green Procurement Program, and for hosting sustainable and “green” meetings and events.
- (2) Host the Environmental, Safety and Occupational Health Council (ESOHC) as the management tool to implement pollution prevention and sustainability throughout the installation.
- (3) Champion a culture of conservation.

**A. Activity Commanders/Directors/Leaders will:**

- (1) Champion pollution prevention efforts and foster a culture of conservation and environmental responsibility.
- (2) Provide personnel resources to support the Activity’s Energy & Natural Resources Conservation programs and EMS Cross Functional Team (CFT) working groups or subcommittees (as needed).
- (3) Provide personnel resources to support the Activity’s Recycling Program.
- (4) Champion Affirmative and Green Procurement within their Activity.
- (5) Champion sustainable meetings and events within their activities.
- (6) Demonstrate knowledge of the Spill Prevention, Control and Countermeasures Plan and implement the requirements.
- (7) Participate in Spill Response Drills as needed.
- (8) Ensure POL Areas are inspected monthly, and the inspections are record in Storage Tank Accounting and Reporting (STAR) module.
- (9) Appoint the Activity Environmental Coordinator (AEC) to promote “green” meeting and events.
- (10) Ensure Facility Managers work closely with their AECs.
- (11) Ensure Activity personnel are aware of sustainable “green” meeting procedures.
- (12) Take proper actions to conserve resources.

B. Chief, 733d Civil Engineer Squadron/Environmental Element (CES/CEIE):

- (1) Provide resources for the pollution prevention program.
- (2) Facilitate the activities of the CFT(s) to initiate pollution prevention, environmental program improvements, and sustainability advancements across the installation.
- (3) Provide personnel resources to support the EMS CFT working groups or subcommittees on objectives/targets related to Affirmative and Green Procurement.
- (4) Integrate Affirmative and Green Procurement training into environmental training, to include but not limited to, Environmental Management Awareness & Competency (EMAC) and Advanced Environmental Management (AEM) Training (initial and refresher) courses.
- (5) Conduct analysis and studies to identify affirmative and green procurement opportunities.
- (6) Promote “green” meetings and provide information to “green” meeting hosts.
- (7) Ensure updates, if available, are discussions at the semiannual ESOHC meetings.

C. Director, 733d Logistics Readiness Squadron (LRS):

- (1) Provide LRS personnel resources, as needed, to participate on EMS-CFT working groups or subcommittees.
- (2) Provide overall management and technical support for the Affirmative and Green Procurement Program.

**POLLUTION PREVENTION PROCEDURES:**

A. The CES/CEIE EMS Coordinator will develop in conjunction with installation program managers, baselines, performance goals, and annual progress for the following areas:

- (1) Solid waste reduction
- (2) Energy consumption
- (3) Reduction in HM use
- (4) Reduction in HW generation
- (5) Reduction in POL waste in the form of unused product being damaged and removed from base
- (6) Spill prevention and reduction
- (7) Pesticide use



- (8) Air emissions
  - (9) Water consumption
  - (10) Recycling
- B. The CES/CEIE EMS Coordinator will facilitate the activities of the EMS-CFT to initiate pollution prevention and sustainability advances across the installation IAW objectives and targets as specified in current Environmental Action Plans (EAPs).
- C. The CES/CEIE EMS Coordinator or CES/Operations Flight (CEO) Solid Waste Recycling Contracting Officer Representative (COR) will conduct Pollution Prevention Opportunity Assessments, as required, to identify and recommend changes and improvements to reduce environmental impacts of installation operations and training.
- D. The CES/CEIE EMS Coordinator will submit requests for pollution prevention funding annually as needed and in accordance with HQDAF guidance and procedures.
- E. The CES/CEIE Hazardous Materials Program Manager will track usage of hazardous materials to include Emergency Planning Community Right-to-Know Act (EPCRA) Section 313 chemicals, ozone depleting compounds (ODC), and Hazardous Air Pollutants (HAP). The CES/CEIE will annually prepare the Toxic Release Inventory (TRI) and Tier II reports and submit to the appropriate agencies.
- F. The CES/CEIE EMS Coordinator will, in conjunction with the CES, foster pollution prevention and sustainability awareness and actions with emphasis on opportunities in design, new construction, renovation, and demolition activities.
- G. The CES/CEIE EMS Coordinator will, in coordination with the LRS, foster pollution prevention and sustainability awareness and actions with emphasis on hazardous material controls through authorized used lists (AULs) via Enterprise Environmental Safety Occupational Health – Management Information System (EESOH-MIS), credit card restrictions, and adequate SOPs for maintenance and painting activities.
- H. The CES/CEIE EMS Coordinator will, in coordination with the 633d Contracting Squadron and the Mission Installation Contracting Center (MICC), foster pollution prevention and sustainability awareness and actions with emphasis on procurement of materials containing maximum recycled content and environmentally preferred products as required by the Affirmative Procurement Program section of this document and EMP 4.4.6.16 Environmental Special Conditions.
- I. The CES/CEIE EMS Coordinator will, in coordination with the 633d Contracting

Squadron, the MICC and installation Mission Partners, foster pollution prevention and sustainability awareness and actions with emphasis on ensuring all applicable FAR clauses and Performance Work statement clauses are inserted in contracts.

- J. The CES/CEIE EMS Coordinator will incorporate pollution prevention, EMS, and sustainability awareness and principles in the following training courses:
- (1) EMAC training (which includes general EMS Awareness Training)
  - (2) AEM training (initial refresher)
  - (3) Newcomer Orientation Briefings
  - (4) Other courses directed by the MSG Commander

**AFFIRMATIVE AND GREEN PROCUREMENT PROCEDURES:**

- A. Activities will identify all personnel with a role and responsibility for procurement of goods and services in their organization. Personnel include but not limited to:
- (1) Personnel with Government Purchase Card (GPC) credit cards
  - (2) Contract Officer Representative (COR) personnel
  - (3) Personnel involved in the contracting process that develop or review Scopes of Work (SOW), Request for Proposal (RFPs) or other contract documents.
- B. CES/CEIE will ensure and provide technical support to Affirmative and Green Procurement Training Programs. Training will provided identified personnel awareness of methodologies and opportunities for Affirmative and Green Procurement. Training will include:
- (1) A module in the GPC Credit Card Users training courses provided by the 633CONS and the Fort Eustis MICC.
  - (2) Affirmative and Green Procurement Training modules in the EMAC and AEM courses.
  - (3) Onsite training for JBLE-Eustis tenant Activities upon request.
- C. 633 CONS will maintain a record of JBLE-Eustis (AF personnel) trained in the GPC Credit Card Users course.
- D. The Fort Eustis MICC will maintain a record of JBLE-Eustis (Army personnel) trained in the GPC Credit Card user course.
- E. CES/CEIE will maintain a record of personnel trained in the EMAC and AEM courses.
- F. LRS will provide a representative, as needed, to participate in EMS-CFT meetings to develop objectives, targets, and tasks for specific affirmative and green procurement activities that support the Fort Eustis Strategic Plan, EMS

significant aspects and impacts, and other identified contracts for goods and services.

#### **GREEN MEETINGS AND OTHER P2 TIPS:**

A. Activities will direct and encourage their team members to practice the following:

- (1) Use double-sided copying and printing when available.
- (2) Email or provide links for conference materials.
- (3) Provide prominently displayed and labeled recycle bins.
- (4) Provide reusable name badge holders or tent cards.
- (5) Turn lights off when away from offices for extended period of time and at the end of the duty day.
- (6) Turn off PC monitors, printers, and copiers at the end of the duty day or when away for extended periods of time.
- (7) Reduce the amount of material printed and increase use of electronic media.
- (8) Limit travel and maximize video teleconference capabilities.
- (9) Use pitchers of water with reusable cups.
- (10) Serve hot beverages in reusable mugs/cups.
- (11) Select food and beverages for minimal packaging waste.
- (12) Serve food and beverages on washable dishes/utensils/napkins or using bio-based/compostable cafeteria ware.
- (13) Select food and beverages for organic or local varieties (where cost-effective and in-season).
- (14) Provide compost bins, if possible.

*Installation Hazardous Materials Program (IHMP)*

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.6**

**JBLE-EUSTIS**



*25 June 2020,*

*(Revised 27 June 2023)*

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## **Environmental Management Procedure (EMP) 4.4.6.6**

### **SUBJECT: Installation Hazardous Materials Program (IHMP)**

**PURPOSE:** This document establishes the Installation Hazardous Materials Program (IHMP) procedures.

**SCOPE:** This EMP applies to all Activities and personnel who work for or on behalf of the installation, including military, civilians, vendors, suppliers, and contractor personnel working directly for the installation or as a tenant.

**DOCUMENT CONTROL:** This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Documents should be checked against the file version before use on the following:

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

### **REFERENCES:**

- A. AFI 90-201, *Air Force Inspection System*
- B. AFI 32-7001, *Environmental Management*
- C. AFMAN 32-7002, *Environment Compliance and Pollution Prevention*
- D. AFI 90-821, *Hazard Communication (HAZCOM) Program*
- E. AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*
- F. AFMAN 23-122, *Material Management Procedures*
- G. AFI 64-117, *Government Purchase Card Program*

### **SECTION: 4.4.6.6.1**

#### **SUBJECT: HazMart Operations**

#### **PURPOSE and POLICY:**

- A. Purpose: This EMP establishes the procedures to implement a policy for the proper approval, purchasing and tracking of Hazardous Materials (HMs).
- B. Policy: Comply with legally applicable Federal, State, and local requirements, both substantive and procedural for managing HMs. Reducing the unnecessary procurement

and use of HMs through material restrictions, centralized inventory control, material substitution, elimination actions, reuse/recycling, and enhanced shelf-life management.

- (1). No HM procurement and use shall occur on the installation unless all required authorizations are received.
- (2). HazMart: An onsite “customer service desk” for the Installation Hazardous Materials Management Program (IHMMMP). The HazMart is the only entity on an installation that issues final approval for the purchase, management and tracking of HMs. The final approval is complete when the material has been added to the Authorized Use List (AUL).
- (3). The primary HazMart is established by, and accountable to, the 733 Logistics Readiness Squadron (LRS). There may be more than one reviewer for HazMart as required and approved by 733 LRS and 733 Civil Engineer Squadron (CES).

#### **ROLES and RESPONSIBILITIES:**

##### **A. LRS:**

- (1). Provides resources for managing and distributing government-owned HMs used on the Base and issue final approval for the procurement of HMs.
- (2). Provides for the operation of the JBLE-E HazMart, which provides a distribution facility for HMs.
- (3). HazMart Functions:
  - (a). Manages the receipt, storage, issue, inspection, distribution, and tracking of HMs, in conjunction with CES/CEIE, in the electronic tracking system; Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS).
  - (b). Ensures that all approved requested HMs for activities have been added to the AUL.
  - (c). Enter HMs transactions into the EESOH-MIS tracking system as required:
    - i. Activities must ensure that all HMs purchases are on the AUL.
    - ii. This includes, but is not limited to, Government-wide Purchase Card (GPC), contractor procured and supply system transactions.
    - iii. GPC holders must ensure that all GPC HMs purchases are on the AUL.



- iv. Contractors must report HMs brought onto or used on the installation to the Project Manager, COR, and the Contracting Officer. In turn, personnel or the contractor will notify the Hazardous Material Manager and HazMart.
  
- (d). Minimize HMs usage or waste by reusing/redistributing excess HMs on base or through the DLA Reutilization, Transfer, Donation, and Sales (RTDS) program. Before ordering or purchasing HMs, determine if it is possible to obtain the HMs from the installation free-issue, reuse, and redistribution program, as the preferred HMs source.
  
- (e). Use the Class I ODS Requisition SAO Approval process to requisition Class I ODS.
  
- (f). Assist Activities in identifying HMs stock numbers, part numbers and obtaining the proper SDS.
  
- (g). Free issue inventory may not be issued to an Activity by the HazMart unless the product is on the AUL.
  
- (h). Submit required changes for the EESOH-MIS tracking system to the CFT's IHMMP Team for review and validation.
  
- (i). Creates and issues Shop Codes to Units.

B. CES/CEIE:

- (1). Provides environmental compliance management of the EESOH-MIS approval and tracking system.
  
- (2). Appoints one primary Reviewer and at least one alternate Reviewer for EESOH-MIS.
  
- (3). Review requests for Hazardous Materials acquisition from Activities.
  
- (4). Coordinate with Fire and Emergencies Services Flight for requests for HMs acquisition from Activities.
  
- (5). Manages the of receipt, storage, issue, inspection, distribution, and tracking HMs in EESOH-MIS. This is currently provided on behalf of CES/CEIE by the Fence-to-Fence Contractor.
  
- (6). Provide training to Activity personnel (HMMs, CORs, etc.) on the EESOH-MIS tracking system. Training is currently provided on behalf of CES/CEIE by the Fence-to-Fence Contractor.

C. Installation Safety Office:

- (1). Review requests for HMs acquisition from Activities.
- (2). Appoint one primary reviewer and at least one alternate reviewer for EESOH-MIS.

D. Department of Public Health's Industrial Hygiene Office:

- (1). Review requests for HMs acquisition from Activities.
- (2). Appoint one primary reviewer and at least one alternate reviewer for EESOH-MIS.

E. Activities will:

- (1). Provide resources for properly managing Hazardous Materials IAW EMP 4.4.6.6 Installation Hazardous Materials Program.
- (2). Ensure primary and alternate Hazardous Materials Manager (HMM) are appointed and trained IAW EMP 4.4.2 Environmental Awareness & Competency Training and Section 4.4.2.1 Job Titles, Duty Descriptions, and Responsibilities of Key Positions. Some Activities with multiple sources for HM purchasing may require more than one HMM.
- (3). Ensure primary and alternate Activity Environmental Coordinators (AECs) are appointed IAW EMP 4.4.2.
- (4). Ensure that all HMs are funded and added to the AUL prior purchase or being brought onto the Installation.
- (5). Set up EESOH-MIS accounts and are properly trained.

**PROCEDURES:**

**A. General HazMart Operations:**

- (1). Location and Hours of Operation:
  - (a). HazMart is located in Building 1205.
  - (b). HazMart is open Monday through Friday from 0730 to 1600 hours.
- (2). Hours of operation are subject to change without notice due to mission requirements. HazMart is closed on all federal holidays.

**B. HazMart EESOH-MIS Assisted Ordering:**

- (1). Assist Activities in setting up an EESOH-MIS account. This is a multi-step and required process:
  - (a). Receive EESOH-MIS access by:
    - i. Submitting the DD Form 2875, SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) requesting access to EESOH-MIS to the HazMart.
    - ii. Providing an AF Portal ID.
  - (b). Activity requested AF Portal ID:
    - i. Go to ([www.my.af.mil](http://www.my.af.mil)) to [register for a new AF Portal account w/ your CAC](#)
    - ii. Follow the instructions.
- (2). Authorize EESOH-MIS account:
  - i. Read-only access to EESOH-MIS. This will allow you to review your AUL and research SDSs.
  - ii. Training for this level will be provided by HazMart.
- (3). Full EESOH-MIS Access:
  - i. Once the HMM receives additional training on EESOH-MIS access will be granted.
  - ii. Manual ordering is not authorized or provided by the HazMart.
  - iii. Full EESOH-MIS access is required by all shops.

C. All Contractors and Subcontractor work is an Activity:

- (1). Construction /short-term Contractors must use Contractor HazMart Registration Form FEVA Form 32-682, to perform supply functions of procurement and storing HMs. The form is located <https://www.jble.af.mil/About-Us/Units/Ft-Eustis/Eustis-Environmental/EMPs/> under the Forms Section.
- (2). Service contracts/Long-term Contractors require an EESOH-MIS account. Must coordinate with HazMart.
- (3). Contractors must submit the required information, supporting documentation to including SDS's, and additional necessary to obtain HMs usage authorization. The Contracting Office/COR or government AEC/UEC/HWC will transmit the contract submittal to the HazMart for processing and sign off on the FEVA Form 32-682

before being delivered to the HazMart. If HMs are a Class I ODS, the contracting officer must also have a copy of the applicable and current SAO approval of the Class I ODS requirements.

- (4). Report HMs data used during the performance of the contract at intervals and in the format specified by the HMMP team. Data shall be supplied to Contracting Office/Project Manager/CEIE IAW EMP 4.4.6.16 Contracting JBLE-Eustis Environmental Special Conditions.
- (5). Use the Contractor HazMart registration FEVA Form 32-682 to identify HMs being brought on to and used for the installation. Any products removed from the installation must be reported.
- (6). If contractor requires additional materials to the installation that was not included in the original HMs listing, the contractor must notify the Contracting Office/COR or government AEC/UEC/HWC and obtain prior authorization IAW paragraph (1) above.
- (7). Contracting Office/COR or government AEC/UEC/HWC will provide the HazMart an "End Date" when the project is complete.

D. HazMart Inspections:

- (1). HazMart will conduct monthly announced inspections to ensure HMs are properly approved.
- (2). Activities found with HMs not approved will be referred to the IHMMP CFT for appropriate action.

E. HMs Authorizing Offices (CEIE, Safety, and IH):

- (1). Ensure processing time limits are met:
  - (a). CEIE - Review HM requests and enter determination into EESOH-MIS within two days.
    - i. Coordinate with Fire and Emergency Services (F&ES) Flight during this period
    - ii. Grants final review before returning approvals to the HazMart.
  - (b). Preventive Medicine Industrial Hygiene - Review HM requests and enter determination into EESOH-MIS within two days.
  - (c). Installation Safety Office - Review Hazardous Materials requests and enter determination into EESOH-MIS within two days.

(2). Ensure Processing requirements are met:

- (a). When a process-specific authorization is required, the Authorizing Offices may only approve the use of that HM if a material reduction or substitution is not feasible.
- (b). The request is denied if any Authorizing Office does not have authorization. The Activity must comply with all restrictions specified by the Authorizing Offices.
- (c). Once the Authorizing Offices have agreed on the least hazardous material, from an integrated ESOH perspective of the available materials, the HazMart will be notified.

(3). Contractor-identified HMs:

- (a). Requires CEIE authorization for environmental, fire protection concerns, and emergency response purposes only.
- (b). The Safety and IH reviews are “for situational awareness only” and do not involve evaluating and approving the contractor’s safety and health programs.
  - i. The purpose of these reviews is to identify potential risks to government personnel and resources.
  - ii. CEIE and the Contracting Office work together on how to mitigate identified hazards from planned contractor HMs usage.
- (c). If the HM is a Class I ODS, CEIE must ensure there is an applicable and current SAO approval for the contract Class I ODS requirements.
- (d). Contractors must report HMs brought onto and/or used on the installation to the Project Manager, COR, and the Contracting Officer. In turn, personnel or the contractor will notify CEIE.

F. Activities found to have HMs not present on the AUL or not following ordering procedures will be subject to the following actions:

(1). One or more of the following actions will be taken for unauthorized HM found in Activity areas:

- (a). Have the unauthorized HMs removed from their areas for Military and Civilians Activities to the HazMart free issue area. Any Activity may request a HM from the free issue area once the item has been added to their AUL. This could result in the unauthorized material being issued to another Activity.

- (b). The appropriate AEC and Commander/Director will be notified of the infraction.
  - (c). The appropriate Contractor AEC and Contracting Officer or COR will be notified for corrective action.
  - (d). If deemed appropriate, a notice will be sent through Command Channels for Military and Civilians Activities or the Contracting Officer for Contractors.
- (2). HM received by the HazMart not present on an AUL:
- (a). HazMart will attempt to identify the requesting Activity and notify the appropriate HMM or POC.
  - (b). HazMart will notify the appropriate HMM/POC. The Unit has 30 calendar days after notification to add the HM to the AUL and close the transaction.
  - (c). Transactions not closed within the timeframe will be transferred to Free Issue.
- (3). Contractor, military, and civilian administrative and/or disciplinary action for non-compliance will be enforced as deemed appropriate.

G. Activities will:

- (1). Set up the mandatory EESOH-MIS account IAW paragraph 5.E. (4) above.
- (2). Ensure that prior to purchase and being brought onto the installation all HMs are funded and added to the shop specific AUL.
- (3). Ensure single Shop Code per Unit is utilized; except for those Activities containing paint booths, pesticide applications operations, etc. Coordination with the HazMart is required.
- (4). Ensure all HMs are delivered to the HazMart, B1205 Taylor Ave location. HMs shall not be delivered directly to shops. If direct delivery is necessary, HazMart approval is required.
- (5). Appointed HMM IAW EMP 4.4.2 Environmental Awareness & Competency Training. The HMM will:
  - i. Enter all Unit approvals and purchases into EESOH-MIS.
  - ii. Ensure all HM approvals have been added to the Unit AUL prior to purchasing.
  - iii. Ensure all HMs received are Bar Coded with the Bar Codes supplied by the HazMart within three business days of receipt when applicable.

- iv. Ensure all open transactions in EESOH-MIS are closed within three business days of the HM material being received.
- v. Assist the UEC with monthly HM site inspections. During inspections HM not containing the bar codes issued by HazMart shall be properly Bar Coded and, if required, added to the Unit's AUL.
- vi. Assist the UEC to complete and update Activity Facilities and Operations Inventory FEVA Form 32-600. The UEC must coordinate this information with the AEC, as the AEC maintains this EMP.
- vii. Conduct an annual review of Unit's AUL to ensure HMs no longer utilized are removed from the AUL in coordination with the UEC and HazMart.
- viii. Maintain HM files for at least three years.
- ix. Ensure all purchases of HM are included on the Unit's AUL; this includes GPC purchases.
- x. Activities shall utilize 7-day supply which avoids storing excess or expired products at the job site or work area. Ensure expired and unused HM are properly turned into to HazMart or Hazardous Waste for redistribution or proper disposal.

(6). Re-Deployment Requirements. The UEC will coordinate with the HMM to:

- i. Ensure any serviceable HMs are returned to the installation if on the AUL. Any non-servable HMs should be wasted out at the deployed station. Hazardous wastes are not permitted to be brought back from a deployed station.
- ii. Ensure proper disposal of excess HMs.

(7). Document numbers with a material stock number (MSN) will be processed through GCSS-Army, PBUSE, SAMS-E, ULLS A, or S4 USE once HazMart has added the HMs to the Unit's AUL. Customers will receive status from PBUSE, SAMS-E, ULLS A, or S4 USE. If document number assistance is required call 757-878-2106 or 757-878-5963.

## **SECTION 4.4.6.6.2**

### **SUBJECT: Hazardous Materials Storage and Container Management**

#### **ROLES AND RESPONSIBILITIES:**

##### **A. CES/CEIE:**

- (1). Provide environmental management of the Hazardous Material Program, the HazMart, and usage of HMs by Activities.
- (2). Coordinate with other installation organizations for requirements for the storage and accumulation of HM. Report findings from inspections to following appropriate organizations.
  - (a). 633 ABW Safety Office.
  - (b). F&ES Flight.
  - (c). Department of Public Health, Industrial Hygiene Office.
- (3). Inspect HM storage areas periodically to ensure proper HM management and compliance.

##### **B. Activities will:**

- (1). Provide resources for management and storage of HM.
- (2). Establish, inspect, and maintain HM storage areas. Ensure HM are properly maintained.
- (3). Establish, inspect, and maintain HM containers. Ensure HM containers are in good working condition.
- (4). Ensure all areas meet applicable health, safety, and fire rules and regulations. Personnel shall contact the Safety Office and the F&ES Flight for specific requirements.
- (5). Ensure all Activity's HM have been approved through the HazMart and are on the AUL.

#### **PROCEDURES:**

##### **A. Hazardous Material Storage Areas:**

- (1). Site Locations:



- (a). Must be in a location that would not create a HM discharge to surface waters, storm drains, or the sanitary sewage system.
- (b). Pallets and lockers must contain the capacity to sufficiently hold 110% of the largest volume of a single container to prevent discharges.
- (c). Sites shall be protected from the elements. Containment systems shall always be kept in good working condition.
- (d). Ensure each storage location is identified on the Activity Facilities and Operations Inventory FEVA Form 32-600.
- (e). All Activities using or installing any outside free-standing storage facility/shed shall submit an AF Form 332 (Base Civil Engineer Work Order Request); AF IMT 813 (Request for Impact Environmental Analysis); and a map showing the location package for "Site Approval," to be reviewed through the 733 CES Project Review Board (PRB). Once approval is granted through the 733 CES PRB, the outside/free standing storage facility/shed is the user's sole cost and responsibility. Real property is not responsible.

(2). Required equipment:

- (a). An internal communication or alarm system that provides immediate emergency instructions to Activity personnel.
- (b). Telephone or hand-held two-way radio capable of summoning emergency assistance from the Security Forces Squadron (SFS) Police.
- (c). Portable fire extinguishers or fire control equipment.
  - i. Portable fire extinguishers must be installed, inspected, and maintained IAW the National Fire Protection Association (NFPA) Standard # 10 "*Standard for Portable Fire Extinguishers.*" The Ft Eustis Fire & Emergency Services is the authority having jurisdiction over the selection, installation, and determination if inspected and appropriately maintained.

**NOTE: CO2, Purple K, Water, Halon, or BC are not approved for use.**

- ii. Portable fire extinguishers must be installed in IAW NFPA 10 and generally a minimum of 10 lb. ABC Dry Chemical type extinguisher is required. Dining facilities with wet chemical hood systems shall have extinguishers installed IAW NFPA 10, 17A, and 96 in the immediate area around the hood system, generally a 6 liter Class K Portable Fire Extinguisher.
- iii. A monthly portable fire extinguisher inspection shall be conducted and

documented by the facility manager (or designated representative) IAW NFPA 10.

- a. The F&ES Fire Prevention Office can conduct an annual inspection of portable fire extinguishers attached to a registered building on the installation. The portable fire extinguisher must be current with its maintenance to allow the F&ES personnel to tag the extinguisher.
  - b. All portable fire extinguishers not part of a building requirement must be inspected annually, every 6 and 12 tags attached by a certified inspection company. This is the responsibility of the facility manager/owner of the item.
  - c. When only a monthly inspection is required, the facility manager can contact the F&ES Fire Prevention Office to obtain proper labels.
  - d. Any failed inspections or maintenance actions the fire extinguisher shall be immediately removed from service.
- iv. Each portable fire extinguisher shall have its annual, 6, and 12-year maintenance performed by certified maintenance personnel IAW NFPA 10.
- a. The F&ES Fire Prevention Office can conduct an annual inspection of portable fire extinguishers attached to a registered building on the installation. The portable fire extinguisher must be current with its maintenance to allow the F&ES personnel to tag the extinguisher.
  - b. All portable fire extinguishers not part of a building requirement must be inspected annually, every 6 and 12 tags attached by a certified inspection company. This is the responsibility of the facility manager/owner of the item.
  - c. When only a monthly inspection is required, the facility manager can contact the F&ES Fire Prevention Office to obtain proper labels.
  - d. Any failed inspections or maintenance actions the fire extinguisher shall be immediately removed from service.
- v. Portable fire extinguishers must be installed IAW NFPA 10 depending on the hazard protected (which could be 30 or 50 feet).
- a. If a portable fire extinguisher is not readably accessible from the storage area, a sign within view of the storage area must be placed above the fire extinguisher station identifying its location.
  - b. Fire extinguishers must be mounted IAW NFPA 10, which means no

closer than 4 inches from the floor to the bottom of the fire extinguisher, the top of the fire extinguisher is no more than 5 feet from the floor.

- c. Portable fire extinguishers must be located at the site. Location can be inside or outside of the containment area.
  - (d). Spill kit and decontamination equipment must be capable with HM stored and adequate quantity to absorb the largest volume of HM.
  - (e). Proper Personal Protection Equipment (PPE).
  - (f). Eye washing facilities as required.
- (3). Water, with adequate volume and pressure, to supply expected fire demands, foam producing equipment, automatic sprinklers, or water spray equipment.
- (4). All storage areas will have legible signs, from 50 feet away (outdoor) indicating:
- (a). "Hazardous Materials Storage Area."
  - (b). "No Smoking."
  - (c). "Unauthorized Personnel Keep Out"
  - (d). "Flammable - Keep Fire Away"
- (5). Emergency response information will be posted at each location:
- (a). "Points of Contact" and
  - (b). "Telephone Numbers"
- (6). Each area will have a site-specific Contingency Plan (CP) IAW EMP 4.4.7.6.C.
- (7). All sites will maintain a copy of the "Incompatible Materials Chart." Copies of this chart may be obtained from the HWAF.
- (8). Flammable storage lockers.
- (a). Are not authorized for use outside, unprotected from the environment.
  - (b). No more than three lockers can be adjacent and sets of 3 lockers must be separated by at least 100 feet.
  - (c). Must have 3-point hitch doors.

- (d). Lockers must not be physically altered in any way. Lockers that have been altered are no longer approved for flammable storage use. Alterations can include but not limited to; drilled holes, adding locks, door track modifications, etc.
  - (9). All materials shall have adequate aisle space. Adequate aisle space will allow the unobstructed movement of fire protection, spill control, decontamination equipment, and personnel in an emergency.
  - (10). All storage areas shall be inspected at monthly using the Monthly Hazardous Material Site Inspection FEVA Form 32-680
  - (11). An SDS shall be available on-site (work area) and be easily and immediately accessible to employees for each HM stored and used by that activity.
    - (a). Document and Safety Data Sheet (SDS) management is the responsibility of all Activities that store or use Hazardous Materials. These documents must be:
      - i. Immediately available to employees. Shall not be locked up or placed in a separate location.
      - ii. BOUND, not in a box or bag, (e.g., binder(s) in the work area(s).
      - iii. Appropriately organized; recommend indexing with a Table of Contents.
      - iv. Employee training log must be present.
      - v. SDS documents must be updated annually to ensure all HMs have an SDS and to remove chemicals no longer being utilized in the area. SDS's removed from the book shall be archived separately.
      - vi. SDSs must include the date of preparation or documents last revisions. Data of preparation/revision shall be no older than ten years old. Recommend dating pages when added to binder/notebook.
      - vii. A hazardous chemical list must be maintained in each work area. All personnel who work at the site shall review the chemical hazardous annually and sign and date in acknowledgement of hazards. AULs may be used as the list.
  - (12). Good housekeeping of documents and HM shall be maintained.
- B. Container usage and storage:
- (1). Containers shall always be labeled appropriately.
    - (a). Container labels must adhere to OSHA, DOT, and Installation Safety standards as

required. The Installation Safety Office shall provide additional information on proper labeling requirements.

- (b). The chemical label name shall match the trade name on the Safety Data Sheet (SDS).
  - (c). Labels and markings must remain legible at all times. Replace if they become illegible, damaged, or lost. Labels must remain on containers until the HM is deemed empty.
  - (d). Labels and markings no longer needed or applicable to the contents shall be removed or painted over to make them illegible.
  - (e). Requisitioning Activity shall not accept containers of hazardous materials not properly labeled.
  - (f). Containers of hazardous materials must be Bar Coded with Bar Codes issued by the HazMart.
- (2). Containers shall be stored in a manner that allows for access to container labels. Containers should not have to be moved, opened, or removed to determine the contents.
  - (3). The contents of a damaged container shall be immediately transferred to an approved serviceable container. Containers shall be in good condition and not have signs of bulging, damage, corrosion, etc.
  - (4). A HM container must be closed except when adding or removing materials.
  - (5). A container shall not be opened, handled, or stored in a manner that may rupture the container or cause it to leak.
  - (6). Containers must have 3 to 4 inches of head space to allow for expansion. Liquid containers shall not be overfilled.
  - (7). Containers must be compatible with the materials being contained within.
  - (8). Containers shall not be reused for other purposes until deemed empty.
  - (9). HMs incompatible with other materials shall be separated or protected from each other using a dike, berm, wall, or other separation device to prevent the mixing of incompatible materials in case of emergency.
  - (10). Containers must be kept on pallets if not using containment pallets or "HazMat Storage Buildings" with containment.

- (11). HM and serviceable products shall not be stored with wasted material. Wastes must be physically separated from other materials, e.g., chains, ropes with signs, fences, walls, etc.
- (12). HM containers must be protected from the environmental elements (rain, snow, etc.).
- (13). HM must be stored in well-ventilated areas. Temperature-sensitive materials shall be stored to prevent exposure to temperature extremes.

C. Transportation of HM:

- (1). LRS, Transportation Squadron shall be contacted for all additional on-post and off-post transportation requirements.
  - (a). Transportation of HMs is highly regulated by DOT and must meet stringent requirements.
- (2). On-Post transportation must meet the following requirements:
  - (a). Only government-approved or licensed contractor vehicles shall be used.
  - (b). HazMart will not issue HMs to personnel in POVs.
  - (c). Vehicles shall have appropriate fire extinguishers for the type of materials being transported.
  - (d). If containers have free liquids, an appropriate spill kit shall be carried.
  - (e). Containers shall be properly secured to prevent movement of containers or spills during movement.

D. Disposition:

- (1). HMs no longer required for the original process may be reused for another process.
- (2). Unused HMs shall be returned to the HazMart for restocking. The HazMart shall determine if the HMs are eligible to be re-stocked.
- (3). HMs may have to be “wasted out” as hazardous waste or non-hazardous waste. The HWAF shall be contacted to properly dispose of HMs.

**SECTION: 4.4.6.6.3**

**SUBJECT: Installation Hazardous Materials Management Process (IHMMP) Cross-Functional Team (CFT) Charter**

**PURPOSE and POLICY:**

A. Purpose:

- (1). The Installation Hazardous Materials Management Process (HMMP) Cross-Functional Team (CFT) Charter IAW EMP 4.4.6.6 Installation Hazardous Materials Program (IHMP).
- (2). Procedures to implement policy and operational procedures for the IHMP CFT.

- B. Policy: Comply with legally applicable Federal, State, and local requirements, both substantive and procedural, for managing HMs, by reducing the acquisition and use of HMs through purchase restrictions, centralized inventory control, substitution, and elimination actions, and reuse, recycling, and enhanced shelf-life management.

**SCOPE:**

This EMP applies to all Activities and personnel who are standing members or requested members of the IHMMP CFT.

**ROLES and RESPONSIBILITIES:**

A. Environmental, Safety, and Occupational Health Committee (ESOHC) Chair will:

- (1). Establish the IHMMP CFT via Charter.
- (2). Provide oversight for the IHMMP CFT.

B. The IHMMP CFT Membership:

(1). Mandatory Standing Membership:

(a). 733 Civil Engineer Squadron (CES):

- i. Appoint the CES Hazardous Materials Manager (HMM), the Installation Materials Manager (IHMM), as the IHMMP CFT Lead.
- ii. Manage the user access authorization and system access privileges for EESOH-MIS.

- iii. Provide personnel, as appropriate, with operator training on EESOH-MIS. Allow contractor personnel to attend EESOH-MIS user training courses.
  - iv. Ensure HAZMAT on the installation is tracked at a level sufficient to meet environmental reporting requirements and support fire protection, ESOH, and disaster response efforts.
  - v. Complete installation EPCRA reporting requirements using data from EESOH-MIS, as appropriate.
  - vi. Designate an individual from the F&ES Flight as a member.
  - vii. Designate HazMart Data Manager (Steward) as a member.
- (b).Logistics Readiness Squadron (LRS):
- i. Designate an individual from the Supply Division as a member.
  - ii. Designate an individual from the Maintenance Division as a member.
  - iii. Designate the HazMart Supervisor as a member.
  - iv. Designate the Installation Supply Division Site Supervisor as a member.
- (c). Safety Office:
- i. Designate a member.
  - ii. Use EESOH-MIS for tracking and authorization purposes.
  - iii. Ensure appropriate SE personnel receive operator training on EESOH-MIS.
  - iv. Assess, at a minimum, safety risks of and control options for material and process authorizations.
- (d).MEDDAC, Preventive Medicine Industrial Hygiene:
- i. Designate a member.
  - ii. Use EESOH-MIS for tracking, reporting, and IH authorization purposes.
  - iii. Ensure appropriate IH personnel receive operator training on EESOH-MIS and maintain EESOH-MIS access.
  - iv. Assess, at a minimum, health risks of, and control options for, material and process authorizations.



v. Advocate and consult medical logistics and their leadership on incorporating HazMat data into EESOH-MIS.

vi. Serve as the installation OPR for SDS IAW AFI 90-821.

(e). Legal (JA): Designate a member.

(f). Contracting Offices (All):

i. Designate a member.

ii. Work with the installation HMMP team to appropriately tailor the performance-based work statement (PWS) template (see the HazMat management playbook) to ensure contractor compliance with local HazMat monitoring, determination, authorization, tracking, and reporting requirements.

iii. Before contract closeout, contact the CE HMMP team lead and the contract Quality Assurance Personnel to ensure the contractor has fulfilled all contract HAZMAT requirements.

iv. Ensure that HazMat authorization and tracking requirements are included in local Government Purchase Card (GPC) guidance and training.

v. Ensure that contract Quality Assurance Personnel training includes the local installation HazMat management contractor procedures.

(g). Army Material Command: 406 Army Field Support Brigade, Maintenance Division, Logistics Readiness Center JBLE provides a member to the IHMMP Team.

(2). Optional Membership: Participate in the IHMMP CFT as necessary.

(a). Public Affairs

(b). Security Forces Squadron (SFS).

(c). NEC

(d). Activity Coordinators (AECs, HWCs. UECs)

C. IHMMP CFT:

(1). Oversee and coordinate the IHMMP tasks.

- (2). Incorporate HMMP requirements into installation-level procedures, operating instructions, agreements, and training.
- (3). Develop installation-specific procedures and contract requirements (for inclusion in contract documents) to ensure HM brought onto the installation by contractors are appropriately authorized, managed, and tracked.
- (4). Ensure HMMP requirements are integrated into support agreements IAW procedures outlined in AFI 25-201.
- (5). Ensure that any outsourcing initiatives involving any HMMP CFT functional responsibilities explicitly spell out responsibilities as requirements in the contract.
- (6). Designate an SDS gatekeeper to ensure SDSs not loaded into EESOH-MIS are forwarded to the approved Air Force EESOH-MIS SDS Data Steward.
- (7). As requested, collect data and report HMMP metrics to senior leadership.
- (8). Establish and maintain a management effort to ensure the installation's HMMP data quality.
- (9). Identify and resolve installation program issues, particularly in policy and resource guidance; cross-feed smart procedures; evaluate program performance, and validate and prioritize strategies that support and enhance these initiatives.
- (10). Ensure that relevant information on HMMP projects or metrics with potential community or media interest is provided to Public Affairs.

#### **PROCEDURES: IHMMP CFT**

##### **A. Will meet:**

- (1). Quarterly - This is a full Team meeting attended by **all standing members**.
- (2). Monthly – Monthly (Mini Team) meetings that are not considered Quarterly meetings will be attended by all HazMart and approving members (Safety, IH, CES/CEIE) as necessary. The purpose of these meetings is to:
  - (a). Address minor issues.
  - (b). Identify issues and development agenda for the Quarterly meetings.

##### **B. Is a standing Working Group to the Environmental Management System (EMS) Cross-Functional Team (CFT).**

##### **C. Will report to the EMS CFT manager every quarter.**

- D. IHMMP CFT Problem Resolution Process. The IHMMP CFT chain of command is structured to ensure senior leadership insight into the HMMP and involvement in resolving HMMP issues that the team has not been able to resolve.
- (1). The IHMMP CFT is responsible for first trying to resolve issues within the team itself.
  - (2). If this is not possible, the IHMMP CFT is responsible for going to the ESOHC chair for assistance. Individual team members must first inform their chain of command for the IHMMP CFT and present the issue to the ESOHC chair.
  - (3). If the ESOHC chair cannot resolve the issue, the IHMMP CFT, with the approval of the ESOHC chair, should refer the issue to the IHMMP CFT at the next level of command.
- E. Establish and implement procedures for HazMat reduction, recycling, reuse, or shelf-life control to minimize the generation of HW. This includes reducing HazMat disposal through reduction, recycling, reuse, shelf-life management, etc.
- F. Assess customer satisfaction periodically and make improvements whenever possible.
- G. Ensure that any contracting initiatives involving any aspect of the IHMP specifically define responsibilities for executing the affected IHMMP elements.
- H. Develop local GPC procedures for HazMat purchases. Ensure the Contracting Office implements these procedures and includes them in the GPC training and guidance.
- I. Determine and document the procedures for effectively tracking HazMat from the cradle to the grave, facilitating work center inspections for unauthorized HazMat, and supporting the free issue of unused HazMat. The preferred method of barcoding coding, but the installation of IHMMP CFT may develop and document alternative local procedures.
- J. Develop and execute procedures to ensure all contractors' hazardous materials brought onto the installation are appropriately managed IAW EMP 4.4.6.6 Installation Hazardous Materials Program (IHMP).
- K. The IHMMP CFT will work with the Contracting Office to develop and implement procedures to:
- (1). Ensure that contracts for HazMart operations or that involve the use of HazMat on the installation include FAR clause 52.223-3, AFFARS clause 5352.223.9003, and appropriate installation-specific contract requirements. NOTE: This requirement includes any effort to contract out any HMMP responsibilities.

- (2). Provide inputs on appropriate HazMat requirements to the Contracting Office for inclusion in the contract Quality Assurance Surveillance Plans and the contract Quality Assurance 2.10.1.15. Ensure that HazMat has an installation-wide free-issue, reuse, and redistribution program.
- L. Support LRS in developing and implementing HazMat transportation security plans and training.

***SOLID WASTE AND RECYCLING MANAGEMENT***

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.7**

**JBLE-EUSTIS**



*25 June 2020*

*(Revised 27 June 2023)*

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## **Environmental Management Procedure (EMP) 4.4.6.7**

### **SECTION: 4.4.6.7**

### **SUBJECT: Solid Waste and Recycling Management (SWRM)**

#### **PURPOSE AND POLICY:**

- A. Purpose: This EMP establishes the procedures to implement policy for managing Solid Wastes (SW) and Recyclables that are generated or managed by tenant activities and operations on JBLE-Eustis.
- B. Policy: Comply with legally applicable Federal, State, and Local requirements, both substantive and procedural, for managing SW, including generation, collection, storage, and disposal of Solid Wastes by efficiently and effectively managing the generation, collection, storage, and disposal of non-hazardous SW to meet or exceed established metrics through continuously examining new methodologies.

**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 before use on the:

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

#### **REFERENCES:**

- A. AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*
- B. JBLE Solid Waste Management Plan

**SCOPE: This EMP applies to all activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.**

#### **ROLES AND RESPONSIBILITIES:**

- A. 733d Civil Engineer Squadron (CES):
  - (1). Provides personnel and funding for management and operation of the SW and Recycling program.
  - (2). Manages the SW and Recycling Program.
  - (3). Operates the Solid Waste and Recycle Center (SWRC).

- (4). Maintains statistical data on the SW and Recycling operations.
- B. Activities:
- (1). Provide personnel and resources for SW diversion and recycling from Activity operations and facilities.
  - (2). Maximize SW and Recycling diversion to prevent pollution.

**PROCEDURES:**

- A. The 733 CES Operations and Maintenance Flight (CEO) will:
- (1). Perform quality assurance over the contract operation of the SWRC. The Contractor will operate in accordance with the JBLE Refuse and Recycling contract.
  - (2). Act as the Contracting Officer's Representative (COR) for the installation SW Contract.
  - (3). Maintain SW and recycling data and submit as required to meet Air Force (AF) reporting requirements and submit to CEIE monthly.
  - (4). Participate in the Environmental Management System (EMS), Solid Waste/Qualified Recycling Program (QRP) subcommittee which meets and reports to the quarterly Cross-Functional Team (CFT).
  - (5). Develop a dumpster inspection program and examine all dumpsters quarterly.
- B. The 733 CES Environmental Element (CEIE) will:
- (1). Annually develop, in conjunction with CEO, plans and metrics to meet or exceed established goals for SW diversion and recycling.
  - (2). Prepare and submit solid waste reports to meet AF requirements with data provided by Refuse COR, DeCA, and AAFES.
  - (3). Conduct dumpster assessments, as needed; to determine the effectiveness of recycling programs.
  - (4). Conduct Pollution Prevention Opportunity Assessments as necessary to evaluate specific commodities or all or part of the recycling program for improvements to increase effectiveness or efficiency.
  - (5). Conduct review of installation Activity SW and recycling programs to ensure compliance and to improve the program.

C. Installation Solid Waste contractor will:

- (1). Operate the SWRC in accordance with the existing contract. Environmental Management Procedures will document specific Refuse Collection and Recycling procedures developed by the Contractor under the terms of the contract.
- (2). Provide SW and recycling technical support, analysis, and provide recommendations in accordance with the contract.
- (3). Maintain certification and required licenses for transportation of SW and recyclables in accordance with the requirements of Department of Transportation, Environmental Protection Agency, and Virginia Department of Environmental Quality regulations.

D. Activities will:

- (1). Appoint and train Building Recycling and Energy Monitors (BREM) IAW EMP 4.4.2 Environmental Awareness and Competency Training.
  - (a). Each occupied building will have a primary and alternate BREM.
  - (b). Depending on size and complexity of the occupied building and operations, Recycling Coordinators (RC) may be appointed to assist the BREM.
  - (c). Non-permanently occupied buildings or facilities will have an assigned BREM to ensure wastes are properly managed when generated. The BREM can be assigned more than one building or facility.
  - (d). Activity Environmental Coordinators (AEC) will maintain a list of all BREMs and ensure their training.
- (2). Utilize Solid Waste & Recycling Disposition Guide to help determine the correct disposition of Solid Waste (SW), Hazardous Wastes (HW), Non-Hazardous Wastes (NHW) Universal Wastes (UW), Recyclables, and other materials.
- (3). Develop a Solid Waste Minimization & Recycling (SWMR) Plan to actively manage the Activity's SW and Recyclables.
  - (a). SWMR Plan must be:
    - i. Reviewed and updated at least annually by the AEC.
    - ii. Signed by the Commander or Director having AEC appointment authority.
    - iii. A copy will be maintained at each appropriate Functional Area (FA) with the Functional Area Continuity Book (FACB).

(b). The purpose of the SWMR Plan is to:

- i. Maximize diversion of SW.
- ii. Maximize recycling.
- iii. Prevent incorrect disposal of Hazardous Materials (HM).
- iv. Prevent incorrect disposal of HW.
- v. Properly maintain collection SW and recycling storage areas.
- vi. Prevent pollution.

(c). The SWMR Plan will include:

- i. Measures to champion recycling and diversion efforts through command information channels such as:
  - a. Command guidance.
  - b. Bulletin boards.
  - c. Posters.
- ii. Efforts to ensure maximum participation by all Activity personnel.
- iii. Identify and list:
  - a. SW at building or facility.
  - b. Recyclables at building or facility.
- iv. Analyze the Activity waste streams to determine if other SW can be recycled or diverted.
- v. Appointing and training of BREM.
- vi. Building BREM duties include, but are not limited to:
  - a. Serves as the POC for all building or facility SW and recycling issues.
  - b. Keep building occupants and AEC informed on all SW and recycling matters.
  - c. Coordinate communications between his/her building or facility and the AEC.

- d. Ensure that SW and recyclables are:
    - 1. Properly managed.
    - 2. Ready for pickup.
  - e. Ensure that SW and recycling areas are neat and orderly.
  - f. Coordinate with the SWRC for specific procedures.
  - g. Maintains and coordinates a copy of the SWMR Plan with the AEC.
- vii. Schedules of pickups for buildings or facilities:
- a. SW dumpsters.
  - b. Cardboard containers.
  - c. Recycling mobile totes.
  - d. Roll-off boxes.
- (4). Establish accumulation areas for SW and recyclable materials (RM) as appropriate in accordance with:
- (a). Section 4.4.6.7.2, Collection, Disposition, and Reporting of Solid Waste and Recyclable Materials.
  - (b). Section 4.4.6.7.2.1, Solid Waste and Recycling from Maintenance Operations.
- (5). Transportation of SW and RM to the SWRC as required. Transportation requirements are:
- (a). Government or licensed contractor vehicles should be used.
  - (b). Safety equipment as required.
  - (c). Secure loads.
- (6). Installation dumpsters are for government use only. Housing areas, to include off installation wastes, are NOT government generated SW. On Installation disposition:
- (a). Is considered misappropriation of government funds.
  - (b). Depending on the materials, HW violations may occur.

**SECTION: 4.4.6.7.1**

**SUBJECT: Solid Waste and Recycling Disposition Guide**

**PROCEDURES:** A listing of materials, location for proper turn-in/disposal, and special handling procedures may be found in the EMP Library, Solid Waste & Recycling EMP section on the CES/CEIE website, <https://www.jble.af.mil/Units/Army/Eustis-Environmental/>.

**SECTION: 4.4.6.7.2**

**SUBJECT: Collection, Disposition, and Reporting of Solid Waste and Recyclable Materials**

**PURPOSE:** This section establishes the procedures for the Installations collection of SW and RM and the reporting of SW and RM management from:

- A. Offices and Admin Areas.
- B. Individual use.
- C. Maintenance operations.
- D. Construction and Demolition (C & D) Wastes.
- E. Activities not using the SWRC.

**ROLES AND RESPONSIBILITIES:**

- A. CEO will:
  - (1). Program resource requirements to manage the collection of SW and recyclables.
  - (2). Operate a centralized SWRC IAW EMP 4.4.6.7.
  - (3). The SWRC executes through contract the collection, diversion, and disposition of SW and the collection and disposition of recyclable materials.
  - (4). Inspect storage and accumulation areas on a periodic basis to ensure proper container management.
  - (5). Track and collect SW and recycling program data submit to CEIE monthly for reporting.
  - (6). Ensure SW and recycling accumulation sites are included in inspection by the Safety Office, Fire and Emergencies Services, and Preventive Medicine and Industrial Hygiene.
- B. CEIE will:

- (1). Periodically inspect the SW and recycling collection operations for compliance with environmental regulations.
  - (2). Develop and deliver SW and recycling awareness training for all installation personnel.
  - (3). Conduct SW and recycling program analysis periodically for effectiveness and efficiency and to identify new commodities for diversion for the waste stream.
  - (4). Provide technical oversight and assistance to the SW and recycling programs.
  - (5). Conduct SW and recycling information outreach using all appropriate media.
- C. The SW and Recycling Contractor:
- (1). Operate the SWRC in accordance with the contract.
  - (2). Notify the COR or CEO of safety and operational issues for resolution.
  - (3). Partner with CEO to continually improve SWRC operations.
- D. Activities will:
- (1). Ensure all non-routine SW and recycle services offered by the SWRC are scheduled and coordinated a minimum of two (2) working days in advance.
  - (2). Ensure all SW and recycling accumulation areas meet applicable health, safety, and fire regulations.
  - (3). Ensure SW and recycling accumulation areas are listed on the on Activity's Facilities and Operations Inventory, FEVA Form 32-600 (located on the EMP Library Page of the CES/CEIE Webpage (<https://www.jble.af.mil/About-Us/Units/Ft-Eustis/Eustis-Environmental/EMPs/>) under the Forms Section.
  - (4). Ensure all personnel are aware that wastes from off Post or Family Housing should not be disposed in Post dumpsters, roll off boxes, or other waste accumulation areas. Recyclable materials such as, paper, magazines, cardboard, metal, may be brought to the SWRC.
  - (5). Ensure Building BREMs coordinate with the SWRC and take a tour of the facility.
- During the facility visit, the BREMS will:
- (a). Have their appointments signed by the SWRC Manager.

- (b). Determine the dates of pickups for
  - i. Cardboard containers
  - ii. Dumpsters.
- (6). Ensure activity personnel actively recycle and dispose commodities in the proper containers through announcements, signage, and area checks.
- (7). Activities and individuals must make every effort to divert recyclable materials from the SW stream.
- (8). Ensure that Recycling Totes, Cardboard containers, dumpsters, and roll off box locations are free of obstructions do not have any waste location outside of the container that would prevent pickup or emptying or encourage illegal dumping and wild animal activity.

#### **PROCEDURES:**

- A. Section 4.4.6.7.1 Solid Waste & Recycling Disposition Guide, located in the EMP Library, Solid Waste & Recycling EMP section on the CES/CEIE website, <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>, should be utilized as a reference guide to determine the correct category for SW and RM for containment, transport and proper disposal. The guide also states any special handling and/or breakdown procedures that might be necessary. You may need to refer to specific EMPs on additional special handling instructions.
- B. Activity Recycling Accumulation areas:
  - (1). Activities should establish “Recycling Accumulation Areas” in locations to promote recycling and ease of use.
  - (2). “Recycling Accumulation Areas” should be established in the following areas:
    - (a). Each office, admin building, and/or floor where personnel work or conduct operations.
    - (b). Each classroom or centralized break areas for students.
    - (c). Barracks buildings and floors.
    - (d). Motor pools.
    - (e). Near copiers and printers.



- (3). “Recycling Accumulation Areas” should have a sufficient number of bins for volume/weight of recyclables expected.
- C. Housekeeping: SW and recycling collection areas will be kept in a clean and orderly fashion.
- D. Single Stream Recycling from Offices, Admin Areas, and Individual use:
- (1). 90-gallon Recycling Totes will be used as shown:



- (a). Activity employees are required to transfer recyclable materials from workplace collection bins to totes.
- (b). Activities are required to move the totes to a location, coordinated with the SWRC contractor, outside the building (i.e. curbside, driveway, or doorway) by close of business each Monday.
- (c). The SWRC contractor will collect recyclables from totes each Tuesday.
- (2). Single stream recycling does not require sorting. The following materials can be combined (co-mingled) in the same Recycling Totes:

Office Paper (not shredded)	Fiber Board (Ex. Cereal Box)	Magazines
Envelopes	Wrapping Paper	Phone Books
Writing Paper	Paper Bags	Newspaper
Forms	Unwanted Mail	Catalogs
Invoices	Glass Bottles (Tops removed)	*Aluminum Cans
Plastic Bottles (No. 1 and No.2, only) Empty & Tops removed, Tops can go inside Totes		
*Aluminum/Steel/Tin Cans (Small food type >1 gallon) – Rinse to remove all food residue		

- (3). The following materials **CANNOT** be placed in the totes:

Hazardous Waste	Universal Waste	Non-Hazardous Waste
Hazardous Materials	Containers of Liquids	Chemical Products
Trash/Garbage/Refuse	*Plastic Bags	Diapers
Wood Products	Yard Waste	Batteries (Any Type)
Shredded Paper	Fluorescent/Projector Bulbs	Cardboard
E-Waste	MREs	
*Plastic bags can be collected and dropped off at the SWRC.		

- (a). Shredded Paper must be bagged in clear plastic bags and will be collected every Tuesday.
- i. At no time shall metal staples, CDs, DVDs etc. be shredded by office shredders.
- ii. Do not mix shredded paper with shredded CDs, DVDs or other objects as this cannot be recycled.

(b). All other materials not deemed suitable for the 90-gallon totes must be delivered to the SWRC by Activities.

E. Cardboard Recycling Containers:

(1). Containers shall be utilized for cardboard ONLY and must be free of all additional materials.

(a). Additional materials found in cardboard dumpsters contaminate the commodity. These containers incur additional disposal cost and deem the commodity unrecyclable.

(2). Cardboard Recycling Containers will be located by the contractor to promote ease of use by Activity personnel.

(3). Containers shall be closed at all times.

(4). Damaged/missing lids or sliding side doors shall be reported to the SWRC for repair.

(5). Cardboard boxes should be flattened.



F. Electronic items can be recycled and must be delivered to the SWRC (Consult Section 4.4.6.7.2 E - Wastes & E – Recycling for detailed instructions):

(1). Hard drives

(2). Circuit boards – These are separated or deconstructed from other electronic equipment (some of these may be controlled items and must be cleared through ISD).

(3). CDS/DVDs

(4). Magnetic storage items

G. HW, UW, and NHW:

(1). HW and NHW shall be managed IAW the JBLE-E Hazardous Waste Management Plan (HWMP)

(2). UW Batteries and Lamps shall be managed IAW the JBLE-E HWMP. These items shall be delivered to the Hazardous Waste Accumulation Facility (HWAF):

H. HM will be managed IAW EMP 4.4.6.6 Installation Hazardous Materials Program.

I. Fire Extinguishers:

- (1). The Ability One – Base Supply Center (BSC) will accept expired/used extinguishers (Types ABC) for a one-for-one exchange at a flat rate replacement cost, no matter the size. The Ability One BSC is located at 1607 Patch Road, Fort Eustis; telephone 757-847-3110; Hours of operation are Monday-Friday, 0730-1500 hours, closed on Holidays. **No extinguishers shall be left outside of building after hours.**
- (2). Activities will use Section 4.4.6.7.2.2 Fire Extinguisher Turn-in Document (also located on the EMP Library page, <https://www.jble.af.mil/About-Us/Units/Ft-Eustis/Eustis-Environmental/EMPs/>, under the Forms Section) for all turn-ins and must follow the instructions attached.
- (3). If a Fire Extinguisher is not acceptable for turn-in at the BSC, the Turn-in document must show that the item was rejected by the BSC. Turn-in will then be IAW the JBLE-E Hazardous Waste Management Plan. **No extinguishers will be left outside of building after hours.**
- (4). The BSC will report on a quarterly basis by the 10<sup>th</sup> of the following month, the total number and weight of Fire Extinguishers turned-in.

J. Aerosol Can Management: Establishes procedures for managing Aerosol Cans that are empty, non-empty, non-functional, used, or otherwise no longer needed by an Activity.

(1). Requirements for Aerosol Can accumulation areas:

- (a). Must be correctly located where a spill or leak of materials contents would not constitute a discharge to surface waters, storm drains, or the sanitary sewage system.
- (b). Containers must be protected from the environment (rain, snow, etc.).
- (c). The site must be inspected Monthly utilizing [FEMA form 32-695](#), the Monthly Universal Waste Site Inspection form.
- (d). Ensure each location will be identified on the on Activity's Facilities and Operations Inventory FEVA Form 32-600 (located on the EMP Library Page of the CES/CEIE Webpage (<https://www.jble.af.mil/About-Us/Units/Ft-Eustis/Eustis-Environmental/EMPs/>) under the Forms Section.
- (e). Good housekeeping shall be maintained at all times.

(2). Requirements for Aerosol Can Containers:

- (a). All containers of aerosol cans must be properly labeled at all times. A standardized Universal Waste Label, stating "Universal Waste Aerosol

Cans – Only, or Universal Waste - Waste Aerosol Cans” will be utilized.

- (b). In lieu of a separate label, the Universal Waste Aerosol Cans description may be annotated on the standard UW label. The Accumulation Start Date (ASD) will be clearly marked on the UW label with the date waste is first added to the container.

- (a). Universal Waste Label:

<b>Universal Waste</b> FEDERAL LAW PROHIBITS IMPROPER DISPOSAL THE FOLLOWING MATERIALS ARE REGULATED AS A UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.	
<input type="checkbox"/> UW-BATTERIES	<input type="checkbox"/> UW-LAMPS
<input type="checkbox"/> UW-MERCURY CONTAINING EQUIPMENT	<input type="checkbox"/> PESTICIDES
Date: _____	Cont. No: _____
<small>U.S. POST OFFICE SHIPPING WEIGHT AND VOLUME (LBS.) SHIP PERISHABLES DURING TRANSPORT, SHIP MATERIAL IS ALSO REGULATED BY 40CFR PARTS 173-1801</small>	<small>GENERATOR INFORMATION: Joint Base Langley-Etts (JBLE) 7334 Mission Support Group (MSG) Civil Engineer Division (CED) 1407 Washington Blvd. Fort Eustis, VA 23604-5332 EPA ID. NO. VA0213720321 757-878-3935</small>
HANDLE WITH CARE!	

- (b). Labels and markings must be replaced if they become damaged or lost.
- (c). If a container 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.
- (d). A container must always be closed during storage except when it is necessary to add or remove aerosol cans.
- (e). Aerosol cans must be handled to prevent release of their contents, e.g., plastic caps to remain on cans or if cap is missing the push nozzle will be removed.
- (f). Containers will be used to hold aerosol cans only and will not be reused for other purposes.
- (g). Aerosol cans must not be disposed of in "Dumpsters", recyclable containers, or other trash containers.
- (3). Acquisition of aerosol can containers and labels:
- (a). The HWAF will provide pre-labeled containers for aerosol cans. The HWAF will also issue a partially completed Container Contents Log (CCL) for each container.


- (b). A CCL must be kept for each container of aerosol cans. The HWAF will issue all container numbers.
- (4). Aerosol container turn-ins:
- (a). Aerosol containers shall be turned-in at the HWAF.
  - (b). Must be turned-in within 180 days of the date of initial accumulation as indicated on the CCL.
  - (c). The CCL will be used as the turn-in document.
  - (d). The AEC, HWC, or UEC must sign the certification (Block 31 on the CCL) that the contents are true and accurate when ready to be turned-in.
- K. Meals Ready to Eat (MREs) turn-ins:
- (1). Unused MRE Heaters are considered a reactive HW and shall be handled IAW the JBLE-E HWMP. Heaters shall be separated from the rest of the MRE package prior to turn-in at the HWAF.
  - (2). The unused or unopened non-hazardous portion of the MRE must be turned-in at the SWRC:
    - (a). All cardboard and other recyclable packaging must be separated from the packaged food stuffs and recycled.
    - (b). All unopened food packages shall be turned-in at the SWRC to prevent scavenging or misuse.
    - (c). The SWRC requires prior coordination for quantities equal to or larger than five (5) cases of MREs.
- L. All furniture disposition must be approved by the Installation Property Book Office (IPBO), B1608 (757-878-3381 or 757-878-4115).
- (1). Prior coordination is required for turn-ins of greater than 15 items. Large turn-ins from office renovations, relocations, etc. must be accomplished at least 60 days in advanced.
  - (2). Furniture items that cannot be turned in to the IPBO must be delivered to the SWRC for recycling and disposal:
    - (a). Activities must have an IPBO signed turn-in documents before turning materials in at the SWRC.

- (b). Activities must disassemble furniture items and separated by type of construction material (i.e. wood, metal, plastic, and cloth).
- (c). Activities must deliver furniture items to the SWRC for recycling or disposal.

M. Installation Dumpsters and Roll Off containers:

- (1). Dumpsters are generally 8 cubic yard dumpsters with two (2) flip-open lids and brown in color.
  - (a). Shall have the blue “No Recyclables” and the yellow “No Hazardous Waste Labels”. If labels are damaged or missing report to the SWRC.
  - (b). Utilized for installation generated refuse only. Dumping refuse generated off post or from family housing is considered illegal dumping and shall be reported to the MPs.
  - (c). These are located throughout the installation and there may be more than one any location.
  - (d). Collection of SW occurs from dumpsters on a set schedule.
  - (e). Activities that require additional dumpsters for special projects or events must notify the SWRC at least five (5) days in advance. Site location of the waste container and a collection schedule will be coordinated.
  - (f). Dumpsters shall be closed at all times..
  - (g). Damaged or missing lids should be reported to the SWRC for repair.
  - (h). Dumpsters will not be emptied that contain recyclables or other prohibited items listed below:
    - i. HW
    - ii. UW – Batteries, Lamps
    - iii. NHW (Motor Oil, Aerosol Cans, Paint Cans, etc)
    - iv. HM
    - v. Containers of Liquids or other Chemical Products
    - vi. Yard Waste



- vii. Recyclables: Shredded Paper, Cardboard Boxes, metal, white paper, newspaper, manuals, etc.
  - viii. E – Wastes (CD/DVDs, Magnetic Media, etc.)
  - ix. MREs or MRE Heaters
- (2). Roll off containers. These are containers ranging from 10-40 cubic yards.
- 
- (a). Roll off Containers in Maintenance Areas:
- i. Specialized containers meant for specific uses; scrap metal, wood pieces; pallets, used or broken wooden furniture; etc.
  - ii. Each roll off container shall have a sign indicating what can be put in it.
  - iii. Utilizing roll off containers for items not labeled for is considered dumping. Only use the container for its intended purpose.
  - iv. Roll off containers will not be emptied that contain materials other than the ones for its intended purpose (See (1). (h) above).
- (b). Roll-Off Containers in other locations: These are usually found at construction sites.
- i. Costs are incurred by the contractor.
  - ii. Contractor use only. Do not use unless you are authorized.
  - iii. Roll off containers are positioned in various locations and requested by an Activity for a specific project.
  - iv. Activities that require additional dumpsters for special projects or events must notify the SWRC at least five (5) days in advance. Site location of the waste container and a collection schedule will be coordinated.
  - v. Roll off containers will not be emptied that contain materials other than the ones for its intended purpose (See (1). (h) above).
- N. Containers and transportation of SW and RM containers. The following applies to all containers. Some containers have more restrictive requirements such as HMs, HW, UW, NHW, etc. as listed above:

- (1). Containers are generally defined as any portable or movable device which accumulates, stores, or is used to move materials.
  - (a). Small containers are less than 119 gallons and include but not limited to: cans, boxes, buckets, drums, etc.
  - (b). Large containers are greater than 119 gallons and include but not limited to: rail cars, trucks, shipping containers, military-owned demountable containers (Milvans), trailers, etc. Large containers on the installation for more than 24 hours shall have the following signs or labels:
    - i. Name of owner or local organization.
    - ii. Address of owner or local organization.
    - iii. Individual name or point of contact of owner or local organization.
    - iv. Telephone number of owner or local organization.
    - v. Large containers not properly labeled will be reported to the MP as abandoned containers or unknown.
- (2). All containers both large and small shall meet the following minimum standards:
  - (a). Must be in good condition (no signs of leakage, bulges, damage, excessive rust or corrosion, etc.).
    - i. Must be able to contain any accumulated liquids during storage or movement.
    - ii. Leaking containers shall have their contents transferred to serviceable containers or fixed immediately.
    - iii. Containers causing staining (due to leaking/spills) including rust of hardstands or other natural resources shall be cleaned up at the cost of the owner.
  - (b). Kept closed except when it is necessary to add or remove materials to:
    - i. Prevent the accumulation of stormwater.
    - ii. Deter unauthorized usage.
  - (c). Do not locate at or near storm drains or other stormwater Best Management Practices (BMPs).
  - (d). Small containers must be kept on containment pallets.



- (2). All containers have an intended purpose:
  - (a). Label/sign to denote the contents.
  - (b). By the owner, supported facility, or group.
    - i. Other personnel and organizations are not allowed to use these containers and shall be required to remove the offending materials and/or reimburse the owner for restoration.
    - ii. Active containers should be visibly inspected daily to ensure proper use and storage.
    - iii. Misuse must be reported to the MPs immediately upon discovery; the offending materials are the responsibility of the owner, supported facility, or group.
- (3). Proper transportation of all materials is required to prevent:
  - (a). Unwanted spread of contamination.
  - (b). Stormwater illicit discharge.
- (4). Transport vehicles:
  - (a). Trucks and other vehicles for over the road work by bringing materials onto the installation; taking materials off the installation; or moving materials on the installation being used to transport soil/dirt or other materials:
    - i. Vehicles must be covered to deter sediment leaving the vehicle.
    - ii. Fallen sediment/materials from the vehicle during transport must be "Broom Cleaned."
    - iii. Leaking liquids cannot be transported.
  - (b). Off road or other material moving equipment being use to move solids on the installation must:
    - i. Immediately recover or clean up any spilled materials to prevent stormwater illicit discharges.
    - ii. Clean up spilled materials at the end of shift or by the end of the day which didn't have an immediate impact of stormwater.

- iii. Prior/during rain events, all sediment/materials must be clean/covered up to prevent an illicit discharge.
- (c). Clean up operations must prevent fugitive emissions e.g., windblown dust clouds, sediment, spilled chemicals, etc.
- O. Maintenance operations contains unique solid wastes and recyclable items from such as used oil, filters, tires, and off-spec fuel. Use Section 4.4.6.7.2.1 Solid Waste and Recycling from Maintenance Operations for specific instructions. Contact the SWRC or CEO if additional information is needed.
- P. Reporting
  - (1). C & D wastes must be reported to CEIE quarterly by the respective contractor IAW Section 4.4.6.7.2.3, Reporting of Construction and Demolition (C & D) Waste Generation and Recycling for specific instructions.
  - (2). Activities not using the SWRC must report tonnages of SW and recycling quarterly to CEIE IAW Section 4.4.6.7.2.4, Solid Waste Generation & Recycling Report FEVA Form 32-675 from Activities not using the Solid Waste, Recycling Center (SWRC) for specific instructions.

**SECTION: 4.4.6.7.2.1**

**SUBJECT: Collection of Solid Waste and Recycling from Maintenance Operations**

**PROCEDURES:**

A. Used Oil, Antifreeze, Off-Spec Fuel:

Used Oil, Antifreeze, Off-Spec Fuel containers should be stored in a Non-Hazardous Waste Accumulation Site (NHS) IAW JBLE-E HWMP.

- (1). 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.
  - (a). Storage of more than ONE (1) container of used oil, antifreeze, and off-spec fuel will require a NHS.
  - (b). Separating storage areas into smaller locations; in an attempt to circumvent the above quantity limits is prohibited.
- (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 with sufficient capacity to hold 110% of the largest volume of a single container.
  - (c). Shall be protected from the elements. Collection of rainwater 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 shall be capable and 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 housekeeping 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 removed.
    - 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 OSHA" 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 RMs:
- (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 HWAF.
- (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 the JBLE-E HWMP.
- (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 JBLE-E HWMP.

B. Filters:

- (1). Gasoline and Edge-Tek filters from Inland Technology Parts Washers, or any filter that has been contaminated with HW constituents must be managed as HW IAW the JBLE-E HWMP.
- (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, and 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, Fuel, & Air"

<b>Filters Only</b>
<b>Oil, Fuel, &amp; Air</b>
<b>No Paint, Solvent, or Gasoline Contaminated Filters</b>
Activity: _____
<b>GENERATOR INFORMATION:</b> 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

- (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 the JBLE-E HWMP.

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 JBLE-Eustis HWMP
- (2). Ballasts will be separated and turned-in IAW the JBLE-Eustis Hazardous Waste Management Plan (HWMP) 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 nonmetal 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 Section 4.4.6.7.2.
- G. Fire extinguishers will be managed IAW Section 4.4.6.7.2.
- H. Batteries will be managed IAW JBLE-Eustis HWMP.
- 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 a hole as close to the 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 the JBLE-E HWMP.

**SECTION: 4.4.6.7.2.2**

**SUBJECT: Fire Extinguisher Turn-In Instructions and Form**

**PROCEDURES:** All Items on the Form must be completed: Use additional lines as needed. A fillable form may be found in the EMP Library on the CEIE website.

- A. Please coordinate with the Ability One – Base Supply Center (BSC) for turning in Fire Extinguishers. 1607 Patch Road; 757- 847-3110
- B. The Fire Extinguisher MUST have the Safety Pin Installed and be complete.
- C. All Fire Extinguishers MUST have the Safety Pin Installed and be Wired, taped, etc. to prevent accidental removal and discharge. If you do not have the original safety pin, use a nail or other physical method to prevent discharge. Extinguishers not safely secured will not be accepted.
- D. Fire Extinguishers which are not acceptable at the BSC, must be turned-in at the HWAF IAW the JBLE-E HWMP

**SECTION: 4.4.6.7.2.3**

**SUBJECT: C and D Waste Generation and Recycling Report FEVA Form 32-675**

**PROCEDURES:** Complete Instructions and a fillable form can be found in the EMP Library on the CEIE website.

**SECTION: 4.4.6.7.3**

**SUBJECT: E – Wastes and E - Recycling**

**PURPOSE:** This section establishes the procedures for the proper handling and disposition of Electrical and Electronic Equipment (EEE) or E – Products; Waste Electrical and Electronic Equipment (WEEE) or E – Wastes; and E – Materials (magnetic, optical, smoke detectors, alarms, and solid-state devices)

**ROLES AND RESPONSIBILITIES:**

- A. CES/CEO operates the SWRC.
- B. ASA manages the installation security program and oversees Activity Security Managers.
- C. NEC manages the installation Information Technology (IT) and oversees Activity IT Managers.
- D. LRD manages the installation supply system.
- E. Installation Safety Office (ISO) will provide Radiation Safety Officer (RSO) oversight.
- F. Activities will:
  - (1). Ensure all “Classified” materials are handled IAW the appropriate security regulations.



- (2). Ensure all For Official Use Only (FOUO) information and Controlled Unclassified Information (CUI) materials are handled IAW the appropriate security regulations.
- (3). Ensure all government owned surplus, obsolete, broken or to be discarded Electrical and Electronic Equipment (EEE) and E-Wastes are turned-in IAW this EMP.
- (4). Ensure no disposal in trash or other unapproved means. Disposal of E - Products may be considered HW Management.
- (5). Ensure deconstruction of all equipment prior to turn-in when items must be deconstructed.

#### **PROCEDURES:**

- A. All government owned surplus, obsolete, broken or to be discarded EEE will be:
  - (1). Handled and managed for Reuse or as RM to the maximum extent practical.
    - (a). Items and containers will be labeled accordingly as RM.
    - (b). Turn-in within 60 days from the time it's taken out of service.
  - (2). Managed as HW or NHW according to the E – Waste being discarded. E – Waste generation will be reduced to the minimum amount possible.
- B. Disposition of all government owned EEE and ancillary devices (keyboards, mice, monitors, hard drives, CD.DVD players, etc.) will be turned-in to one of the following:
  - (1). LRD Supply IAW local supply procedures if your Activity is supported by either the DOL Installation Property Book or the Supply Support Activity (SSA).
    - (a). Hard Drives (HDs) must be removed.
    - (b). Turn-in separately IAW paragraphs C or D below.
  - (2). DLA.
    - (a). HDs must be removed.
    - (b). Turned-in separately IAW paragraphs C or D below.
  - (3). SWRC:
    - (a). Must be deconstructed prior to turn-in separating the components as follows:
      - i. Circuit boards

- ii. HDs
  - iii. Metal
  - iv. Wiring harness and other wiring must be removed or cut from the device.
  - v. Any batteries must be removed.
  - vi. Plastic
  - vii. Glass including CRTs. CRTs must be turned-in to the HWAF.
  - viii. Wood
- (b). Devices, such as Smoke detectors, alarms, etc.:
- i. Shall not be deconstructed by the Activity turning-in the devices.
  - ii. May contain a radioactive source which must be separated from other devices. The RSO will make this determination.
  - iii. Will be collected in a DOT approved container. When the container is full or on a periodic basis, the SWRC will coordinate with the RSO.
- C. Disposition of Classified HDs: HDs containing "Classified" information, removed from "Classified" systems, or abandoned shall be turned-in to SWRC with the assistance of the NEC as follows:
- (1). The Unit's Security Manager or authorized IMO must schedule an appointment with the NEC COMSEC Office (878-5908) for degaussing of "classified" equipment/media.
  - (2). The Unit's Security Manager or authorized IMO must complete the following forms prior to appointment:
    - (a). Memorandum for Record Degaussing, Section 4.4.6.7.3.1.
    - (b). Certification of Hard Drive Disposition Form, Section 4.4.6.7.3.2.
  - (3). Unit Security Manager or authorized IMO with the assistance of the NEC will process HDs as follows:
    - (a). Degauss the HD using approved degausser for "Classified" equipment. (Note: Once the HD is degaussed, it is considered "Unclassified" and ready for turn-in at the SWRRPC. HDs previously used in a classified environment cannot be reused

as UNCLASSIFIED media outside the DoD. Degaussing of HDs causes permanent damage that prohibits their continued use.

- (b). Once the HD is degaussed, it is considered "Unclassified" and ready for turn-in at the SWRC.
  - (c). Affix "Certification of Hard Drive Disposition" form to each degaussed HD.
  - (d). The Unit Security Manager or authorized IMO is responsible for transporting and turning in HD(s) along with a copy of the "Memorandum for Record Degaussing" to SWRC.
- D. Disposition of HDs containing "Unclassified", FOUO or other CUI information will be turned-in to the SWRC as follows:
- (1). The IT Manager or Security Manager will complete the HD Turn-in document (Section 4.4.6.7.3.3) and certify that all information is accurate.
  - (2). The Activity Environmental Coordinator (AEC) will check all information and certify that all information is accurate.
  - (3). The IT Manager, Security Manager, AEC, Unit Environmental Coordinator (UEC), or Hazardous Waste Coordinator (HWC) will schedule a turn-in or degaussing appointment with the SWRC.
    - (a). The IT Manager, Security Manager, AEC, UEC, or HWC will need to be trained on the proper use of the degaussing or HD punch if this is their first turn-in.
    - (b). The IT Manager, Security Manager, AEC, UEC, or HWC will sign a waiver stating that they have received training and understand the potential hazards associated with the equipment.
    - (c). The IT Manager or Security Manager will have to provide orders or other documentation that they are the authorized IT Manager or Security Manager for the Activity.
    - (d). The IT Manager, Security Manager, AEC, UEC, or HWC will process (degauss or punch) the HDs. Degaussing of HDs causes permanent damage that prohibits their continued use.
    - (e). HDs must be deconstructed prior to turn-in separating the components as follows (See Figure 1):
      - i. Metal cases.
      - ii. Other loose metal parts, screws, etc.

- (f). The IT Manager or Security Manager will keep the copy for three (3) years.
- (g). Abandoned, mishandled, or otherwise orphaned HDs will be reported to the appropriate authorities for investigation. This includes HDs not being handled IAW the procedures in this EPM. Abandoned or orphaned HDs will be handled as “Classified” IAW paragraph C above.



**Figure 1**

- (4). The SWRC will:
  - (a). Schedule the turn-in appointment during normal business hours depending on the SWRC workload and the number of HDs to be processed.
  - (b). First time (IT Manager, Security Manager, AEC, UEC, or HWC) users of the equipment will be trained on its proper use and safety precautions.
  - (c). At the scheduled appointment, the original and one copy of the HD Turn-in document will be required.
  - (d). The SWRC will keep the original for 3 years.
  - (e). The copy will be signed by the SWRC staff acknowledging receipt of the total number of HDs. The SWRC will not verify the accuracy of the information other than the total quantity.
  - (f). The SWRC will package and store the processed HDs for final disposition which is normally recycling.
- E. Disposition of E - Materials (magnetic, optical, and solid state devices).
  - (1). Activities must:

- (a). Turn-in to the SWRC all:
    - i. Magnetic storage devices
    - ii. Optical Storage Devices (CDs, DVDs Etc.)
  - (b). Be turned-in within 90 days from the time it's taken out of service.
- (2). Disposition of Magnetic Storage Devices:
- (a). Magnetic Storage Devices including disks, tapes, etc. will be processed by degaussing.
  - (b). Large quantities of magnetic storage devices will have to be degaussed by the IT Manager, Security Manager, AEC, UEC, or HWC. If VCR type tapes contain no "classified", "FOUO" or "CUI" data, then they should be so marked. The certification form used for Unclassified HDs can be used to so document this fact.
  - (c). All packaging including cases, advertising inserts, cardboard or plastic jackets, and other protective materials must be removed or the SWRC will not pick up or accept.
  - (d). The above packaging will still be turned-in but has to be separated into various components.
- (3). Disposition of Optical Storage Devices:
- (a). Optical Storage Devices including CDs, DVDs, etc. will be processed by shredding by the customer.
  - (b). All packaging including jewel cases, sleeves, advertising inserts, and other protective materials must be removed or the SWRC will not pick up or accept.
  - (c). The above packaging will still be turned-in but must be separated into various components.
- (4). Disposition of Solid Storage Devices:
- (a). Solid State Storage Devices including Thumb or Jump drives, Random Access Memory (RAM), Read Only Memory (ROM), etc. will be processed by shredding.
  - (b). All packaging including jewel cases, sleeves, advertising inserts, and other protective materials must be removed or the SWRC will not pick up or accept.

- (c). The above packaging will still be turned-in but has to be separated into various components.
- (5). Disposition of Smoke detectors, alarms, etc.:
  - (a). Containing a radioactive source will be removed from the SWRC by the RSO and placed into storage pending final disposition.
  - (b). Non-radioactive containing devices will be deconstructed by SWRC staff. The deconstructed devices will be separated and recycled or disposed as required.
- F. Disposition of Other E – Materials (Printer, toner, and Ink jet cartridges, etc.): Activities must turn-in these materials to the SWRC.

**SECTION: 4.4.6.7.3.1**

**SUBJECT: Memorandum for Record Degaussing FEVA Form 32-664**

**PROCEDURES:** A fillable form can be found in the EMP Library on the CEIE website.

**SECTION: 4.4.6.7.3.2**

**SUBJECT: Operation of the Manual Hard Drive Degausser**

**PURPOSE:** This section describes the operation of the Hand Powered Hard Drive Degausser.

**PROCEDURES:**

- A. Safety measures:
  - (1). Exercise extreme caution when moving this unit.
  - (2). Never attempt to lift the unit unassisted.
  - (3). Never insert steel, iron, tools or other ferromagnetic materials into the unit. Exceptions include media with small metallic components such as hard disk drives, tape cartridges and floppy disks.
  - (4). Magnetism from the unit can alter Cathode Ray Tube (CRT) displays.
  - (5). Always wear eye protection and gloves when operating this unit.
  - (6). Always secure and magnetic sensitive materials (i.e. ID cards, credit cards, cell phones etc.) at least five feet away from the unit when it is in operation.

- (7). Personnel with unshielded medical devices should remain at least five feet away when unit is in operation.

B. Media specific instructions:

- (1). Simple preparation and loading rules apply to a few specific media forms

CAUTION: Do not load unit with very thin media such as 3-1/2 floppy disks. Load such media in a thicker container. Placing the media in several layers of paper and taping can provide adequate containment.

- (2). Intact hard drives are generally encased in an outer housing, Disassemble the outer housing to decrease wear and tear on the unit.
- (3). Remove all circuit boards to reduce the chance of pieces breaking off and causing operational and maintenance issues. (Removal is not required in emergency situations)
- (4). For loads of small media, multiple media, and media of mixed forms consider banding or boxing a requirement for use of the unit.
- (5). This unit is unlikely to have any effect on semiconductor media, i.e. Compact Flash cards.

C. Operation:

- (1). Insert operating crank into unit, aligning the pins and ensuring the edge of the red band is BARELY visible.

Caution do not attempt to operate the unit if the 1/8-inch-wide red line is plainly visible. Personnel injury or equipment malfunction can occur.

- (2). Operate the crank in either direction to locate the media tray at either end of the unit. Stainless steel cables will be visible at the other end of the unit.

Never load media into an end where the stainless-steel cable is visible.

- (3). Load the media in any orientation that it fits. "Circuit board" up orientation is preferred for hard disk drives to minimize debris created by the magnetic forces of the unit.
- (4). With media loaded, rotate crank approximately four full turns to locate the media tray at the opposite end of the unit.
- (5). Utilizing the four finger notches in the tray, remove the media from the unit.

NOTE: There is no need to return the tray to the original empty position. Simply reload tray with media to be degaussed and rotate handle in opposite direction to erase that media.

- (6). After operation unload tray, ensure any debris is cleared from unit, and remove handle for storage

D. Maintenance:

CAUTION: Never attempt to remove the covers of the unit. Removal exposes personnel to magnetic hazards and the magnets are assembled under extreme pressure.

- (1). 3000 LB of pressure between upper and lower half.
- (2). Immediately remove any debris observed in the loading tray. Adhesive tape can be used to remove small debris and dust.
- (3). Clean enclosure and tray with a soft, damp sponge or cloth. Mild soapy water may be used on those surfaces. Never use solvents or abrasive cleaners.
- (4). No lubrication is required or recommended.
- (5). If the stainless-steel cable becomes loose, see operator's manual for instructions on how to re-tension the cable.
- (6). If the unit needs service beyond these simple steps or you have questions or concerns regarding this product contact Data Security Inc. at 402-434-5985 or [www.datasecurityinc.com](http://www.datasecurityinc.com).

- E. Questions or concerns concerning the operation of this equipment, or this memo can be directed to the SWRC at 757-878-4232.

**SECTION: 4.4.6.7.3.3**

**SUBJECT: Unclassified Hard Drive Turn-in Document FEVA Form 32-666**

**PROCEDURES:** A fillable form can be found in the EMP Library on the CEIE website.



*ENVIRONMENTAL IMPACT ANALYSIS PROCESS (EIAP)*

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.9**

**JBLE-EUSTIS**



*25 June 2020*

*(Revised 23 June 2023)*

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## **ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.9**

### **SUBJECT: Environmental Impact Analysis Process (EIAP)**

#### **PURPOSE and POLICY:**

- A. Purpose: This EMP establishes the procedures for the Environmental Impact Analysis Process (EIAP) to comply with the National Environmental Policy Act (NEPA).
- B. Policy: The Installation will evaluate the environmental consequences of actions taken by Installation activities using the EIAP in order to avoid or minimize adverse environmental impacts. Potential impacts to coastal resources must also be evaluated to determine whether a federal action is consistent with the Virginia Coastal Resources Management Program. The evaluations will occur in the planning process and prior to decisions to proceed with the action.

#### **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-Environmental/>

#### **REFERENCES:**

- A. Appendix A AF IMT 813
- B. Appendix B AF IMT 813 – Continuation Sheet Template
- C. Appendix C Federal Consistency Determinations

#### **SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractors who work or perform activities on JBLE-Eustis.

#### **ROLES and RESPONSIBILITIES:**

The following are the **minimum** lead times needed to prepare EIAP documents:

The NEPA/EIAP Program Manager reviews submitted Work Requests and/or Opportunities via NexGen IT, exercises, outdoor events, etc. (**proposed actions**), they will determine whether or not a Categorical Exclusion applies and/or if an AF 813 form “Request for Environmental Impact Analysis” must be filled out by the proponent (Note, some Categorical Exclusion require preparation of an AF 813).

- A. If it is determined that a Request for Environmental Impact Analysis (AF IMT 813, Appendix/Attachment A) is required, then the proponent will be notified to provide the form with Section I, with the AF IMT 813 Continuation Sheet (Appendix/Attachment B) providing adequate details of the action completed and submitted to the NEPA Program Manager. The AF IMT 813 Continuation Sheet Template contains instructions on how to properly complete the AF IMT 813.

AF813s require approximately 10 workdays to complete and process once all pertinent information has been received by the NEPA Program Manager. All proposed actions must be reviewed by 733d Civil Engineer Squadron (CES/CEIE).

- B. If it has been determined on the AF813 that additional assessment is needed an Environmental Assessment (EA) must be prepared – **minimum** 6 Months. An EA is a public document prepared when no categorical exclusion (CATEX) from 32 CFR 989 or 32 CFR 651 applies or if it is uncertain whether the action/project/operation/exercise will have a significant impact on environmental resources. EAs are often prepared by a contractor. An EA for proposed actions which may impact wetlands and/or floodplains requires signature/approval by ACC/A4.

An EA may conclude with a Finding of No Significant Impact (FONSI), a decision to prepare and Environmental Impact Statement, or a decision to not undertake the proposed action. If a proposed action may impact a wetland and/or floodplain, preparation of a Finding of No Practicable Alternative (FONPA), signed by ACC/A4C, is required along with a FONSI.

- C. Environmental Impact Assessment (EIS) – **Minimum** 1 Year. An EIS is a public document that provides a detailed, objective analysis of the environmental consequences of a proposed action. It is required for any major action which significantly affects the quality of the environment or is environmentally controversial. EISs are usually prepared by a contractor.

(1). CES/CEIE will assist Activities in preparing required documents, however the proponent must make every effort to provide complete, thorough information about proposed action.

(2). The Chief, CES/CEIE, or designated representative, is responsible for approving AF 813 forms.

- D. If the proposed action requires input from the State Historic Preservation Office the response time is 30 days. If the action requires consultation with Native American Tribal governments, there is no stipulated time frame for a response.

## **PROCEDURES:**

- A. All Activities will contact CES/CEIE a **minimum** of 10 working days in advance of the start of exercises and projects so that the appropriate level of EIAP documentation can be prepared, reviewed, and approved before the start of the exercise or project. Please contact CES/CEIE a **minimum** of 30 days in advance for actions in or near the James or Warwick Rivers or Skiffes Creek/Third Port to allow time to obtain permits, if needed.
- B. An AF 813 (located in Appendix A) must be filled out for all actions, exercises and/or projects that require it:
  - (1). The proponent fills out section I, using page 2 and/or additional sheets (a template is provided in Appendix B to assist the proponent in completing Section I of the form) as needed, including as much detail as possible. Prepare the Description of Proposed Action and Alternatives (DOPAA) through an interdisciplinary team approach that includes CES/CEIE and other key participants.
  - (2). Include any and all supporting documentation, to include an installation map with the area(s) in question circled, site maps, photos, drawings, Safety Data Sheets (SDSs), measurements, dimensions, etc.
  - (3). Do not sign Block 6 of the AF 813 until CES/CEIE confirms it adequately and accurately defines the project. Once confirmed, the proponent will digitally sign block 6a and dates block 6b then submits it electronically to CES/CEIE for review and signature/approval.
  - (4). An electronic copy of the finalized form will be forwarded with the project folder for projects/work requests in CES.

## **FEDERAL CONSISTENCY DETERMINATION**

A Federal Consistency Determination (FCD) – 90-120 days. An FCD is a public document submitted to the Virginia Department of Environmental Quality that demonstrates how a project is consistent with Virginia’s Coastal Resources Management Program. It is required for any project that could affect compliance with the following enforceable regulations and policies: fisheries, wetlands, dunes, shoreline sanitation, point and non-point source pollution control, subaqueous and coastal lands.

## **PURPOSE:**

Establishes the procedures for complying with the Coastal Zone Management Act and preparation of Federal Consistency Determinations (FCDs).

**SCOPE:**

Applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.

**ROLES and RESPONSIBILITIES:**

- A. Activities. Project proponents provide information about the project to the CES/CEIE.
- B. CES/CEIE.
  - (1).Determines whether an FCD is required for a given project.
  - (2).Consults with Virginia Department of Environmental Quality (VDEQ) if an FCD is required.
  - (3).Prepares and processes FCDs.

**PROCEDURES:**

- A. Each project requiring an FCD will be evaluated to determine whether the project will affect Virginia's coastal zone and demonstrate how such projects are performed in a manner that is consistent with the Virginia's Coastal Resources Management Program. Specifically, projects are determined as consistent by demonstrating compliance with the enforceable laws, regulations and policies that protect coastal resources related to the following:
  - (1).Tidal and Non-tidal Wetlands
  - (2).Fisheries
  - (3).Subaqueous Lands
  - (4).Dunes and Beaches
  - (5).Point Source Air Pollution
  - (6).Point Source Water Pollution
  - (7).Nonpoint Source Water Pollution
  - (8).Shoreline Sanitation
  - (9).Coastal Lands

- B. The following general format and content for an FCD is used though regulatory changes may occur requiring additional information. This format will explain why a project is consistent.

**Coastal Zone Management Act (Coastal Zone Management Act)**

**Federal Consistency Determination for  
 (Project Name)**

- (1). This document provides the Commonwealth of Virginia with the JBLE - Eustis, VA Federal Consistency Determination under Coastal Zone Management Act section 307(c)(1) [or (2)] and 15 CFR Part 930, sub-part C, for the proposed project of repairing shoreline affected by serious erosion. The information in this Federal Consistency Determination is provided pursuant to 15 CFR Section 930.39.
- (2). Describe the purpose and details of the project.
- (3). This project is being assessed in accordance with the provisions of the National Environmental Policy Act (NEPA) and its subsequent federal and agency-specific regulations including Title 40 of the Code of Federal Regulations part 1500-1508 and Title 32 of the Code of Federal Regulations Part 989. This is being accomplished through the preparation of environmental impact assessment documentation.

- C. The Virginia Coastal Resources Management Program contains the following applicable enforceable policies:

<b>Applicable Enforceable Policies</b>	<b>Federally Proposed Action’s Effect</b>
<p><i>Fisheries Management.</i> The program stresses the conservation and enhancement of finfish and shellfish resources and the promotion of commercial and recreational fisheries to maximize food production and recreational opportunities. This program is administered by the Marine Resources Commission (Code of Virginia § 28.2-200 thru 28.2-713) and the Department of Game and Inland Fisheries (Code of Virginia § 29.1-100 thru 29.1-570). The State Tributyltin Regulatory Program has been added to the Fisheries Management program. The General Assembly amended the Virginia Pesticide</p>	<p><i>[Describe the effect(s) on fisheries management or why there is no effect.]</i></p>



<p>Use and Application Act as it related to the possession, sale, or use of marine antifoulant paints containing Tributyltin. The use of Tributyltin in boat paint constitutes a serious threat to important marine animal species. The Tributyltin program monitors boating activities and boat painting activities to ensure compliance with Tributyltin regulations promulgated pursuant to the amendment. The Marine Resources Commission, the Department of Game and Inland Fisheries, and Virginia Department of Agriculture Services share enforcement responsibilities (Code of Virginia § 3.1-249.59 thru 3.1-249.62).</p>	
<p><i>Subaqueous Lands Management.</i> The management program or subaqueous lands establishes conditions for granting or denying permits to use state-owned bottomlands based on considerations of potential effects on marine and fisheries resources, wetlands, adjacent or nearby properties, anticipated public and private benefits, and water quality standards established by the Department of Environmental Quality, Water Division. The program is administered by the Marine Resources Commission (Code of Virginia § 28.2-1200 thru 28.2-1213).</p>	<p><i>[Describe the effect(s) on subaqueous lands management or why there is no effect.]</i></p>
<p><i>Wetlands Management.</i> The purpose of the wetlands management program is to preserve tidal wetlands, prevent their despoliation, and accommodate economic development in a manner consistent with wetlands preservation. The tidal wetlands program is administered by the Marine Resources Commission (Code of Virginia § 28.2-1301 thru § 28.2-1320). The Virginia Water Protection Permit program administered by the Department of Environmental Quality includes protection of wetlands, both tidal and</p>	<p><i>[Describe the effect(s) on wetlands management or why there is no effect.]</i></p>

<p>non-tidal. This program is authorized by Code of Virginia § 62.1-44.15.5 and the Water Quality Certification requirements of Section 401 of the Clean Water Act of 1972.</p>	
<p><i>Dunes Management.</i> Dune protection is carried out pursuant to the Coastal Primary Sand Dune Protection Act and is intended to prevent destruction or alteration of primary dunes. This program is administered by the Marine Resources Commission (Code of Virginia § 28.2-1400 thru 28.2-1420).</p>	<p><i>[Describe the effect(s) on dunes management or why there is no effect.]</i></p>
<p><i>Non-point Source Pollution Control.</i> Virginia's Erosion and Sediment Control Law requires soil-disturbing projects to be designed to reduce soil erosion and to decrease inputs of chemical nutrients and sediments to the Chesapeake Bay, its tributaries, and other rivers and waters of the Commonwealth. This program is administered by the Department of Conservation and Recreation (Code of Virginia § 10.1-560 <i>et seq.</i>).</p>	<p><i>[Describe the effect(s) on non-point source pollution control or why there is no effect.]</i></p>
<p><i>Point Source Pollution Control.</i> The point source program is administered by the State Water Control Board pursuant to Code of Virginia § 62.1-44.15. Point source pollution control is accomplished through the implementation of the National Pollutant Discharge Elimination System permit program established pursuant to Section 402 of the federal Clean Water Act and administered in Virginia as the Virginia Pollutant Discharge Elimination System permit program.</p>	<p><i>[Describe the effect(s) on point source pollution control or why there is no effect.]</i></p>
<p><i>Shoreline Sanitation.</i> The purpose of this program is to regulate the installation of</p>	<p><i>[Describe the effect(s) on shoreline sanitation or why there is no effect.]</i></p>

<p>septic tanks, set standards concerning soil types suitable for septic tanks, and specify minimum distances that tanks must be placed away from streams, rivers, and other waters of the Commonwealth. This program is administered by the Department of Health (Code of Virginia § 32.1-164 thru § 32.1-165).</p>	
<p><i>Air Pollution Control.</i> The program implements the federal Clean Air Act to provide a legally enforceable State Implementation Plan for the attainment and maintenance of the National Ambient Air Quality Standards. This program is administered by the State Air Pollution Control Board (Code of Virginia § 10-1.1300).</p>	<p><i>[Describe the effect(s) on air pollution control or why there is no effect.]</i></p>
<p><i>Coastal Lands Management.</i> This program is a state-local cooperative program administered by the Chesapeake Bay Local Assistance Department and 84 localities in Tidewater, Virginia established pursuant to the Chesapeake Bay Preservation Act; Code of Virginia § 10.1-2100 thru § 10.1-2114 and Chesapeake Bay Preservation Area Designation and Management Regulations; Virginia Administrative Code 9 VAC 10-20-10 <i>et seq.</i></p>	<p><i>[Describe the effect(s) on coastal lands management or why there is no effect.]</i></p>

- D. The FCD is submitted to VDEQ which has 60 days to review the FCD and determine whether it concurs with the Air Force's determination.
- E. When an EA is required (based on NEPA and its regulations) an FCD is included as an appendix to the EA and the documents are submitted to VDEQ concurrently.

**APPENDICES:**

Appendix A AF 813

Appendix B AF 813 – Continuation Sheet Template

**Annual Review of the  
JBLE-Eustis Integrated Pest Management Plan  
20 May 2022 – 19 May 2023**

**I. Installation Name:** Joint Base Langley-Eustis (Eustis), Fort Eustis, VA.

**II. Currency of Installation Pest Management Plan (IPMP).**

1.	Does the installation have an approved Installation Pest Management Plan (IPMP)?	Yes. See item VII.1. below.
2.	Date the IPMP received final signature.	5/19/2020. See VII.1.
3.	Are you planning to rewrite/revise the IPMP?	No (but note IPMP updates in Annex A of this review).

**III. Installation Pest Management Coordinator (IPMC).**

1.	Has an Installation Pest Management Coordinator been assigned in writing? Please forward copy of appointment letter to AFSPC Command Entomologist along with this form.	YES. See VII.2.
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**IV. Plan Maintenance.**

Please list any minor changes (i.e., personnel changes, certifications, standard operating procedures, etc.) to the plan for the new Fiscal Year. Major plan revisions require re-staffing and re-submittal of the IPMP.

Approved/functional (see comments VII.1. below). Some minor updates have been noted in Annex A.
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**V. On-Site Assistance.**

Please indicate if you would like a Staff Assistance Visit (SAV) this year and briefly describe the reason for the visit.

A Staff Assistance Visit was conducted 12 July 2022.
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**VI. Aerial Applications.**

1.	Are there any projects requiring the aerial applications of pesticides for the upcoming FY?	YES. See item VII.3. below.
2.	Does the installation have an approved aerial spray Statement of Need for the project(s) from the AFSPC Pest Management Consultant?	NO. See item VII.3. below.
3.	Does the installation have the appropriate Environmental Assessment(s) (EA) or Environmental Impact Statement(s) (EIS)?	NO. See item VII.3. below.

## VII. Additional Comments.

**1. Current IPMP status.** The existing version of the JBLE-E IPMP was signed 19 May 2020 and therefore expires 18 May 2025. A new IPMP must be in effect by this date. IPMPs must be reviewed annually and revised accordingly. The first review was completed in 2021 with the second review completed in 2022. This review represents the third IPMP annual review since the plan was approved. Several updates were identified, and the specific revised wording is noted in Annex A below. The IPMP (and annual reviews) remains available for access by the installation community by being posted on the JBLE website (<https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>).

**2. Installation Pest Management Coordinator status.** DoD installations are required to appoint a staff member to serve as the Installation Pest Management Coordinator (IPMC). IPMCs oversee all aspects of integrated pest management programs. Mr. Timothy Christensen (733 CES/CEIE) was originally assigned as the IPMC in 2012 by the 733 MSG/CC and remained as such through this annual review period. An updated appointment memorandum was completed in May 2022. Mr. Christensen continued this role through this review period and remains in this role.

**3. Integrated Pest Management (IPM) Program Review.** AFCEC.COSC conducted an onsite review the JBLE-Eustis IPM program on 12 July 2022. The program was deemed in accordance with DoD/AF policies and no major discrepancies were identified.

**4. Aerial pesticide applications.** No aerial treatments for mosquitoes have been conducted for several years primarily because adult mosquito counts have not exceeded thresholds that would otherwise generate the need. Additionally, no mosquito-borne disease risks have been identified by regional or local public health authorities. Nonetheless, applications of pesticides via aerial platforms remain important tools in pest management when appropriate and when applicable documentation requirements are completed. Some changes at the installation have occurred requiring new Aerial Application of Pesticides Statements of Need (AAPSON) if aerial applications of pesticides against adult or larval mosquitoes were to be considered. This is due to the documented occurrence of the federally threatened Northern long-eared bat (*Myotis septentrionalis*) on JBLE-E in 2016, and the removal of the Indiana bat (*Myotis sodalis*) from consideration on the installation in 2021. However, the Northern long-eared bat status was upgraded to endangered status in late November 2022. Additionally, the black rail (*Laterallus jamaicensis*) became listed as endangered in October 2020 and occurs within the geographical area surrounding the installation (though to date, the black rail has not been observed on JBLE-Eustis). An Environmental Assessment (EA) is needed to meet these changes. The 633d CES contracted the preparation of an EA to cover both installations. Work began on/about July 2021 and has not yet approved by ACC as of the date of this review. Consequently, JBLE-Eustis was not covered under an EA for aerial treatments for mosquitoes during the review period, and this remains uncertain through the remainder of 2023. As a result, the IPMP is revised to omit aerial application of pesticides against mosquitoes as not an available resource until the EA is

completed. Appendix D and M-2 (paragraph 4.B.(2), page M-15) of the IPMP remain as revised accordingly (see Annex A). This EA also considers aerial applications using herbicides against the invasive grass known as common reed (*Phragmites australis*). No aerial applications against common reed occurred during the review periods. Once the EA is complete and a FONPA/FONSI approved, new/revised AAPSONs for common reed and mosquitoes is needed. The IPMC will coordinate preparation of the AAPSONs with AFCEC/COSC.

**5. Red Imported Fire Ants (RIFA) (*Solenopsis invicta*) issues.** This species is an invasive ant capable of inflicting painful stings and kills native terrestrial organisms. Several colonies were found during this review period at in soldier billets area of Building 698 (July 2022), Building (facility) 1055 aircraft loading mock-ups in Training Area 9 (August 2022), General Smalls Inn (November 2022), Aviation Complex construction site (November 2022), Building 2408 (airfield operations building) and the new aircraft fuel point at Condon Road and Mulberry Island Road (both on 3 May 2023) and Building 2404 (4 May 2023). Colonies had been observed previously on 17 December 2020 in the Slingload Training Area and Landing Zone (STALZ) area and at the Shoppette (Building 704) in 2013. More colonies are anticipated across the installation. 733 CES staff is reminded to ensure contractors comply with Environmental Management Procedure (EMP) 4.4.6.16 (CONTRACTING JBLE-EUSTIS ENVIRONMENTAL SPECIAL CONDITIONS AND AFFIRMATIVE ROCUREMENT) to prevent fire ants from being brought onto the installation. Colonies discovered on JBLE-Eustis were likely brought here in soil used for the Shoppette and Aviation Complex construction sites and have since permeated throughout the installation.

**6. DOD/VDACS certifications.** Tim Christensen (IPMC/CEIE) renewed his DoD pesticide applicator certification for categories 2 (Forest), 3 (Ornamental & Turf), 5 (Aquatics), 6 (Right of Way), 7 (Industrial, Institutional, Structure & Health) and 8 (Public Health) [AF-252-09-1122]. These certifications remain valid until 30 November 2025. He recertified Category 11 (Aerial Application) in May 2021. This certification remains valid through May 2024. Adam Priestley (CEIE/habitat program manager) completed the onsite initial DoD Pest Management Certification course in August 2022 and obtained certification for categories 2 (Forest), 3 (Ornamental and Turf), 5 (Aquatics), 6 (Right of Way) and 7 (Industrial, Institutional, Structure & Health) and 8 (Public Health) [A-134-22] which expires 31 August 2025. The golf course maintenance superintendent holds VDACS certification for 3B through June 2024. BOS contractors hold certifications in categories 3A, 3B, 5A (Aquatics), 6, 7A (General Pest), 7B (Wood Destroying Pests), and 8 (Public Health) through 30 June 2024.

**7. FY 2022 Measures of Merit (MOM).** The FY22 MOM was submitted to AFCEC in advance of the deadline.

**8. Tick surveillance.** Virtually no tick surveillance occurred during the review period due to lack of resources and indirect effects of the pandemic. MAHC DPH and the IPMC are considering creating a new surveillance program by using an Air Force lab or reworking testing by US Army Public Health Command.

**9. Spider survey.** The IPMC initiated a formal spider survey program beginning in CY 2020 and continued into CY 2023. Seven spider taxa not previously documented on the installation were noted during this review period that include *Pelegrina galathea* (Salticide), *Ummidia audouini* (Halonoproctidae), *Drassyllus depressus* (Gnaphosidae), *Neoscona crucifera* (Araneidae), *Schizocosa* (Lysocidae), *Pholcus phalangioides* (Pholcidae), and *Trichonephila clavipes* (Araneidae). All taxa are harmless native taxa; however, *Pholcus phalangioides* is a synanthropic cosmopolitan species. Base Operations Support (BOS) contract pest control staff continue to provide sticky traps for examination by the IPMC to record the taxonomy and numbers. This task in conjunction with other IPMC arthropod inventory work that (a) supports documentation that brown recluse spiders (*Loxosceles reclusa*) are not evident on the installation despite frequent contradictions by installation community members and (b) contributes to the arthropod species inventory. As expected, no brown recluse spiders were documented on the installation during this review period. Virginia, in general is outside this species' geographical distribution but many unqualified persons continue to suggest their presence. The only documented medically important spider species occurring on the installation is the Southern Black Widow (*Latrodectus mactans*).

**10. Pest Management Quality Assurance Evaluators (PMQAE).** PMQAEs must be assigned for contracts that involve/include pest control. Personnel turnover and the unavailability of the AF's PMQAE online training prevented assigning PMQAE duties to CES staff during the previous review period. A new online course became available in early CY 2022 and two Operations Flight staff members have completed the training during this review period. A new individual for the railroad maintenance contracts has been assigned and needs to complete the training. Currently trained PMQAEs exist for the BOS and the grounds maintenance contracts. Additionally, CEIE natural resources/IPM staff have completed PMQAE training to oversee invasive vegetation/habitat management contract work assist Operations FL as feasibly possible. The IPMC conducted an orientation class for representative PMQAEs from Operations FL on 1 May 2023. This orientation included a discussion on PMQAE responsibilities, what to inspect, and the new electronic DD Form 1532-1.

**11. IPM policy/Integrated Vector Management (IVM)/biting arthropod-related education/awareness for the installation community.** CEIE staff utilized several forums to educate the installation community during the annual review period regarding nuisance biting and disease vectoring arthropods. Installation IPM policy and tick awareness topics are presented at the Activity Environmental Management (AEM) training classes. IPM and disease vectoring arthropods topics were presented at Fort Eustis MAHC field sanitation courses. IPM policy and tick awareness at Fort Eustis was presented at Newcomers Orientations. Additionally, CEIE staff presented related information along with information displays for the 1-210 Aviation Regiment Safety Stand-down event on 26 May 2022 and 25 May 2023.



**12. JBLE-E Arthropod Inventory.** The IPMC publishes an annual invertebrate/arthropod inventory with the original document completed in December 2018 (Christensen. Insects, Other Arthropods & Other Invertebrates Observed on Fort Eustis: Understanding the Significance of Invertebrate Taxa on Military Missions, 27 Dec 2018). This document was incorporated into the revised JBLE-E Integrated Natural Resources Management Plan (signed/approved by the Installation Commander on 5 June 2019) and the IPMP (signed/approved by the Installation Commander on 19 May 2020). This inventory remains a living document and is updated periodically with the first update completed in 2020 and the second update completed in December 2021. A third update was completed in January 2023. This inventory contributes to natural resources/habitat management including forest management as well as human and wildlife health on the installation.

**13. Unauthorized pest control activities.** All pest control occurring on the installation must be performed in accordance with the IPMP including approval of all pest control work by the IPMC. This includes having only authorized applicators performing pest control on JBLE-Eustis. The following authorized pest control/pesticide applicators were Alutiiq (BOS contract), Byrd Enterprises (grounds maintenance contract), two CEIE natural resources staff members, City of Newport News (exterior weed control at the Stanford Elementary School), Resource Management Associates (habitat and invasive vegetation contractor for CEIE), Pines Golf Course maintenance superintendent, and contractors performing termite control at the Aviation Battalion construction site (Metropolitan Services). A new subcontractor for vegetation control of railroad right of way was assigned during this period (ASPLUNDH Tree Expert LLC).

A. The 1st Advantage Federal Credit Union requested assistance from the IPMC with contracting a pest control applicator in October 2022. However, not all requirements were completed, and the contractor (Rentokil North America Inc) did perform applications without prior authorization. This situation is being worked between the IPMC and 1<sup>st</sup> Advantage Federal Credit Union.

B. The following potential issues arise when unauthorized pest control occurs:

- Unknown contamination of real property.
- Damage to environmental media or natural resources.
- Health risks to installation community members.
- Discharge of highly toxic or EPA-cancelled pesticides.
- Unnecessary use of pesticides.
- Incomplete Measures of Merit or other DoD/AF pest management reports.
- Registered Technicians applying pesticides on the installation.
- Applicators not certified in the appropriate category.
- Conflicts with existing pest control contracts.
- Excess pesticides used by different applicators in the same area.
- Applicator not holding a current Virginia Pesticide Business License.

**14. Approval of pesticide use in Virginia.** The VDACS website, Kelly Solutions (<http://www.kellysolutions.com/va/pesticideindex.htm>), was used to determine whether a given pesticide is authorized for use in Virginia. The system had stopped working in 2022 and remained as such until recently. However, it appears that the system is still under revision as several pesticides that had been in the previous database are missing.

**15. Integrated Vector Management challenges.** The JBLE-Eustis IPMP specifies testing of applicable mosquito species for West Nile Virus (WNV), Eastern Equine Encephalitis (EEE) and Saint Louis Encephalitis pathogens as these pathogens are representative of this geographical area as agreed between McDonald Health Center (MAHC) Department of Public Health (DPH) and 733 CES. DPH is responsible for arthropod disease vector surveillance and had sent mosquito specimens to US Army Public Health Command (USAPHC), Fort Meade, MD; however, USAPHC indicated it would do testing on *Aedes* mosquitoes which are not vectors of the pathogens of concern at JBLE-Eustis. The IPMC discussed this issue with DPC and will explore the possibilities of testing at an Air Force laboratory. Additionally, the IPMC intends to explore AF laboratory testing for tick-borne pathogens including Heartland Virus, Bourbon Virus, Deer Tick Virus, and *Babesia microti*.

**16. Base Operations Support (BOS) contract.** The BOS contract includes pest control services and represents the primary pest control organization for JBLE-Eustis. In the October-December time frame, the CEIE IPMC worked with the Operations FL staff to update/revise pest control components of the contract Performance Work Statement.

**17. Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS).** A pesticide management module was incorporated into EESOH-MIS effective August 2021 replacing the Integrated Pest Management Information System (IPMIS). Several issues were identified while attempting to implement this new system. Examining the module, the IPMC determined that certain challenges existed. Three pesticide applicators (the BOS contractor, CEIE natural resources staff, and the Pines golf course) needed to enter their pesticide inventories and obtain approvals from CEIE, Safety and Industrial Hygiene. Once accomplished purchase requests needed to be entered by these entities. This became burdensome and challenges arose from several pesticide listings for the same EPA registration number. There were several applicators who could not get EESOH-MIS access (the grounds maintenance contractor, City of Newport News applicators at Stanford Elementary School, natural resources habitat contractor, termite control applicators for new construction, and railroad vegetation control contractor). The IPMC had to create accounts for these entities and manage the contractors acquisitions. To compensate for these challenges, the IPMC designed a comprehensive yet simplified Excel spreadsheet by which all applicators would submit monthly reports. The IPMC could then enter usage data and be able to generate annual MoM reports if the challenges with EESOH-MIS prevented accurate generation of MoM reports. In December 2022, the EESOH-MIS system was discontinued. A new electronic version of the DD Form 1532-1, Pest Management Maintenance Record, was directed by AFCEC to be implemented as the means to record pest management functions. Implementation began in January 2023.

However, the original form provided contained macros that suggested security issues and the form could not be sent by email. Additionally, the form contained drop-down lists for pesticide trade names and EPA Registration numbers but nearly all Fort Eustis-approved pesticides were not available in this drop-down list. This condition also precluded typing information in these fields. As a result, the IPMC created a new form that contained all applicable data fields. Implementation did effectively begin until May 2023 as a result.

**18. Feral/stray domestic animal issues.** Feral/stray cats on the installation continued to be an issue during this review period. A Memorandum of Agreement (MOA) with the City of Newport News was generated and officially staffed; the current draft MOA places responsibility for capturing stray animals on the 733 CES BOS contracted pest shop.

**19. Snake repellents.** A privatized housing resident requested that the housing maintenance staff utilize commercial snake repellents around the residence. Residential Communities Initiative and the privatized housing management staffs sought advice from the IPMC who advised that such products should not be used due to ineffectiveness and risks of contamination of environmental media.

**20. Program shortfalls.**

- Installation access by unauthorized commercial exterminators/pesticide applicators occurred at least once during the review period. This involved pest control work by a contractor for 1st Advantage Federal Credit Union. Other unauthorized have occurred in the past.
- Some tenant organizations are not complying with operating agreements, and in several cases these agreements have expired or lack narrative on meeting installation/AF pest control policies.
- No reports have been submitted by PMQAEs to the IPMC for any of the contracts that involve pest control.
- Trained PMQAE is lacking for railroad maintenance contract (due to herbicide treatments being required).

## 21. Future actions needed.

- Continued cooperative efforts between 733 CES and MAHC DPH on mosquito, tick and associated pathogen surveillance. This is challenged by personnel turnover for both organizations during the review period.
- Tick warning signage installation at entrances to Training Areas and the Fort Eustis Nature Trail.
- Develop a means of preventing unauthorized commercial exterminators/pest control firms from entering the installation.
- Allow more time for the IPMC to review mosquito counts and pest management records/reports.
- Explore the possibilities of testing mosquitoes for West Nile Virus and Eastern Equine Encephalitis, as well as the tick-borne pathogens Heartland Virus, Bourbon Virus, Deer Tick Virus, and Babesia microti (causative agent for human babesiosis) at an AF laboratory.
- Re-examine BOS contractor equipment calibration.
- Implement forest arthropod surveillance as currently articulated in the IPMP. This was a challenge during the review period due to personnel turnover occurring within CEIE.
- Continue to pursue opportunities to educate the installation community.
- Identify the responsible party for maintaining operating agreements and support agreements for tenants on the installation and update or revise pest management requirements as applicable and obtain updated signatures (including but not necessarily limited to the James River Reserve Fleet, 1st Advantage Federal Credit Union, Bank of America, and commercial food handling facilities).
- Continue to ensure annual invertebrate/arthropod inventory updates are cross-referenced with the Integrated Natural Resources Management Plan.
- Ensure the Integrated Natural Resources Management Plan Annual Review Summary is cross-referenced with this IPMP annual review.
- Reduce tick-borne disease (and chigger bite) risks by eliminating tall grass/weeds/invasive herbaceous vegetation (particularly johnsongrass) in proximity to work/training areas. Routine mowing in some areas can accomplish this such as right of way along Toner Road, golf course maintenance areas, and areas north of Madison Avenue between Harrison Loop Road network area.
- IPMC needs access to the AEM and EMAC slides to update IPM sections.
- Schedule an AFCEC/COSC Staff Assistance Visit in the approximate June 2024 time frame to prepare possible new IPMC, prepare for the next IPMP, and develop a new Aerial Application of Pesticides Statements of Need.

**VIII. Installation Pesticide Application Points of Contact**

	<b>Base Operations Support Pest Control (contracted)</b>	<b>Base Operations Support Pest Control (contracted)</b>
<b>Name</b>	Mike Parise	Keith Banks
<b>Duty Title</b>	Pest control applicator/technician	Pest control applicator/technician
<b>Office Symbol</b>	Alutiq	Alutiq
<b>Street Address</b>	BLDG 1422	BLDG 1422
<b>City, State, Zip Code</b>	Fort Eustis, VA 23604	Fort Eustis, VA 23604
<b>Phone number</b>	757-878-2585	757-878-2585
<b>DSN</b>	826-2585	826-2585
<b>E-MAIL</b>	Michael.parise.1.ctr@us.af.mil	Keith.banks.1.ctr@us.af.mil

	<b>The Pines Golf Course</b>	<b>Natural Resources/Environmental</b>
<b>Name</b>	Jacob Adams	Timothy P. Christensen
<b>Duty Title</b>	Maintenance Superintendent	Natural Resources Manager/IPMC
<b>Office Symbol</b>	The Pines Golf Course	733 CES/CEIE
<b>Street Address</b>	3518 Mulberry Island Road	1407 Washington Blvd
<b>City, State, Zip Code</b>	Fort Eustis VA 23604	Fort Eustis VA 23604
<b>Phone number</b>	757-878-2252	757-878-4231
<b>DSN</b>	826-2252	826-4231
<b>E-MAIL</b>	jacob.adams.11@us.af.mil	Timothy.christensen.6@us.af.mil

	<b>Base Operations Support Supervisor</b>	<b>Base Operations Support PMQAE</b>
<b>Name</b>	John Fain	Desiree McHan/Jerome Childs (Operations FL/CES)
<b>Duty Title</b>	Contractor	Contracting Officer's Representatives/PMQAEs
<b>Office Symbol</b>	Alutiiq	733 CES/Operations FL
<b>Street Address</b>	BLDG 1425	BLDG 1407 Washington Blvd
<b>City, State, Zip Code</b>	Fort Eustis, VA 23604	Fort Eustis, VA 23604
<b>Phone number</b>	757-878-2578	757- 878-7369/2489
<b>DSN</b>	826-2578	826-7369
<b>E-MAIL</b>	John.fain.ctr@us.af.mil	Desiree.mchan@us.af.mil @us.af.mil Jerome.childs@us.af.mil
	<b>Grounds Maintenance Supervisor</b>	<b>Grounds Maintenance Contract PMQAE</b>
<b>Name</b>	Gary Leckie (contractor)	Janice McGhee (Operations FL/CES)
<b>Duty Title</b>	Contractor	Contracting Officer's Representative/PMQAE
<b>Office Symbol</b>	Byrd Enterprises Unlimited, Inc.	733 CES/Operations FL
<b>Street Address</b>	2000 Main Street	BLDG 1407 Washington Blvd
<b>City, State, Zip Code</b>	Lynchburg, VA 24504	Fort Eustis, VA 23604
<b>Phone number</b>	434-485-8233	757-878-5466
<b>DSN</b>		826-5466
<b>E-MAIL</b>	gleckie@byrdenterprises.net	janice.mcghee@us.af.mil

	<b>Flight Safety/Bird Air Strike Hazard (BASH)*</b>	<b>Railroad Maintenance Contract</b>
<b>Name</b>	Teddy Harlow	Aviance Jenkins
<b>Duty Title</b>	Airfield Manager	Contracting Officer's Representative
<b>Office Symbol</b>	1 <sup>st</sup> Fighter Wing	733 CES/Operations FL
<b>Street Address</b>	BLDG 2411	1407 Washington Blvd
<b>City, ST Zip Code</b>	Fort Eustis, VA 23604	Fort Eustis, VA 23604
<b>Phone Number</b>	757-878-5865	757-878-7385
<b>DSN</b>	826-5865	826-7385
<b>E-MAIL</b>	<a href="mailto:Teddy.harlow@us.af.mil">Teddy.harlow@us.af.mil</a>	<a href="mailto:Aviance.jenkins@us.af.mil">Aviance.jenkins@us.af.mil</a>

\* Zachary Cullum (Zachary.Cullum@usda.gov/757-848-7821) is the US Department of Agriculture (USDA) agent providing BASH support at the Felker Airfield.

**IX. FY22 Annual IPMP Certification**

	<b>This FY22 Annual IPMP Update is submitted by:</b>	<b>Command IPMP Annual Update Certification:</b>
<b>Name</b>	Timothy P. Christensen	Armando Rosales
<b>Duty Title</b>	IPMC	Pest Management Professional/Command Entomologist
<b>Office Symbol</b>	733 CES/CEIE	AFCEC/COSC
<b>Street Address</b>	1407 Washington Blvd	139 Barnes Dr. Suite 1
<b>City, ST Zip Code</b>	Fort Eustis VA 23604	Tyndall AFB, FL 32403
<b>Phone Number</b>	757-878-4231	937 477-2272
<b>DSN</b>	826-4231	DSN
<b>E-MAIL</b>	Timothy.christensen.6@us.af.mil	Armando.rosales.1@us.af.mil
		Signature: ///SIGNED/// Armando L. Rosales AFCEC/COSP 31 JULY 2023

Maintain a signed copy of this form with the IPMP.

APPROVED BY:

CAPELLAN.MIG  
UEL.L.10165386  
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Digitally signed by  
CAPELLAN.MIGUEL.L.10165  
38660  
Date: 2023.07.20 20:50:16  
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MIGUEL L. CAPELLAN, GS-14, DAF  
Director, 733d Civil Engineer Squadron

## Annex A: Updates to the IPMP

**The following changes identified in Annual Review for May 2021-May 2022 remain in effect:**

1. Add the acronym “RIFA (Red Imported Fire Ants)” to acronym list (page vii).
2. IX (Program Administration). 14. (Status of Arthropod Disease Vectors Surveillance and Control). A. (Mosquitoes on Fort Eustis). This paragraph is revised to read as follows (page 28):

The following list is a consolidation of those mosquito genera and species documented on the installation based on surveys performed in 2009, 2016, 2017 and 2021:

### Genera:

*Aedes*  
*Anopheles*  
*Coquillettidia*  
*Culex*  
*Culiseta*  
*Orthopodomyia*  
*Psorophora*  
*Uranotaenia*

### Species:

<i>Aedes albopictus</i>	<i>Aedes cinereus</i>
<i>Aedes hendersoni</i>	<i>Aedes infirmatus</i>
<i>Aedes j. japonicas</i>	<i>Aedes sollicitans</i>
<i>Aedes taeniorhynchus</i>	<i>Aedes triseriatus</i>
<i>Aedes vexans</i>	<i>Anopheles bradleyi</i>
<i>Anopheles crucians</i>	<i>Anopheles punctipennis</i>
<i>Anopheles quadrimaculatus</i>	<i>Coquillettidia perturbans</i>
<i>Culex erraticus</i>	<i>Culex pipiens</i>
<i>Culex pipiens-quinquefasciatus</i>	<i>Culex restuans</i>
<i>Culex salinarius</i>	<i>Culex territans</i>
<i>Culex trivittatus</i>	<i>Culiseta impatien</i>
<i>Culiseta inornata</i>	<i>Orthopodomyia signifera</i>
<i>Psorophora ciliate</i>	<i>Psorophora columbiae</i>
<i>Psorophora ferox</i>	



3. IX (Program Administration). 14. (Status of Arthropod Disease Vectors Surveillance and Control). B. (Ticks on Fort Eustis). This paragraph is revised to read as follows (page 29):

The following tick species and representative vectored pathogens (and disease condition they are capable of causing) have been documented on the installation as of 2021:

4. Appendix D – Aerial Application of Pesticides. This appendix is voided for mosquito control (and forest pest control) until an Environmental Assessment and a new Aerial Application of Pesticides Statement of Need (AAPSON) are completed. This appendix is also considered void for aerial application of herbicides against vegetation (primarily common reed) until a new AAPSON is approved for aerial herbicide treatments.

5. Appendix O: Red Imported Fire Ant Management Plan.

A. Change paragraph 2 (Responsibilities). C (Operations Flight and Engineer Flight) to read (page O-2):

Operations and Engineer Flights. Flight Chiefs shall direct project managers (PM) and Contract Officer's Representatives (COR) to ensure movement/transfer of soil and other regulated articles (identified in paragraph 3 below) is performed in accordance with Environmental Management Procedure (EMP) 4.4.6.16 (Contracting JBLE-Eustis Environmental Special Conditions and Affirmative Procurement), section 11.1.7.

B. Change paragraph 3 (RIFA control techniques) to read (page O-3):

RIFA management techniques.

- A. JBLE-Eustis shall conform operations to comply with Virginia's Imported Fire Ant Quarantine (Title 2 Virginia Code Chapter 315, Virginia Imported Fire Ant Quarantine for Enforcement of the Virginia Pest Law).
- B. Soils and other articles regulated under this quarantine shall not be brought onto the installation unless written confirmation indicating the articles are free of red imported fire ants (including their eggs and immature stages) that has been confirmed through the Virginia Department of Agriculture & Consumer Services. Environmental Management Procedure (EMP) 4.4.6.16 (Contracting JBLE-Eustis Environmental Special Conditions and Affirmative Procurement), section 11.1.7. Other articles include:
- All soils.
  - Grass sod.
  - Plants with roots with soil attached and rhizomes with soil attached.
  - Hay and straw including pine straw.
  - Mulch, logs, and pulpwood.
  - Any life stage of imported fire ant.

- C. Suspected colonies shall be investigated as quickly as feasibly possible by CEIE natural resources/IPM staff. Staff shall advise units or activities potentially affected by such colonies.
  - D. CEIE staff shall issue service order for BOS pest control shop for action. Baits shall be the primary control technique.
6. Change all reference to Civil Engineer Division/CED to Civil Engineer Squadron/CES.

**The following represent new updates to the IPMP:**

1. IV. PRIORITY OF PEST MANAGEMENT WORK.

Change paragraph 2. C. Venomous animals posing immediate health and safety risks (page 9), to read: Venomous animals occurring on Fort Eustis are represented by widow spiders (*Latrodectus* spp.) and various hymenopteran species (bees, wasps, and hornets) as well as red imported fire ants (*Solenopsis invicta*). The three medically significant venomous snake species occurring in Virginia have never been documented on the installation by qualified natural resources staff/biologists. These three species represent the Eastern copperhead (*Agkistrodon contortrix*), Northern cottonmouth (*Agkistrodon piscivorus*), and timber rattlesnake (*Crotalus horridus*). These species occur to some extent in the local area; however, the likelihood of these species becoming established on the installation remains low based on low local populations, their biology, and habitat conditions. Responses to incidents involving snakes are generally limited to those inside or in immediate proximity to occupied buildings. In such cases, natural resources staff shall remove the snake and release into natural areas of the installation without lethal take. No brown recluse spiders (*Loxosceles reclusa*) have ever been documented on the installation by qualified biologists. The likelihood of this spider occurring on the installation remains low because it is not native to Virginia.

2. VIII. Environmental Considerations. 4. Federally Listed Species. B. Indiana and Northern Long-eared Bats.

Delete “Indiana and” and change this paragraph to read (page 15):

B. Northern Long-eared Bat and Black Rail. The federally threatened Northern Long-Eared Bat (*Myotis septentrionalis*) was originally listed as threatened in 2015. However, its status was upgraded to endangered in Late November 2022. It is the only federally listed species documented on the installation. This species is expected to occur primarily in natural areas (but could conceivably utilize trees in developed/disturbed areas). Pesticide use in natural areas include herbicides to control invasive vegetation or in some cases undesirable vegetation related to habitat management. Treatments of herbaceous vegetation is not expected to impact the bat. Other pesticides used in natural areas could include insecticides and acaricides to control mosquitoes, ticks, and chiggers. Applications would be performed under daytime conditions and only in cases where it is needed to reduce impacts to human health. Aerial applications of

insecticides for mosquitoes could be a more critical technique but occur infrequently and only after an Environmental Assessment and AAPSON have been completed. Insecticides and acaricides would be applied to ground surfaces where ticks and chiggers have been documented such as bivouac, range firing lines and perimeters. These applications would also be infrequent. The Black Rail (*Laterallus jamaicensis*) is a small marsh bird that was listed as threatened in October 2020. It occurs in the installation's geographical region of influence but has never been documented on JBLE-Eustis based on several wildlife/bird surveys between 1997 and 2021. Furthermore, it is not expected to occur in areas containing common reed which may be treated with herbicides when and where feasible.

### 3. VII. Health and Safety.

Change entire paragraph 5. General/routine safety procedures are described below for all contractor and government pest control staff. A. Personal protective equipment (PPE). to read:

Appropriate PPE and related protective clothing are required for all individuals applying pesticides on JBLE-Eustis. The appropriate PPE/clothing shall be used as stated by the respective pesticide label. Such PPE/clothing obtained with appropriate training completed before handling or applying the respective pesticide. All individuals applying pesticides shall wear appropriate eye protection. All individuals applying pesticides shall wear appropriate protective gloves when specified by the respective pesticide label, when handling pesticide containers, when mixing pesticide formulations, when applying pesticides from motorized conveyances (unless the applicator is totally enclosed in the conveyance cab such that the applicator cannot be exposed to the pesticide), and when preparing or adjusting application equipment. Respirators, when required are to be cleaned daily after use, to have cartridges replaced after 8 hours of actual use and to be stored when not in use in a sealed container. Pest controllers are instructed on the proper fitting of respirators and will be clean shaven when respirators are worn. Annually, pest controllers will be medically evaluated for respirator wear and shall be fit-tested by the installation Safety Office/Industrial Hygiene or a licensed industrial hygienist using a quantitative procedure. Pest control personnel shall not wear street clothing while applying pesticides. All clothing worn during pesticide application must be laundered at the CES pest control shop, Pines Golf Course, or by using a laundry service. At no time shall such clothing be worn home or laundered at home. Additionally, all pesticide applicators shall shower at the end of the workday using installation shower facilities. All pesticide applicators shall refrain from smoking during handling, mixing, or applying pesticides. An emergency eyewash is placed on each motorized conveyance used for applying pesticides. An emergency eyewash fountain and deluge shower shall be located in all pesticide mixing rooms and pesticide storage rooms. Safety is given the top priority, especially when applying and handling pesticides and limiting pesticide exposure to pesticide applicators and all installation personnel as a whole.

#### 4. IX. Program administration.

Change paragraph 8. List of Approved Pesticides (page 21), to read:

All pesticides intended for use on the installation must exist on the Fort Eustis List of Approved Pesticides. The IPMC maintains this list which is updated periodically based on the following:

- (a) Pesticides may no longer be registered by the EPA.
- (b) Pesticide is not authorized for use in Virginia.
- (c) CORs/contractors request new pesticides.
- (d) DoD/AF does not authorize certain pesticides.
- (e) New information becomes available.

This list is formatted as an Excel spreadsheet and posted on the 733 CES SharePoint. Additionally, it is distributed to applicators who do not have access to the SharePoint.

Change paragraph 10. Reports and Records (page 22), completely to read:

A. General. All pest control work and pesticide applications shall be recorded and made available to the IPMC who prepares various reports based on these records.

B. Record keeping. All pest control activities (including surveillance, monitoring, administrative, and non-chemical and chemical controls used) is accomplished using an electronic DD Form 1532-1, Pest Management Maintenance Record.

- (1) All contracts involving pest management shall require use of this form as record keeping.
- (2) PMQAEs, contractors, other authorized applicators, and DoD certified applicators shall ensure these records are submitted to the IPMC within 5 working days of each pest control task unless otherwise specified by the IPMC. BOS contractor records are maintained on the SharePoint.
- (3) The electronic DD Form 1532-1 contains two tabs:
  - Pesticides Applied. This tab articulates the actual application of given pesticides.
  - Surv\_NonChemical Animal Control. This tab articulates non-pesticide techniques used (such as physical or mechanical control techniques), surveillance & monitoring, assessments to determine the control technique used (and should relate to the actual pesticide applications tab), vertebrate pest trapping/removal, and other non-pesticide work.

Data entered for the Pesticides Applied tab include:

- Date of Application
- Time of Application
- Origin (Purpose for the application)
- Applicator's name
- Applicator Certification Number (VDACS Pesticide Applicator Certificate)
- Targeted Pest(s)
- Size of Area Treated
- Unit of Measure of Area Treated
- Actual location (i.e., building number, training area number, etc.)
- Site/Location Type (the type of location or area, i.e., building, field, forest, etc.)
- Operation/Process (means of doing the application)
- Indoors or Outdoors
- Pesticide Trade Name
- EPA Registration Number
- Active Ingredient & %
- Product formulation
- Amount of Concentrate Used for Mixing
- Unit of measure for Amount of Concentrate Used for Mixing
- Final % Concentration of finished product
- Amount of final solution/mixture applied
- Unit of Measure for Amount of final solution/mixture applied
- Total Time Invested in Hours
- Additional Comments

Data entered for the Surv\_NonChemical Animal Control tab include:

- Date of Application
- Time of Operation
- Target Pest(s)
- Origin (Purpose for the action)
- Applicator's name
- Applicator Certification Number
- Surveillance/Nonchemical Device Used
- Number of traps/units placed (as applicable)
- Units of Measure if applicable
- Actual location (i.e., building number, training area number, etc.)
- Site/Location Type (the type of location or area, i.e., building, field, forest, etc.)
- Operation/Process (what was performed, i.e., pest surveillance, inspection, mechanical control, etc.)
- Indoors or Outdoors
- Area Inspected/Service (size of the area inspected or serviced)
- Units of Measure for Area

- Total Time Invested in Hours
- Additional Comments

Change paragraph 13, Pesticide Security, to read:  
Pesticide Storage, Mixing, and Security.

Change paragraph 13, B (page 27) to read:

Pesticide storage, mixing, and security. Pesticide storage, mixing, and security requirements shall be met by all pesticide applicators whether such persons operate daily from facilities on the installation or perform short-term pesticide work. The following requirements shall be met:

- Pesticide storage areas must be approved in advance by the IPMC. Currently, there are two authorized pesticide storage and mixing locations: BLDG 1422 (733 CES BOS contractor) and BLDG 3515 (The Pines Golf Course).

Both locations have appropriate physical security, secondary containment, structural integrity, hazardous materials storage capability, mixing facilities, and fume hoods. These facilities shall be secured in accordance with installation physical and operational security policies. These facilities shall be locked when not in use. All other contractors/applicators are not authorized to store pesticides or mix pesticide formulations on the installation. All contracts (except for the BOS contract) that include narrative stating that storage and mixing is not authorized on the installation. Mixing includes dispensing of water into pesticide storage/application/mixing tanks.

5. Appendix A: Pesticides Approved for Use at Fort Eustis. Change all existing narrative below "NOTE:" (page A-1), to read:

The Installation Pest Management Coordinator (IPMC) maintains a list of pesticides authorized to be used at Fort Eustis. This list is essentially a living document as periodic changes are needed. The list is formatted as an Excel spreadsheet and posted on the 733 CES SharePoint. Contract Officer Representatives within the Operations and Engineering Flights as well as the BOS contractor can access this list routinely. The IPMC shall forward the list to the Pines Golf Course Superintendent and other applicators.

6. Appendix B: Description of BOS Pest Control Contract Operation and General Procedures for Pest Control.

Change Section XIII Documentation, paragraph 9 - Monthly Pest Management Report\* (page B-19), to read:

The IPMC reviews pest management records and prepares reports based on pest control actions and pesticide applications performed by the BOS contractor in each given month. The contractor enters data into the electronic DD Form 1532-1 (designed in MS Excel), Pest management Maintenance Record available on the contractor's SharePoint. The electronic DD Form 1532-1 contains two tabs:

- Pesticides Applied. This tab articulates the actual application of given pesticides.
- Surv\_NonChemical Animal Control. This tab articulates non-pesticide techniques used (such as physical or mechanical control techniques), surveillance & monitoring, assessments to determine the control technique used (and should relate to the actual pesticide applications tab), vertebrate pest trapping/removal, and other non-pesticide work.

Data entered for the Pesticides Applied tab include:

- Date of Application
- Time of Application
- Origin (Purpose for the application)
- Applicator's name
- Applicator Certification Number (VDACS Pesticide Applicator Certificate)
- Targeted Pest(s)
- Size of Area Treated
- Unit of Measure of Area Treated
- Actual location (i.e., building number, training area number, etc.)
- Site/Location Type (the type of location or area, i.e., building, field, forest, etc.)
- Operation/Process (means of doing the application)
- Indoors or Outdoors
- Pesticide Trade Name
- EPA Registration Number
- Active Ingredient & %
- Product formulation
- Amount of Concentrate Used for Mixing
- Unit of measure for Amount of Concentrate Used for Mixing
- Final % Concentration of finished product
- Amount of final solution/mixture applied
- Unit of Measure for Amount of final solution/mixture applied
- Total Time Invested in Hours
- Additional Comments

Data entered for the Surv\_NonChemical Animal Control tab include:

- Date of Application
- Time of Operation
- Target Pest(s)
- Origin (Purpose for the action)
- Applicator's name
- Applicator Certification Number
- Surveillance/Nonchemical Device Used
- Number of traps/units placed (as applicable)

- Units of Measure if applicable
- Actual location (i.e., building number, training area number, etc.)
- Site/Location Type (the type of location or area, i.e., building, field, forest, etc.)
- Operation/Process (what was performed, i.e., pest surveillance, inspection, mechanical control, etc.)
- Indoors or Outdoors
- Area Inspected/Service (size of the area inspected or serviced)
- Units of Measure for Area
- Total Time Invested in Hours
- Additional Comments

#### 7. Appendix G: IPMP Implementation Plan.

Change paragraph 4, Additional implementation requirements, C. Access to the IPMP (page G-5) to read:

Completed/signed IPMP and annual reviews are distributed to 733 CES Flight Chiefs (Operations FL, Engineering FL, Installation Management FL, and Fire & Emergency Services). Flight Chiefs are responsible for ensuring their PMQAEs and contractors have access to these documents. The IPMC distributes these documents to FSS/Pines Golf Course, other contractors not associated with 733 CES (as applicable), JBLE-Eustis Department of Public Health, and AFCEC. Additionally, completed/signed IPMP and annual reviews are posted on the JBLE website at the following link: <https://www.jble.af.mil/Units/Army/Eustis-Environmental/>.

#### 8. Appendix J: JBLE Pesticide Application Record Report.

Change the appendix title page (page J-1) to read:

##### Appendix J: Pest Management Record

Change Page J-2 to read:

JBLE-Eustis Pest Management Record. All pest management tasks and functions performed by contractors, other applicators, and DoD certified applicators shall be recorded using the electronic form DD Form 1532-1, Pest Management Maintenance Record.

All pesticide applicators/pest control staff enter data into the electronic DD Form 1532-1 (designed in MS Excel), Pest management Maintenance Record. This form is available on the BOS contractor SharePoint or has been distributed to users by the IPMC. The electronic DD Form 1532-1 contains two tabs:

- Pesticides Applied. This tab articulates the actual application of given pesticides.
- Surv\_NonChemical Animal Control. This tab articulates non-pesticide techniques used (such as physical or mechanical control techniques), surveillance & monitoring, assessments to determine the control technique used (and should relate to the actual pesticide applications tab), vertebrate pest trapping/removal, and other non-pesticide work.



Data entered for the Pesticides Applied tab include:

- Date of Application
- Time of Application
- Origin (Purpose for the application)
- Applicator's name
- Applicator Certification Number (VDACS Pesticide Applicator Certificate)
- Targeted Pest(s)
- Size of Area Treated
- Unit of Measure of Area Treated
- Actual location (i.e., building number, training area number, etc.)
- Site/Location Type (the type of location or area, i.e., building, field, forest, etc.)
- Operation/Process (means of doing the application)
- Indoors or Outdoors
- Pesticide Trade Name
- EPA Registration Number
- Active Ingredient & %
- Product formulation
- Amount of Concentrate Used for Mixing
- Unit of measure for Amount of Concentrate Used for Mixing
- Final % Concentration of finished product
- Amount of final solution/mixture applied
- Unit of Measure for Amount of final solution/mixture applied
- Total Time Invested in Hours
- Additional Comments

Data entered for the Surv\_NonChemical Animal Control tab include:

- Date of Application
- Time of Operation
- Target Pest(s)
- Origin (Purpose for the action)
- Applicator's name
- Applicator Certification Number
- Surveillance/Nonchemical Device Used
- Number of traps/units placed (as applicable)
- Units of Measure if applicable
- Actual location (i.e., building number, training area number, etc.)
- Site/Location Type (the type of location or area, i.e., building, field, forest, etc.)
- Operation/Process (what was performed, i.e., pest surveillance, inspection, mechanical control, etc.)
- Indoors or Outdoors
- Area Inspected/Serviced (size of the area inspected or serviced)
- Units of Measure for Area

- Total Time Invested in Hours
- Additional Comments

7. Change Appendix M-2 Mosquito Management Plan, paragraph 4 Response Plan, B Materials and methods, (2), page M-15 is considered avoid as aerial applications of pesticides remains unavailable until an EA is signed and new AAPSON has been approved.

***STORAGE TANKS MANAGEMENT***

***(Aboveground Storage Tanks (ASTs),***

***Underground Storage Tanks (USTs))***

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.14**

**JBLE-EUSTIS**



*25 June 2020*

*(Revised 13 January 2025)*

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**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 633D AIR BASE WING**  
**JOINT BASE LANGLEY-EUSTIS VA**

**OFFICE OF THE COMMANDER**  
**125 Mabry Avenue**  
**Joint Base Langley-Eustis VA 23665-2522**

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. This memorandum rescinds JBLE-E Instruction 32-101, Environmental Management, dated 28 Jan 2014, and replaces it with the consolidated JBLE-Eustis Environmental Management Procedures (EMPs) which now serve as the local environmental policies for JBLE-Eustis.
2. These EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include but not limited to Recycling, Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources.
  - a. These EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.
  - b. These EMPs assign responsibility and provide instruction for appropriate management of environmental programs to ensure our regulatory compliance.
3. JBLE-Eustis personnel may access these EMPs electronically via the Environmental Management Procedures section of the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Environmental/> and on eDASH at: <https://cs2.eis.af.mil/sites/10623/JBLE/Shared%20Documents/Forms/AllItems.aspx>, within the JBLE-Eustis Documents Main Folder, Eustis EMP Subfolder.
4. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and updated as appropriate. Major revisions may require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).
5. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised, and rescinded IAW current directives.

//Awaiting Signature//  
EDWARD M. VEDDER, Colonel, USA  
Vice Commander

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## **Environmental Management Procedure (EMP) 4.4.6.14**

### **SECTION: 4.4.6.14**

### **SUBJECT: Storage Tanks Management (Aboveground Storage Tanks (ASTs) and Underground Storage Tanks (USTs))**

#### **PURPOSE AND POLICY:**

- A. Purpose: This policy is to outline and ensure compliance with the regulatory requirements for ASTs and USTs.
- B. Policy: Comply with legally applicable Federal, State, and Local regulations, both substantive and procedural for both AST and UST management, by ensuring all regulated and unregulated storage tanks are properly constructed, maintained, and monitored.

**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 before use on the:

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

#### **REFERENCES:**

- A. AFI 23-201, *Fuels Management*
- B. AFI 32-1001, *Civil Engineer Operations*
- C. AFI 32-7001, *Environmental Management*
- D. AFI 32-7044, *Storage Tank Environmental Compliance*
- E. DAFMAN32-1067, *Water and Fuels System*
- F. 40 CFR 110, Discharge of Oil
- G. 40 CFR 112, Oil Pollution Prevention
- H. 40 CFR 280-282, UST Regulations
- I. 9 VAC 25-580, Virginia UST Regulations
- J. 9 VAC 25-91, Virginia AST Regulations

**SCOPE:** This EMP applies to all activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.

#### **ROLES AND RESPONSIBILITIES:**

- A. Air Base Wing Commander:
  - (1) Ensure installation units, subordinate organizations, contractors, and tenants' storage tanks are compliant with applicable federal, state, and local regulations.



- (2) Establish a Storage Tank (ST) Cross-Functional Team (CFT) to coordinate inspection responsibilities for all installation units, tenant units, and non-appropriated funds units with storage tanks.
- (3) The ST CFT will work under the guidance of the Environmental, Safety, and Occupational Health Committee (ESOHC).
- (4) Ensure Wing Inspector General coordinates required exercises as appropriate and as necessary to meet applicable Federal, State and Local environmental regulations.

B. Civil Engineer Squadron (CES):

- (1) Ensure enforcement actions or notices of violations are promptly reported, tracked, and managed until closed IAW AFI 32-7047.
- (2) Ensure an accurate storage tank inventory is maintained in the real property records, and the AF network approved Storage Tank Accounting and Reporting (STAR) system.
- (3) Appoint a POL Tank Compliance Program Manager to track compliance of ASTs and USTs IAW applicable environmental regulations.

C. Civil Engineer Squadron (CES): Operations Element (CEOE) will:

- (1) Conduct inspections of ASTs and USTs not assigned to contractors or units on base at the frequency required by federal, state, and local laws and regulations.
- (2) Enter monthly tank inspections into the STAR Module completed by contractors and operations in accordance with AFI-32-1001 and DAFMAN 32-1067.
- (3) Schedule maintenance and repairs for ASTs and USTs.

D. Civil Engineer Squadron (CES): Environmental Element (CEIE) will:

- (1) Ensure storage tank management programs comply with all applicable Federal, State, and Local requirements. Provide technical expertise about environmental regulatory storage tank requirements.
- (2) Notify the appropriate regulatory agency of all new ASTs/USTs IAW applicable agency rules and regulations.
- (3) Maintain an accurate storage tank inventory, in coordination with all installation units, and provide the same to higher headquarters when requested.

E. Activities:

- (1) Activities owning, operating, or procuring any storage tanks on the installation will comply with all Federal, State, or Local requirements.
- (2) Will notify the Fuels Management Team (FMT) before procuring storage tanks.
- (3) Notification will be provided to the CFT before procuring storage tanks.

**SECTION: 4.4.6.14.1**

**SUBJECT: Storage Tank (ST) Cross-Functional Team (CFT)**

**PURPOSE: This section applies to all Activities and personnel who are standing members or requested members of the ST CFT.**

**ROLES AND RESPONSIBILITIES:**

A. Environmental, Safety and Occupational Health Committee (ESOHC) Chair will:

- (1) Establish the ST CFT.
- (2) Provide oversight for the ST CFT.

B. The ST CFT Membership:

(1) Mandatory Standing Membership:

(a) CES:

- i. Environmental Element (CEIE) will: Appoint the Storage Tank Program Manager as the ST CFT Lead.
- ii. CES Operations Flight (CEO) will: Designate a member.
- iii. CES Installation Management Flight (CEI) Real Property will: Designate a member as needed.

(b) Logistics Readiness Squadron (LRS) will: Designate a member.

(c) Safety Office: Designate a member.

(d) Commanders and Directors who are owners, operators, or inspectors of tanks will: Designate a member.

(2) Optional Membership: Participate in the ST CFT as necessary.

- (a) Legal (JA): Designate a member.
- (b) Public Affairs: Designate a member.

**PROCEDURES:**

- A. Will meet quarterly. Usually, during March, June, September and December..
- B. ST CFT is a standing Working Group to the Environmental Management System (EMS) CFT.
- C. Will report to the EMS CFT every quarter. Usually, during January, April, July, and October.
- D. The ST CFT Lead will:
  - (1) Ensure that team meetings are conducted on schedule.
  - (2) Report to the EMS CFT every quarter.
  - (3) Ensure installation units, subordinate organizations, contractors and tenants' storage tanks are compliant with applicable Federal, State, and Local regulations.
  - (4) Ensure applicable registration, permits, and notifications are completed for all storage tanks.
  - (5) Ensure enforcement actions or notices of violations are promptly reported, tracked, and managed.
  - (6) Ensure EMS tank aspects are properly ranked for significance and develop management plans to maintain compliance and reduce burden.
  - (7) Ensure an accurate storage tank inventory is provided to the Real Property Office for recording in the installations Accountable Property System of Record (APSR), is reconciled annually, and is loaded in the Storage Tank Accounting and Reporting (STAR) system.
  - (8) Identify the proponent environmental requirements to support storage tank compliance associated with new tanks, repairs, maintenance, calibration, and removal or replacement.
  - (9) Make an appropriate update to installations SPCC plan as required.
- E. CES Operations (CEO) Member will:

- (1) Maintain and repair petroleum storage and dispensing systems, including appurtenances IAW all Federal, State, and Local requirements.
- (2) Ensure cathodic protection for tank systems are operated and maintained as required.

F. Logistics Readiness Squadron (LRS) Member will:

- (1) Administer tank custodian and escort training IAW AFI 23-204.
- (2) Operate fuel facilities storing DLA-Energy capitalized product per the requirements prescribed by AFI 23-201 and DLA contracted facilities according to DLA Energy policy and procedures and applicable federal, state, and local environmental regulations.
- (3) Report inspections conducted by LRS Quality Assurance as outlined in DAFI 23-201 .
- (4) Ensure LRS maintains a Fuels Management Team (FMT).

G. Safety Office Member will:

- (1) Make recommendations to units to ensure all storage tank management procedures and storage locations comply with applicable safety requirements.
- (2) Coordinate with Fire & Emergency Services; and Industrial Hygiene as required.

J. Activities will:

- (1) Comply with all Federal, State, or Local requirements applicable to the installation per host tenant agreements.
- (2) Coordinate with the CES, Safety, IH, and FMT as required.
- (3) Notify the ST CFT and FMT before the purchase, demolition, relocation, and significant changes (e.g., change in storage material, substantial repairs, or replacement, etc.) of storage tanks.
- (4) Unit Environmental Coordinators (UECs) will:
  - (a) Manage the operation of organizational tanks.
  - (b) Ensure tanks comply with security, safety, accountability, and environmental protection requirements IAW all applicable technical directives and applicable Federal, State, and Local environmental regulations.

- (c) Monitor tanks and associated piping for leaks. The monitoring will include recurring inspections and documentation of inspections.
- (d) Immediately report suspected leaks to the Fire Department and CES/CEIE Tank Program Manager upon discovery.
- (e) Obtains and completes training as required.

**SECTION: 4.4.6.14.2**

**SUBJECT: Aboveground Storage Tanks (ASTs) Management**

**PURPOSE: This section outlines and ensures compliance with the regulatory requirements for daily and weekly ASTs inspections.**

**ROLES AND RESPONSIBILITIES:**

A. Operator:

- (1) Responsible for compliance with regulations.
- (2) Conduct inspections and testing.
- (3) Notify Environmental Division of Discrepancies.
- (4) Maintain secondary containment/berm.
- (5) Establish Standard Operating Procedures.
- (6) Establish Inventory Control as needed.
- (7) Maintain all records on ASTs.

B. The CES/CEIE will:

- (1) Provide installation required training for Operators.
- (2) Maintain a current list of ASTs in the Environmental Element Office.

**PROCEDURES:**

A. Compliance

- (1) Ensure compliance with Federal, State, Army and Air Force regulations.

B. Inspections

- (1) All ASTs with a capacity of more than 660 gallons require both a daily and weekly inspection using the base form or equivalent. Monthly inspections are required to be conducted, recorded, and maintained by activity personnel utilizing the Monthly AST Inspection Record found in STAR or the equivalent. Monthly inspections must be recorded in STAR. Examples of inspection forms are found in Attachment A.

- a. Inspections

1. The daily visual inspection shall include the following:

- a. A complete walkthrough of the facility property in the areas where the AST is staged to ensure that no hazardous conditions exist.
    - b. Perform inspection of the ground surface for signs of leakage, spillage, or stained or discolored soils.
    - c. Perform a check of the berm or dike.
      - i. Look for an accumulation of water,
      - ii. Ensure the dike or berm drain valves are secured, and
      - iii. Ensure no cracks, holes, or breaches in the berm.
    - d. A visual inspection of the exterior tank shell to look for signs of leakage or damage.
    - e. Evaluate the condition of the AST and appurtenances.

2. The Weekly AST Inspection shall include the following:

- a. A record shall be initialed and dated by the AST facility operator or person conducting the inspection.
    - b. The record shall become part of the AST facility record, maintained on-site, and available for review.
    - c. Containment dike or berm is in satisfactory condition.
    - d. The containment area is free of excess standing water or oil.
    - e. The gate valve used for emptying containment area is secured.

- f. Containment area/base of the tank is free of high grass, weeds, and debris.
  - g. Tank shell surface, including any peeling areas, welds, rivets/bolts, seams, and foundation, visually inspected for areas of rust and other deterioration.
  - h. Ground surface around tanks and containment structures and transfer areas checked for signs of leakage.
  - i. Leak detection equipment is in satisfactory condition.
  - j. The separator or drainage tank is in satisfactory condition.
  - k. Tank water bottom draw offs not in use are secured.
  - l. Tank fill valves not in use are secured.
  - m. Valves inspected for signs of leakage or deterioration.
  - n. Inlet and outlet piping, and flanges inspected for leakage.
  - o. All tank gauges have been inspected and are operational.
  - p. All Inspections are conducted during Normal Duty Hours.
  - q. If Operator is not available, an alternate operator/inspector must be available to conduct the inspection.
- (2) All ASTs with a capacity of 55 gallons to 660 gallons will require a monthly inspection to be conducted, recorded, and maintained by activity personnel utilizing AST Inspection Record found in STAR or the equivalent. Inspections must be recorded in STAR. Examples of inspection forms are found in Attachment A.
- a. Inspections
    - 1. The Monthly AST Inspection shall include the following:
      - a. A record shall be initialed and dated by the AST facility operator or person conducting the inspection.
      - b. The Record shall become part of the AST facility record, maintained on-site, and available for review.
      - c. Containment dike or berm is in satisfactory condition.

- d. The containment area is free of excess standing water or oil.
- e. The gate valve used for emptying containment area is secured.
- f. Containment area/base of the tank is free of high grass, weeds, and debris.
- g. Tank shell surface, including any peeling areas, welds, rivets/bolts, seams, and foundation, visually inspected for areas of rust and other deterioration.
- h. Ground surface around tanks and containment structures and transfer areas checked for signs of leakage.
- i. Leak detection equipment is in satisfactory condition.
- j. The separator or drainage tank is in satisfactory condition.
- k. Tank water bottom draw offs not in use are secured.
- l. Tank fill valves not in use are secured.
- m. Valves inspected for signs of leakage or deterioration.
- n. Inlet and outlet piping, and flanges inspected for leakage.
- o. All tank gauges have been inspected and are operational.
- p. All Inspections are conducted during Normal Duty Hours.
- q. If Operator is not available, an alternate operator/inspector must be available to conduct the inspection.

#### B. AST Discrepancies

- (1) Any discrepancies noted during a daily, weekly, or monthly inspection will be indicated on the inspection form found in STAR.
- (2) AST repair requests shall be submitted to the Civil Engineering office within two (2) workdays of inspection unless AST is owned by the unit.

#### C. Secondary Containment Maintenance



- (1) All repairs to secondary containment must be reported to the Service Order Desk (757-878-4357).

D. Standard Operating Procedures

- (1) Ensure no spills, releases, or discharges during fill and shutdown operations.
  - (a) In the event of a spill, release, or discharge, contact JBLE - Eustis Fire Department (emergency: 911/nonemergency 757-878-1008).
  - (b) Provide a spill response kit.

E. Inventory Control

- (1) Institute Inventory Control Measures.
  - (a) A variance of 1% of the total capacity shall be considered significant.
- (2) Exemptions:
  - (a) AST totally off the ground with all associated piping off the ground.
  - (b) AST with a capacity of 5,000 gallons or less located within a building or structure designed to contain a discharge of oil fully.
- (3) A list of ASTs on Fort Eustis which require Inventory Control is as follows:

	<b>Building</b>	<b>Size (gallons)</b>	<b>Regulated AST</b>	<b>Contents</b>	<b>Description</b>
1	2451-AST-1	30,000	yes	JP8	Felker Tank Farm
2	2451-AST-2	30,000	yes	JP8	Felker Tank Farm
3	2452-AST-1	20,000	yes	JP8	Felker Tank farm
4	2452-AST-2	20,000	yes	JP8	Felfer Tank Farm
5	2710-AST-1	6,000	yes	Gasoline	MVRP
6	2710-AST-2	12,000	yes	Diesel	MVRP
7	2710-AST-3	12,000	yes	JP8	MVRP

F. Records

- (1) Maintain all records related to:
  - (a) All required measurements and inventory.
  - (b) The required tank/pipe testing.

- (c) On any spill events and other petroleum discharges.
  - (d) Contingency plans.
  - (e) Individual training.
  - (f) Tank closure.
- (2) Records must be maintained on-site for a minimum of five (5) years.
  - (3) Records must be made available for review upon request.

G. Training.

- (1) Annual UEC training.
  - (a) Documented.
  - (b) Training documents maintained by Environmental Element.
- (2) Daily and Weekly Inspection Forms requirements review.
- (3) Recognition of potential leak.
- (4) Spill response procedures.
- (5) Recognition and evaluation of AST condition.

H. Used Oil - Used oil generated at the various maintenance facilities are handled as recyclable materials:

- (1) All Used Oil containers and tanks MUST be clearly labeled with "Used Oil" Labels.
- (2) Containers and tanks must be secured to ensure no unauthorized dumping of other wastes.
- (3) May not be stored in TSSs or SASs. It may be stored in the NHS.
- (4) Turn-ins will be coordinated with the Hazard Waste Accumulation Facility, Bldg. 1207 Taylor Ave or at 757-878-3915.

**SECTION: 4.4.6.14.3**

**SUBJECT: Underground Storage Tanks (UST) Management**

**PURPOSE:** This section outlines and ensures compliance with the regulatory requirements for daily, weekly, and monthly inspections for USTs.

**ROLES AND RESPONSIBILITIES:**

A. Operator:

- (1) Responsible for compliance with regulations.
- (2) Conduct inspections.
- (3) Notify Environmental Division of discrepancies.
- (4) Maintain sumps and spill/overflow buckets.
- (5) Establish Standard Operating Procedures.
- (6) Establish Inventory Control.
- (7) Maintain all records on USTs.

B. The CES/CEIE will:

- (1) Provide installation required training of Operators.
- (2) Maintain a current list of USTs in the Environmental Element Office.

**PROCEDURES:**

A. Compliance

- (1) Ensure compliance with Federal, State, Local and Air Force regulations.

B. Inspections

- (1) All USTs with a capacity of more than 110 gallons require both a daily and weekly provided by the base or equivalent. Monthly inspections are required to be conducted, recorded, and maintained by activity personnel utilizing AST Inspection Record found in STAR or the equivalent. Inspections must be recorded in STAR. Examples of inspection forms are found in Attachment A
- (2) A monthly inspection shall include the following:
  - (a) A complete walkthrough of the facility property in the area where the UST is staged to ensure that no hazardous conditions exist.

- (b) Perform an inspection of the ground surface for signs of leakage, spillage, or stained or discolored soils.
- (c) Conduct a check of the spill containment manhole (catchment basin) for excessive accumulation of water.
- (d) A visual inspection of the fill pipe and surrounding areas to look for signs of leakage or damage.
- (e) Evaluate the condition of the UST and appurtenances.
- (f) Ensure the Automatic Tank Gauging System (ATGS) for the tank and piping is operating correctly.
- (g) Ensure spill Buckets are clean and empty.
- (h) The overfill alarm is operating correctly.
- (i) Fill and monitoring port covers and caps are tightly sealed and locked.
- (j) Ground surface around fill ports checked for signs of leakage.
- (k) Spill and overfill response supplies are available, adequate, with no visible indication of deterioration or improper functioning.
- (l) Check dispenser hoses, nozzles, and breakaways for loose fittings, deterioration, apparent signs of leakage, and damage.
- (m) Inspect dispenser and dispenser sump piping, fittings, and couplings are inspected for signs of leakage or deterioration.
- (n) Piping sumps are inspected for signs of leakage or deterioration.
- (o) Inspect all tank gauges to ensure they are operational.

#### C. UST Discrepancy Report

- (1) Any discrepancies noted during a daily, weekly, or monthly inspection will be indicated on the inspection form found in STAR or applicable form.
- (2) UST Discrepancy Report shall be submitted to the Environmental Element office within two (2) workdays of inspection.
- (3) Maintain sumps and spill/overfill buckets.
  - (a) Remove any water or fuel, and

(b) Remove any debris.

(4) Standard Operating Procedures

(a) Ensure no spills, releases, or discharges during fill and shutdown operations.

- i. In the event of a spill, release, or discharge, contact JBLE-Eustis Fire Department (emergency: 911/nonemergency 757-878-1008).
- ii. Provide a spill response kit.

(5) Records

(a) Maintain all records related to:

- i. All required measurements and inventory,
- ii. Required tank/pipe testing,
- iii. Spill events and other petroleum discharges,
- iv. Contingency plans,
- v. Individual training, and
- vi. Tank closure.

(b) Records must be maintained on-site for a minimum of five (5) years.

(c) Records must be made available for review upon request.

(6) Training.

(a) All operators of regulated UST's must obtain Virginia certified training as either a Class "A," "B," or "C" operator. Training must be completed before assuming duties as a class "C" operator or within 60 days of assuming responsibilities as a class "A" or "B" operator. Upon completion, certificates must be provided to the CES-CEIE UST program manager.

(b) Annual AEM training.

- i. Documented.
- ii. Training documents maintained by the Environmental Element.

- (c) Inspection Form requirements review.
- (d) Recognition of potential leak.
- (e) Spill response procedures.
- (f) Recognition and evaluation of UST condition.

**ATTACHMENT A**

**ATTACHMENT B**



**ATTACHMENT C**

***CONTRACTING  
JBLE-EUSTIS ENVIRONMENTAL SPECIAL  
CONDITIONS AND AFFIRMATIVE PROCUREMENT***

**ENVIRONMENTAL MANAGEMENT PROCEDURE  
(EMP) 4.4.6.16**

# **JBLE-EUSTIS**



*25 June 2020*

*(Revised 13 January 2025)*

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## **FOREWORD**

As stated in all Joint Base Langley-Eustis, Fort Eustis, Virginia (JBLE-Eustis) scopes of work/performance work statements and contracts, Contractors shall comply with the most current version of this Environmental Special Conditions Environmental Management Procedure (EMP) in the bidding and execution of contracts for work at JBLE-Eustis. This document was established by the 733d Civil Engineer Squadron – Environmental Element (CES/CEIE) to guide those engaging in construction projects and maintenance work within the boundaries of the installation. Federal lands are protected by many statutes, some of which are more restrictive and have protection requirement above and beyond those of the Commonwealth of Virginia. The Environmental Special Conditions is also available on the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Environmental/>.

The Environmental Special Conditions EMP is meant to identify requirements, in some cases which are unique to JBLE-Eustis, to be met in the performance of work and ensure full compliance with pertinent provisions of Federal, State (Virginia), and local regulations and procedures. The Environmental Special Conditions EMP is not intended to be fully inclusive of all regulations. It is the Contractor's responsibility to comply with all Federal, State, and local laws, regulations, or guidance. The Contractor shall also execute Environmental Best Management Practices (BMPs) where applicable. Any fines and penalties that result from actions by the Contractor, its subcontractors, employees, other representatives or agents of the Contractor are the responsibility of the Contractor to pay. These fines/penalties will not be passed on to JBLE-Eustis.

Additionally, the Contractor, or its designated representative, shall act as an Environmental Officer on all work performed under an awarded contract. The Government's Contracting Officer (KO), or designated representative, shall notify the contractor of any non-compliance with environmental requirements and any corrective action to be taken. Such notice, when delivered to the Contractor, or its representative on the work site or place of performance, shall be deemed sufficient for this purpose.

Anyone performing work at JBLE-Eustis is required to coordinate with the Government's point of contact (POC) for a given project, usually the Project Manager (PM) or Contracting Officer's Representative (COR), to ensure timely submittal of a complete and accurate AF 332 (Work Request) or other project documentation to the CES Operations Flight so that it may be properly tracked and routed through CES's project review management system.

## **OBJECTIVE**

It is the duty of JBLE-Eustis CES/CEIE environmental specialists to ensure that all projects that take place on JBLE-Eustis property meet Federal, State, Local, and Air Force requirements. This document contains fundamental provisions that pertain to common construction, renovation, repair and demolition activities which regularly occur at JBLE-Eustis. Special projects may have additional requirements not mentioned in this EMP and as such, will require a more detailed review by CES/CEIE in order to ensure that all aspects of the environment are protected.

It is the Contractor's responsibility to ensure that all requirements of this EMP are adequately



addressed and that all requested submittals are received and approved by CES/CEIE. There are a number of submittals that are required to be delivered through the Contracting Office to CES/CEIE. Failure to adhere to these requirements will delay final payment to the Contractor, and possibly require the contractor to uninstall out of spec equipment or redesign and correct any components of the project that do not pass final inspections.

A reference to this EMP must be included in all Performance Work Statements, Scope of Works, and Contract Proposals for work at JBLE-Eustis. A project submittal will not be approved by CES without including such reference.

This document is reviewed and updated annually to reflect changes in regulations and policies. Achieving compliance with laws and regulations is a team effort at JBLE-Eustis and close integrated collaboration between Contractors and environmental staff is key to protecting the environment in which our families work, live, and play. In accordance with the National Environmental Policy Act (NEPA), this program area is imperative to “encourage productive and enjoyable harmony between man and his environment; to promote efforts which will prevent or eliminate damage to the environment and biosphere, and stimulate the health and welfare of man; to enrich the understanding of the ecological systems and natural resources important to the Nation.”

NEPA is the underlying national charter for protecting the environment. It was enacted on January 1, 1970 and is referred to as the “Environmental Magna Carta.” Each Federal agency has its own implementing procedures which adapt the regulations to address agency specific missions and decision-making authority. The NEPA process begins when an agency proposes to take an action (this can include proposals to adopt rules and regulations, formal plans that direct future actions, programs, and specific projects). Once a proposal is conceptualized and any reasonable alternatives have been developed, the agency must determine if the action has the potential to affect the quality of the human environment. This process results in one of three levels of NEPA analysis. Agencies may develop a:

- Record of Environmental Consideration (REC) = application of a Categorical Exclusion (CX);
- Finding of No Significant Impact (FONSI) = preparation of an Environmental Assessment (EA); or
- Record of Decision (ROD) = preparation of an Environmental Impact Statement (EIS).

The majority of JBLE-Eustis actions do not require an EA or EIS and can be documented with a Categorical Exclusion (CX), which are listed in 32 Code of Federal Regulations (CFR) Appendix B to Part 989 (Air Force Environmental Impact Analysis Process) as well as any other federal agency’s CX as allowed by 40 CFR 1506.3(d). However, it is important to note that CX’s are sometimes not applicable because NEPA does not replace or supersede the requirements of certain other laws or regulations, such as the National Historic Preservation Act. In addition, some CX’s require completion of an AF813, Request for Environmental Impact Analysis.

Ultimately, the level of NEPA analysis and documentation for each project is determined by the CES/CEIE Chief or designated representative, who utilizes processes outlined in NEPA to

ensure that all requirements are being addressed. Part of this process includes using information from subject matter experts to determine the environmental effects of every project proposed to occur on JBLE-Eustis property.

Any modifications to JBLE-Eustis property or its environment must be executed in a manner that prevents pollution, protects the environment, conserves natural resources, and avoids historic properties. All procedures must follow the requirements specified in this this EMP and be in joint effort with the CES.

**1. ENVIRONMENTAL POLICY / MANAGEMENT:**

Joint Base Langley-Eustis, Fort Eustis (JBLE-Eustis) is dedicated to the conservation, protection, and enhancement of the environment. This is accomplished by planning and implementing JBLE-Eustis environmental programs to: attain and maintain environmental compliance; to prevent pollution; to continually improve environmental stewardship; and to achieve a sustainable facility by providing coordination between JBLE-Eustis, the regulatory agencies, and activities (facility or process owners, contractors, and tenants). All services and work provided by contractors will be performed in such a manner to adhere to this policy. The JBLE-Eustis Environmental Policy Statement is available on the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>.

**2. ENVIRONMENTAL REQUIREMENTS:**

As stated in all JBLE-Eustis scopes of work/performance work statements and contracts, Contractors shall comply with the most current version of this Environmental Special Conditions, Environmental Management Procedures (EMP) 4.4.6.16. The contractor shall comply with all local, state, and federal laws, ordinances and regulations and JBLE-Eustis policies and procedures, to include but not limited to Air Force Instruction (AFI) 32-7001, Environmental Management, Air Force Manual (AFMAN) 32-7002, Environmental Compliance and Pollution Prevention, and AFMAN 32-7003, Environmental Conservation and JBLE-Eustis EMPs. The Contractor shall comply with the most stringent environmental requirements between differing regulations. The contractor shall immediately submit in writing to the Contracting Officer (CO) for determination of any conflict between requirements and the regulations. The contractor may be required to indemnify the AF for any enforcement actions which result from violations caused by the contractor.

Contractors may access this and other EMPs electronically via the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>.

**3. CONTRACTOR ENVIRONMENTAL DELIVERABLES:**

The following contract deliverables are due to the JBLE-Eustis project manager and contracting representative who will in turn provide them to the 733 CES/CEIE.

Before Contract Start (60 - 90 days) (if applicable):

Draft Joint Permit Application (JPA), including JBLE-Eustis Frac-Out plan, location map, and construction diagrams. Document must be signed by contractor, agent, and 733 CES Director and then sent to VMRC.

Completed USFWS Section 7 Endangered Species Act and NOAA Threatened and Endangered Marine Species and Essential Fish Habitat Consultation records of determination, determination letters, Biological Assessments or Opinions (as necessary) and MFR documenting effect determinations.

Submit required technical data sheet(s) for each emergency generator and/or fire pump installed to 733 CES/CEIE sixty days prior to installation. Contractor shall provide to the 733 CES/CEIE a copy of the manufacturer's certification of compliance with applicable New Source Performance Standards for stationary diesel engines.

As applicable for construction projects involving historic facilities, contractor shall submit

package with building elevations showing that the proposed building modifications are consistent with Secretary of the Interior's Standards for the Treatment of Historic Properties, as well as photographs of the existing condition to support base consultation with the State Historic Preservation Office that the project will have "no adverse effect" on any historic property.

Before Contract Start (30-60 days) (if applicable):

- Soil Management Plan (SMP)
- Before Contract Start (30 days) if applicable to the project Asbestos Abatement Plan
- Lead-Based Paint Abatement Plan Hazardous Material Usage Request Forms Green Procurement Planning Use Forms
- Environmental Management System (EMS) training certifications DEQ Construction General Permit Registration Statement
- Approved JPA and applicable wetland permits from all regulatory agencies.
- DEQ Construction General Permit Coverage Letter - Virginia
- General Permit for Discharge of Stormwater from Construction Activities
- Stormwater Pollution Prevention Plan (SWPPP) (SWPPP includes three plans below)  
Erosion and Sediment Control Plan (ESC Plan)
- Pollution Prevention Plan (P2 Plan)
- Stormwater Management Plan (SWM Plan) include Runoff Reduction Calculation
- Soil Sampling Plan
- Clean Soil Certifications
- Landscaping Plan including map, species, and planting methods
- Storage Tank Registration Notification
- Access to STAR Tank Database
- Notify 733 CES/CEIE 30 days prior to a storage tank being put into service to meet regulatory documentation requirements.
- Oil Spill Contingency Plan or similar.
- EPA Certificate(s) of Conformity for generator(s) to be installed (including portable units to be used during construction activities)
- Pesticide Management training and certifications
  - Current Virginia Department of Agriculture and Consumer Services (VDACS) Pesticide Applicator Certificate, Virginia Pesticide Business License and proof of liability insurance.
  - Labels and safety data sheets and Pesticide Approval Request forms.

During Contract:

- Monthly Hazardous Materials Usage Report Quarterly Refuse/Recycling Reports Generator permit information
- Hazardous Waste/Lead/Asbestos Manifests (to be signed by 733 CES/CEIE Staff)
- Pesticide application information required in Section 1.18 of this document
- Submit Monthly POL Inspections into STAR Database or to CEIE via contracting officer every month.

End of Contract before contract close:

- DEQ Construction General Permit Notice of Termination Letter Green Procurement

- Exemption Form (if applicable)
- Green Procurement Final Usage Report
- All return Asbestos Manifests (signed by receiving landfill)
- BMP as-builts

## **1.1. SOLID WASTE DISPOSAL:**

### **1.1.1. COMPLIANCE WITH REGULATIONS:**

All waste materials generated by any work under this contract performed on a Federal Government installation shall be handled, transported, stored, recycled, and disposed of by the Contractor and by their subcontractors at any time in accordance with these specifications, all applicable federal, State, or local laws, ordinances, regulations, court orders, or other types of rules or rulings having the same effect of law. These include but are not limited to the Resource Conservation and Recovery Act (RCRA) (40 CFR 260-270); The Toxic Substances Control Act, as amended (15 USC Sec 2601, ET SEQ); the Solid Waste Disposal Act, as amended (42 USC 6901 ET SEQ); and the Virginia Solid Waste Management Regulations (9VAC20-81).

The Contractor shall collect all solid wastes generated during the performance of the contract in a container provided by the Contractor and located in an area designated by the Contracting Officer and approved by CES. The Contractor shall provide appropriate containers for the collection and segregation of solid wastes, recyclables and construction and demolition (C&D) debris generated directly and indirectly by work under this Contract. The Contractor is prohibited from using base dumpsters or other Federal Government owned/leased waste receptacles for the disposal of any solid wastes. All solid wastes shall be reclaimed, recycled or disposed of prior to completion of work on JBLE-Eustis.

As proof of proper disposition of solid wastes, the Contractor shall provide legible weight receipts for solid waste disposed and materials recycled bearing the name, address, and phone number of the receiving facilities for every load of materials delivered. The weight ticket shall detail the type of material, weight of the material in pounds or tons, the date of the transaction, and a signature from a representative of the receiving facility. Receipts shall be submitted to the Contracting Officer and Project Manager within ten (10) calendar days after the transaction.

Under no circumstances will any solid waste or hazardous materials be left at JBLE-Eustis at the end of the project. Before the project is turned over to the Federal Government, the Contractor will remove all solid wastes and hazardous materials from the installation. Those items include but are not limited to dirt piles, concrete piles, asphalt piles and rubbish piles. No materials will be left for the future use of the Federal Government UNLESS instructed to do so in writing by the Federal Government. This is to include the before mentioned items and regular or touch-up paint, plaster, solvents, etc. If it is determined that the Contractor left materials behind, services may be terminated and/or a penalty payment to include the cost of disposal of the material by the Federal Government may be withheld from the project payment.

**NOTE:** Hazardous materials are different from hazardous wastes so be careful not to confuse the two. Hazardous Wastes will not be removed from the installation without the 733 CES/CEIE Hazardous Waste Managers signing the Hazardous Waste Manifest. The JBLE-Eustis Hazardous Waste Managers can be contacted at 757-878-3915, 757-878-5662, or 757-878-7368 if needed.

### **1.2.2. REFUSE CONTAINERS:**

All refuse containers shall be free from graffiti, and be equipped with a securable waterproof

tarpaulin or cover (NOTE: THE WATERPROOF COVER SHALL BE IN PLACE AT ALL TIMES, EXCEPT WHEN WASTE IS BEING DEPOSITED OR REMOVED). Location of all refuse containers shall be annotated on the Worksite Layout Plan.

**1.2.3. CONSTRUCTION/DEMOLITION DEBRIS DIVERSION:**

As good stewards of the environment, the Federal Government is committed to diverting its waste away from landfills to the greatest extent possible. This can be done through recycling, reusing (when directed by the Federal Government), and donating construction and demolition debris materials. The Contractor shall recycle all construction/demolition debris to the maximum extent possible. The Contractor shall make every effort to recycle materials such as but not limited to concrete (including concrete with rebar), brick, asphalt, all metals, wood, roofing materials, wallboard, ceiling tiles, etc. The Contractor will collect and take the follow plastics to the Solid Waste and Recycle Center: pallet wrap/film; shrink or bubble wrap, and any form of plastic bags. With prior coordination through the Contracting Officer, 733 CES/CEIE, and 733 CES/Operations Flight (CEO), the Contractor may take scrap metals to the JBLE-Eustis scrap metal yard, located at the Solid Waste and Recycling Center, 1207 Taylor Road, for recycling. The following are some suggested local sites for recycling construction and demolition debris:

<b>Local Sources of Recycling</b>				
<b>Company</b>	<b>Address</b>	<b>City</b>	<b>Phone</b>	<b>Acceptable Items</b>
Tidewater Fiber	5602 Chestnut Ave	Newport News	247-5766	paper, cardboard, plastics (1 & 2), aluminum, glass, tin cans
Old Dominion Recycling	1618 W. Pembroke Ave.	Hampton	723-2942	Aluminum, copper, steel, iron, metals, paper, tires
S.B. Cox, Inc.	217 Cox Drive	Yorktown	969-1409	All C & D, i.e. concrete, concrete w/rebar, wood, brick, block, steel, all metals, sheet-rock, asphalt, cardboard, paper, plastics (1 & 2)
Butler Paper	324 Newport St	Suffolk	539-2351	Industrial & Commercial Paper Recycling
Gutterman Iron & Metal	706 May Ave.	Norfolk	627-1095	Scrap Brass, Copper & Aluminum
Sims Metal	2116 George Washington Memorial Hwy	Tabb	599-4940	Steel, aluminum, brass, copper, stainless steel, radiators
Waterway Materials Corp	1401 Precon Drive	Chesapeake	545-0004	Concrete, concrete w/rebar, brick, block, asphalt
CrushCon Aggregates	100 North Park Lane	Hampton	723-1131	Concrete, concrete w/rebar

#### **1.2.4. RECYCLING AND DISPOSAL REPORTING:**

The Contractor shall report monthly the tonnage of the items recycled and the amounts disposed of by landfill and amounts disposed of by regular or waste-to-energy incineration to the Project Manager, the CO, and 733 CES/CEIE by the 10<sup>th</sup> day of the following month during the period of performance. The report shall list the title of the project, the project number, the Contractor's company name and point-of-contact, phone number, the type items (i.e. concrete, concrete with rebar, asphalt, brick, scrap metals, wood, wallboard, etc.) and the tonnage of the items recycled. For all items that could not be recycled, the Contractor shall provide a brief reason within the report as to why the items could not be recycled in addition to the tonnage.

For items disposed of, one total tonnage can be given for items landfilled and one total tonnage for items incinerated (specify waste incinerator or waste-to-energy incinerator) instead of reporting disposal figures for the various items. For items that cannot be accurately measured, estimates will be sufficient. Use the form at Attachment 1 (Construction/Demolition Waste Generation and Recycling Report) to report this information to the Contracting Officer, Project Manager, and to 733 CES/CEIE.

To send it to 733 CES/CEIE, email it to:

[733MSG.733CES.CEIEAdmin@us.af.mil](mailto:733MSG.733CES.CEIEAdmin@us.af.mil)

or mail it to:

733 CES/CEIE

Attn: Solid Waste & Recycling Program Mgr.

1407 Washington Boulevard Fort Eustis, VA 23604

#### **1.2.5. CONTAIN LOOSE DEBRIS:**

Loose debris on trucks leaving the site shall be loaded in a manner that shall prevent dropping/releasing of materials on streets and conform to local ordinances/laws. Fasten a suitable waterproof cover, such as a tarpaulin, over the load before entering surrounding streets.

#### **1.2.6. TRIP TICKETS:**

Contractor shall submit all trip tickets from the landfill facility, incinerators, and recycling companies to show all debris is being landfilled, incinerated or recycled in accordance with all Federal requirements and in an approved location. These trip tickets will be submitted to the Contracting Officer who will in turn give them to the Project Manager.

### **2.1. SOIL AND PETROLEUM CONTAMINATED WASTE:**

#### **2.1.1. CONTAMINATED ABSORBENTS:**

All petroleum spills/releases must be cleaned up using absorbent materials. Spills caused by the Contractor will be the Contractor's responsibility to containerize and dispose of the contaminated absorbent material. Spills caused by the Federal Government will be the responsibility of the Federal Government and shall contact the base Hazardous Waste Accumulation Facility (HWAFF) 757-878-3915 to arrange for pick-up. CEIE is required to be notified of any spill at 757-644-7411 immediately of a spill.

#### **2.1.2. SOIL:**

**ALL** soil must be tested to determine if it contains any contaminants prior to relocating it on base **or** disposing of it off-base. Testing and disposal of soil shall follow Virginia Solid Waste

Management Regulations 9VAC20-81-660 (soil contaminated with petroleum products), <https://law.lis.virginia.gov/admincode/title9/agency20/chapter81/section660/>. Testing shall include items specified in the solid waste regulations to include but not limited to: RCRA hazardous waste characteristics (i.e., corrosivity, ignitability, reactivity, and toxicity); total metals; volatile organic compounds; semi-volatile compounds; total petroleum hydrocarbons (TPH), pesticides/herbicides; polychlorinated bi-phenyls (PCBs); presence of liquids (paint filter); Benzene, Toluene, Ethyl Benzene, and Xylene (BTEX); Toxicity Characteristic Leaching Procedure (TCLP); total organic halides (TOX); perfluorooctane sulfonate (PFOS); and perfluorinated alkylated substances (PFAS). If test results determine “other than clean”, the material will have to be transported to an appropriate landfill or processing center based on the contaminants identified. Contaminated soils, in sludge or slurry form, shall be containerized and managed as either hazardous waste or non-regulated waste, depending on contaminant identity and concentration spilled. It shall be the responsibility of the Contractor to dispose of such containerized contaminated soil. CEIE must review the sample results and must sign all hazardous/nonhazardous waste manifests prior to disposal. Contact 733 CES/CEIE Hazardous Waste Program Manager, 757-878-5662 for additional information.

One composite sample (combined number of samples collected into a single sample) is required for every 250 cubic yards of soil to be disposed.

**NOTE: UNDER NO CIRCUMSTANCES** shall soil, clean or contaminated, from JBLE-Eustis be delivered to or donated to off-base sources for use. Clean or contaminated soil shall be taken to an appropriate landfill or processing center based on the contaminants identified by analysis.

### **2.1.3. SOIL BROUGHT ONTO BASE FROM OFF-BASE SOURCES:**

**ALL** soil brought onto the installation for use will meet the terms of “Environmentally clean” soil. See guidelines established in section 11.1 of this document.

## **3.1. UNIVERSAL WASTE:**

### **3.1.1. FLUORESCENT LAMPS:**

The Contractor shall use environmentally-friendly green tip (i.e., low mercury) fluorescent lamps during lamp replacement. All fluorescent lamps shall be managed as Universal Waste. Contractor shall manage all Universal Waste Lamps in accordance with federal, state, and Air Force laws, regulations, directives, and plans. Contractor can contact the HWAF, 878-3915 to arrange for pick-up, except in cases where lamp replacement is part of the contract. If part of the contract lamps will be properly disposed of by the Contractor, the waste manifest will be signed by 733 CES/CEIE Hazardous Waste Program Managers.

**NOTE: UNDER NO CIRCUMSTANCES** shall lamps be crushed on JBLE-Eustis.

## **4.1. HAZARDOUS WASTE (HW):**

**4.1.1.** JBLE-Eustis is a Large Quantity Generator (LQG) of Hazardous Waste (HW), and all HWs must be properly removed from the installation with 90 days of the Accumulation Start Date and 365 days for Universal Wastes (UWs). All HWs, UWs, and Non Hazardous Waste will be managed IAW JBLE-Eustis Hazardous Waste Management Plan (HWMP). **The JBLE-Eustis waste generation number is EPA ID# VA8213720321.**



**4.1.2. The Hazardous Waste Accumulation Facility (HWAf):**

HWAf is located at Building 1208, and the office is in Building 1207. The HWAf hours of operations are Monday – Friday, 0800 – 1500 hrs. Hours of operation are subject to change without notice due to mission requirements. Scheduling of appointments must be made through the HWAf, 757-878-3915.

**4.1.3. CONTRACTOR RESPONSIBILITY:**

Contractor is responsible for all costs associated with waste management including, but not limited to, identification, classification, accumulation, transportation, disposal, cleanup of spills, etc. The Contractor shall indemnify the Government for all fees, fines or penalties attributable to any regulatory violation committed by the Contractor for failing to properly manage waste IAW all applicable local, state, and Federal regulatory requirements including, but not limited, to those regulations implementing 40 CFR Part(s) 260 through 270. The Contractor is responsible for being aware of those applicable state or local waste management requirements that are more stringent than the noted Federal regulatory requirements. 733 CES/CEIE will approve all laboratories, transporters, and disposal facilities prior to wastes being managed on-site, shipped, and disposed. A project specific sampling plan will be prepared and completed IAW SW846. The contractor shall submit the Sample Plan for the 733 CES/CEIE review and approval.

**4.1.4. SITE MANAGEMENT:**

All waste containers (HW, non-regulated, used oil, etc.) must be closed when not in use. Waste containers shall be stored undercover as to protect from the elements. All liquid waste shall be in secondary containers. Each waste container is to be properly labeled. Do not store waste containers near storm drains. Upon completion of this project, the Contractor shall remove all waste containers from the installation (for associated manifest requirements see paragraph 4.1.6.)

**4.1.5. WASTE CHARACTERIZATION SAMPLES FOR FLOOR RENOVATION:**

Waste characterization samples must be collected to determine if it meets the RCRA definition of a hazardous waste. It is the responsibility of the contractor to collect the sample and provide analysis to 733 CES/CEIE. Waste debris from floor stripping or floor blasting performed on JBLE - Eustis must be sampled for TCLP Metals for solid debris and must add corrosivity test for liquid stripping. Additionally, it is the contractor's responsibility to dispose of the waste generated on this project. See manifest requirement in 4.1.6.

**4.1.6. MANIFESTS:**

733 CES/CEIE shall review all lab analyses and/or Safety Data Sheets (SDSs) of wastes prior to signing manifests. All hazardous waste manifests must be signed by appointed 733 CES/CEIE personnel prior to removal of such waste from the base. The generators initial copy must be provided after the approved person signs the manifest. The destination to generator copy of the manifest must be returned to: Joint Base Langley Eustis, 733 CES/CEIE, 1407 Washington Blvd., Fort Eustis, VA 23604-5306.

**4.1.7. FUEL, SEWAGE AND OTHER SPILLS:**

CALL 911 – FIRE AND EMERGENCY SERVICES IMMEDIATELY in the event of all spills. In the event of a fuel, sewage, and/or other toxic spillage during the performance of this contract, the Contractor shall be responsible for its containment, clean up, and related disposal costs. The Contractor shall have sufficient spill response supplies readily available on site to contain any spillage. In the event of any Contractor-related release, even if Fire and Emergency Services are

not needed, the Contractor shall immediately notify the Contracting Officer and 733 CES/CEIE (757-644-7411) and take appropriate actions to correct its cause to prevent future occurrences. If the federal, State, or local authorities assess any monetary fine, penalty, or assessment related to the release of any substance by the Contractor, his/her employees, or agents during the performance of this contract, the Contractor shall be solely liable for its payment, authorizes the United States Air Force (USAF) to withhold such from payment and otherwise indemnify and hold the USAF harmless.

## **5.1. ASBESTOS OR LEAD BASED PAINT**

### **5.1.1. ASBESTOS PRESENCE:**

**Coordinate with 733 CES/CEO and 733 CES/CEIE to determine if any known presence of Asbestos.** Tests or records have indicated that asbestos is not present in the areas affected by this work //or// Tests or records have indicated the presence of asbestos in the areas affected by this work.] If asbestos not previously known to exist is exposed, the Contractor shall cease work in the affected area and notify the Contracting Officer.

### **5.1.2. ABATEMENT PLAN:**

*[Include if project requires asbestos removal]* Abatement plans are to include but not limited to the description of how abatement is to be accomplished, required notifications, required licensing, employee safety requirements, and air sampling. The Abatement Plan shall be submitted to 733 CES/CEO to coordinate with 733 CES/CEIE for review.

### **5.1.3. ASBESTOS ABATEMENT OR REMOVAL NOTIFICATION:**

*[Include if project requires asbestos removal]* Contractor is responsible for disposal of asbestos debris. Contractor is subject to OSHA, EPA, and Commonwealth of Virginia compliance and inspection for asbestos removal. Contractor must perform asbestos abatement in accordance with these specifications and EPA National Emissions Standards for Hazardous Air Pollutants (NESHAPs) for asbestos and any subsequent updates thereto. This includes State and EPA Region 3 notifications that shall be accomplished at least 20 days prior to starting any asbestos abatement or removal. A copy of the notification shall be submitted to the Contracting Officer and to 733 CES/CEO.

### **5.1.4. ASBESTOS MANIFESTS:**

*[Include if project requires asbestos removal]* All asbestos waste manifests shall be signed by 733 CES/CEIE prior to removal of asbestos waste from the base. A copy of the completed manifest (signed by the receiving landfill) shall be submitted to 733 CES/CEIE.

## **5.2. LEAD BASED PAINT PRESENCE:**

[Tests have indicated that lead based paint is not present in the areas affected by this work //or// Tests have indicated the presence of lead based paint in the areas affected by this work.] If lead based paint not previously known to exist is exposed, the Contractor shall cease work in the affected area and notify the Contracting Officer.

### **5.2.1. ABATEMENT PLAN:**

*[Include if project requires lead based paint removal]* Abatement plans are to include but not limited to the description of how abatement is to be accomplished, required licensing, employee safety requirements, and air sampling. The Abatement Plan shall be submitted to 733 CES/CEIE

for review.

### **5.2.2. LEAD BASED PAINT DISPOSAL:**

Disposal of lead debris containers is the responsibility of the Contractor. Lead contaminated debris must be sampled to determine the concentration level of lead. The analysis will determine waste management procedures. 733 CES/CEIE will inform the Contractor on management procedures. If wastes are determined to be hazardous by regulatory criteria, the containers cannot leave the installation until a completed manifest is re-viewed and signed by 733 CES/CEIE. The Contractor must contact JBLE-Eustis' Hazardous Waste Accumulation Facility at (757) 878-3915 to make arrangements to store full drums of lead contaminated waste at the <90 day site located at 1207 Taylor Avenue. The drums must be in good condition, labeled properly and closed. The Contractor has less than 90 days of storage on base before the containers must leave the installation.

## **6.1. AIR QUALITY**

### **6.1.1. VOLATILE ORGANIC COMPOUNDS (VOCs):**

All coatings and solvents used in the performance of this contract shall meet the required performance specifications and shall not exceed the volatile organic compound limits of the Air Pollution Control District(s) where they are used. Coatings and solvents shall be registered with the base HAZMART as described in Section 1.7.

### **6.1.2. DUST:**

*[If the project is likely to create dust emissions, the following requirement applies]* Mitigation of fugitive dust emissions shall be accomplished in accordance with 9 VAC5-40-90, Standard for Fugitive Dust/Emissions.

### **6.1.3. FOSSIL FUEL-FIRED BOILERS / WATER HEATERS / HVACS:**

*[Include if a boiler/water heater / HVAC is installed as part of this project]:* To assist JBLE–Eustis in meeting permit requirements, the Contractor shall submit necessary information for each fossil fuel-fired boiler / water heater / HVAC to 733 CES/CEIE no less than 60 days prior to the anticipated boiler / water heater / HVAC installation date. Necessary information includes but may not be limited to the following (for each boiler, water heater, and/or HVAC) (See 9 VAC-80-1105 and AFMAN 32-7002 4.4.6.):

- Technical specification sheet (e.g., unit manufacturer, model no., maximum heat input, fuel type(s), burner data (mm Btu/hour), etc.)
- Describe the intended purpose of the boiler / water heater / HVAC (i.e., industrial activity, commercial, institutional)
- If installing an oil-fired boiler, contractor shall comply with Subpart JJJJJ (6J) requirements for initial turn-up and provide the initial notification form to the 733 CES/CEIE Air Program Manager.

### **6.1.4. GENERATORS:**

*[Include if an emergency generator is installed as part of this project]* To assist JBLE–Eustis in meeting permit requirements, the Contractor shall submit necessary information for each generator to 733 CES/CEIE no less than 60 days prior to the anticipated generator installation

date. Necessary information includes but may not be limited to the following (for each generator) (See 9 VAC-80-1105-B2 and AFMAN 32-7002 4.4.6.):

- Technical specification sheet (e.g., manufacturer make, model no., maximum engine power rating, fuel type, fuel consumption rates, specifies conformance with EPA emission standards, etc.)
- Describe the intended purpose of the generator (i.e., stationary emergency, stationary non-emergency, portable/temporary (Note: if designated as portable/temporary; Contractor shall provide estimate for the total duration the generator is to remain on base)
- EPA Certificate of Conformity

If installing a generator set with an incorporated fuel tank (i.e., “belly tank”), the contractor shall comply with the conditions under paragraph 1.5, Storage Tanks.

#### **6.1.5. OZONE DEPLETING SUBSTANCES (ODS):**

Contracts may not include any specification, standard, drawing or other document that requires the use of a Class I or Class II ODS in the design, manufacture, test, operation or maintenance of any system, subsystem, item, component or process. Contracts may not require the delivery of any items of supply that contains a Class I or Class II ODS or any service that includes the use of a Class I or Class II ODS, except for the servicing of existing systems containing a Class II ODS. All refrigerants shall be recovered or recycled during HVAC repairs and demolition projects. See AFMAN 32-7002 2.15., 3.35., 4.2.2., and 4.2.3.

#### **7.1. STORAGE TANKS:**

*[Include only if work includes or is in area of storage tanks; contact 733 CES/CEIE to determine any known history or presence of storage tanks]*

##### **7.1.1. STORAGE TANK REGISTRATION NOTIFICATION:**

*[Include if an AST or UST is going to be installed]:* Notify 733 CES Project Manager and CES/CEIE 30 days prior to the tank being put into service to meet regulatory documentation requirements.

##### **7.1.2. ABOVEGROUND STORAGE TANKS (ASTs):**

*[Include if there is going to be an AST temporarily or permanently installed]:* Any ASTs (55 gallons or more) allowed on site shall have secondary containment, venting and spill/overflow protection. Anti-siphon valves are required. The Contractor shall visually inspect such tanks daily for leaks and perform monthly inspections. Inspections are required to be provided to CEIE each month. All ASTs shall be installed or erected in accordance with 9 VAC 25-91, NFPA 30, and 40 CFR 112.7.

##### **7.1.3. NOTIFICATION:**

If an AST is removed or re-located, the 733 CES Project Manager is required to notify the 733 CES/CEIE prior to the action so regulatory documentation can be initiated and submitted. The Contractor shall submit a completed VDEQ Form 7540 to the 733 CES Project Manager and CES/CEIE within 21 days of installation of all ASTs with a storage capacity of greater than 660 gallons and for such tanks used on JBLE-Eustis for more than 120 calendar days.

#### **7.1.4. UNDERGROUND STORAGE TANKS (USTs):**

*[Include if there is going to be construction or excavation where there is an abandoned UST].*

USTs located within project area present an underground hazard and the work should be routed around the site or other provisions made. Contractor may encounter unknown USTs and will be required to coordinate the removal with CEIE. Contact 733 CES/CEIE for additional information.

#### **7.1.5. DISPOSAL OF PETROLEUM CONTAMINATED SOIL:**

*[Include if excavating around any removed, abandoned, or in-service AST or UST]:*

Contaminated soil may be encountered in proximity to previous and current tank sites. Disposal of such soil must be funded as part of this project. Contractor is required to immediately notify CEIE Spill Coordinator if a release is suspected such as contaminated material. Waste must be disposed of IAW previous SOIL paragraph 2.1.2, along with applicable State and Federal regulations. If contaminated soil is discovered, notify 733 CES/CEIE Hazardous Waste Program Managers prior to disposal.

### **8.1. WATER QUALITY:**

*[Include if there is going to be exterior material laydown, construction, or excavation].*

#### **8.1.1. EROSION AND SEDIMENT CONTROL (ESC):**

Regardless of project size amount of land disturbance, the Contractor is responsible for ensuring that adequate erosion and sediment controls are utilized on site to prevent sediment from leaving the activity at all times. ESC practices selected for use shall be designed, installed and maintained in accordance with the Virginia Erosion and Sediment Control Handbook. The Contractor shall provide erosion control fencing (silt) to prevent site runoff. Hay bales must not be used for inlet protection from stormwater run-off. The Contractor shall submit alternate methods of protection to the Contracting Officer at the preconstruction conference for review and approval from the Water Program Manager. The Contracting Officer will notify the Contractor of his/her decision prior to issuance of Notice to Proceed (NTP).

All Land Disturbing Activities (LDAs) on JBLE-Eustis require the development of an ESC Plan in accordance with the latest VDEQ Erosion & Sediment Control Handbook, found at <https://www.deq.virginia.gov/water/stormwater/stormwater-construction/handbooks>. As part of implementing the plan, the Contractor must conduct stormwater inspections utilizing the latest VDEQ guidance.

LDAs that are 10,000 square feet or greater require the Contractor to develop a site specific Erosion and Sediment Control Plan that complies with Virginia Erosion and Sediment Control Law and Regulations (9 VAC 25-840) and meets the state's 19 minimum standards outlined in 9 VAC 25-840-40 as applicable. The ESC Plan shall include site plan (s) / detailed maps for the work site that clearly show the siting of the ESC practices and best management practices. The Virginia Uniform Coding System for ESC Practices shall be used on all site plan submittals. The ESC Plan shall include details for all ESC controls being utilized. The Contractor shall submit the ESC Plan to the Contracting Officer for an initial review by the CES/CEIE Water Quality Program Manager. Once reviewed and approved, the Contractor will submit to VDEQ for final approval.

Contractor shall not remove ESC measures until construction site is 90% covered with the appropriate vegetation that is uniform, mature enough to survive and will inhibit erosion. It is the responsibility of the Contractor to choose the appropriate vegetation for planting based on the season.

#### **8.1.2. STORMWATER MANAGEMENT PLAN (SWM Plan):**

For LDAs disturbing one acre or more, projects shall comply with VSMP Regulations Part II B - Technical Criteria for Regulated Land-Disturbing Activities (9 VAC 25-870-32 through 9 VAC 25-870-92). A complete SWM Plan must meet the requirements of 9 VAC 25-870-55 and the latest VDEQ Stormwater Management Handbook which can be found at

<https://www.deq.virginia.gov/water/stormwater/stormwater-construction/handbooks>.

This includes the following elements: (1) Information on the type of and location of stormwater discharges, information on the features to which stormwater is being discharged including surface waters or karst features if present, and pre-development and post-development drainage area maps to include flow arrows and time of concentration; (2) Contact information including the name, address, telephone number, and email address of the owner; (3) A narrative that includes a description of current site conditions and final site conditions; (4) A description of the proposed stormwater management facilities (aka Best Management Practice (BMPs)) and the mechanism through which the facilities will be operated and maintained after construction; (5) Information on the proposed stormwater management facilities, including the type of facilities; location including geographic coordinates; acres treated; and the surface waters into which the facility will discharge; (6) Hydrologic and hydraulic computations, including runoff characteristics; (7) Virginia Runoff Reduction Method (VRRM) compliance sheets; (8) Documentation and calculations verifying compliance with the water quality and quantity requirements (Part II B of the regulations) of these regulations; (9) A geotechnical soil report providing the soils characteristics and groundwater elevation in the areas of the proposed BMP; and (10) A map or maps of the site that depicts the topography of the site.

For projects with a VDEQ approved SWM Plan (completed during the design phase, primarily large construction projects) it is the construction Contractor's responsibility to implement the Plan and its design features.

For projects that do not have an approved SWM Plan associated with the design (primarily demolition and smaller projects), it is the Contractor's responsibility to develop and implement a SWM Plan. At the completion of the project, a construction record drawing(s) ("as-built") for permanent stormwater management facilities shall be provided bearing the seal and signature of a Virginia registered professional, certifying that the stormwater management facilities have been constructed in accordance with the approved SWM plan.

#### **8.1.3. STORMWATER POLLUTION PREVENTION PLAN (SWPPP):**

For LDAs over 1 acre, a full SWPPP submittal shall be developed in accordance with 9 VAC 25-870 and 9 VAC 25-880 and submitted to VDEQ for approval. No LDAs may commence without an approved SWPPP.

All SWPPPs must contain the following:

- Erosion and Sediment Control Plan (See Section 3.3.3)

- Stormwater Management Plan (See Section 3.3.4)
- Pollution Prevention (P2) Plan; and information specifying any additional control measures to meet the requirements of existing Total Maximum Daily Loads (TMDL).

Within the SWPPP the Contractor shall develop a site-specific Pollution Prevention (P2) Plan in accordance with 9 VAC 25-870-56. The P2 Plan must identify potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges from the construction site and a description of control measures that will be used to minimize pollutants in stormwater discharges from the construction site. This Plan shall be included in the Contractor's SWPPP submittal. At a minimum, the P2 Plan must be designed, installed, implemented, and maintained to: (1) Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge; (2) Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials present on the site exposed to precipitation and or stormwater; and (3) Minimize the discharge of pollutants from spills and leaks. The SWPPP must also address the following requirements to the extent otherwise required by state law or regulations and any applicable requirements of a state permit: (1) Control stormwater volume and velocity within the site to minimize soil erosion; (2) Control stormwater discharges, including both peak flow rates and total stormwater volume, to minimize erosion at outlets and to minimize downstream channel and stream bank erosion; (3) Minimize the amount of soil exposed during construction activity; (4) Minimize the disturbance of steep slopes; (5) Minimize sediment discharges from the site in a manner that addresses (i) the amount, frequency, intensity and duration of precipitation; (ii) the nature of resulting stormwater runoff; and (iii) soil characteristics, including the range of soil particle sizes expected to be present on the site; (6) Provide and maintain natural buffers around surface waters, direct stormwater to vegetated areas to increase sediment removal and maximize storm-water infiltration, unless infeasible; (7) Minimize soil compaction and, unless infeasible, preserve topsoil; (8) Ensure initiation of stabilization activities, as defined in 9VAC25-880-1, of disturbed areas immediately whenever any clearing, grading, excavating, or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days; and (9) Utilize outlet structures that withdraw stormwater from the surface, unless infeasible, when discharging from sediment basins or sediment traps.

#### **8.1.4. CONSTRUCTION GENERAL PERMIT (CGP) COVERAGE:**

LDAs greater than or equal to one (1) acre require Construction General Permit coverage under the Virginia Stormwater Management Program (VSMP) General Permit for Discharges of Stormwater from Construction Activities from the Department of Environmental Quality (DEQ). The Virginia Stormwater Management Program Permit Regulations can be found in 9 VAC 25-870 and the General Permit for Discharges of Stormwater from Construction Activities can be found in 9 VAC 25-880. After SWPPP approval (see Section 3.3.5), the Contractor shall register for CGP coverage from DEQ in accordance with 9 VAC 25-880-50. The Contractor is considered the Permit Operator and is responsible for all CGP registration fees. See below for the applicable construction permit fees per 9 VAC 25-870-820:

**DEQ CGP PERMIT FEE SCHEDULE**

Site Size	DEQ Fee
1 to <5 acres	\$2,700.00
>5 acres to <10 acres	\$3,400.00
>10 acres to <50 acres	\$4,500.00

The Contractor shall submit a copy of the DEQ Construction General Permit Registration Statement to the Contracting Officer for review and approval prior to submittal to DEQ. Upon approval, the Contractor shall submit the DEQ Construction General Permit Registration Statement and applicable fee to DEQ. The Contractor may begin LDA's once a DEQ Construction General Permit coverage letter has been received. No LDA's shall commence without an approved SWPPP and DEQ-issued CGP coverage. The Contractor shall be responsible for terminating permit coverage once the project site has reached final stabilization and verified by the Inspector and Contracting Officer. Final Stabilization is defined in 9 VAC 25-880-1 as soil disturbing activities have been completed and a permanent vegetative cover has been established on denuded areas not otherwise permanently stabilized. Permanent vegetation shall not be considered established until a ground cover is achieved that is uniform, mature enough to survive, and will inhibit erosion.

**8.1.5. PROHIBITED ILLICIT DISCHARGES:**

The Contractor shall ensure no illicit discharges occur at the project site. An "illicit discharge" is any non-stormwater discharge to the storm drain system, except as expressly allowed by JBLE-Eustis' VPDES permits, the project-specific VSMP General Permit for Discharges of Stormwater from Construction Activities, and/or a discharge approved in writing by JBLE-Eustis. Water from firefighting, hydrant flushing, and A/C condensate are not considered illicit discharges. Examples of illicit discharges include, but are not limited to, the following:

- Dumping of trash or debris
- Disposing of vehicle/equipment maintenance fluids into a storm drain
- Leaking dumpsters flowing into a storm drain inlet
- Pouring paints, stains, hazardous materials into a storm drain
- Cleaning paint brushes/applicators in or near a storm drain
- Allowing wash waters with soaps, detergents, or paint debris into a storm drain inlet
- Washing silt, sediment, concrete, cement or gravel into a storm drain
- Allowing uncontrolled release of sediment into a storm drain inlet
- A measurable flow during dry weather that contains any other pollutants

**8.1.6. WASTEWATER:**

The Contractor shall ensure all wastewater generated during construction operations is managed in accordance with local, state, and federal regulations. The 733 CES/CEIE Water Program Manager shall be contacted prior to any discharge of wastewater to the environment.



## 9.1. HAZARDOUS MATERIALS MANAGEMENT

### 9.1.1. Hazardous Materials Usage and Reporting:

In compliance with AFMAN 32-7002 *Environmental Compliance and Pollution Prevention* dated 4 Feb 2020, all Contractors are required to report the usage of all hazardous materials to the Federal Government for all projects and contracts including service contracts executed on JBLE-Eustis. In accordance with FAR Clause 52.223-3, each offeror (Contractor) must provide the Contracting Office with a list of proposed HAZMAT that it plans to use on the installation during the performance of the contract. In accordance with AFFARS Clause 5352.223-9303, Contractors must obtain Air Force authorization prior to using HAZMAT on an Air Force installation, and must report usage data to the HAZMART.

Hazardous materials are any substance defined by OSHA as a hazardous substance requiring a Safety Data Sheet (SDS). Hazardous materials that need to be reported include but are not limited to chemicals, paints, thinners, sealing compounds, strippers, glues, solvents, all petroleum products including oils, hydraulic fluids, and fuels stored on-site (fuels in vehicles are exempt), pesticides, adhesives, acids, flammables, corrosives, oxidizers, compressed gases (such as but not limited to oxygen, acetylene, propane, flammable and non-flammable gases), all aerosols, and all materials containing hazardous substances.

For contracts for six months or longer, the Contractor will assign a hazardous material POC who will be trained and establish an account in the Enterprise Environmental Safety and Occupational Health – Management Information System (EESOH-MIS). The Contractor shall request the proposed usage of all Hazardous Materials by submitting a request in the EESOH MIS software online for each hazardous material and shall submit a copy of the SDS for each item to the EESOH MIS system online prior to bringing the items on the installation. The Contractor shall submit the information for each item within 10 days after award of the contract or project and/or not less than fourteen calendar days prior to bringing the items on the installation. The Contractor shall submit this information as soon as possible for short notice contracts or projects. An electronic version of the Contractor Hazardous Material Worksheet can be obtained through the Project Manager or 733 CES/CEIE.

Contact the Hazardous Material Program Manager for guidance via email at [usaf.jble.733-msg.list.ced-ee-p2-procurement@mail.mil](mailto:usaf.jble.733-msg.list.ced-ee-p2-procurement@mail.mil).

After the project starts, monthly usage information will be provided to the CO who will in turn provide this information to the Project Manager who will in turn provide it to 733 CES/CEIE. Attachment 3 (Monthly Report for HAZMAT) of this section will be used to report monthly usage. For contracts/projects exceeding six months, this form is required to be filled out on a monthly basis. For contracts less than six months, this form is required at the beginning and upon completion of work.

If there are any questions on how to fill out the Contractor Hazardous Material Worksheet or the monthly report, contact the JBLE-Eustis HAZMART at 757-878-2781 Monday thru Friday between the hours of 0730-1630 or visit them at:

JBLE-Eustis HAZMART  
1205 Taylor Road  
Fort Eustis, VA

### **9.1.2. Hazardous Materials Management Process (HMMP):**

The JBLE-Eustis HMMP team will meet on an as-needed basis to review the Contractor Hazardous Material Worksheets and SDSs to ensure there are no concerns with the chemicals being used and/or stored on the installation. If there are concerns about any chemicals and if it is determined that the Contractor plans to use an extremely hazardous chemical on JBLE-Eustis, the HMMP team will notify the Project Manager and the Contracting Officer (CO) who will in-turn notify the Contractor of JBLE-Eustis' concern. The Contractor will not bring any extremely hazardous chemicals on JBLE-Eustis or any other chemicals that the HMMP team determines cannot be used on JBLE-Eustis. The HMMP team will also notify the Project Manager if all hazardous materials are authorized for use.

If the Contractor requires additional hazardous materials not previously submitted for approval, they shall submit the request as stated above seven days prior to bringing the item on the base.

**NOTE:** If it is determined at any time that hazardous materials are on site that were not reported in advance, the CO will be notified and the project can be stopped until the materials are submitted as stated above.

### **9.1.3. Hazardous Material Storage:**

Hazardous materials will be managed properly at all times while on JBLE-Eustis. This means containers will be in good condition and will be properly labeled with the contents and hazard class (flammable, corrosive, oxidizer, etc.) at all times. Containers will be closed at all times when not in use. Hazardous materials shall be kept under cover to protect them from the elements and to prevent stormwater runoff contamination. Tanks and 55- gallon liquid drums shall have secondary containment sufficient to hold 110% of the total capacity of the container. Gas cylinders shall be maintained in the upright position with caps on and secured with chains and locks to prevent tampering and from falling over. Gas storage areas will have signs indicating what type gases are stored in the area (i.e. flammable, oxidizer, non-flammable, etc.). NO SMOKING signs will be posted in all hazardous materials storage areas. In addition, all hazardous materials will be segregated in storage according to compatibility (i.e. flammables will not be stored with corrosives, corrosives will not be stored with oxidizers, flammable gases will not be stored with flammable liquids, etc.). JBLE-Eustis is subject to inspections at any time from outside agencies (EPA, Virginia Department of Environmental Quality and OSHA), any violations by the Contractor will be the responsibility of the Contractor and any fines associated with the violations will be resolved at the Contractor's expense.

### **9.1.4. USE OF RECYCLED-CONTENT PRODUCTS (GREEN PROCUREMENT):**

Whenever the potential for use of non-recycled content products exists during the construction stage of the project, the Contractor shall incorporate in this project, as a substitute, recycled-content products that are listed and identified in EPA's Comprehensive Procurement Guideline (CPG) Program for recycled-content products.<sup>1</sup> The Contractor shall use recycled-content products as required by EPA and other governmental agencies and Federal Acquisition Regulation (FAR) clauses.

The CPG program is authorized by Congress under Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S. Code 6962) and mandates that the Federal Government use recycled-content products in the construction and/or renovation of facilities. It is the intent of the Federal Government to comply with the EPA requirement 100% of the time and use as many of the applicable listed recycled-content products as feasible and economically practical. The

Contractor shall consider this a standard requirement for all aspects of the project construction.

The recycled-content products listed in the CPG can be found on EPA's website.<sup>2</sup> These products are also listed in Attachment 4 (Contract Submittal and Contractor Reporting Form). This list is subject to change at any time, so it is the Contractor's responsibility to be aware of any updates or additions.

Such products shall also comply with the requirements of EPA's Consolidated Recovered Materials Advisory Notice (RMAN). The RMANs recommend recycled-content ranges for CPG products based on current information on commercially available recycled-content products. The recommended recovered materials content percentage can be obtained by clicking on the product on the website.

Before starting the project, the Contractor shall complete Attachment 4 indicating the items he or she plans to use. The Contractor will provide this to the Contracting Officer and the Project Manager. Upon completion of project construction, the Contractor shall complete the form again. At this time, the Contractor shall indicate the use and non-use of products that are contained in the CPG, and shall list the recycled-content percentage for the applicable item. In each instance where a recycled-content construction product is not used, the Contractor shall provide to the Contracting Officer (or his/her designated representative) and the Project Manager a completed Exemption Form, Attachment 5 (Recovered Materials Determination Form).

The Contractor shall complete this form for all items for which he or she desires an exemption from the Green Procurement Program for Recovered Materials that are being procured. Exemptions can only be taken if all of the following conditions are met:

- The item is not available within a reasonable period of time
- Item fails to meet a performance standard in the specifications, and
- The item was only available at an unreasonable price i.e., the recycled-content product costs more than the non-recycled content product.

The fourth reason on the Recovered Materials Determination Form (i.e., the item is not available from two or more sources), does not apply to construction/renovation Contractors as the Federal Government will not prescribe where you can get your materials from. The Contractor shall provide specific reasons why an item is exempt, and shall furnish supporting documentation.

The Contractor will sign the completed Attachment 4 form as the "Procurement Originator," which will also be signed by the 733 CES/CEN Flight Chief. The form(s) will be kept in the project folder indefinitely.

#### **10.1. ENVIRONMENTAL RESTORATION PROGRAM (ERP) REQUIREMENTS:**

*[Include only if work is in ERP site area. Ensure drawings define ERP boundaries and monitoring well locations]* **Appropriate, additional guidance will be provided if project is on or near an ERP site.**

The Air Force Civil Engineer Center (AFCEC) CERCLA Administrative Record Search website provides a means to search and review public documents regarding environmental testing and sampling conducted at Air Force installations. These documents form the basis for environmental response actions and demonstrate the public's opportunity to participation and comment on the selection of the response action. AFCEC continuously updates the administrative record for each installation until the remedy selection documentation is complete. The documents are available at

the link below.

<https://ar.afceec-cloud.af.mil/>

Select “Continue to site” In the Installation Lit scroll down and select “Fort Eustis, VA”

The website will then display JBLE-Eustis Sites, Operable Units and Records of Decisions

Select the site of interest and then select “Search” The website will then display all the document available that have any reference to the site.

**10.1.1. Work on or near a JBLE-Eustis Environmental Restoration Program site:**

Work must be coordinated with the JBLE-Eustis Restoration Office. This is normally accomplished through the 733 CES/CEIE Environmental Impact Analysis Process (EIAP), which include review of AF Form 322 (Base Civil Engineer Work Request) and/or AF813 (Request for Environmental Impact Analysis) review process. Work on or near Military Munitions Response Program sites require unexploded ordnance (UXO) training for on-site workers and on-call or onsite UXO support.

**10.1.2. Site Safety:**

Site summaries/descriptions are furnished with this contract to familiarize personnel with the potential hazards associated with construction and demolition work at ERP sites. The 733 CES/CEIE EIAP documentation (i.e. AF332, AF813 or other level of analysis), will inform contract workers of potential hazardous exposures from working at ERP sites, and that the appropriate precautions are followed to minimize hazards to human health and the environment. Personnel working at these sites shall have 40-hour HAZWOPER Training. At least one individual on site should have completed the OSHA 8-hour supervisor training course. The plans must identify the boundary of these ERP sites. To perform work at these sites, the Contractor must have a Health and Safety Plan and Hazardous Waste Disposal Plan for proper disposal of all regulated materials generated during execution of this project.

**10.1.3. Monitoring Wells:**

There may be several monitoring wells installed in and around the proposed construction area. Site maps and construction drawings provide the location of these wells. The Contractor shall take all precautions to prevent any damage to wells. If the wells and associated structures are damaged during the project, the Contractor shall coordinate with the JBLE-Eustis Restoration Office for requirements for repair/replacement. All damages are the contractors responsibility and at no additional expense to the Federal Government. Contractor shall dispose of all regulated materials during repair of the damaged structures and remove any free product as required by VDEQ regulations.

**10.1.4. Additional Excavation:**

Prior to any excavation beyond the immediate area or boundary of the construction site, the Contractor shall coordinate with 733 CES/CEIE and obtain the Contracting Officer’s approval.

**11.1. SOIL SUPPORT PROGRAM (SSP) ACCEPTABILITY:**

The soils obtained from off-base sources shall meet the criteria outlined below. The soils generated during construction project excavation will be collectively referred to as “soil media.” Soil media is

not inherently waste-like, but it may contain waste-like materials, including contaminants associated with historical operations at the site. Given the base history of operations, the Contractor must make a determination as to whether the soil media is contaminated. If soil media is determined to be contaminated, then a hazardous waste determination must be made. Standard test methods are described below. Contaminated soil media shall be managed as a solid waste and removed from base in accordance with applicable requirements for disposal of solid waste. If the soil media is determined to be uncontaminated and not waste-like, then it may be disposed on site in an environmentally sound manner or disposed of at an approved landfill.

#### **11.1.1. Contaminated Soil and Free Product:**

Any material (soil) that is suspected of containing petroleum products shall be reported to the Contracting Officer or his/her designated representative. If discovered, the Contractor shall mitigate any potential threat to the workers, public and environment. The area that will be disturbed under this contract has the potential to have free product migrate into and under the construction site. Comply with VR-680 and record the quantity of any fuel removed from [the line]. Contaminated soil and/or free product shall not be used for backfill or removed from the base without written approval from the Contracting Officer. Once removal is approved, Contractor shall dispose of material under guidance of the Hazardous Waste Manager (733 CES/CEIE). All hazardous waste manifests shall be prepared by the Contractor and shall be coordinated, approved and signed by Hazardous Waste Manager (733 CES/CEIE) prior to removal of such waste from the base.

#### **11.1.2. Clean Soil:**

Projects requiring clean soil, including but not limited to topsoil and backfill materials, to be brought onto JBLE-Eustis or relocated within base property must meet minimum standards based on results of physical (geotechnical) and chemical testing. All materials will meet geotechnical specifications appropriate for the type of project being accomplished and are typically identified elsewhere in the project specifications. The intent of this section is to prevent cross contamination (i.e. planned excavation) and define clean soil based on chemical/project specifications. Soil contaminant levels shall be tested, with test procedures and results documented to ensure that only the source(s) of topsoil and/or backfill deemed to have acceptable soil contaminant levels be utilized for current and future use. The Contractor shall implement a plan and confirm the proposed source(s) of clean topsoil and/or backfill (borrow source) meet the clean soil specifications for the project. The plan should incorporate borrow source information, sampling data, and testing results. As a minimum, the Contractor shall meet the following standards:

**11.1.2.1. Borrow Source.** The Contractor shall provide detailed borrow source information (e.g., location, owner, operator, past and current land use, previous chemical testing results) at the point of planned excavation to 733 CES/CEIE to determine chemical testing requirements. The Contractor shall also submit a certification stating the materials contain no asbestos, no gross contamination have been discerned by visual or olfactory observations, and no spills of a listed hazardous waste (40 CFR 261) have occurred at the borrow site. If previous chemical testing results exist and are provided, 733 CES/CEIE will evaluate those results to determine if they are sufficient and the proposed borrow soils meet clean soil requirements. If testing is incomplete, 733 CES/CEIE will review borrow source information to determine chemical sample requirements.

**11.1.2.2. On-base Soil Sources.** Unless otherwise provided in the contract, the Contractor shall bear all expenses of developing the source. For the site where soil is reclaimed from Federal Government land, the Contractor may be required to perform final grade and seeding according to project requirements.

**11.1.2.3. Excess Soil Work.** Acceptable excess soil shall be delivered to the designated location(s) following approved haul routes. For the site where excess soil is deposited on Federal Government land, the Contractor may be required to perform final grade and seeding according to project requirements.

**11.1.3. Sample Plan:**

At least one composite sample (6-8 grabs) for each undisturbed borrow source would be taken from the original point of excavation and required for each 5,000 CY of soil. For soil taken from disturbed borrow sources, samples are required for each 1,000 CY of soil. The nature of the borrow source is to be considered when determining the quantity and depth of the samples. Additional samples may be required to adequately characterize the proposed borrow source (i.e. laterally and vertically). The Contractor shall submit a Sample Plan (to include site map, excavation area, location and depth of samples) for 733 CES/CEIE review and approval.

**11.1.4. Chemical Testing Standards:**

The analysis must be performed by an accredited or certified laboratory approved by the U.S. Environmental Protection Agency and the State of Virginia (e.g., Environmental Laboratory Accreditation Program [ELAP], Virginia Environmental Laboratory Accreditation Program [VELAP]). Submit a copy of the chain of custody and complete validated report of analysis to 733 CES/CEIE for review and approval 30-days prior to use of any borrow soils. Chemical testing of any borrow source will include sampling for the following suite of contaminants (test requirements may be reduced based on borrow source information):

- Total Petroleum Hydrocarbons (TPH) to include Gasoline Range Organics (GRO) and Diesel Range Organics (DRO);
- Volatile Organic Compounds (VOCs) [EPA method 8260B] to include Benzene, Toluene, Ethylbenzene, and Xylene (BTEX);

The soil support test suite shall also include unless generator knowledge suggests otherwise:

- Semi-volatile Organic Compounds (SVOCs) [EPA method 8270];
- Pesticides [EPA method 8081A];
- Polychlorinated Biphenyls (PCBs) [EPA method 8082];
- Target Analytic List (TAL) metals (including Mercury) [EPA method 6010B/7470A]
- Volatile Organic Compounds (VOCs) [EPA Method 8260] other than BTEX compound reference in the preceding paragraph; and PFOS/PFAS [EPA method 1633]

**11.1.4. Clean Soil Determination:**

Soils testing under the EPA screening levels and/or base “background” levels will be considered acceptable “clean” soil. Generally, acceptable clean soil must not exceed EPA Region III “Residential” Risk Based Concentrations (RBC) and the JBLE-Eustis background soil concentrations. For use in current and future industrial areas, EPA Region III “Industrial” RBCs may be considered but shall not exceed UTL background levels.

**11.1.5. Excavation and Delivery Screening:**

Common to any multiple point sampling, compo- site testing may not accurately characterize the entire site. Should contamination be detected (e.g. free product, stained soils, chemical odors) during excavation or delivery, soil operations shall be immediately discontinued pending 733 CES/CEIE notification and resolution. Additional soil testing and screening may be required to determine if continued use of the borrow site is acceptable.

**11.1.6. Material Physical Characteristics:**

All soil obtained from sources within or outside the limits of Federal Government-controlled land shall meet the physical characteristics as defined in project specifications.

**11.1.7. Red Imported Fire Ants (*Solenopsis invicta*):**

Contractors shall comply with the provisions of the Federal Imported Fire Ant Quarantine/Virginia’s Imported Fire Ant Quarantine. JBLE-Eustis exists within Virginia’s Imported Fire Ant Quarantine area. The following articles regulated by Virginia’s Imported Fire Ant Quarantine shall not be brought onto JBLE-Eustis if the source of the article is within the current quarantine area:

- All soils (potting soil is exempt if commercially prepared, bagged, and in original containers).
- Grass sod.
- Plants with roots or rhizomes with soil attached.
- Hay and straw including pine straw.
- Mulch, logs, and pulpwood.
- Any life stage of imported fire ant.

Soil-moving/soil-excavating equipment (ie, earth-moving equipment including [but not limited to] backhoes, bulldozers, skidders, hand shovels, etc) stored or maintained at locations within quarantine area must be free of soil prior to accessing the installation. Contractor shall provide documentation that the equipment is free of soil and fire ants before accessing the installation. Such equipment used on JBLE-Eustis must be free of soil prior to leaving the installation. Contractors shall document this in writing to the JBLE-Eustis Installation Pest Management Coordinator prior to leaving the installation.

In unique situations where the above regulated articles are required but cannot be obtained

from locations outside the quarantine area, the contractor shall enter into a compliance agreement with Virginia Department of Agriculture & Consumer Services (VDACS) in accordance with Virginia Code/policy and meet respective protocol requirements. A copy of this agreement and all related required documentation shall be provided to the JBLE-Eustis Installation Pest Management Coordinator (IPMC) prior to movement of such articles onto the installation.

Red Imported Fire Ants have been documented on JBLE-Eustis. Contractors that must remove any of the regulated articles noted above from JBLE-Eustis must enter into a cooperative agreement with VDACS and meet related protocols and provide copies of this agreement and all related required documents to the JBLE-Eustis IPMC prior to removal of such articles.

## **12.1. TREE PROTECTION, PRESERVATION, AND PLANTING**

### **12.1.1. Tree Protection:**

Trees take generations to mature, yet they can be irreparably damaged or killed within seconds, or subjected to conditions which may take five to ten years to kill them. Improper planting may result in short-term death, structural failure, or a long-term senescence. Most situations can be prevented. 18 USC 1852-53 makes it illegal to damage, injure, remove, sell, or dispose of trees owned by the Government without consent from the USACE or the installation forester.

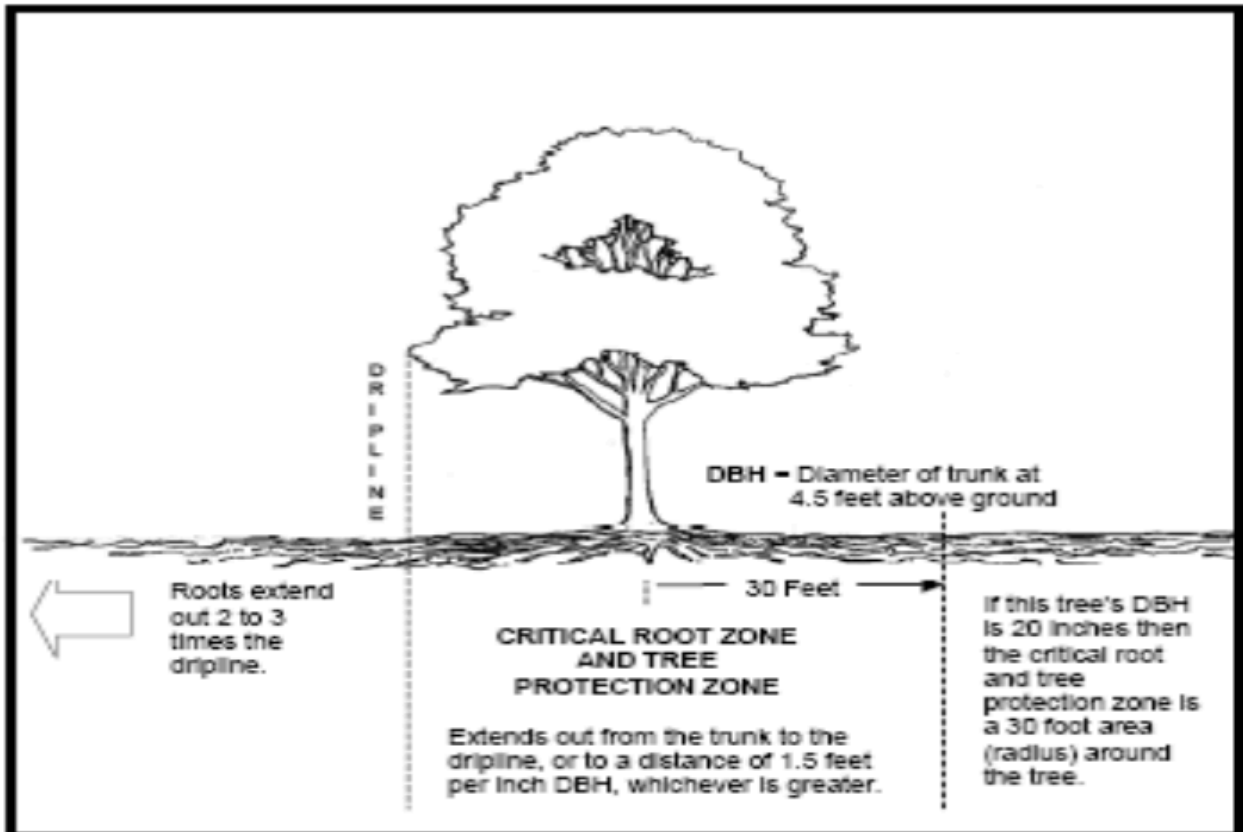
### **12.1.2. Trees contribute:**

Because trees contribute so much to our quality of life and because they can be a potential liability, they must be actively conserved, wisely selected, well placed, well planted, routinely maintained and constantly protected. One of the most critical steps in planning for trees and cost-effective ways of managing trees is to maintain adequate growing space for each tree's roots, trunk and crown throughout the tree's life. Remember that as a tree gets older it gets larger and the growing space it requires increases accordingly.

### **12.1.3. Existing Trees:**

For existing trees, there is a minimum amount of area, above (for the trunk and crown) and below ground (for soil health and the root system) that is required to protect trees and preserve tree health. This area has been identified as the critical root zone (CRZ) or tree protection zone (TPZ) by various experts and is generally agreed to be equivalent to the soil area below ground and the space above ground defined by the tree's drip line, or the greatest extent of the branches. This is depicted in Figure 1:





**Figure 1. Location of the Critical Root Zone and Tree Protection Zone**

#### **12.1.4. Small Trees:**

However, for small trees, newly planted trees, and trees with narrow crowns, the dripline defines an area that is too small for proper protection. Therefore, it is best to define both the critical root and tree protection zones as the circular area above and below ground with a radius equivalent to the greater of 6 feet or 1.5 feet for every inch in trunk diameter at 4.5 feet above the ground. For example, a tree with a trunk diameter (dbh) of 20 inches has a CRZ and TPZ of 30 feet (20 inches x 1.5) around the tree. While the radius of the CRZ (and TPZ) is 30 feet, the diameter of the entire CRZ (and TPZ) is 60 feet.

Guide to Working around Trees –  
How Trees Are Damaged During Construction

#### **Above Ground Physical injury to the trunk and crown**

Construction equipment can injure the above-ground portion of a tree

- Breaking Branches
- Tearing the Bark
- Wounding the Trunk
- These injuries are permanent, and if extensive, can be fatal.

### **Below Ground Physical injury to the trunk and crown**

- Soil compaction in the root zone
- Severing of roots
- Smothering roots by adding soil
- Split and broken branches
- New exposure to wind and sunlight

The roots of a tree will extend far from the trunk and will be found mostly in the upper 18 inches of the soil.



### **Soil compaction**

An ideal soil for root growth and development is about 50% pore space. These pores, the spaces between soil particles, are filled with water and air. The heavy equipment used in construction compacts the soil and can dramatically reduce the amount of pore space. This not only inhibits root growth and penetration but also decreases oxygen in the soil that is essential to the growth and function of the roots.

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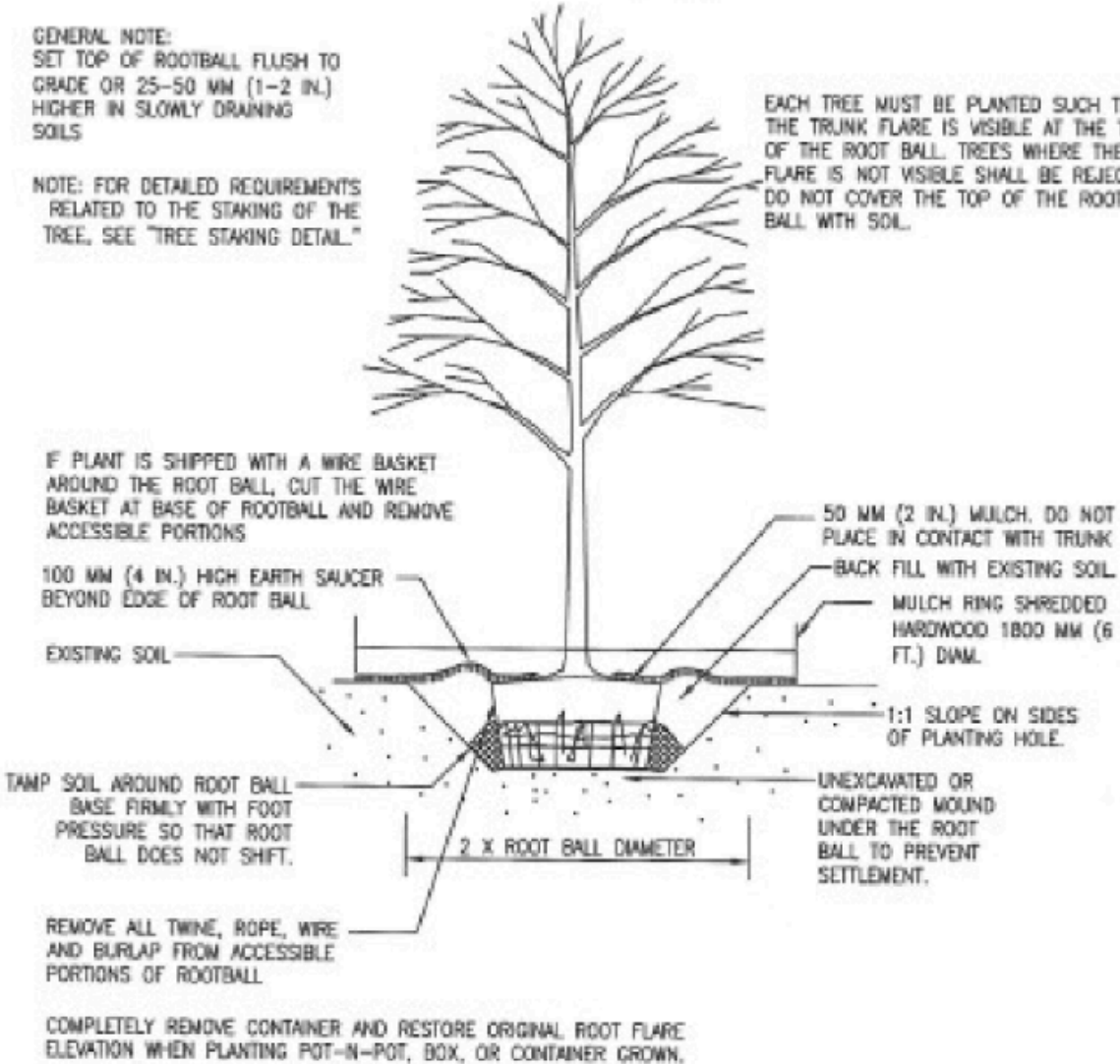
# INTERNATIONAL SOCIETY OF ARBORICULTURE

INTERNATIONAL SOCIETY OF ARBORICULTURE  
1400 WEST ANTHONY DRIVE  
CHAMPAIGN, IL 61821  
(217) 355-9411  
(217) 355-9516 FAX

GENERAL NOTE:  
SET TOP OF ROOTBALL FLUSH TO  
GRADE OR 25-50 MM (1-2 IN.)  
HIGHER IN SLOWLY DRAINING  
SOILS

NOTE: FOR DETAILED REQUIREMENTS  
RELATED TO THE STAKING OF THE  
TREE, SEE "TREE STAKING DETAIL."

EACH TREE MUST BE PLANTED SUCH THAT  
THE TRUNK FLARE IS VISIBLE AT THE TOP  
OF THE ROOT BALL. TREES WHERE THE TRUNK  
FLARE IS NOT VISIBLE SHALL BE REJECTED.  
DO NOT COVER THE TOP OF THE ROOT  
BALL WITH SOIL.



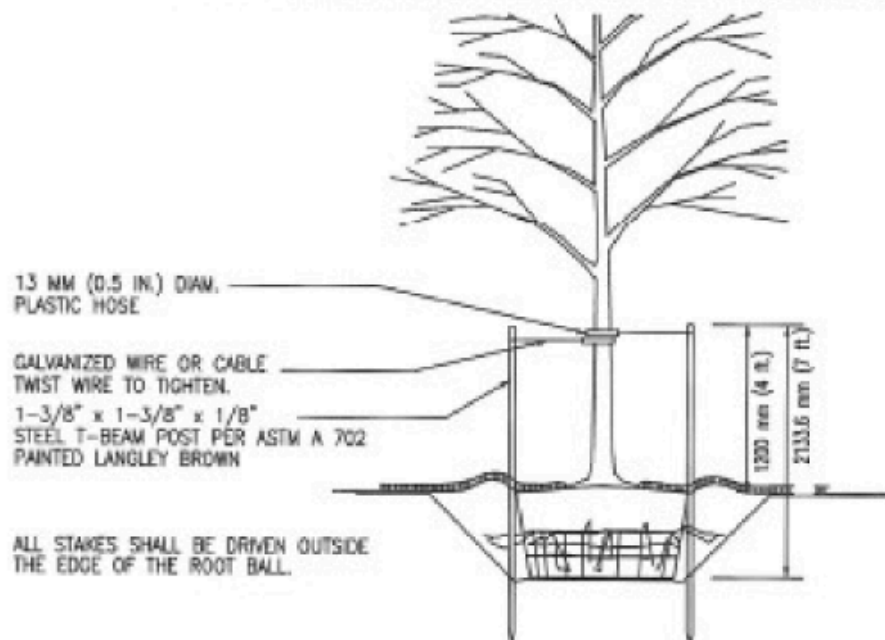
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WIRE OR CABLE SIZES SHALL BE AS FOLLOWS:  
TREES UP TO 65 MM (2.5 IN.) CALIPER - 14 GAUGE  
TREES 65 MM (2.5 IN.) TO 75 MM (3 IN.) CALIPER - 12 GAUGE

TIGHTEN WIRE OR CABLE ONLY ENOUGH TO KEEP FROM SLIPPING. ALLOW FOR SOME TRUNK MOVEMENT. PLASTIC HOSE SHALL BE LONG ENOUGH TO ACCOMMODATE 35MM (1.5 IN.) OF GROWTH AND BUFFER ALL BRANCHES FROM THE WIRE.

TUCK ANY LOOSE ENDS OF THE WIRE OR CABLE INTO THE WIRE WRAP SO THAT NO SHARP WIRE ENDS ARE EXPOSED.

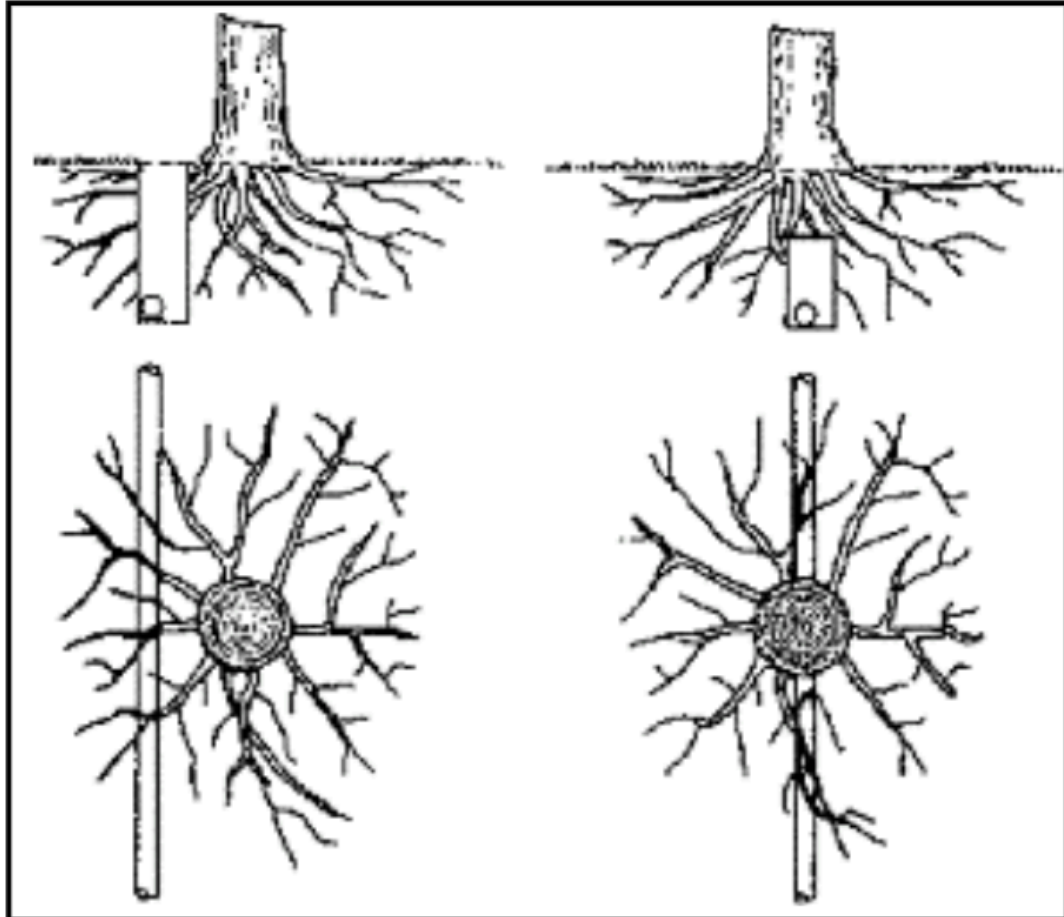


ASSURE THAT THE BEARING SURFACE OF THE PROTECTIVE COVERING OF THE WIRE OR CABLE AGAINST THE TREE TRUNK IS A MINIMUM OF 12 MM (0.5 IN.).

REMOVE ALL STAKING AS SOON AS THE TREE HAS GROWN SUFFICIENT ROOTS TO OVERCOME THE PROBLEM THAT REQUIRED THE TREE TO BE STAKED. STAKES SHALL BE REMOVED NO LATER THE END OF THE FIRST GROWING SEASON AFTER PLANTING.

#### 12.1.5. Tree Protection Zone Structures:

- Chain link fence – 48-inch minimum height
- Snow/Sand fence – 48-inch minimum height
- Safety fence – 48-inch minimum height



#### Cutting of roots

The digging and trenching that are necessary to construct a structure and install underground utilities will likely sever a portion of the roots of many trees in the area. It is easy to appreciate the potential for damage if you understand where roots grow. The roots of a mature tree extend far from the trunk of the tree. In fact, roots typically will be found growing a distance of 1-3 times the height of the tree. The amount of damage a tree can suffer from root loss depends, in part, upon how close to the tree the cut is made. Severing one major root can cause the loss of 5-20% of the root system. Tree death due to severing of critical roots is generally not immediately apparent. Contractors who destroy trees as a result of cutting critical roots, will be responsible for re- moving and/or replacing the tree with another of similar size and quality.

### 13.1. COMPLYING WITH WETLAND REGULATIONS

#### 13.1.1. Project Compliance:

733 CES/CEIE is not responsible for project compliance with federal, state and local wetland regulations. It is incumbent upon design and contracting personnel and contractors to determine wetland permitting and mitigation requirements. This process begins with the preparation of the DD 1391 and DD 813 routed for coordination through CEIE. CEIE shall determine whether permits are required based on the AF 813 and supporting documentation.

The contractor/contractor's consultant shall consult with CEIE regarding existing wetland delineation data. The contractor/contractor's consultant may be required to delineate, or have delineated, the affected wetlands in accordance with USACE specifications.

**13.1.1. A Joint Permit Application (JPA):**

This is used to apply for permits, for work in the waters of the United States (including wetlands) within Virginia. Such work may include (but not limited to) construction, dredging, filling, excavation or crossings in waters or wetlands.

**13.1.1.1.** There are 2 types of JPAs that can be submitted to the Virginia Marine Resource Commission (VMRC) for construction, dredging, filing, excavation, and crossings of wetlands. The Tidewater JPA may be used for most activities occurring within the tidewater area of Virginia and must include Endangered Species Act and Essential Fish Habitat effect determinations completed by the contractor. The Standard JPA must be used for any activity requiring dredging or excavation of wetlands. All JPAs are submitted to VMRC who distributes them to the other regulatory agencies. Allow at least 90 days for the acquisition of a wetlands permit.

**13.1.1.2.** The contractor shall submit draft JPA (with all required supporting documentation) to the Natural Resources Program Manager for review and CES Director's signature on the JPA.

**13.1.1.3.** All wetlands permitting requirements shall be completed prior to the start of construction activities with application and permit fees paid by the contractor.

**13.1.1.4.** Contracts, specifications and bid documents/advertisements will clearly indicate that it is the Contractor's responsibility to determine and verify the presence and location of jurisdictional wetlands, prepare joint permit applications, obtain permits, and perform necessary consultations on behalf of 733 CES.

**13.1.1.5.** The approved permit must be read by both Contractor and Federal Government representatives. The majority of permits approved will have conditions specific to the permitted project and such conditions must be adhered to.

### **13.1.2. Occupying Wetlands:**

**13.1.2.1.** Prior to performing any work on the project, the areas of wetland will be identified and marked by the contractor or USACE. All personnel of the contractor shall be alerted to these designated areas.

**13.1.2.2.** The contractor shall not impact any wetland or waterway, whether it be permanently or temporarily unless otherwise stipulated in a wetland permit. No fill material shall be placed in wetlands without a wetland permit. Fill material includes but is not necessarily limited to trees, tree debris, other vegetation or vegetation debris, soil, sand, refuse, concrete, or any human-generated debris.

**13.1.2.3.** If a contractor must impact a wetland or waterway not previously described in EIAP, the contractor will cease work on that portion of the project until wetland regulatory agencies have been contacted, JPA has been submitted and applicable permits have been obtained and reviewed by CEIE.

**13.1.2.4.** If the contractor impacts any wetland or waterway not covered under a wetland permit, they shall be responsible for restoring the wetland areas and possibly mitigating the wetland impacts to the full satisfaction of the regulatory agencies, which could include monetary compensation. The contractor must report accidental or negligent wetland impacts to the CE PM and CEIE immediately upon observation.

**13.1.2.5.** The cost of restoration and mitigation of the impacted areas shall be at no additional cost to JBLE-Eustis.

### **13.1.3. OTHER NATURAL RESOURCE CONSIDERATIONS:**

While working on JBLE-Eustis, contractors will respect all other natural resources including habitats and wildlife. No existing habitats will be altered or disturbed without prior coordination with the Government project manager or respective CEIE. At no time will the contractor or its employees kill, injure, harass, collect or capture any game or non-game wildlife or, other fauna flora (including invertebrate organisms, frogs, toads, other amphibians, reptiles, birds, bird eggs, bird nests, bird feathers or other parts), or plants. Issues concerning wildlife will be directed to the respective CEIE. No trees or timber products shall be altered or cut down, and no timber or other forestry products shall be removed from the installation without CEIES approval. Generally speaking, trees are not cut during to 1 June – 31 July to comply with Section 7 consultations under the Endangered Species Act even when tree removal is approved. However, this time of year restriction for tree cutting may be expanded back to a period of April 15 – September 15 pending changes to US Fish & Wildlife Service policy. Additionally, tree cutting may require a timber cruise and forest product sale. Contractors involved with tree cutting/removal shall consult with the respective CEIE staff forestry for conditions of removal and/or sale. to confirm the time of year restrictions as well as whether the timber should be sold to compensate the Government.

### **14.1. CONFORMANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS:**

The Contractor shall perform work under this contract consistent with the relevant policy and objectives identified in JBLE-Eustis' Environmental Management System (EMS). The Contractor shall perform work in a manner that conforms to all appropriate Environmental

Management Programs and Operational Controls identified by the JBLE-Eustis EMS. In the case of a non-compliance, the Contractor shall respond and take corrective action immediately. In the case of a nonconformance, the Contractor shall respond and take corrective action based on the time schedule established by the EMS Site Coordinator. In addition, the Contractor shall ensure that their employees and subcontractors are aware of the roles and responsibilities identified by the EMS and how these requirements affect their work performed under this contract.

All on-site Contractor personnel shall complete yearly EPA sponsored environmental training specified for the type of work conducted on-site. Upon inclusion in the contract Statement of Work, the Contracting Officer's Representative will verify that all contractor personnel have acquired EMS Awareness Training IAW AFI 32-7001, section 5.7 at their appropriate site or location. The JBLE-Eustis EMS Awareness Training is incorporated into the Environmental Management Awareness and Competency (EMAC) Training is provided through The Environmental Awareness Competency Hub (TEACH) website at <https://usaf.learningbuilder.com>, open in either Chrome or Edge, Internet Explorer is not supported. Instructions follow:

**Step 1: Log-in for the first time:**

Select "Register for an Account"

If no error message, THEN: Enter your First and Last Name, Email Address and Password on the "Register for an Account" screen.

If you receive an error message your email is registered in the system, "The email address you provided is already in the system." THEN:

Select the note that states to "reset your email" or return to the main screen; select "Forgot your password"

**Step 2: Enter Account details:**

If you created your own account, THEN follow the screen prompt to Enter Account details (notes are below)

If your email address was already in the system, THEN: Select "My Account" on the Top Right Hand side of the website, select "Enter Demographics" (notes are below)

ESOHTN Unclaimed Account (if applicable): Enter email address related to your ESOHTN account. Note only records from 2013 were imported into TEACH.

Employee Type: Civilian, Air National Guard, Reserves, etc. (Drop-down list) Position Series: Select the top level group.

Job Focus Tasks: Select closest to what describes your duty title/additional duties.

Installation: Select the base that closest matches, PSUs shall select the nearby installation other: Enter Wing/Group/Squadron.



### **Step 3: Take a Course & Print Certificate**

On the Home screen, My Transcripts Tab should be available (*account details/demographics must be complete*)

Select “My transcripts” – select “Search for a Course”

Find/Select “+ Select” next to the course required (List can be filtered, if desired) or

(\*Note: ESOHTN courses cannot be selected, viewed or re-taken)

(\*Note: If a new window does not open – the course will be listed on the “My Transcripts” page – select the button next to the course)

Select “Go To Course”, when finished, select the “X” on the window to close the course.

Complete the Evaluation to received credit for the course – Select “Evaluate Course” – Complete Evaluation by selecting “submit” on the form.

For a Certificate of Completion: In “My Transcripts” find the course name completed, select the “gear icon” – select “View Certificate”

(\*Note: If the gear icon is not available – the course evaluation was not completed)

(\*Note: Certificate does not open in a new window – ensure you select the back button in the browser)

(\*Note: ESOHTN *attendance records from 2013* were imported into TEACH)

You may choose to end your session after completing the training by logging out. The next time you enter the site, you will login by typing the username and password that you just created.

## **15.1. CULTURAL RESOURCE PROTECTION:**

### **15.1.1. EXCAVATION:**

Prior to any excavation on JBLE-Eustis property Contractors are required to contact MISS Utility and the Network Enterprise Center (NEC) to have utilities marked and request any available utility maps for the project area from the 733 CES. In addition, the Contractor shall coordinate with the 733 CES/CEIE, through the CES project manager, to ensure that excavation is not occurring in known archaeological sites and to ensure the project area has been surveyed for archaeological sites and that Section 106 compliance is completed<sup>1</sup>. In the event of the inadvertent discovery of a potential archaeological material, the contractor shall immediately cease work and contact the CES project manager. The CES project manager shall immediately contact the 733 CES/CEIE Cultural Resources Manager (CRM), and take steps to secure the site. In the event of the discovery of possible human remains, the contractor shall cease work, secure the location of possible human remains, and contact the 733d Security Forces Squadron to investigate the site.

### **15.1.2. REHABILITATION:**

Prior to rehabilitation, repair or maintenance on historic facilities or; new construction, the

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<sup>1</sup> The National Historic Preservation Act of 1966 as amended is codified at 54 USC § 300101 et seq. Nevertheless, the Advisory Council on Historic Preservation (Advisory Council) continues to reference original sections of the law, most often “Section 106” (54 USC § 306108) regarding consultation requirements and “Section 110” (54 USC §§ 306101-306107, 306109-306115) preservation responsibilities.

Contractor shall contact the 733 CES project manager, who shall coordinate with the 733 CES/CEIE CRM to assure Section 106 compliance is complete. Historic facilities are facilities that have been determined for eligible or are potentially eligible for listing on the National Register of Historic Places. All work on historic facilities shall be accomplished in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. There are four different standards, preservation, rehabilitation, restoration, and reconstruction. Projects conducted on Building 1611 (the Matthew Jones House) will follow the Preservation Standard. Projects on any other historic facility on JBLE-Eustis will follow the rehabilitation standard. The standards can be found at <https://www.nps.gov/tps/standards.htm>.

#### **15.1.3. DEMOLITION PROJECTS:**

Prior to commencing demolition projects, the contractor shall coordinate with the 733 CES/CEIE CRM to ensure Section 106 compliance has been completed. If, during the demolition process, unknown features of potential historic interest are uncovered, the contractor shall immediately cease work and contact the 733 CES/CEIE CRM.

#### **16.1. ROOF DESIGN TO MINIMIZE BIRD COLONIZATION:**

As an Air Force Installation the presence of large colonies of birds poses a hazard to the JBLE-Eustis mission. Roof design that minimizes bird colonization will reduce the frequency of aircraft impacts with wildlife and protect the life of military personnel in and around the airfield. Colonial shorebirds such as Least Tern, Killdeer, and American Oystercatcher have demonstrated an affinity for rooftop nesting on flat gravel rooftops. In order to prevent Bird Aircraft Strike Hazards, the installation of flat gravel rooftops on new buildings should be avoided. Major roof repair to existing gravel rooftops should include the removal of gravel substrate and replacement with energy efficient materials such as tar shingles, rubber, vinyl, or polyurethane materials.

##### **16.1.1. BIRD COLONIES:**

If a shorebird colony is found to be actively nesting on building during repair or replacement of an existing roof, harassment or take of shorebirds is prohibited by the Federal Migratory Bird Act. If shorebirds are present, the Natural Resources Program Manager should be contacted so that the best course of action in compliance with all State and Federal regulations can be identified.

#### **17.1. INTEGRATED PEST MANAGEMENT**

##### **17.1.1. PESTICIDES:**

Pesticides constitute any substance or mixture of substances, including biological control agents, that may prevent, destroy, repel, or mitigate pests and is specifically labelled for use by the Environmental Protection Agency (EPA). Pesticides include (but are not necessarily limited to) herbicides, insecticides, fungicides, nematocides, acaricides, algaecides and rodenticides. All pest control activities and pesticide applications occurring on the installation must be approved in advance by Installation Pest Management Coordinator (staff resides in CEIE). All pest control activities and pesticide applications shall be accomplished in accordance with the JBLE-Eustis Integrated Pest Management Plan (IPMP), DoDI 4150.07 and AFMAN 32-1053. Any personnel that apply pesticides shall have current Virginia Department of Agriculture and Consumer Services (VDACS) Pesticide Applicator Certificate. Any person or business applying pesticides

for compensation shall have a Virginia Pesticide Business License and proof of liability insurance. Persons certified in the applicable categories shall make all applications. Application by Registered Technicians or persons under supervision of a certified applicator is not authorized to apply pesticides on JBLE-Eustis. The contractor shall maintain complete daily records of pesticide applications and non-chemical pest management operations by preparing a report for each pest control action or pesticide application that provides information on each bullet noted in 17.1.2. The contractor shall provide copies of VDACS Pesticide Applicator Certificates (for each individual applying pesticides), Virginia Pesticide Business License and proof of insurance liability to the respective Installation Pest Management Coordinator IAW DODI 4150.07, AFMAN 32-1053 and the JBLE-Eustis IPMP.

#### **17.1.2. PEST MANAGEMENT PROJECTS:**

All pest management projects will be submitted to and approved by the JBLE Installation Pest Management Coordinator (IPMC) prior to commencement of work. The following information will be reported for JBLE-Eustis applications in lieu of the DD form 1532 for each pesticide application:

- Location, Description, and Size of the Area Treated.
- Day/Month/Year of Application.
- Applicator Name(s), VDACS Certification #, Certification Expiration Date.
- Business and Business License #.
- Names/Address/Phone Number of Customer.
- Pesticide Product Trade Name of Pesticide Used (including active ingredient and EPA Registration #).
- Target pest(s) controlled.
- Amount of Pesticide Product Trade Name (pesticide concentrate) amount used.
- Amount of diluent used this application.
- Name(s) and total pounds of each active ingredient (AI) applied this application.
- Hours spent applying pesticide for this application.
- Hours spent using non-chemical control techniques.
- Type of application equipment used.

The above information shall be submitted in a written form (or electronic) to the Installation Pest Management Coordinator (IPMC) no later than the 5th working day following each application.

#### **17.1.3. PESTICIDE DATA MANAGEMENT SYSTEMS:**

The AF may implement new pesticide data management systems. If such new systems become required, all contracts involving pest control or require pest control as a component, shall be required to register and use such management systems.

#### **17.1.4. PERFORMING PEST MANAGEMENT:**

All Contractors performing pest management meet the requirements specified in the JBLE-Eustis IPMP. This includes implementing integrated pest management practices whereby pesticide use shall be the last option following consideration of non-chemical controls.

#### **17.1.5. APPROVED PESTICIDES:**

All pesticides must be approved for use by the Installation Pest Management Coordinator.

Contractors shall provide electronic copies of pesticide labels and safety data sheets for each requested pesticide to the Installation Pest Management Coordinator. Contractors should plan for an estimated 2 weeks for approval determination.

#### **18.1. DISCREPANCIES.**

In case of a conflict or discrepancy between Installation Management regulations or laws and the contract specifications, the Contractor shall immediately submit the matter in writing to the Contracting Officer for a determination. Without such determination, any actions taken shall be at the Contractor's own risk and expense.

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#### **References:**

1. EPA Comprehensive Procurement Guidelines
2. <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>
3. EPA Comprehensive Procurement Guidelines for Construction Products  
<https://www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products>
4. EPA Consolidated Recovered Materials Advisory Notices (RMANs) for the Comprehensive Procurement Guidelines
5. <https://www.epa.gov/smm/consolidated-recovered-materials-advisory-notices-rmans-comprehensive-procurement-guidelines-cpg>
6. EPA Region III Risk Based Concentration (RBC) table. As this table is updated every 6 months, analysis is to be determined by the table current at the time of testing. This table can be found at <http://www.epa.gov/reg3hwmd/risk/human>.
7. Secretary of the Interior's Standards for the Treatment of Historic Properties  
<https://www.nps.gov/tps/standards.htm>

**ATTACHMENT 1**

**CONSTRUCTION/DEMOLITION DEBRIS RECYCLING AND REPORTING**

As stewards of the environment and because of the Air Force goals of diverting greater than 40% of its waste away from landfills, Contractors shall recycle C&D debris to the maximum extent possible. There are many sources in the local area that can recycle C&D. A list of sources can be found in the "Environmental Special Conditions" portion of JBLE- Eustis construction contracts. If you need further assistance finding sources, contact the 733 CES/CEIE Solid Waste and Recycling Program Manager at 757-878-4123. JBLE-Eustis must report recycling metrics to higher Headquarters quarterly. Therefore, complete the form below for each project on JBLE-Eustis and submit a copy to the 633 CONS Contracting officer, the 733 CES/CEN Project Manager, and 733 CES/CEIE (Solid Waste and Recycling Program Manager), by the 5<sup>th</sup> day of each quarter (05 Apr, 05 July, 05 Oct and 05 Jan) for the previous three month period for the duration of the project.

**PROJECT NUMBER AND TITLE:** \_\_\_\_\_

**PROJECT LOCATION (BLDG # AND STREET ADDRESS):** \_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR NAME:** \_\_\_\_\_

**CONTRACTOR ADDRESS/PHONE NUMBER:** \_\_\_\_\_

\_\_\_\_\_

**TYPE ITEMS RECYCLED:**

- |                              |                           |
|------------------------------|---------------------------|
| _____ Concrete without rebar | _____ Concrete with rebar |
| _____ Scrap Metals           | _____ Wood                |
| _____ Roofing Materials      | _____ Brick               |
| _____ Asphalt                |                           |
| _____ Other: Specify _____   |                           |

**TONNAGE OF ITEMS RECYCLED: \_\_\_\_\_ TONS TYPE ITEMS NOT RECYCLED:**

- |                              |                           |
|------------------------------|---------------------------|
| _____ Concrete without rebar | _____ Concrete with rebar |
| _____ Scrap Metals           | _____ Wood                |
| _____ Roofing Materials      | _____ Brick               |
| _____ Asphalt                |                           |
| _____ Other: Specify _____   |                           |

**CONTINUED ON THE BACK**

**C&D DEBRIS RECYCLING AND REPORTING FORM (CONT'D) REASONS ITEMS WERE NOT RECYCLED:**

\_\_\_\_\_ No market for the items  
\_\_\_\_\_ No local vendors to recycle the materials  
\_\_\_\_\_ Not economically feasible: Specify: \_\_\_\_\_  
\_\_\_\_\_ Other: Specify: \_\_\_\_\_

**PROVIDE NAME OF COMPANY, POINT-OF-CONTACT AND PHONE NUMBER OF SOURCE BY WHICH RECYCLING AN ITEM(S) WERE ATTEMPTED:**

Company Name: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**C&D ITEMS DISPOSED OF BY LANDFILL: \_\_\_\_\_ TONS**  
**C&D ITEMS DISPOSED OF THROUGH REGULAR INCINERATION: \_\_\_\_\_ TONS**  
**ITEMS DISPOSED OF BY WASTE-TO-ENERGY INCINERATION: \_\_\_\_\_ TONS**

\_\_\_\_\_  
**CONTRACTOR SIGNATURE** \_\_\_\_\_  
**DATE**

**NOTE: ELECTRONIC SIGNATURE ACCEPTABLE**

## **ATTACHMENT 2**

### Contractor Hazardous Material Worksheet

**FOR ASSISTANCE WITH THIS WORKSHEET CONTACT JBLE-EUSTIS HAZMART AT 757-878-2781  
CORRESPONDING SAFETY DATA SHEET MUST BE ATTACHED.**

### **CONTRACTOR INFORMATION**

Prime Contractor name:

Subcontractor name (if applicable):

Project Manager POC name:

Contracting Office POC:

Contract #:

Project #:

Project title:

Project date range:                      through                      (mm-dd-yyyy)

### **MATERIAL INFORMATION**

Part number (from SDS) or National Stock Number:

Noun/Common Name:

Type of Container (ex - can, bucket, box):

Size (ex -1 gal, 5 gal, 1qt, 500 mL, tank):

Unit of Issue (ex - each, box/12, case/24):

### **DRAW INFORMATION**

Estimated amount of this material to be used for duration of contract\*:

*\* At project completion, submittal summarizing actual usage is required*

### **TASK INFORMATION**

Task Description (describe what it is used for):

### **LOCATION INFORMATION**

Will the process be performed in: (check all applicable locations)

A facility,    aircraft,    equipment,    manhole,    other structure?    Outdoors?

Is material going to be used in an area occupied by USAF military or civilians?    Yes    No

What is the storage location of unused materials? Will respirators be worn?    Yes    No

Yes

No

Will a ventilation system be used?                      Yes                      No

**REMARKS** (provide any additional comments or information)

### **Contractor Point of Contact**

Requestor's Name:

Title:

Address:

Phone Number:

Date:

**To Be Completed by USAF  
Personnel Only**

EESOH-MIS Shop Code: \_\_\_\_\_

BE: \_\_\_\_\_ Recommend Approval \_\_\_\_\_ Recommend Disapproval: Comments:

SE: \_\_\_\_\_ Recommend Approval \_\_\_\_\_ Recommend Disapproval Comments:

CEIE: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove Comments:

HAZMART: \_\_\_\_\_ Concur \_\_\_\_\_ No concur Comments:



**ATTACHMENT 3**

**CONTRACTOR’S MONTHLY REPORT FOR HAZMATS**

Contractor:

Shop Code:

Contract#:

Location:

The following information is required for tracking of hazardous materials on JBLE-Eustis. For contracts exceeding six months, this form is required to be filled out on a monthly basis and returned to the Federal Government project Contracting Officer Representative (COR). For contracts that are less than six months, this form is required at the beginning and at the completion of the work. The COR will provide a copy to the HAZMART located in Bldg. 1205. This information is required to comply with State, federal, local, and Air Force laws and regulations.

MATERIAL NAME	MANUFACTURER	NSN/PART #	START BAL- ANCE	AMOUNT USED

Use additional sheets if required.

Contractor Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Federal Government COR: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

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**ATTACHMENT 4**

**CONTRACT SUBMITTAL AND CONTRACTOR REPORTING FORM**

**Comprehensive Procurement Guidelines**

(This chart is not intended to replace the EPA guidelines found at <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program> . It is the Contractor’s responsibility to stay apprised of any new additions to these guidelines.)

Categories and Designated Items (Note: This table includes proposed CPG items as well as items designated final.)	If marked w/ an “X”, item is applicable	Purchased with no recycled content	Purchased with recycled content	Percent of recycled content
<b><u>VEHICULAR PRODUCTS</u></b>				
Engine coolants - antifreeze				
Rebuilt vehicular parts				
Re-refined lubricating oils - including motor oil				
Retread tires				
<b><u>CONSTRUCTION PRODUCTS</u></b>				
Building insulation products				
Carpet (Polyester)				
Carpet cushion				
Cement and concrete containing coal fly ash, ground granulated blast furnace slag, cenospheres, or silica fume				
Consolidated and reprocessed latex paint				
Floor tiles				
Flowable fill				

Categories and Designated Items (Note: This table includes proposed CPG items as well as items designated final.)	If marked w/ an "X", item is applicable	Purchased with no recycled content	Purchased with recycled content	Percent of recycled content
Laminated paperboard				
Modular threshold ramps				
Non-pressure pipe				
Patio blocks				
Railroad grade crossing surfaces				
Roofing materials				
Shower and restroom dividers and partitions				
Structural fiberboard				
<b><u>LANDSCAPING PRODUCTS</u></b>				
Compost made from yard trimmings or food waste				
Garden and soaker hoses				
Hydraulic mulch				
Lawn and garden edging				
Plastic lumber landscaping timbers and posts				
<b><u>NON-PAPER OFFICE PRODUCTS</u></b>				
Binders				

Categories and Designated Items (Note: This table includes proposed CPG items as well as items designated final.)	If marked w/ an "X", item is applicable	Purchased with no recycled content	Purchased with recycled content	Percent of recycled content
<b>NON-PAPER-OFFICE PRODUCTS</b> (cont.)				
Clipboards				
Clip Portfolios				
File folders				
Presentation Folders				
Office Furniture				
Office recycling containers				
Office waste receptacles				
Plastic desktop accessories				
Plastic envelopes				
Plastic trash bags				
Printer ribbons				
Toner cartridges				
<b>PAPER AND PAPER PRODUCTS</b>				
Commercial/industrial sanitary tissue products				
Miscellaneous papers				

Categories and Designated Items (Note: This table includes proposed CPG items as well as items designated final.)	If marked w/ an "X", item is applicable	Purchased with no recycled content	Purchased with recycled content	Percent of recycled content
Newsprint				
Paperboard and packaging products				
Printing and writing papers				
<b><u>PARK and RECREATION PRODUCTS</u></b>				
Park benches and picnic tables				
Plastic fencing				
Playground equipment				
Playground surfaces				
Running tracks				
<b><u>TRANSPORTATION PRODUCTS</u></b>				
Channelizers				
Delineators				
Flexible delineators				
Parking stops				
Traffic barricades				
Traffic cones				

Categories and Designated Items (Note: This table includes proposed CPG items as well as items designated final.)	If marked w/ an "X", item is applicable	Purchased with no recycled content	Purchased with recycled content	Percent of recycled content
<b><u>MISCELLANEOUS PRODUCTS</u></b>				
Awards and plaques				
Bike Racks				
Blasting grit				
Industrial drums				
Manual-grade strapping				
Mats				
Pallets				
Signage				
Sorbents				

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**ATTACHMENT 5**

**RECOVERED MATERIALS DETERMINATION FORM**

This form is to be completed by the procurement originator for all purchases requesting an exemption from the Affirmative Procurement Program for Recovered Materials being procured. For questions on whether the product is “EPA designated” or what the required recycled content is, refer to the product descriptions on EPA’s website at <https://www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products> or reference the Consolidated Recovered Materials Advisory Notices (RMANs) for the Comprehensive Procurement Guidelines at <https://www.epa.gov/smm/consolidated-recovered-materials-advisory-notices-rmans-comprehensive-procurement-guidelines-cpg>. This form is not required for construction item purchases less than \$2,000, or for other purchases less than \$3,000.

Procurement Request/Project No. \_\_\_\_\_

**EPA Designated Eight Product Category Items**

**Category 1 Paper and Paper Products**

\_\_\_\_\_ Commercial/industrial sanitary tissue products  
 \_\_\_\_\_ Paperboard/packing products  
 \_\_\_\_\_ Printing and writing papers  
 \_\_\_\_\_ Miscellaneous papers  
 \_\_\_\_\_ Newsprint

**Category 2 Non-Paper Office Products**

\_\_\_\_\_ Binders  
 \_\_\_\_\_ Plastic envelopes  
 \_\_\_\_\_ Office recycling containers  
 \_\_\_\_\_ Office furniture  
 \_\_\_\_\_ Plastic trash bags  
 \_\_\_\_\_ Office waste receptacles  
 \_\_\_\_\_ File folders  
 \_\_\_\_\_ Plastic desktop accessories  
 \_\_\_\_\_ Clipboards  
 \_\_\_\_\_ Presentation folders  
 \_\_\_\_\_ Clip portfolios  
 \_\_\_\_\_ Printer ribbons  
 \_\_\_\_\_ Toner Cartridges

**Category 3 Park and Recreation Products**

\_\_\_\_\_ Park benches and picnic tables  
 \_\_\_\_\_ Running tracks  
 \_\_\_\_\_ Playground surfaces  
 \_\_\_\_\_ Playground equipment  
 \_\_\_\_\_ Plastic fencing

**Category 4 Transportation Products**

\_\_\_\_\_ Traffic barricades  
 \_\_\_\_\_ Parking Stops  
 \_\_\_\_\_ Delineators  
 \_\_\_\_\_ Flexible delineators  
 \_\_\_\_\_ Traffic Cones  
 \_\_\_\_\_ Channelizers

**Category 5 Vehicular Products**

\_\_\_\_\_ Engine Coolants  
 \_\_\_\_\_ Retread tires  
 \_\_\_\_\_ Re-refined lubricating oils  
 \_\_\_\_\_ Rebuilt vehicular parts

**Category 6 Landscaping Products**

\_\_\_\_\_ Garden and soaker hoses  
 \_\_\_\_\_ Compost and fertilizer made from re-covered organic materials  
 \_\_\_\_\_ Hydraulic mulch  
 \_\_\_\_\_ Lawn and garden edging  
 \_\_\_\_\_ Plastic Lumber Landscaping timbers and posts  
 \_\_\_\_\_ Food waste compost

**Category 7 Construction Products**

\_\_\_\_\_ Consolidated and reprocessed latex paint  
 \_\_\_\_\_ Cement and concrete containing coal fly ash, ground granulated blast furnace slag, cenospheres, or silica fume  
 \_\_\_\_\_ Roofing materials  
 \_\_\_\_\_ Railroad grade crossing and surfaces  
 \_\_\_\_\_ Building insulation  
 \_\_\_\_\_ Shower and restroom dividers  
 \_\_\_\_\_ Laminated paperboard  
 \_\_\_\_\_ Modular threshold ramps  
 \_\_\_\_\_ Non-pressure pipe  
 \_\_\_\_\_ Structural fiberboard  
 \_\_\_\_\_ Carpet (polyester)  
 \_\_\_\_\_ Carpet cushion  
 \_\_\_\_\_ Floor tiles  
 \_\_\_\_\_ Patio blocks  
 \_\_\_\_\_ Flowable fill

**Category 8 Miscellaneous Products**

\_\_\_\_\_ Manual-grade strapping  
 \_\_\_\_\_ Bike racks  
 \_\_\_\_\_ Blasting grit  
 \_\_\_\_\_ Mats  
 \_\_\_\_\_ Pallets  
 \_\_\_\_\_ Awards and plaques  
 \_\_\_\_\_ Sorbents  
 \_\_\_\_\_ Industrial drums  
 \_\_\_\_\_ Signage

## EXEMPTION CERTIFICATION

\_\_\_\_\_ The following EPA designated guideline item is included in the specifications for the project however, compliance with EPA standards is not attainable.

**Item:** \_\_\_\_\_

I have determined that the EPA guidelines were considered and determined inapplicable, based on the following:

\_\_\_\_\_ Item is not available within a reasonable period of time. (Need date: \_\_\_\_\_ Date available: \_\_\_\_\_)

\_\_\_\_\_ Item fails to meet a performance standard in the specifications.  
Specifically, \_\_\_\_\_

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

\_\_\_\_\_ Item was only available at an unreasonable price (i.e., recycled item cost more than non-recycled item).

Price of recycled item: \_\_\_\_\_

Price of non-recycled item: \_\_\_\_\_

\_\_\_\_\_ Item is not available from 2 or more sources.

**Market research was performed by calling \_\_\_\_\_ (insert number)  
vendors, but only \_\_\_\_\_ (enter name) was able to supply the item.**

This determination is made in accordance with FAR 23.405(c).

\_\_\_\_\_  
Procurement Originator/Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of GPC Approving Official (if GPC used)  
Deputy for all other type purchases

\_\_\_\_\_  
Date or Project Manager/Supervisor/Flight Chief for

*ACTIVITY INSPECTIONS*

**ENVIRONMENTAL MANAGEMENT PROCEDURE**

**(EMP) 4.5.2**

**JBLE-EUSTIS**



*13 January 202525 June 2020*

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## **Environmental Management Procedure (EMP) 4.5.2**

### **SECTION: 4.5.2.1**

#### **SUBJECT: ACTIVITY AND FACILITY INSPECTIONS**

#### **PURPOSE:**

This EMP establishes the procedures for the conduct of Activity and Facility Inspections.

Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Documents should be checked against the file version before use on the:

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

#### **REFERENCES:**

- A. AFI 90-201, *Air Force Inspection System*
- B. AFI 32-7001, *Environmental Management*
- C. EMP Dictionary

#### **SCOPE:**

Applies to all activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.

- A. The scope and detail of the Activity Inspections will be compiled utilizing: the last Activity Inspection; the Activity Corrective Action Plan (ACAP) status, new regulatory requirements, and particular emphasis areas specified by higher command
- B. Activity Inspections will use the Environmental Inspection Procedures (EIP), The Environmental Tracking Tool Playbook, with Virginia and Air Force supplements, and JBLE-Eustis environmental policies as the inspection standards. CES/CEIE will develop specific inspection checklists that incorporate JBLE-Eustis policies and procedures, to ensure adequate inspections and to communicate installation standards to activities and facilities.
- C. Facility inspections may be conducted periodically to collect data, assess the facility's status, and to determine corrective actions or updates. These inspections may be performed by government personnel or approved contractors.

## **ROLES AND RESPONSIBILITIES:**

- A. Civil Engineer Squadron (CES); Environmental (CEIE) will:
- (1). Conduct Activity Inspections.
  - (2). As part of the Activity Inspection process, CES/CEIE may conduct inspections of the higher risk TSSs, SASs, and NHSs during waste pickups and or container deliveries as time permits. The HWAF staff will typically conduct these inspections.
  - (3). CES/CEIE will conduct Annual POL/Tank inspections in accordance with DoD guidance and provide corrective actions to units. These inspections will cover POL containers above 55 gallons throughout Ft. Eustis.
  - (4). The tracking process will include electronic and written records as deemed appropriate.
  - (5). Brief Activity Inspection results and status of corrective actions quarterly to the CFT. Brief semiannually to the Environmental, Safety, and Occupational Health (ESOH) Council.
  - (6). Internal inspectors are trained on techniques and root cause determinations.
  - (7). Approve the ACAP.
  - (8). Conduct announced and unannounced inspections to ensure compliance.
- B. Activities will allow full access to all facilities during regular business hours to all inspectors and CES contractors. Pictures may be taken during these inspections to record data. If the Activity had a sensitive area, then they need to inform the inspector.

## **ACTIVITY AND FACILITY SELF-INSPECTION PROCEDURES:**

- A. Activities and Facilities will:
- (1). Fully support the conduct of the inspection by:
    - (a). Ensuring the Activity Environmental Coordinator (UEC) or Commander/Director is present during the Activity Assessment.
    - (b). Ensuring Activity areas and documents are accessible during the Activity Inspection.
    - (c). The UEC will update the Activity Facilities and Operations Inventory quarterly and provide a copy to CES/CEIE when notified of a CES/CEIE inspection. Must be submitted before the inspection.

(2). Develop an ACAP within 30 days of receipt of the final Activity Inspection report.

B. Pre-inspection actions:

(1). CES/CEIE will notify the UEC or Commander/Director by email 2 days before the start of the inspection to coordinate final details and requirements. These are short-notice inspections.

(2). CES/CEIE will review the previous inspection and the current Activity Facilities and Operations Inventory.

C. Onsite assessment actions:

(1). CES/CEIE program managers will coordinate with the UEC or Commander/Director at the start of each scheduled or non-scheduled inspection day.

(2). UECs will ensure all areas of the Activity are available to be inspected.

(3). CES/CEIE program managers will use the Finding Tracking Tool on eDASH to capture observations, findings, and root cause information on site.

(4). CES/CEIE program managers will record all identified findings of non-compliance and input into the Finding Tracking Tool.

(5). CES/CEIE program manager will determine the “root cause” for each finding using the Root Cause codes provided on the Finding Tracking Tool.

(6). The program manager will notify the UEC immediately regarding findings that are compliance findings (e.g., leaking tank, incompatible HW/HM storage) or could cause harm to the environment or human health. Appropriate installation safety, fire, and environmental personnel will also be notified.

(7). The CES/CEIE program manager will conduct an informal exit briefing after the onsite portion of the inspection to the UEC.

D. Post-inspection actions:

(1). CES/CEIE program managers will finalize all records NLT 10 working days following the end of the onsite portion of the inspection.

(2). CES/CEIE will provide a final inspection report to the activity UEC NLT 15 working days after completion of the onsite inspection. The final report will include a copy of the inspector’s checklists.



- (3). The Activity will complete the ACAP by indicating actions taken to close findings and actions planned to close the remaining open findings. The ACAP will be forwarded through the Commander or Director of the inspected site to CES/CEIE NLT 30 calendar days after receipt of the final report.
  - (4). Activities will update their ACAP quarterly and notify CES/CEIE of findings closed during the period. All findings progress noted during the CES/CEIE inspection will be reported that have been corrected.
  - (5). CES/CEIE will review the ACAP received within 15 working days for completeness and resolutions of outstanding findings.
  - (6). CES/CEIE will track the status of outstanding findings and report the status of findings at the quarterly CFT and the semiannual Environmental Safety and Occupational Health (ESOH) Council.
- E. As part of the program managers inspection process, they may conduct inspections of the higher risk areas:
- (1). TSSs, SASs, and NHSs during waste pickups and or container deliveries as time permits. These inspections will typically be conducted by the HWAF staff IAW EMP 4.5.2.1 HWAF Pickup Inspection Checklist FEVA Form 32-641.
    - (a). Findings noted during these inspections will be forwarded to the Hazardous Waste and Inspection Program Managers.
    - (b). These inspections will be part of the activity's records and will require an ACAP when findings are noted.
    - (c). Correct all findings of non-compliance and report completed actions at least quarterly to the CES/CEIE Program Manager.
  - (2). Hazardous Materials Inspections:
    - (a). These inspections will typically be conducted by the HazMart staff using the HazMart Inspection Checklist FEVA Form 32-683.
    - (b). These inspections will be part of the Activity's records and will require an ACAP when findings are noted.
    - (c). Correct all findings of non-compliance and report completed actions at least quarterly to the CES/CEIE Installation Hazardous Materials Manager.
    - (d). Copies will be given to the Internal Assessment Program Manager.
  - (3). POL Storage Areas and Tanks (containers 55 gallons and more)

- (a). These inspections will typically be conducted by the POL Compliance Program Manager using the Monthly and Annual Checklist found in the Storage Tank Accounting and Reporting (STAR) module.
- (b). These inspections will be part of the Activity's records and will require an ACAP when findings are noted.
- (c). Correct all findings of non-compliance and reported completed actions at least quarterly to the CES/CEIE POL Compliance Program Manager.

F. Facility inspections:

- (1). Facility inspections are mainly for inspecting and collecting facility data. Inspections can be in support of the following but not limited to:
  - (a). Hazardous Waste Program
  - (b). The Air Program.
  - (c). Water Programs (Stormwater and Wastewater).
- (2). Activities will fully support these inspections:
  - (a). By allowing full access to all facilities during regular business hours to all inspectors and CES contractors. Pictures may be taken during these inspections to record data. If the Activity had a sensitive area, then they need to inform the inspector.
  - (b). Generally, the Inspectors do not require to be escorted, unless your facility has this requirement in which your facility will need to provide the escort.
  - (c). Answering questions concerning the facility's activities.
  - (d). Generally, there is no additional support required by your facility unless other data is requested.

**Section: 4.5.2.2**

**SUBJECT: External and Internal Regulatory and Permit Inspections**

**PURPOSE:**

Establishes the procedures for internal and external regulatory and permit inspections.

## **ROLES AND RESPONSIBILITIES:**

- A. Civil Engineer Squadron (CES); Environmental (CEIE) will:
  - (1). Manage the regulatory and permit inspections program.
  - (2). Track the process, which includes electronic and written records as deemed appropriate.
  - (3). Brief status of corrective actions of findings at quarterly meetings to the Environmental Safety and Occupational Health (ESOH) Council.
- B. Installation Activities and Facilities will:
  - (1). Allow full access to all facilities during regular business hours to all inspectors and CES contractors. Pictures may be taken during these inspections to record data. If the Activity has a sensitive area, then they need to inform the inspector.
  - (1). Conduct all required regulatory and permit inspections.
  - (2). Correct all findings of non-compliance and report completed actions at least quarterly to the CES/CEIE.

## **REGULATORY AND PERMIT INSPECTION PROCEDURES:**

- A. Inspections and audits can be scheduled, short notice, or no notice.
  - (1). Inspectors should coordinate with the CES/CEIE, regardless of the type of inspection.
  - (2). In cases where the inspector shows up at the inspection site without prior coordination with CES/CEIE:
    - (a). Ask to see the Inspector's credentials.
    - (b). Do not impede the inspection.
    - (c). Immediately inform CES/CEIE of the inspection. CES/CEIE will send a representative.
    - (d). Be courteous to the inspectors.
    - (e). Provide access to requested facilities and documents.
    - (f). Do not volunteer information or makeup answers if you are not sure of the correct answer.

B. External Regulatory Inspections:

- (1).EPA
- (2).VDEQ
- (3).HRSD
- (4).DoD
- (5).US Air Force
- (6).US Army

C. Internal Regulatory Inspections:

- (1).CES/CEIE will:
  - (a).Develop and track the annual schedule for all regulatory and permit inspections that include facility type (e.g., Storage Tank), location, frequency of inspection, and responsible personnel.
  - (b).Conduct inspections as required. Inspectors will report completion to the CES/CEIE, Point of Contact (POC), and provide a finding of non-compliance information if necessary.
  - (c). Inspectors will notify the ICAP Manager, CES/CEIE, that an inspection was completed. Information required is Building #, POC, Type of inspection (tank, generator, oil-water separator, outfall, etc.), Date, finding description if applicable, root cause if known.
  - (d).Develop a corrective action for the finding and brief the status until completion of the quarterly ESOHC.
  - (e). Verify regulatory and permit inspections are appropriately conducted.
  - (f). Report and record all external and internal inspections:
    - i. Enforcement Actions, Spills, and Inspections (EASIER) database within 5 Business Days of the inspection.
    - ii. EASIER database within 1 Business Day of receipt of an EA.
    - iii. CES/CEIE Inspection Summary: located at O:\0 EE General Files (EMPs, Tasks, Permits, Inspections, Spills Training, etc.)\2 CED - EE - IAs – Inspections.

- (2). Activity inspectors will conduct inspections as required. Inspectors will report completion to the UEC and provide any finding of non-compliance information if necessary. The Activity requires the following inspections:
  - (a). Quarterly UEC inspections of all the Activity's facilities and operations.
  - (b). Weekly (within 7 calendar days) inspections of TSSs, SASs, and NHSs.
  - (c). Monthly (within 30 days) inspections of all HM and UW storage locations.
  - (d). Monthly inspections of all POL storage areas (55 gallons and larger) and tank locations.

**SECTION: 4.5.2.3**

**SUBJECT: Internal Inspections Conducted by Activities**

**PURPOSE:**

Establishes the procedures for Activities to conduct Internal Inspections

**ROLES AND RESPONSIBILITIES:**

- A. Civil Engineer Squadron (CES); Environmental (CEIE) will:
  - (1). Have oversight of the Activity Inspections program.
  - (2). Develop the Activity Inspection Multimedia Checklist.
  - (3). Train Unit Environmental Coordinators (UEC) to use the checklist.
  - (4). Verify Activity Internal Inspections have been appropriately conducted during annual Activity Inspections.
- B. Installation Activities and Facilities will:
  - (1). Conduct Activity Internal Inspections as required.
  - (2). Correct all findings of non-compliance found during any inspection.
  - (3). Prepare an ACAP for each UEC quarterly inspection.
  - (4). Keep records of inspections for at least 3 years.

- (5). Those Activities that have higher HQs on the installation, e.g., “Bde to Bn”; “Dir to Div,” etc. will have their UEC participate in at least 2 of the quarterly UEC inspections each year.

#### **INTERNAL INSPECTION PROCEDURES:**

- A. Activity inspectors will conduct inspections as required. The Activity requires the following inspections:
  - (1). Weekly (within 7 calendar days) inspections of TSSs, SASs, and NHSs (HWMP).
  - (2). Monthly (within 30 days) inspections of all HM and UW storage locations (HWMP).
  - (3). Monthly inspections of all POL storage (55 gallons and larger) areas and tank locations.
  - (4). All findings will be corrected immediately if possible or NLT 10 calendar days.
- B. The Unit Environmental Coordinator (UEC) will conduct quarterly Activity Internal Inspections of all Activity facilities and operations.
  - (1). The Activity Inspection Multimedia Checklist will be used.
  - (2). The UEC will maintain an inventory of all the Activity’s facilities and operations using FEVA Form 32-600, Activity’s Facilities and Operations Inventory. The UEC may modify this spreadsheet to fit the Activity’s facilities and operations; however, format and column headers must be maintained.
  - (3). Each subordinate Activity will be inspected, e.g., for a Battalion, each company or detachment will be inspected; for a Directorate, each division or department depending on the organization will be inspected; for those organizations having contractor support, the contractor as a whole will be inspected.
  - (4). UECs will record findings of non-compliance found during the inspections.
  - (5). Prepare an Activity Corrective Action Plan (ACAP) for each UEC quarterly inspection:
    - (a). The ACAP will be prepared using the format in the ACAP Summary Report.
    - (b). The ACAP will be signed by the Commander or Director, having to appoint the authority of the UEC within 30 days of the inspection date.
  - (6). Subordinate Activities will be re-inspected by the UEC within 30 days of any inspection or re-inspection that shows 3 or more findings.

- (7). Activities will make on the spot corrections or take immediate actions to correct all findings of non-compliance found during any inspection if possible or NLT 10 calendar days.

C. Activities will record and report the status of the Activity's internal inspections:

- (1). Activity Inspectors will report completion to the UEC and provide a finding of non-compliance information if necessary for their required weekly and monthly inspections.
- (2). The original of the ACAP signed by the Commander or Director will be kept on-site in the UEC's files and made available for inspection.
  - (a). A copy of the ACAP will be sent to the Activity's next higher HQs in the chain of command, e.g., a Battalion will send a copy to its Brigade HQs; Contractors will send a copy to their COR and the corporate/owner's office.
  - (b). Documentation of this will be kept on-site in the UEC's files.
- (3). An inspection report will be sent to CES/CEIE within 10 calendar days of the completion of the UEC's quarterly inspection utilizing the Activity Inspection Multi-Media Checklist.
  - (a). The report will be signed and certified by the Commander/Director. By signing the report, the Commander/Director is confirming that all information is true and accurate.
  - (b). The report will be sent by digitally signed email to USAF JB L-E 733 MSG List CED-CEIE Internal Inspections ([usaf.jble.733-msg.list.ced-ec-internal-assessments@mail.mil](mailto:usaf.jble.733-msg.list.ced-ec-internal-assessments@mail.mil))
  - (c). The report will include the following documents:
    - i. Copy of the completed Activity Inspection Multi-Media Checklist
    - ii. Copy of the completed Activity Facilities and Operations Inventory FEVA Form 32-600
    - iii. Provide a copy of the transmittal correspondence required in paragraph (2).
- (4). A copy of the completed ACAP Summary Report FEVA Form 32-601 will be sent to CES/CEIE within 30 calendar days of the completion of the UEC's quarterly inspection.
  - (a). The ACAP is required when there are findings noted on the inspection in a paragraph.

(b). The report will be sent by digitally signed email to USAF JB L-E 733 MSG List CED-EE Internal Assessments ([usaf.jble.733-msg.list.ced-ee-internal-assessments@mail.mil](mailto:usaf.jble.733-msg.list.ced-ee-internal-assessments@mail.mil))

D. CES/CEIE will:

- (1). Report inspection metrics to the Installation Cross-Functional Team (CFT) quarterly and the Environmental, Safety, and Occupational Health (ESOH) Council semiannually.
- (2). Notify Command for Activities failing to report inspection data.
- (3). Use the Findings Tracker Tool on eDASH to record and track all findings. This information is available to higher-level Commands.

E. CES/CEIE Program Managers:

(1). Media Program Managers will:

- (a). Review inspection reports and ACAPs.
- (b). Conduct unannounced inspections to verify inspection reports and ACAPs.

(2). Inspection Program Manager will:

- (a). Enter data into eDASH within 15 calendar days of receipt of inspection reports.
- (b). Closeout findings in eDASH within 15 calendar days of receipt of ACAPs.
- (c). Maintain inspection and ACAP database to track metrics.

**SECTION: 4.5.2.3.1**

**SUBJECT: Activity Corrective Action Plans (ACAP)**

**PURPOSE:**

This section establishes the procedures for the preparation and reporting of Activity Corrective Action Plans (ACAP).

**ROLES AND RESPONSIBILITIES:**

- A. UECs will generate ACAPs using the format in paragraph 6 below.
- B. Commanders and Directors will submit the completed ACAP to Civil Engineer Squadron (CES), Environmental (CEIE), within the timeframes specified in paragraph 6 below.



C. Civil Engineer Squadron(CES); Environmental (CEIE) will:

- (1).Review and approve ACAPs submitted.
- (2).Enter ACAP information into the ESOHCAMP web software.

**ACAP PROCEDURES:**

A. Upon completion of a Quarterly Activity Inspection, receipt of the Final Inspection Report of a completed Installation Activity Assessment, or a tasking resulting from a regulatory agency, the UEC will complete all items for each finding noted during the assessment utilizing the ACAP Summary Report (EMP 4.5.2.3.1 Tab 1). The completed ACAP will consist of the following:

- (1).Appendix A Activity Inspection Multi-Media Checklist.
- (2).Appendix B Facilities and Operations Inventory FEVA Form 32-600.
- (3).Appendix C ACAP Summary Report FEVA Form 32-601.

B. The ACAP will be completed and or submitted within the timeframes specified below:

- (1). Within 30 days of the Quarterly Activity Inspection, a memo signed by the Commander or Director will be attached to the final inspection, and a copy of the completed ACAP will be sent to the Activity's next higher HQs for military, Contracting Officer's Representative (COR) for contractors. This final inspection will be kept for 3 years and available for inspection.
- (2). Within 30 days of receipt or as specified on the Final Assessment Report of a completed Installation Activity Assessment, a Memo signed by the Commander or Director having to appoint authority for the UEC will be submitted to CEIE along with the completed ACAP. Instead of paper copy memos, a digitally signed Email with the completed ACAP may be provided and is preferred. Send to: ([usaf.jble.733-msg.list.ced-ee-internal-assessments@mail.mil](mailto:usaf.jble.733-msg.list.ced-ee-internal-assessments@mail.mil))
- (3). Within 30 days of receipt or as specified by the CEIE tasking (written, Email, or verbal) as a result of external assessments conducted by regulatory agencies, a memo signed by the Commander or Director will be submitted to CEIE along with the actions required by the tasking. In place of paper copy memos, a digitally signed Email with the necessary actions by the tasking may be submitted and is preferred. Send to: ([usaf.jble.733-msg.list.ced-ee-internal-assessments@mail.mil](mailto:usaf.jble.733-msg.list.ced-ee-internal-assessments@mail.mil)).
- (4).CEIE will review and approve the submitted ACAP.
- (5).CEIE will track the status of outstanding findings and report the status of findings at the quarterly Environmental Safety and Occupational Health (ESOH) Council.

**APPENDICES:**

**APPENDIX A:**

Go to JBLE public web site: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

**APPENDIX B:**

Go to the JBLE public web site: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

**APPENDIX C:**

Go to the JBLE public web site: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

## **9 ACRONYMS**

Standard Acronyms (Applicable to all AF Installations)

- [eDASH Acronym Library](#)
- [HW Playbook – Acronym Section](#)
- [U.S. EPA Terms & Acronyms](#)

### **Installation Supplement**

JBLE-Eustis has no additional Acronyms

## **10 DEFINITIONS**

Standard Definitions (Applicable to all AF Installations)

- [HW Playbook – Definitions Section](#)

### **Installation Supplement**

None to add

## **11 INSTALLATION-SPECIFIC CONTENT**

### **Installation Supplement**

None