

Environmental Standard Operating Procedures (ESOP)	
Hazardous Waste Recycling (HWR)	
Environmental Affairs (EA): Hazardous Waste Management Branch (HWMB) (760) 830-7244	Revised: 1 October 2023

Subj: HAZARDOUS WASTE RECYCLING

Ref: (a) CCO 5090.5D, Integrated Contingency and Operations Plan
(b) Hazardous Waste Operations Manual, MCAGCC

1. Purpose. This document provides environmental protection guidelines for proper hazardous waste recycling.
2. Application. This guidance applies to those personnel performing HW Recycling aboard Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms. For further references to MAGTFTC, MCAGCC in this document, the term installation will be used.
3. Procedures. The HWMB is responsible for receiving and collecting Hazardous Waste (HW) from organizations or units aboard the installation. It is the responsibility of the HWMB and the work section aboard the installation to collect and segregate HW per their recycling needs. HWMB prepares and stores on an interim basis HW recyclables for off-site disposal in accordance with all applicable HW recycling regulations, to include proper containerization, labeling and documentation.
4. Operational Controls. The following controls apply:

Refer to the most current version of reference b) for proper management and disposal of HW recyclable materials.
5. Documentation and Record Keeping. The following records must be maintained:

Inspection records must be maintained for 3 years.
6. Training. All affected personnel must be trained in this document and the following:
 - a. General Environmental Awareness training.
 - b. Reference (b).
 - c. Globally Harmonized System training.
 - d. 40-hour Hazardous Waste operations and Emergency Response Course.
7. Emergency Preparedness and Response Procedures.

Refer to reference (a).

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8. Inspection and Corrective Action. Daily, weekly, inspections are required at the HWMB Location. The HWMB supervisor or designee shall have the overall responsibility to ensure that daily and weekly inspection requirements are met. The HWMB Manager shall ensure deficiencies are noted during the inspections and that those deficiencies are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet. Refer to reference (b), for inspection sheets and guidelines.

Hazardous Waste Recycling Inspection Checklist

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

Inspection Items	Yes	No	Comments
Administrative			
1. Have assigned personnel received appropriate level of training?			
2. Are hazardous materials stored in a Compatible manner?			
3. Are hazardous materials stored in Appropriate container per their contents?			
4. Are good house-keeping practices being adhered to and employed within the HM Storage area?			
5. Does the facility or work site store more than a total of 1320-gallon of petroleum products in containers that are 55-gallon or larger?			
6. Are the applicable regulations being followed per installation Central Accumulation Area ESOP if the petroleum product is stored in an Aboveground Storage Tanks?			
7. Does the facility or work site store flammable or combustible paint in accordance with guidance given by the installation?			
8. Does the facility or work site store any compressed gas cylinders in accordance with SDS guidelines and Marine Corps Policy?			
9. Is personnel protective equipment on Hand and serviceable?			
10. Are manufactures Hazardous Material labels legible?			
11. Are hazardous materials stored within their Shelf-life expiration dates?			
12. Are all cylinder caps in place and cylinders secured?			
13. Are empty gas cylinders tagged and segregated from full cylinders?			
14. Are all containers managed to prevent leakage?			
15. Are compatible fire extinguishers available and functional?			
16. Are spill kits on hand and serviceable?			
17. Does the command possess a current Authorized User List (AUL)?			
18. Does the command purchase and use only Those HM listed on the AUL?			
19. Are training and inspection records maintained and available for inspection?			

Inspection Items	Yes	No	Comments
Administrative			
20. Has the command updated the AUL as new HM are introduced into the workplace?			

Additional Comments:

Corrective Action Taken:

Unit Inspector:

Name: _____

Signature: _____