

## HWAFF Site Evaluation Pickup Checklist FEVA Form 32-641

<b>Activity Names</b>						
<b>1. MACOM/Wing Name (Column C):</b> _____			<b>5. Inspection Date:</b> _____			
<b>2. Group/Brigade Name (Column E):</b> _____						
<b>3. Squadron/Battalion Name (Column G):</b> _____			<b>6. Site Number:</b> _____			
<b>4. Unit Name (Column I):</b> _____						
<b>7. Summary of findings:</b>						
		<u>Significant Findings</u>	<u>Compliance Findings</u>	<u>Repeat &amp; CO Findings</u>	<u>Minor Findings</u>	<u>Major Findings</u>
<b>Hazardous Waste Management (HWM):</b>		<b>Totals:</b>				
Activities will make on the spot corrections or take immediate action to correct findings noted during the inspection. (See Root Causes & Findings Definitions)						
<b>8. Inspector's Comments:</b> _____						
<b>9. Date Signed by HWAFF Staff:</b> _____						
		_____		_____		
		<b>HWAFF Staff Printed Name</b>		<b>HWAFF Staff Signature</b>		
<b>10. CED - CEIE Comments:</b> _____						
<b>11. Date Signed by AEC/HWC:</b> _____						
		_____		_____		
		<b>Printed Name of AEC or HWC</b>		<b>AEC or HWC Signature</b>		
AEC: <input type="text"/>		HWC: <input type="text"/>				
<b>NOTE: Reports having findings must submit the ACAP. Reports which do not have findings, no further action is required. Activities will submit an Activity Correction Action Plan (ACAP Summary Report FEVA Form 32-601) NLT the date specified on the inspection report below IAW HWMP. If the ACAP is not received by specified date, a memo will be sent through the MSG Commander to the Commander or Director.</b>						
<b>CED-CEIE Use Only</b>						
<b>12. Date ACAP due to CED-CEIE:</b> _____			<b>13. Date ACAP Received by CED-CEIE:</b> _____			

**HWAF Site Evaluation Pickup Checklist FEVA Form 32-641**

Site No: \_\_\_\_\_

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

Media Area	Inspection Item	Reg/Driver	Finding Type	YES	NO	N/A	Building Number(s)	Root Cause	Comments
<b>Hazardous Waste Management (HWM)</b>									
Pick UP 1	Does the Activity have Activity Environmental Coordinator (AEC)? <b>Name:</b>	HWMP	MMSF						
Pick UP 2	Does the Activity have Alternate AEC? <b>Name:</b>	HWMP	MMSF						
Pick UP 3	Hazardous Waste Coordinator (HWC): <b>Name:</b>	HWMP	CF						
Pick UP 4	Alternate HWC: <b>Name:</b>	HWMP	CF						
<b>General Site Requirements</b>									
Pick UP 5	Is the AEC or HWC Present and on time for pickup?								
Pick UP 6	Are Turn-in documents complete and ready at scheduled appointment?	HWMP	CF						
Pick UP 7	Does site have an upto date Functional Area Continuity Book (FACB)? <b>Date:</b>	EMP 4.4.4	MMSF						
Pick UP 8	Does site have an upto date Hazardous Waste Minimization (HazMin) Plan? <b>Date:</b>	HWMP	CF						
Pick UP 9	Does Activity have an up to date site specific Contingency Plan and posted at the site? <b>Date:</b>	HWMP	CF						
Pick UP 10	Does Activity maintain copies of all HWM records for 3 years?	HWMP	CF						
Pick UP 11	Is the site inspected on a weekly basis?	HWMP	CF						
Pick UP 12	Is the most up to date Weekly TSS, SAS, & NHS Inspections FEVA Form 32-698 being used IAW the HWMP? <b>Date of form:</b>	HWMP	MMSF						
Pick UP 13	Is an up to date (Annually) Waste Description Log (WDL) for each waste stream available (FEVA Form 697)?	HWMP	CF						
Pick UP 14	Is the most up to date Waste Description Log FEVA Form 32-697 being used IAW the HWMP? <b>Date of form:</b>	HWMP	CF						
Pick UP 15	Does Activity maintain a Container Turn-in Log (CTL) for each calendar year?	HWMP	MMSF						
Pick UP 16	Is the most up to date Container Turn-in Log FEVA Form 32-696 being used IAW HWMP? <b>Date of form:</b>	HWMP	MMSF						
Pick UP 17	Does site have sign indicating type of storage area.?	HWMP	MMSF						

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Site No: \_\_\_\_\_

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

Media Area	Inspection Item	Reg/Driver	Finding Type	YES	NO	N/A	Building Number(s)	Root Cause	Comments
Pick UP 18	Does site have "NO SMOKING" sign?	HWMP	MMSF						
Pick UP 19	Does site have "Unauthorized Personnel Keep Out" sign?	HWMP	MMSF						
Pick UP 20	Does site have upto date emergency response information posted at the site?	HWMP	CF						
Pick UP 21	Are telephones, two-way radios, or similar alarm devices located near the site?	HWMP	MMSF						
Pick UP 22	Does site have portable fire extinguishers?	HWMP	CF						
Pick UP 23	Does site have a spill kit?	HWMP	CF						
Pick UP 24	Does site have "Incompatibility" chart?	HWMP	MMSF						
Pick UP 25	Is the site protected from the elements?	HWMP	MMSF						
Pick UP 26	Does site have containment in sufficient capacity to hold 110% of volume of the largest container in the site?	HWMP	CF						
Pick UP 27	Is containment system clean and dry at all times	HWMP	MMSF						
Pick UP 28	Does site have adequate aisle space to allow for the unobstructed movement of fire equipment, spill control, and other personnel in an emergency?	HWMP	CF						
Pick UP 29	Is proper house keeping being maintained?	HWMP	MMSF						
<b>Container Requirements</b>									
Pick UP 30	Are all containers of wastes correctly labeled as HWs, UWs, or NHWs?	HWMP	CF						
Pick UP 31	Are accumulation start dates marked on the labels of all HW and UW containers as required?	HWMP	CF						
Pick UP 32	Are containers stored so as to allow easy access to labels?	HWMP	CF						
Pick UP 33	Are containers in good condition, i.e., no signs of bulges, leaks, damage or corrosion?	HWMP	CF						
Pick UP 34	Are containers kept tightly closed during storage?	HWMP	CF						
Pick UP 35	Are containers compatible with the waste stored in them?	HWMP	CF						
Pick UP 36	Are containers compatibly stored, i.e., ignitable wastes are separated from reactive wastes, strong acids and bases are separated, etc ?	HWMP	CF						
Pick UP 37	Are containers being kept on pallets?	HWMP	CF						
Pick UP 38	Are all empty containers labeled as "empty"?	HWMP	CF						
Pick UP 39	Are only DOT approved containers being used to store wastes?	HWMP	CF						
Pick UP 40	Does Activity maintain a Container Contents Logs (CCL) for each container of waste?	HWMP	CF						

**Place an** Color Code and Fill the Response Blocks as Indicated

NA = X - No Fill

CF NO = X

MMSF NO = N

MMSF NO = R

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Root Causes**

<b>Codes</b>	<b>Root Cause Category</b>	<b>Root Cause Descriptions</b>
<hr/> <b>Command Emphasis and Oversight</b> <hr/>		
<b><u>Management (CM)</u></b>		
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.
<b><u>Policy (CP)</u></b>		
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.
<hr/> <b>Plans and Implementation</b> <hr/>		
<b><u>Communications (IC)</u></b>		
IC01	IC	Communication with external agencies is ineffective.
IC02	IC	Communication channels within the organization are ineffective.
<b><u>Implementation (II)</u></b>		
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.
<b><u>Plans (IP)</u></b>		
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.

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**Root Causes**

**Codes**    **Root Cause Category**

**Root Cause Descriptions**

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**Other (External Phenomena)**

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**Other (OO)**

OO01	OO	Non-compliance resulted from theft, tampering, sabotage, criminal trespass, vandalism, or fire.
OO02	OO	Non-compliance 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.

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**Resources**

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**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.

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**Training and General Awareness**

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**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.

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**Finding Codes**

<b>Finding Name</b>	<b>Code</b>	<b>Finding Description</b>
<b>Significant Finding</b>	<b>SF</b>	Any noncompliance with federal, state, or local laws, regulations, permits, or ordinances that poses a direct and immediate threat to human health or safety, mission, and/or the environment.
<b>Compliance Finding</b>	<b>CF</b>	Compliance Finding—Any noncompliance with federal, state, or local laws, regulations, permits, or ordinances that is not a significant finding.
<b>Minor Management System Finding</b>	<b>MMSF</b>	A <b>single instance</b> where an Activity has failed to conform with a DoD, Army, Air Force, or installation instruction, policy, or other requirement.
<b>Major Management System Finding</b>	<b>Major</b>	<b>Multiple instances</b> of nonconformance to a DoD, Army, Air Force, or installation instruction, policy, or other requirement.
<b>Potential Best Practice</b>	<b>PBP</b>	A finding that is considered a standard of excellence or achievement considered best in class.
<b>New Finding</b>	<b>N</b>	A new finding is one that was identified for the first time during the current assessment.
<b>Repeat Finding</b>	<b>R</b>	A repeat finding is one that was identified and documented during a previous assessment that has been closed, but the same condition has reoccurred.
<b>Carry-Over</b>	<b>CO</b>	A carry-over finding is one that was observed and documented in a previous assessment and has remained open.