

Hazardous Waste Functional Area Continuity Book (FACB)



**In case of a Fire, Spill or other
Emergency:
Call the Fire Department
IMMEDIATELY - 911 or 878-1008**

DO NOT DISCARD

**Environmental Records Must be Maintained for a
Minimum of Three Years!**

**The Records Contained in this FACB Must Be available
for announced and unannounced inspections by the
EPA, VDEQ, and other Agencies**

**Coordinators MUST ensure that this FACB
is Transferred to the next Coordinator or
Commander/Director prior to their
departure utilizing:**

**EMP 4.4.4 Tab 3 Commander Director
Chain of Custody Log FEVA Form 32-634**

Volume 1 of X

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6. Training Records of Personnel Working at the Site (ESOHTN Logs and/or Certificates)
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Annex I—Used Oil

Note: Some Sections above may need to be in a separate Volume due to its physical size. Please note the Number in the spaces provided above and on the Title page. All volumes must be kept and maintained for 3 years.



Environmental Policy

SECTION 1

JBLE Environmental Policy - Clean Policy

[EMP 4.2 Tab 1 EMS Policy Dec 2015](#)

Ensure The Most Current Version is Posted

Keep A copy of the Policy Here

And

Copies on Bulletin Boards or Displayed Where Personnel Gather



Chain of Custody

SECTION 2

Commander Director Chain of Custody

[EMP 4.4.4 Tab 3 Commander Director Chain of Custody Log FEVA Form 32-634](#)

This form is used for the annual review and recertification by the Commander/Director

Coordinators MUST ensure that this FACB is transferred to the next Coordinator or Commander/Director prior to the Coordinator's departure!

Environmental Records Must be Maintained for a Minimum of Three Years!

The Records Contained in this FACB Must Be available for announced and unannounced inspections by the EPA, VDEQ, and other Agencies

Site Approval

SECTION 3

[EMP 4.4.6.8.2 Tab 1 TSS, SAS, NHS Site Approval FEVA Form 32-699](#)

Maintain for the life of the Site.

FEVA Form 32-699 is use for Establishing a new site and for closing a site IAW:

[EMP 4.4.6.8.2 Hazardous, Universal, and Non Hazardous Waste Accumulation Site Management](#)

Additional Requirements for Hazardous Waste Management (HWM)

EMP 4.4.6.8 Hazardous Waste Management (HWM)

EMP 4.4.6.8.1 Hazardous Waste Accumulation Facility (HWAFF)
Operations



Site Specific Contingency Plan

SECTION 4

Site Specific Contingency Plan (SSCP)

A copy of the SSCP must be maintained here and posted at the Site

Must be update at least annually or as information in the Plan changes

(The Date Must Be Typed—Plan has to be reprinted when updated)

The SSCP is prepared IAW:

[EMP 4.4.7 Spill Prevention and Response](#)

[EMP 4.4.7 Tab 1 Site Specific Contingency Plan Template FEVA Form 32-620](#)

SPILL REPORTING

SECTION 4 - Continued

Report all spills to fire and emergency services

Call 911 In Case of Emergency
(Fire, Explosion, Injury or release Into ANY Water or Drain)

1. Immediately report **ALL** spills (no matter how small) to the Fire Department at **757-878-1008** or **911**.
2. ***ALLWAYS PROTECT YOURSELF!*** Safety & protection of life and limb take precedence over environmental protection!
3. Stop the spill, if safe to do.
4. Contain the spill with absorbents (Dry Sweep) , booms, & pads.



5. If you have any questions, contact Environmental Division at:
(757) 878-4123





HWC and AEC Appointment Orders

SECTION 5

EMP 4.4.2 Tab 4 AEC, UEC and HWC Appointment FEVA Form 32-643

**A copy of FEVA Form 32-643 Must be maintained for each:
Primary and Alternate HWC and AEC**

Coordinators Must be Trained before assuming any Coordinator Duties

FEVA Form 32-643 act as Appointment Orders and no other Unit level appointments are required IAW:

EMP 4.4.2 Environmental Awareness and Competency Training



Training Records

SECTION 6

Training Records of Personnel Working at the Site

All personnel that work at the site or are likely to turn-in wastes at the site need to have a copy of their training records posted here:

ESOHTN Logs and/or Certificates for BEMA/LEMAC/AEM Phase I

Coordinators should be ESOHTN Training Managers and have access to the Records

These records are subject to inspections:

Must be maintained for at least 3 years

Separate by Calendar Year

Coordinators should update the ESOHTN records Quarterly

Training Records may need extra space due to the number of records being maintained. This may require a separate Volume.

The FACB is Volume 1, Training Records when needed are: Volume _____

Also record this Volume number on the Table of Contents



Job Titles, Duty Descriptions

SECTION 7

EMP 4.4.2 Tab 1 Job Titles, Duty Descriptions, and Responsibilities of Key Positions

Must Maintain an up to date copy of this EMP Here

Job Titles, and Duty Descriptions are subject to inspections

Regulations and Procedures

SECTION 8

Where to Find Regulations and Procedures (<http://www.jble.af.mil/Units/Army/Eustis-Environmental>)

- EMP 3.0 EMP Dictionary
- EMP 4.4.2 Environmental Awareness & Competency Training
- EMP 4.4.2 Tab 1 Job Titles, Duty Descriptions, and Responsibilities of Key Positions
- EMP 4.4.2 Tab 4 AEC, UEC & HWC Appointment FEVA Form 32-643
- EMP 4.4.6.7 Solid Waste and Recycling Management
- EMP 4.4.6.7 Tab 1 Solid Waste & Recycling Disposition Guide
- EMP 4.4.6.7.2 Tab 1 Solid Waste and Recycling from Maintenance Operations
- EMP 4.4.6.7.4 E - Wastes & E - Recycling
- EMP 4.4.6.8 Hazardous Waste Management (HWM)
- EMP 4.4.6.8.2 Hazardous, Universal, and Non Hazardous Waste Accumulation Site Management
- EMP 4.4.6.8.3 HW, UW, NHW, Abandoned, Empty, and Large Container Management
- EMP 4.4.6.8.4 Universal Waste (UW) Lamps
- EMP 4.4.6.8.4 Universal Waste (UW) Lamps
- EMP 4.4.7 Spill Prevention and Response
- EMP 4.4.7 Tab 1 Site Specific Contingency Plan Template FEVA Form 32-620

THESE ARE EXAMPLES

**YOUR ORGANIZATION MAY NEED MORE OR FEWER EMPS
DEPENDING UPON YOUR OPERATIONS**

SOP for Transferring HWC Duties

SECTION 9

SOP for Transferring HWC Duties

The Commander/Director responsible for the Site will develop a SOP to ensure the continuity and security of records when one Coordinator departs until another Coordinator assumes responsibility for the site records.

[EMP 4.4.4 Tab 3 Commander Director Chain of Custody Log FEVA Form 32-634](#). This form will be used.

FEVA Form 32-634 is also used for the annual review and recertification by the Commander/Director

Coordinators **MUST** ensure that this FACB is transferred to the next Coordinator or Commander/Director prior to the Coordinator's departure!

Environmental Records Must be Maintained for a Minimum of Three Years!

The Records Contained in this FACB Must Be available for announced and unannounced inspections by the EPA, VDEQ, and other Agencies



Hazardous Waste Minimization Plan

SECTION 10

Hazardous Waste Minimization Plan

Use [EMP 4.4.6.8 Tab 4 HazMin Plan Template](#)

Weekly Site Inspections

SECTION 11

Weekly Site Inspections – Less than 7 Calendar Days

EMP 4.4.6.8.2 Tab 2 Weekly TSS, SAS, and NHS Inspections FEVA Form 32-698

FEVA Form 32-698 Must Be Used

Weekly Site Inspections Must be conducted within 7 Calendar Days

NO EXCEPTIONS

Exceeding 7 Calendar Days is subject to Enforcement Actions

Inspections can be conducted more frequently

Plan Accordingly for Holidays, Training Holidays, Coordinator Absences, etc.

These records are subject to inspections:

Must be maintained for at least 3 years

Separate by Calendar Year

Inspection Records may need extra space due to the number of records being maintained. This may require a separate Volume.

The FACB is Volume 1, Inspection Records when needed are: Volume _____



Container Turn in Log (CTL)

SECTION 12

Container Turn in Log (CTL)

[EMP 4.4.6.8.1 Tab 4 Container Turn-in Log FEVA Form 32-696](#)

CTLs are subject to inspections:

Must be maintained for at least 3 years

Separate by Calendar Year

Start a New FEVA Form 32-696 for each year

All Containers turned-in at the HWAF should be on this Log to include recyclables



HWAF Issued CCL and DD 1348-1A

SECTION 13

Completed Container Contents Logs (CCLs)

DD Form 1348-1A Disposal Turn-In Document (Issued by the HWAF)

CCLs Must Be Signed Prior To Pickup!

Coordinators Must Be Present at Turn-in!

These records are subject to inspections:

Must be maintained for at least 3 years

Separate by Calendar Year

CCLs and DD Form 1348-1A s may need extra space due to the number of records being maintained. This may require a separate Volume.

The FACB is Volume 1, CCLs and DD Form 1348-1A when needed are: Volume _____

Also record this Volume number on the Table of Contents

HWAF Pick-up Inspections

SECTION 14

HWAF Pick-up Inspections

[EMP 4.4.6.8.1 Tab 5 HWAF Pickup Inspection Checklist FEVA Form 32-641](#)

Activity Corrective Action Plans (ACAP) must be prepared and submitted IAW:

EMP 4.5.2.3.1 Activity Corrective Action Plans (ACAP)

[EMP 4.5.2.3.1 Tab 1 ACAP Summary Report FEVA Form 32-601](#)

These records are subject to inspections:

Must be maintained for at least 3 years

Separate by Calendar Year

HWAF Pick-up Inspection Records may need extra space due to the number of records being maintained. This may require a separate Volume.

The FACB is Volume 1, HWAF Pick-up inspection Records when needed are:

Volume _____

Also record this Volume number on the Table of Contents

Waste Description Logs (WDL)

SECTION 15

Waste Description Logs (WDL)

EMP 4.4.6.8 Tab 1 Waste Description Log FEVA Form 32-697

WDLs will be prepared for each waste stream IAW:

EMP 4.4.6.8 Hazardous Waste Management (HWM)

Reviewed and update at least annually

Approved by the HWAF

HWCs should use EMP 4.4.6.7 Tab 1 Solid Waste and Recycling Disposition Guide to help determine proper turn-in procedures for various waste

These records are subject to inspections:

Must be maintained for at least 3 years

Separate by Calendar Year

WDLs may need extra space due to the number of records being maintained. This may require a separate Volume.

The FACB is Volume 1, WDLs when needed are: Volume _____

Also record this Volume number on the Table of Contents



Annex I—Used Oil

- EMP 4.4.6.14.1 Aboveground Storage Tanks (AST) Management
- Daily and weekly Inspection required on Tanks 660 gallons and above
- Monthly Inspection required on tanks less than 660 gallons.
- EMP 4.4.6.14.1 Tab 1 AST Inspection Record FEVA Form 32-630.

EMP 4.4.6.14.2 Underground Storage Tanks (UST) Management.

- EMP 4.4.6.14.2 Tab 1 Monthly UST Inspection Record FEVA Form 32-633.
- Maintain all records for a Minimum of Three Years.