

# Environmental Standard Operating Procedure

Originating Office: <b>Natural Resources Environmental Affairs Office</b>	Revision: 16 December 2015 Supersedes: 01 October 2014	Prepared By: NREA Subject Matter Expert (SME)	Approved By: Solid Waste Manager
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## Title: Landfill Operations

### 1.0 PURPOSE

The purpose of this Environmental Standard Operating Procedure (ESOP) is to provide environmental guidelines for landfill operations aboard the Marine Corps Air Ground Combat Center (MCAGCC).

### 2.0 APPLICATION

This guidance applies to individuals who operate and oversee landfill operations aboard MCAGCC.

### 3.0 REFERENCES

- 14 CCR
- 27 CCR
- Joint Technical Document (JTD)
- Hazardous Waste Operations Manual
- Combat Center Order 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for Marine Corps Air Ground Combat Center

### 4.0 PROCEDURE

#### 4.1 Discussion:

MCAGCC Landfill No.2 is a permitted class III federally owned and operated non-hazardous municipal solid waste disposal facility operated by the Public Works Department (PWD) with environmental oversight from Natural Resources Environmental Affairs (NREA). Proper landfill operational practices are essential to minimize impacts to human health and the environment. To ensure compliance with all applicable federal, state and local regulations the below guidance must be followed to prevent regulatory action.

#### 4.2 Operational Controls:

The following procedures apply:

1. At all times, follow instructions given by landfill personnel.
2. All logbooks/records must be maintained and recorded in accordance with the JTD.
3. All landfill operations shall be in accordance with the JTD and/or applicable landfill regulations.

4. All vehicles must be weighed before entering the landfill and again prior to exiting the facility.
5. Notify the scale house operator of the contents of the load being disposed of.
6. All wood waste loads must be load checked and weighed prior to being escorted into the wood lot.
7. Disposal of high liquid content wastes (i.e., wastes containing greater than 50 percent water by weight) is prohibited.
8. Disposal of hazardous material and/or hazardous waste is prohibited.
9. Disposal of munitions and/or Material Presenting Potential of an Explosive Hazard (MPPEH) (i.e., ordnance and/or range residue) is prohibited.
10. Disposal of pressurized containers (i.e., aerosol cans/propane tanks) is prohibited.
11. Unused Meals-Ready-to-Eat (MRE) heaters may react with water and create a fire hazard and must be deactivated before disposal as non-hazardous solid waste.
12. Special wastes (i.e., grease trap pumpings, large dead animals (over 75 pounds), septic tank pumpings, cannery wastes, infectious medical wastes, non-altered tires, and industrial process sludge) are not accepted.
13. Sealed containers of any type are not accepted.
14. Waste materials that have any identifiable salvage value, such as car bodies, clothes dryers/washing machines, freezers, oil/fuel drums, refrigerators, stoves, televisions, whole tires or water heaters is prohibited.
15. Asbestos (friable or nonfriable), metallic discards, and wastes containing burning/smoldering materials are not accepted.
16. All excluded wastes containing potentially hazardous materials are turned over to the Hazardous Waste Management Branch (HWMB). Non-hazardous excluded wastes are turned over to the Qualified Recycling Program (QRP).
17. If prohibited wastes are found during load checking or in the waste stream, operations must be stopped until the wastes can be identified and removed for proper disposal.
18. Ensure daily cover soils are at a minimum of 6 inches and all intermediate cover areas are at a minimum of 12 inches.
19. If there are specific situations or other concerns not addressed by this procedure, contact MCAGCC Natural Resource Environmental Affairs, Solid Waste Manager Office (760-830-8361).

#### **4.3 Documentation and Record Keeping:**

The following records must be maintained:

1. Training records.
2. Daily logs and records in accordance with the JTD.

#### **4.4 Training:**

All affected personnel must be trained in this Environmental Standard Operating Procedure and the following:

1. Hazard Communication training/Globally Harmonized System.
2. 40-hour Hazwoper.
3. Explosive Ordnance Disposal Safety.
4. General Environmental Awareness training.

#### **4.5 Emergency Preparedness and Response Procedures:**

Refer to Combat Center Order 5090.5C, Subject: Integrated Contingency and Operations Plans (ICOP) for MCAGCC, MAGTFTC Environmental Compliance and Protection Standard Operating Procedure.

#### **4.6 Inspection and Corrective Action:**

The landfill site supervisor and/or the Environmental Compliance Coordinator (ECC) shall ensure that deficiencies noted during inspections are corrected immediately. The landfill site supervisor and/or ECC shall ensure the designation of personnel to perform the required inspections/checklist in accordance with the JTD and operational permit. The landfill site supervisor and/or ECC shall ensure immediate corrective action for deficiencies noted during the required inspections. Actions taken to correct each deficiency shall be recorded on the inspection/checklist sheet (including work request number(s)). Designated personnel shall conduct weekly inspections using this ESOP as guidance.

**Landfill Operations – ECC/Unit Inspection Checklist**

Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

<b>Inspection Items</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. Is the operator complying with terms and conditions of the permit?			
2. Are the logbooks/records maintained and recorded in accordance with the Joint Technical Document (JTD)?			
3. Are all vehicles being weighed before entering the landfill and again prior to exiting the facility?			
4. Are all wood waste loads being load checked and weighed prior to being escorted into the wood lot?			
5. Is there a high volume of recyclables inside the working face?			
6. Is there any presence of high liquid content wastes (i.e., wastes containing greater than 50 percent water by weight) inside or near the active working face?			
7. Is there any presence of hazardous material and/or hazardous waste inside or near the active working face?			
8. Is there any presence of munitions and/or Material Presenting Potential of an Explosive Hazard (MPPEH) (i.e., ordnance and/or range residue) inside or near the active working face?			
9. Is there any presence of pressurized containers (i.e., aerosol cans/propane tanks) inside or near the active working face?			
10. Is there any presence of unused Meals-Ready-to-Eat (MRE) heaters inside or near the active working face?			
11. Are any special wastes being deposited of (i.e., grease trap pumpings, large dead animals (over 75 pounds), septic tank pumpings, cannery wastes, infectious medical wastes, non-altered tires, or industrial process sludge)?			
12. Are sealed containers of any type being accepted and disposed of?			

Inspection Items	Yes	No	Comments
13. Is there any presence of waste materials that have any identifiable salvage value, such as car bodies, clothes dryers/washing machines, freezers, oil/fuel drums, refrigerators, stoves, televisions, whole tires or water heaters inside or near the active working face?			
14. Is there any presence of asbestos (friable or nonfriable), metallic discards, and/or waste containing burning/smoldering materials inside or near the active working face?			
15. Is vector and bird control maintained?			
16. Are landfill personnel conducting daily perimeter checks of the fence line to ensure proper vector control?			
17. Is the daily cover soil being applied at a minimum of 6 inches?			
18. Are all intermediate cover areas at a minimum of 12 inches? NOTE: Intermediate cover areas, are areas that have not been active in excess of 180 days.			
19. Does the landfill staff have proper emergency response equipment to include: a. Fire extinguisher b. Spill kit c. Phone or radio d. Portable eyewash and/or eyewash station?			
20. In accordance with the JTD, have the applicable personnel received and maintained the appropriate level of training as it applies to landfill operations?			
21. Are training records maintained and available for inspection?			
22. In accordance with the JTD, is the required dedicated landfill equipment operational and on-site?			
23. Are the exterior slopes maintained to prevent signs of erosion?			
24. Has grading and/or tracking been performed to prevent ponding or pooling of water?			

Inspection Items	Yes	No	Comments
25. Is proper drainage and erosion control utilized?			
26. Is fugitive dust control maintained?			
27. Is site security provided and maintained?			

**ADDITIONAL COMMENTS:**

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**CORRECTIVE ACTION TAKEN:**

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**Environmental Compliance Coordinator**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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