

SOLID WASTE AND RECYCLING MANAGEMENT

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.7

JBLE-EUSTIS



25 June 2020

(Revised 18 January 2024)



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

25-Oct-24

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

FROM: 633 ABW/CD

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

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 All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

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Digitally signed by
DILLENBURGER STEVEN P.123
9615100
Date: 2024.10.25 13:15:19 -0400

**STEVEN P. DILLENBURGER, Colonel, USAF
Deputy Installation Commander**

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Table of Contents

Environmental Management Procedure (EMP) 4.4.6.7	1
SECTION: 4.4.6.7	1
SUBJECT: Solid Waste and Recycling Management (SWRM).....	1
PURPOSE AND POLICY:.....	1
DOCUMENT CONTROL:.....	1
REFERENCES:	1
SCOPE: This EMP applies to all activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.	1
ROLES AND RESPONSIBILITIES:.....	1
PROCEDURES:.....	2
SECTION: 4.4.6.7.1.....	6
SUBJECT: Solid Waste and Recycling Disposition Guide.....	6
SECTION: 4.4.6.7.2.....	6
SUBJECT: Collection, Disposition, and Reporting of Solid Waste and Recyclable Materials	6
PURPOSE:	6
ROLES AND RESPONSIBILITIES:.....	6
PROCEDURES:.....	8
SECTION: 4.4.6.7.2.1	18
SUBJECT: Collection of Solid Waste and Recycling from Maintenance Operations	18
PROCEDURES:.....	18
SECTION: 4.4.6.7.2.2	23
SUBJECT: Fire Extinguisher Turn-In Instructions and Form	23
PROCEDURES:.....	23
SECTION: 4.4.6.7.2.3	24
SUBJECT: C and D Waste Generation and Recycling Report FEVA Form 32-675.....	24
PROCEDURES:.....	24
SECTION: 4.4.6.7.3.....	24
SUBJECT: E - Wastes and E - Recycling.....	24
PURPOSE:	24
ROLES AND RESPONSIBILITIES:.....	24
PROCEDURES:.....	25

SECTION: 4.4.6.7.3.1	30
SUBJECT: Memorandum for Record Degaussing FEVA Form 32-664.....	30
PROCEDURES:	30
SECTION: 4.4.6.7.3.2	30
SUBJECT: Operation of the Manual Hard Drive Degausser	30
PROCEDURES:	30
SECTION: 4.4.6.7.3.3	32
SUBJECT: Unclassified Hard Drive Turn-in Document FEVA Form 32-666	32
PROCEDURES:	32

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). Unit Environmental Coordinators (UEC) 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 UEC.
 - ii. Signed by the Commander or Director having UEC 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 improper disposal of Hazardous Materials (HM).
- iv. Prevent improper disposal of Hazardous Wastes (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 UEC informed on all SW and recycling matters.
 - c. Coordinate communications between his/her building or facility and the UEC.

- 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 UEC.
- 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 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 recyclable materials 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 located 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 enough 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 10th 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:

Universal Waste	
FEDERAL LAW PROHIBITS IMPROPER DISPOSAL	
THE FOLLOWING MATERIALS ARE REGULATED AS A UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.	
☐ UW-BATTERIES	☐ UW-LAMPS
☐ UW-MERCURY	☐ PESTICIDES
CONTAINING EQUIPMENT	
Date: _____ Cont. No: _____	
D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX (REQUIRED DURING TRANSPORT, WHICH MATERIAL IS ALSO REGULATED BY 49CFR PARTS 172-180)	
GENERATOR INFORMATION: Joint Base Langley-Eustis (JBLE) 733d Mission Support Group (MSG) Civil Engineer Division (CRD) 1407 Washington Blvd. Fort Eustis, VA 23604-5332 EPA ID. NO: VA8213720321 757-878-3915	
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 HWAFF will provide pre-labeled containers for aerosol cans. The HWAFF 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 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; pallettes, 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 OHSA" empty. Not to be confused with "RCRA" empty.
 - iii. Labels and markings no longer applicable to the contents will be removed, defaced to make them unreadable, or painted over.
 - iv. Containers will be stored in such a manner that allows for easy access to container labels. Under no circumstances should containers have to be moved in order to read any label or opened to determined container contents.

- (b). If a container holding wastes is not in good condition (signs of bulges, damage, or corrosion, etc.) or begins to leak, the contents will be transferred to an approved serviceable container immediately.
 - (c). A container must always be closed during storage except when it is necessary to add or remove materials.
 - (d). Containers of liquids must not be overfilled. Containers must have 3 to 4 inches of head space (ullage) to allow for expansion to temperature changes.
 - (e). Incompatible materials will not be placed in the same container.
 - (f). Containers must be compatible with the wastes being contained.
- (4). Used Oil - Used oil generated at the various maintenance facilities are handled as 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”

Filters Only
Oil, Fuel, & Air
No Paint, Solvent, or Gasoline Contaminated Filters
Activity: _____
GENERATOR INFORMATION: Joint Base Langley-Eustis (JBLE) 733d Mission Support Group (MSG) Civil Engineer Division (CED) 1407 Washington Blvd. Fort Eustis, VA 23604 – 5332 EPA ID. NO: VA8213720321 757-878-3915

- (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 s 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 Unit Environmental Coordinator (UEC) will check all information and certify that all information is accurate.
 - (3). The IT Manager, Security Manager, 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, 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, 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, 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.

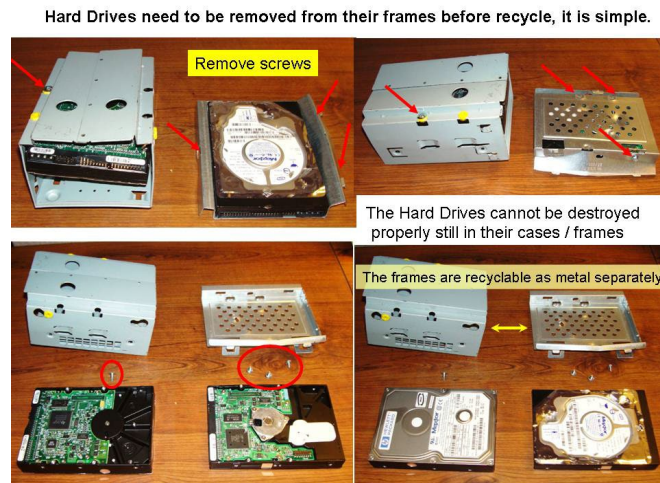


Figure 1

- (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, 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, 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.

- 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.