

Environmental Standard Operating Procedure

Originating Office: Natural Resources and Environmental Affairs Office	Revision: 23 September 2014 Supersedes: 30 September 2013	Prepared By: NREA Subject Matter Expert (SME)	Approved By: Patrick Mills <i>Patrick Mills</i>
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Title: Solid Waste Collection and Transportation

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide guidelines for the collection and transportation of solid waste and recycled materials.

2.0 APPLICATION

This guidance applies to individuals preparing solid waste and recycled materials for collection and transportation aboard Marine Corps Air Ground Combat Center (MCAGCC) Twenty-nine Palms.

3.0 REFERENCES

- Code of Federal Regulations – Title 40, (40 CFR)
- Code of Federal Regulations – Title 29, (29 CFR)
- MCAGCC Residential and Commercial Recycling Center (RCRC) Operations Manual
- Combat Center Order (CCO) 5090.5C, Integrated Contingency and Operations Plans (ICOP) for MCAGCC

4.0 PROCEDURE

4.1 Discussion:

Collection and transportation of solid waste must be performed according to base regulations by the Residential and Commercial Recycling Section (RCRS). In order to prevent fires, safety hazards, pest harborage and disease carrying vectors. Activities must ensure that only solid waste is disposed of and collected for transportation in approved containers.

Prohibited wastes include, but are not limited to, household hazardous waste, hazardous waste, asbestos, medical waste, and recyclable materials. Local requirements may prohibit the disposal of bulk items (e.g. pallets) and construction debris in solid waste containers. MCAGCC utilizes trash can receptacles, recyclable receptacles, dumpsters, and roll-off receptacles for solid waste collection.

4.2 Operational Controls:

The following procedures apply:

1. Solid waste containers, with the exception of those in office spaces, must have lids on them to prevent pests from entering containers and to properly contain solid waste and debris. They must be emptied at least weekly to reduce pest harborage and disease transmission.
2. Solid waste containers in areas that may receive precipitation must be kept closed to prevent storm water contamination.
3. Solid waste containers must be in good working condition.
4. Solid waste will be collected and placed in their appropriate containers to include:
 - a. Solid waste
 - b. Recyclables
 - c. Household hazardous waste
5. Contact the RCRS or your ECC for the most current list of solid waste, recyclables and household HW.
6. Solid waste containers must be stored a minimum of 50 feet from occupied buildings to reduce fire hazards and pest infestation/disease-carrying vector problems.
7. Disposal of liquids, pressurized containers (e.g. aerosol cans). and hazardous material/waste in solid waste containers is prohibited.
8. Disposal of ammunition and/ or of Material Presenting Potential of an Explosive Hazard (MPPEH) (e.g., ordnance, range residue, trash, anything collected on the range) is prohibited.
9. MRE (Meals Ready to Eat) heaters must be deactivated before disposal as non-hazardous solid waste, since they may react with water and create a fire hazard.
10. Bulk and/or metal items can not be placed in dumpsters.
11. Parking of vehicles or placing any other objects in front of solid waste receptacles is prohibited.
12. All collection of solid waste and recyclables will be done by the RCRS.
13. Personnel performing pick-up of solid waste containers and bins, will wear proper PPE.
14. The RCRS will ensure that personnel driving vehicles for collection/transportation of solid waste are authorized and licensed to do so.
15. The RCRS will ensure that vehicles intended for transportation have spill kits for potential spills that may occur.

16. The RCRS will collect all solid waste aboard the installation at their scheduled times and places.
17. Contact the Natural Resources and Environmental Affairs (NREA) office for guidance on solid waste that may be disposed of in solid waste containers, and/or if problems with solid waste collection containers exist.
18. If there are any specific situations or other concerns not addressed by this procedure, contact the appropriate MCAGCC NREA office.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. Inspection and training records.

4.4 Training:

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

1. Hazard Communication training.
2. General Environmental Awareness training.
3. Biohazard Awareness Training

4.5 Emergency Preparedness and Response Procedures:

Refer to Combat Center Order (CCO) 5090.5C, Integrated Contingency and Operations Plans (ICOP) for MCAGCC.

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator (ECC) shall designate personnel to perform inspections. The ECC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

Solid Waste Collection/ Transportation Inspection	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Is personal protective equipment provided and worn appropriately by RCRS personnel? a. Safety shoes (safety toe w/upper guard) b. Safety glasses c. Hard hat d. Coveralls e. Gloves			
2. Are personnel provided and equipped with general emergency response equipment? a. Appropriate fire extinguisher b. Fully equipped spill kit c. Phone or radio d. Portable eyewash or mounted eyewash system to vehicle			
3. Have applicable work personnel received appropriate level of training as it applies to solid waste collection?			
4. Have applicable work personnel received appropriate level of training as it applies to transporting solid waste aboard the installation?			
6. Do applicable work personnel who drive solid waste collection vehicles aboard the installation have the appropriate license to drive said vehicle(s)?			
7. Are all regulations being followed as they pertain to work instructions according to the RCRS Manual?			
8. Are all regulations being followed as they apply to transportation needs according to the RCRS Manual?			
9. Are all solid waste containers distributed and collected regularly across the installation?			
10. Are containers that collect solid waste emptied at least weekly?			

Inspection Items	Yes	No	Comments
11. Do all solid waste containers, with the exception of those in office spaces, have closed lids?			
12. Are the solid waste containers free of the following items: a. Recyclable materials b. Hazardous waste c. Ammunition d. MPPEH material e. Lead-acid batteries f. Liquids g. Tires h. Bulk items i. Metal items j. Unused MRE heaters k. Pressurized containers			
13. Are all solid waste containers placed in areas that do not pose a fire, health, or safety hazard?			
12. Are all solid waste containers in good condition?			
13. Are training and inspection records maintained and readily available for inspection?			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____