

**New York
Army National Guard**

Hazardous Material and Waste Management Plan



Final

February 2011

Introduction

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**Setting Up Storage Areas
for Hazardous Materials**

2

**Managing Hazardous
Materials**

3

**Setting Up Waste
Accumulation Areas**

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Managing Waste

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**Turning in Materials
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Glossary and Acronyms

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DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

MNAG-TAG

26 FEB 2010

MEMORANDUM FOR SEE DISTRIBUTION

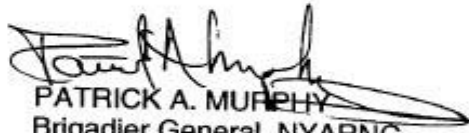
SUBJECT: Environmental Policy Statement

1. The New York National Guard is a dynamic organization comprised of men and women dedicated to fulfilling our federal, state, and community missions. Readiness of our units and personnel is integral to each of these missions, and resources that provide and facilitate readiness are a top priority. A sustainable training environment is critical to our continued utilization of training facilities and lands that are key among those resources.
2. In preparing to meet its requirements, the New York National Guard is committed to incorporating environmental management, stewardship and sustainability into all aspects of operations while providing a force, which is equipped and trained to respond to assigned missions or any contingency.
3. Through sound environmental management, the New York National Guard is committed to:
 - a. The continual improvement of the environmental management program and to the prevention of pollution.
 - b. The sustainability and availability of training lands and facilities to enable training and readiness.
 - c. Enabling the Environmental Quality Control Committee or Environmental Protection Committee as the primary means to set and review environmental objectives, targets and continual improvement.
 - d. Compliance with all applicable environmental legislation and regulations and other requirements identified as contributory to our stated objectives and targets.
 - e. Communication of environmental requirements to all levels of the agency through an educational process that assures our military personnel are informed of environmental program requirements and are able to execute individual and organizational responsibilities.
 - f. Consideration of environmental requirements and impacts in all planning processes relative to training, equipment fielding, and construction.

MNAG-TAG
SUBJECT: Environmental Policy Statement

g. Partnering with federal, state and local agencies, community groups and other interested parties to communicate mission requirements, minimize environmental impacts, and pursue opportunities for environmental excellence.

4. Adherence to these commitments and to the International Organization for Standardization 14001 Environmental Management Systems standards as directed by the Department of Defense, is vital to New York National Guard readiness and mission accomplishment, and will be fully supported by the chain of command.



PATRICK A. MURPHY
Brigadier General, NYARNG
The Adjutant General

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Chapter 1. Introduction

This Hazardous Materials and Waste Management Plan (HMWMP or Plan) prescribes responsibilities, policies, and procedures for storing and managing hazardous materials (HMs) and wastes within the New York Army National Guard (NYARNG). Required by Army Regulation (AR) 200-1, *Environmental Protection and Enhancement*, this Plan is written to ensure NYARNG compliance with applicable Federal, State, and local laws and regulations. This Plan supersedes the NYARNG HMWMP dated November 2008.

This Plan includes easy-to-follow procedures and plenty of visual cues. To use the Plan, look on the front cover to see what chapter contains the information you need, and then flip to the tab for that chapter.

Purpose and Scope

This Plan documents the NYARNG hazardous material (HM) and waste management program. It applies to the following:

- All activities under the command of the NYARNG.
- Any other activity that disposes of waste while using NYARNG training sites.
- Training conducted outside of New York or on active duty installations within the state, unless the standard operating procedure (SOP) for the host activity dictates otherwise.

At locations where the host activity provides HM and waste management procedures, this Plan and the procedures prescribed may be used as best management practices (BMPs); as long as the procedures in this Plan do not conflict with the host activity procedures. Locations where this may apply include:

- MATES at Ft. Drum;
- The Army Aviation Support Facilities (AASFs);
- Field Maintenance Shop (FMS) 5 at the Hancock Field Air National Guard Base in Syracuse;
- Sub shop A; and
- The United States Property and Fiscal Office (USP&FO) warehouse at the Watervliet Arsenal.

Reviews and Revisions

The Hazardous Waste Manager (HWM) will review this Plan at least once every two years and will modify material and waste handling procedures as necessary. All Unit Environmental Compliance Officers (UECOs), Facility Environmental Compliance Officers (FECO), Hazardous Waste Handlers, as well as any other NYARNG personnel directly involved in HMs or waste management, are encouraged to provide comments and input to this Plan. The Environmental Program Manager (EPM) of the NYARNG will review and approve changes to the Plan. If you have any suggested changes to this

document, complete [DD Form 2028](#) (located at the end of this chapter) and forward it to the FEEO.

Applicable Regulations

Federal Regulations

To adhere to the Federal Facilities Compliance Act, the NYARNG must manage its waste in accordance with (IAW) the Resource Conservation and Recovery Act (RCRA), as amended by the Hazardous and Solid Waste Amendments (HSWA). The Federal Facilities Compliance Act, also a RCRA amendment, further requires that all Department of Defense (DoD) installations comply with federal hazardous waste (HW) laws and regulations.

Federal waste management regulations are codified in Title 40 of the Code of Federal Regulations (40 CFR). This Plan provides procedures for complying with the following parts of 40 CFR:

- Parts 260 through 272 for the regulation of HW.
- Part 273 for the regulation of universal waste (UW).
- Part 279 for the regulation of used oil.

The NYARNG must also comply with the following:

- 49 CFR Parts 170 through 177 regarding HM transportation.
- 29 CFR Part 1910 regarding Occupational Safety and Health Administration (OSHA) requirements.

State Regulations

The New York State Department of Environmental Conservation (NYSDEC) has obtained primacy from the USEPA (Environmental Protection Agency) to oversee and enforce solid and hazardous waste management rules and requirements for New York. NYARNG must comply with New York Environmental Conservation Rules and Regulations, Title 6 of the Official Compilation of Codes, Rules, and Regulations.

Military Regulations

The NYARNG must comply with AR 200-1, *Environmental Protection and Enhancement*, which contains Army policy for HM and waste management. Specifically, this Plan provides procedures for complying with two chapters of AR 200-1: Chapter 9, “Materials Management” and Chapter 10, “Waste Management.” Table 1-1 cross-references the major program requirements of AR 200-1 with this Plan. In addition, the NYARNG must comply with Department of Defense (DoD) Regulation 4500.9-

R, known as the Defense Transportation Regulations (DTR) when transporting HM across public roadways.

Table 1-1: Program Requirements of AR 200-1

AR 200-1 Reference	Major Program Requirement	Plan Reference
9-1 a (1)	Hazardous Material (HM) Management Program	Chapter 3
9-1 a (3)	HM Inventory	Chapter 2
9-1 d (1)	Transporting HM	Chapter 6
9-1 d (1)	Designing Storage for HM	Chapter 2
9-1 (d)	Disposing of HM	Chapters 4,5,6
9-1 (d)	Managing Excess HM	Chapters 2,3,4,5
9-1 a (5)	HM Not Owned by the Army	Chapter 3
9-1 a (4)	Using Pesticides	N/A
9-1 a (3)	BMPs	Throughout this Plan
9-1 a (3)	Credit Card Purchases	Chapter 3
10-1 d (3)	Cradle-to-Grave Tracking	Chapter 3
9-2 c	Polychlorinated Biphenyl (PCB) Management	Chapter 3
10-1 a (2)	Hazardous Waste (HW) Regulatory Compliance	Chapters 3,4,5
10-1 d (3)	Local Procedures and Responsibilities	Chapter 1
10-1 a (5)	Minimizing Waste by Preventing Pollution	Chapter 7
10-1 a (6)	Prohibition on HW Storage in Underground Storage Tanks (USTs)	Chapter 4
10-2 a (5)	Waste Accumulation, Storage, and Transfer Facilities	Chapters 3 , 4
10-1 b, 10-1 d (1)	RCRA Compliance Waste Streams	Chapter 4
10-1 d (3)	HW Inventory	Chapter 3
10-1 d (3)	Transporting HW	Chapter 6
10-2 d (9)	Disposing of HW	Chapters 4,6
10-1 d (2)	Solid and HW Training	Chapter 8
9-1 a (4)	Disposing of Samples or Waste Pesticides and Pesticide Containers	Chapter 3

Local Regulations, Ordinances, and Codes

AR 200-1 requires compliance with local environmental regulations. Consult the HWM regarding local regulations. In the absence of specific regulations, use BMPs to minimize the amount of HMs released to the environment.

Contractual Obligations

The NYARNG routinely contracts for services related to environmental compliance such as waste transportation and disposal. The contracted services do not reduce NYARNG environmental liability, but simply provide a service. These contracts may include requirements that are more stringent than the regulations. The NYARNG will comply with all HW disposal contractor restrictions that do not violate any regulation, order, ordinance, code, or other regulatory requirement.

Regulatory Agency Contacts

The following table lists federal and state agencies that regulate the NYARNG:

Table 1-2: Regulatory Agency Contacts

Agency	Title or Subject	Phone
Environmental Protection Agency (EPA) Region 2	RCRA Compliance Branch	(212) 637-3000
New York Department of Environmental Conservation (NYDEC)	Division of Solid and Hazardous Materials	(518) 402-8651
NYDEC	Pollution Prevention Program	(518) 402-9469
DOT-Federal Highway Administration (FHWA)	Federal Transportation Information	(518) 431-4239

Environmental Office Point of Contacts

Table 1-3. Construction and Facility Management Office – Environmental Contacts

Department of Military and Naval Affairs 330 Old Niskayuna Road Latham, NY 12110-2224 (518) 786-4400 (fax)	
Title	Commercial Phone Number and Fax Number
Chief Environmental Compliance	(518) 786-4548 (telephone) 489-4548 (DSN)
Environmental Specialist II Compliance Division	489-4347 (DSN)
Environmental Protection Specialist	489-4357 (DSN)
Environmental Technical Support Specialist	489-4980 (DSN)
Environmental Audits Manager	489-4318 (DSN)

Description of NYARNG Operations

The New York State Division of Military and Naval Affairs (NYS DMNA) provides organized, trained, and equipped NYARNG units to execute assigned state and federal missions. The federal mission of the NYARNG is to provide combat-ready forces to mobilize in support of National Military Strategy. Secondly, the NYARNG protects life and property and preserves peace, order, and public safety under state authorities.

The NYARNG manages training sites and maintains military vehicles and equipment. This includes operating surface maintenance facilities (MATES, Combined Support Maintenance Shop-CSMS, CSMS Sub Shops, and FMSs), Army Aviation Support Facilities (AASF), Armories, and other facilities throughout the state.

Responsibilities

The Adjutant General (TAG)

- a. Ensures that NYARNG facilities comply with this Plan.
- b. Establishes and chairs the Environmental Quality Control Committee (EQCC).

- c. Ensures that an Environmental Policy and Environmental Management System (EMS) are in place and facilitated.

Chief of Staff

- a. Ensures that each Activity and Unit Commander designate an Environmental Compliance Officer (ECO) to implement this Plan.

Director of Army Logistics and Surface Maintenance (ALSM)

- a. Participates as a member of the EQCC.
- b. Appoints, as an additional duty, a Facility Environmental Compliance Officer (FECO) for each surface facility and forwards a letter of assignment to the Environmental Office.
- c. Reviews ongoing NYARNG logistical plans, operation activities, and any proposed changes for compliance with this Plan.
- d. Coordinates NYARNG logistical regulations and SOPs to ensure that logistical policies and procedures are compatible with this Plan.
- e. In conjunction with the Environmental Office and State Safety Office (SSO), ensures availability of personal protective equipment (PPE) to safeguard employees who handle HW or HM.
- f. Monitors the work environment and management practices in maintenance facilities to ensure that personnel are safe and HWs are properly managed.
- g. Promotes recycling and pollution prevention.

State Army Aviation Officer (SAO)

- a. Participates as a member of the EQCC.
- b. Appoints, as an additional duty, an FECO for each aviation facility and forwards a letter of assignment to the Environmental Office.
- c. Reviews ongoing NYARNG logistical plans, operation activities, and any proposed changes for compliance with this Plan.
- d. Coordinates NYARNG aviation regulations and SOPs to ensure that aviation policies and procedures are compatible with this Plan.
- e. In conjunction with the Environmental Office and SSO, ensures availability of PPE to safeguard employees who handle HW or HM.
- f. Monitors the work environment and management practices in maintenance facilities to ensure that personnel are safe and HW are properly managed.
- g. Promotes recycling and Pollution Prevention (P2).

Director Operations, Training, and Readiness

- a. Participates as a member of the EQCC.
- b. Reviews NYARNG SOPs and training plans for compliance with this Plan.
- c. Ensures that all NYARNG training sites, ranges, and facilities operate in compliance with this Plan.
- d. Schedules soldiers for training sessions outlined in this Plan for M-Day troops.

Facilities Management and Engineering Environmental Compliance Office

- a. A delegate participates as a member of the EQCC.
- b. Executes this Plan.
- c. Prepares a plan and timeline for improving facilities that do not meet the requirements of this Plan.
- d. Coordinates the HW management program.
- e. Provides regulatory and technical support and assistance as required.
- f. Schedules compliance inspections of facility HW operations.
- g. Maintains all environmental records and documentation.

Environmental Program Manager (EPM)

- a. Participates as a primary member of the EQCC.
- b. Provides regulatory agency personnel access to activities, except for reasons of national security or personal safety.
- c. Directs and monitors implementation of this Plan.
- d. Serves as advisor to TAG, Deputy Adjutant General, the Chief of Staff and NYARNG on this Plan.
- e. Acts as Program Manager for the HW management budget and executes funds as required.
- f. Budgets the funding necessary for all environmental training.
- g. Establishes, maintains and provides guidance and implementation of EMS.

Hazardous Waste Manager (HWM)

- a. Serves as an advisor to the EQCC.
- b. Serves as liaison to federal, state, and local regulatory agencies regarding waste management issues.
- c. Works directly with UECOs and FECOs to provide technical assistance, including HM and waste management.
- d. Conducts scheduled compliance inspections at applicable facilities that store, use, or handle HMs or HW.
- e. Advises UECOs and FECOs of local regulations or contractor requirements that may be more stringent than the requirements of this Plan.
- f. Reviews HM inventories to identify opportunities to substitute less hazardous or non-hazardous materials when practical.
- g. Prepares all waste-related reports required by federal, state, and local regulations and NYARNG policies.
- h. Ensures that hazardous waste is only transported to permitted TSDFs.
- i. Arranges for waste sampling and analysis as needed.
- j. Classifies waste not listed in the Waste Protocol Sheets (WPSs) IAW NYDEC Hazardous Waste Regulations.
- k. Assists FECOs with the identification of proper descriptions to be used on labels and HW manifests and proper marking and labeling for each type of waste.

- l. Coordinates HW management programs, plans, and regulations for NYARNG.
- m. Conducts environmental training for UECOs and FECOs.
- n. Obtains EPA identifications numbers for NYARNG HW generators.
- o. Updates this Plan as necessary.
- p. Maintains records of all HW disposal records.
- q. Receives unit and activity turn-in documents for HW.
- r. Organizes and implements P2 methods and programs.
- s. Prepares all solid waste and P2 reports required by federal, New York, and local regulations and by NYARNG policy.
- t. Establishes policies for identifying, procuring, and tracking HMs.
- u. Reviews the types and quantities of waste generated and evaluates the potential for reducing waste toxicity and quantity.
- v. Reviews in advance all service contracts for HM procurement, including contracts for parts-cleaning solvents and parts washers.
- w. Serves as an advisor to the EPM regarding programs and procedures in support of the EMS.

United States Property and Fiscal Office (USP&FO)

- a. Ensures that all federally-owned usable property is turned into Defense Reutilization Marketing Office (DRMO) including such items as tires, scrap metal, computers, fire extinguishers, and exit signs.
- b. Implements procedures, materials, and equipment that minimize HW.

State Safety Officer (SSO)

- a. Assists UECOs and FECOs with safety aspects of this Plan.
- b. Approves new chemical storage rooms, warehouses, and racks.
- c. In coordination with the Environmental Office, the Director of ALSM, and the SAO, prescribes PPE to safeguard employees who handle hazardous chemicals and wastes.
- d. Ensures compliance with state and local Fire Marshal requirements.

State Facility Operations Branch – Armories

- a. Ensure state facility personnel, including state District Managers, coordinate with UECOs at state facilities.
- b. Implements procedures, materials, and equipment that minimize HW.
- c. Functions as a liaison on all environmental issues between state facility personnel and the HWM.

Facility Environmental Compliance Officer (FECO) (Maintenance Facilities including FMSs, AASFs, MATES, CSMSs, and CSMS Sub Shops)

- a. Implements the procedures established by this Plan.
- b. Functions as a liaison on all environmental issues between the facility and the HWM.

- c. Provides briefings to facility personnel on this Plan.
- d. Notifies the HWM of changes to operations, including process changes, new waste streams, materials used, materials stored, and effective environmental product alternatives.
- e. Promotes P2, recycling, and solid waste management.
- f. Orders supplies and equipment necessary for personnel safety and management of HW.
- g. Prepares, submits, and maintains all required reports, forms, and records.
- h. Reviews HW manifests prepared by the contractor for accuracy before signing as the generator.

Unit Environmental Compliance Officer (UECO) (NYARNG Units)

- a. Implements the procedures established by this Plan.
- b. Coordinates with the co-located FMS FECO on collecting and segregating hazardous and non-hazardous waste.
- c. In coordination with the co-located FMS FECO, labels and marks containers.
- d. Coordinates cooperative turn-in of waste into co-located FMS.
- e. Promotes P2, recycling, and solid waste management.

Unit Commanders

- a. Assigns support staff as primary UECO for each unit at that location.
- b. Provides the EPM with written notice of assignment changes within 10 days of the effective date of assignment.
- c. Ensures that the UECO participates in HW training within six months of assignment.
- d. Ensures UECO receive Environmental Awareness Training.
- e. Ensures adequate availability of protective clothing and gear as requested by the SSO.
- f. Promotes P2, recycling, and solid waste management.

Camp Smith Post Commander

- a. Ensures full time environmental employee oversees environmental concerns for both Camp Smith and tenant activities on Post.
- b. Assigns UECO to oversee environmental concerns for tenant activities at Camp Smith.
- c. Assures that every tenant has an environmental point of contact.

Officer in Charge and Control (OIC&C)

- a. At multi-unit armories, the OIC&C will appoint an overall Facility Coordinator.

Forms and Attachments

This section contains a copy of the DA Form 2028, which is for use when suggesting changes to this Plan.

DA Form 2028

RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS						Use Part II (<i>reverse</i>) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).	DATE
For use of this form, see AR 25-30; the proponent agency is OAASA							
TO: (<i>Forward to proponent of publication or form</i>) (<i>Include ZIP Code</i>)				FROM: (<i>Activity and location</i>) (<i>Include ZIP Code</i>)			
PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS							
PUBLICATION/FORM NUMBER					DATE	TITLE	
ITEM	PAGE	PARA- GRAPH	LINE	FIGURE NO.	TABLE	RECOMMENDED CHANGES AND REASON	
* Reference to line numbers within the paragraph or subparagraph.							
TYPED NAME, GRADE OR TITLE				TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION		SIGNATURE	

DA FORM 2028, FEB 74

REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED.

USAPA V3.01

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Chapter 2. Setting Up Storage Areas for Hazardous Materials

Reference: Joint Service Manual DLAI 4145.11/TM38-410/NAVSUP PUB 573/AFJMAN 23-209/MCO 4450.12A, *Storage and Handling of Hazardous Materials*; NYARNG Regulation 385-9, *Safety and Occupational Health Hazard Communication Program*; DLAI 4145.25/AR 700-68/NAVSUPINST 4440.128D/AFJMAN 23-227(I)/MCO 10330.2D, *Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders*; 19 NYCRR-1222-FCNYS, *NYS Fire or Building Code of NY*.

Whether checking in new products, or maintaining current stock, the UECO or FECO must properly store HMs to minimize hazards to personnel and property. HMs can be stored in storage lockers, storage rooms, warehouses, or racks. In addition, there are special guidelines for storing compressed gases. This chapter provides guidance on how to set up storage lockers, storage rooms and warehouses, and storage racks. When setting up storage lockers, rooms, warehouses, or racks, also refer to the [Hazardous Material Compatibility Chart in Chapter 3](#).

Follow the procedures outlined in Chapters 2 and 3 for HMs management. While each of the steps may not be required by regulation, they comprise a system that allows the user to prevent and/or reduce waste generation (i.e. P2), and ensures the safety of facility personnel working with HM. The procedures detailed in these chapters are not meant to supersede NYARNG Regulation 385-9, but are either based on that regulation or are meant to supplement the requirements.

Note

If a facility has an equivalent or more restrictive HMs management system in place (i.e., a pharmacy system), the established system should remain in effect. In addition, the concepts presented in these chapters can be used to manage items not typically stored in one of the discussed storage areas, such as janitorial supplies.

WARNING!

- DO NOT** store tools or personal items in any HM storage location.
 - DO NOT** store combustible materials other than original packaging, such as cardboard, paper, or rags with flammable HM.
 - DO NOT** store flammable or reactive HM within 50 feet of the property boundary.
 - DO NOT** store HM in trailers, vehicles, personal wall lockers, near floor drains, or in break rooms.
 - DO NOT** use wood to construct additional or replacement shelving unless the wood meets the requirements of NFPA 30 Chapter 4 – Container and Portable Tank Storage.
-

Storage Lockers

Use storage lockers in the work area to store daily amounts of commonly used HM, such as grease tubes, quart oil cans, aerosol cans, etc. All storage lockers should be approved by the National Fire Protection Association (NFPA).

The locker color depends on the HM being stored. If you have an older version of a locker, you are not required to repaint it.

Table 2-1: Locker Types and Colors

HM Type	Locker Color
Flammables	Yellow
Corrosives	Blue
Oxidizers	Red

Be sure to keep your lockers clean and orderly and to maintain all structural integrity and hardware, including doors, hinges, and shelves. Do not remove the door or ventilation bungs, penetrate the wall, modify ventilation, or otherwise modify the locker. Keep locker doors closed when materials are not being transferred. As a BMP, you should not place cardboard boxes in flammable material storage lockers. Remove items from the original packaging boxes when setting up flammable material storage lockers.

To set up a locker complete the following steps:

- STEP 1.** Use the following guidelines to select a location for the locker:
- Locate the locker indoors in a well-ventilated area near where the HM will be used, or outdoors under cover.
 - Maintain easy access to the locker.
 - Do not block doors.
 - Do not place the locker near doors, break rooms, bathrooms, offices, or other occupied non-shop areas.
 - Do not place the locker near floor drains, drainage channels, or areas with high foot or vehicle traffic.
- STEP 2.** If you have more than one storage locker for the same types of HM, you should assign a four-character identifier to each locker and mark it on the front top right corner. This identifier will consist of one of the three abbreviations listed below used to differentiate locker contents and a two-digit sequential number (e.g., FL 01, FL 02, etc). This number is needed for inventory purposes:
- FL – Flammable lockers
 - CL – Corrosive lockers
 - OL – Oxidizer lockers

Figure 2-1. Storage Locker



Note

DO NOT use the same number identifiers more than once in a facility. If sharing an area with another activity, coordinate numbers to avoid using the same identifiers.

STEP 3. Post any warning signs required by the SSO.

Note

Do not place unauthorized signs, labels, stickers, or markings on the locker.

STEP 4. Inventory the storage locker IAW [Chapter 3](#).

STEP 5. Using the inventory information, obtain an MSDS for each HM stored in the locker and incorporate it in the facility's Hazard Communication Program and Right-to-Know MSDS Binder.

Figure 2-2. MSDS

Phenol	
Physical/Chemical Properties	
HCC: T3	NRC/State LIC No:
Net Prop WT For Ammo:	
Boiling Point:	B.P. Text: 360F,182C
Melt/Freeze Pt:	M.P/F.P Text: 104F,40C
Decomp Temp:	Decomp Text: N/K
Vapor Pres: .36	Vapor Density: 3.24
Volatile Org Content %:	Spec Gravity: 1.071
VOC Pounds/Gallon:	PH: N/K
VOC Grams/Liter:	Viscosity: N/P
Evaporation Rate & N/K Reference:	
Solubility in Water: N/K	
Appearance and Odor: WHITE CRYSTALS.	
Percent Volatiles by Volume: N/K	Corrosion Rate: N/K
Reactivity Data	
Stability Indicator: N/P STRONG OXIDIZING AGENTS, STRONG BASES, STRONG ACIDS.	
Stability Condition To Avoid: MAY DISCOLOR ON EXPOSURE TO LIGHT.	
Materials To Avoid:	
Hazardous Decomposition TOXIC FUMES OF:CO, CO2.	
Products:	
Hazardous Polymerization N/P Indicator:	
Conditions To Avoid NONE SPECIFIED BY MANUFACTURER.	
Polymerization:	
Toxicological Information	
Toxicological Information: N/P	
Ecological Information	
Ecological: N/P	
MSDS Transport Information	
Transport Information: N/P	
Regulatory Information	
Sara Title III Information: N/P	

STEP 6. Inspect, extend, or turn in any materials that are out of shelf-life compliance IAW [Chapter 3](#).

STEP 7. Create a centrally located Right-to-Know MSDS Binder containing MSDSs for all HMs used in the facility. Place the binder in a central location where it can be managed by the UECO or FECO.



Chapter 3 provides [guidance](#) on how to set up the central binder.

STEP 8. Ensure that all materials in the locker are [compatible](#), IAW Chapter 3.

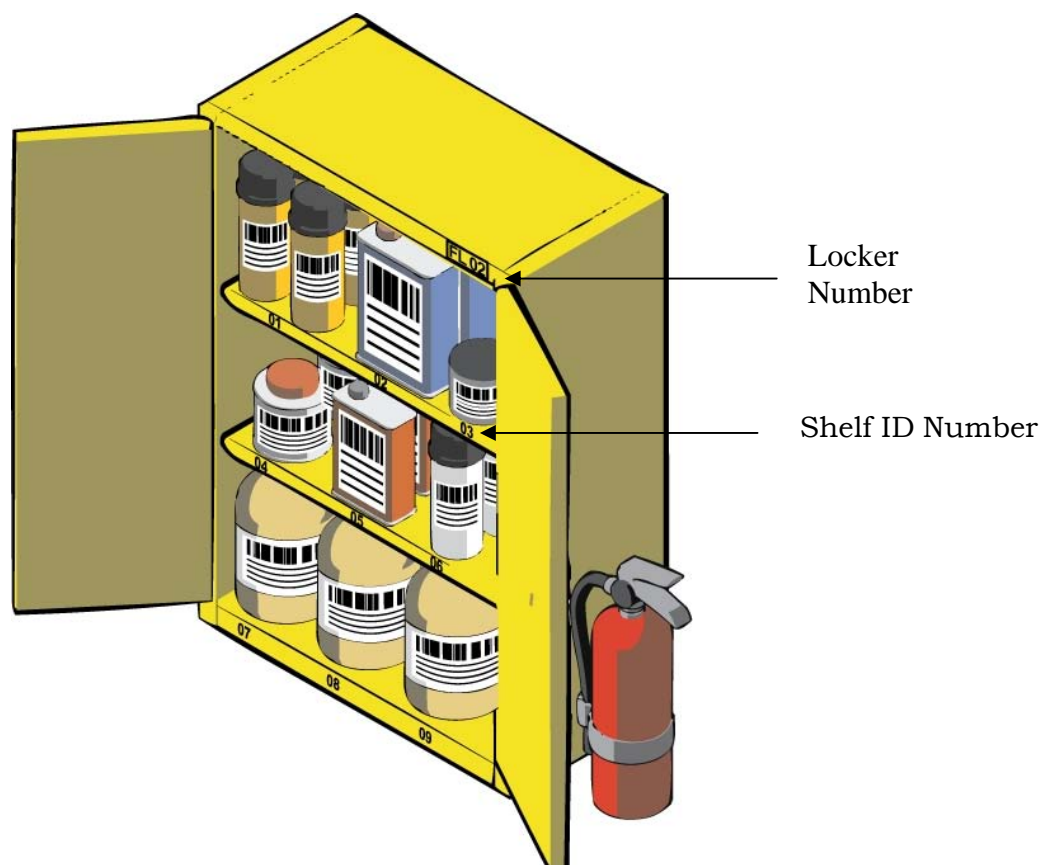
STEP 9. Organize the locker as noted below:

STEP 9-1. Determine how much space you will need for each HM.

STEP 9-2. Ensure materials within the locker are orderly and that no containers are open.

- STEP 9-3. Mark the unique shelf number along the front edge of the shelf in the center of the shelf space allotted for each item. One way to do this is to place a piece of duct tape along the entire front edge of each shelf and mark the unique shelf ID number on the duct tape. Alternately, use a colored paint pen to mark the shelf number.

Figure 2-3. Storage Locker Showing Shelf Numbering



STEP 10. Assign a Storage Location Number (SLN) to each container, using the four-digit locker number and shelf number (xx-xx and yy; where xx-xx is the four-digit alpha-numeric locker number and yy is the shelf number).

STEP 11. Complete an [inventory sheet](#) IAW Chapter 3, and place it on the locker door.

Storage Rooms and Warehouses

Obtain approval from the SSO to establish a storage room or warehouse or to modify an existing location.

Keep rooms and warehouses clean and orderly, and maintain all structural integrity and hardware including doors, hinges, and shelves. Do not remove doors, penetrate walls, modify ventilation, or otherwise modify the room or warehouse.

To set up a storage room or warehouse, complete the following steps:

STEP 1. Have the SSM or designated representative approve the location you choose.

STEP 2. Provide containment as required by AR 200-1, 9-1(d)(1), 10-2(a)(5).

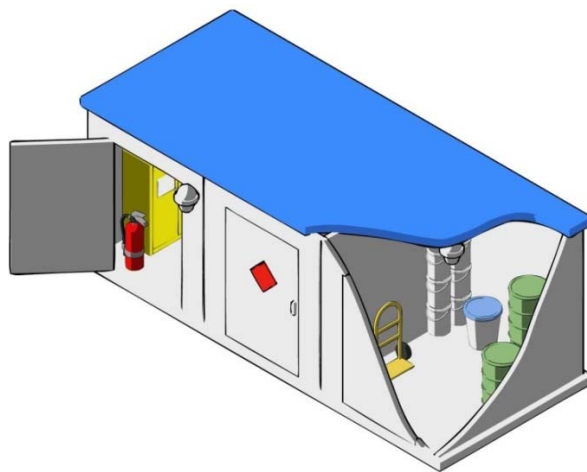
Note

The room floor space itself usually provides enough secondary containment; however, you need to ensure a spill cannot escape the room. You could equip, for example, each door with a sealed threshold. You can also store HMs in pans or tubs on the shelf, making sure the HM is compatible with the container (for example, store acids in plastic tubs).

STEP 3. Ensure that an appropriately rated fire extinguisher (contact the SSM for approval) and spill-response equipment are located nearby.

STEP 4. Assign a four-character identifier to the room or building and mark it on all doors to the room. This identifier will consist of one of the two abbreviations used to identify a storage room or storage building and a two-digit sequential number (e.g., SB 01). The number is needed for inventory and inspection forms. Ensure the HM storage is clean and organized and that all materials are compatible.

- SR – Storage Room
- SB – Storage Building

Figure 2-4. Storage Building

- STEP 5. Post any warning signs required by the SSM. Do not place unauthorized signs, labels, stickers, or markings on the room or building.
- STEP 6. Place the MSDSs for the HM stored in the storage room/warehouse in the centrally located Right-to-Know MSDS Binder containing MSDSs for all HMs used in the facility.

Chapter 3 provides [guidance](#) on how to set up the central binder.

- STEP 7. Complete an [inventory](#) IAW Chapter 3, and place it on the outside of the storage area.

Note

Obtain other specific storage requirements from the SSO.

Storage Racks

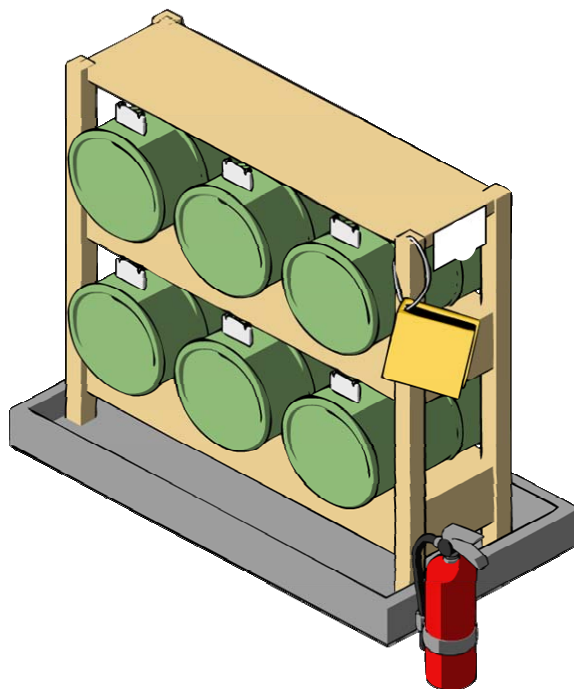
Storage Racks

To set up a storage rack, complete the following steps:

- STEP 1. Have the SSO approve the location before use.
- STEP 2. Provide containment as required by AR 200-1, 9-1(d)(1), 10-2(a)(5).
- STEP 3. Ensure that an appropriately rated fire extinguisher (contact SSO) and spill-response equipment are located nearby.

- STEP 4. Assign a four-character identifier to the rack and mark it on the rack or on a sign posted on the rack. The number is needed for inventory and inspection forms.
- STEP 5. Post any warning signs required by the SSO. Do not place unauthorized signs, labels, stickers, or markings on the rack.

Figure 2-5. Storage Rack



- STEP 6. Place the MSDSs for the HM stored in the storage rack in the centrally located Right-to-Know MSDS Binder containing MSDSs for all HMs used in the facility. As a BMP, mark each MSDS with the rack location ID number.

Chapter 3 provides [guidance](#) on how to set up the central binder.

- STEP 7. Complete an [inventory](#) IAW Chapter 3 and place it on or near the storage rack.

Storage for Compressed Gases

When storing compressed gases, excluding fire extinguishers and aerosol cans, additional guidelines must be followed. A compressed gas is a gas that is packaged under charged pressure. Because compressed gases are under pressure, handle such gases with extreme care, particularly the flammable and explosive gases.

Figure 2-6. Compressed Gas Storage

CAUTION

DO NOT use cylinders as rollers or supports, or for any other unintended purpose.
DO NOT accept, issue, or use a cylinder unless the contents are identified and in good condition.

The SSO is responsible for designing and approving compressed gas storage areas. The guidelines listed below will help you maintain those areas properly to protect human health and the environment.

- Ensure only non-combustible or limited-combustible materials are used for shelves, racks, and floors.
- Ensure the area is well-ventilated (complete change of air at least six times each hour).
- Separate storage facilities from other buildings by at least 50 feet.
- Store gases that support combustion in different sheds separated by 50 feet.
- Keep dry vegetation and combustible materials at least 15 feet away from storage areas.
- Keep cylinders out of the sun and off the ground (earth).
- Protect storage areas from vehicular traffic.
- Lock storage areas to prevent unauthorized entry.
- Post NO SMOKING signs.
- Do not allow open flames within 50 feet.
- Place hazard identification signs such as FLAMMABLE at all entrances.
- Ensure all cylinders are properly labeled (do not alter or remove the manufacturer's label from cylinders).
- Store cylinders with the valve protection cap secured.
- Store cylinders you are using or storing so they do not fall over.

- Store liquefied flammable gas cylinders upright or so the pressure-relief valve directly communicates with the vapor space of the cylinder.
- Ensure cylinders are not located where they could become part of an electrical circuit.
- Segregate incompatible or combustible materials by at least 20 feet (see “Determining Hazardous Material Compatibility” in this chapter for more information).
- Isolate incompatible or combustible materials with a barrier of non-combustible material at least five feet high and with a minimum fire resistance rating of 30 minutes.

Moving Cylinders

If you move cylinders, note the following precautions:

- Close cylinder valves before moving cylinders.
- Do not lift cylinders by the valve protection cap.
- Do not lift cylinders by cranes or mechanical lifts unless fastened in proper containers, racks, and cradles.
- Do not use rope and chain slings or electromagnets to lift cylinders.
- Only handle, ship, or store cylinders if they have valve protection caps.

The following items do not require valve protection caps:

- Small cylinders with a capacity of less than 40 pounds
- “Ram-bottom” type cylinders
- Cylinders with less than 625 cubic inches of volumetric capacity, such as medical gases

	Self Inspection Checklist- Gas Cylinders	Please Circle	Comments
	Storage		
1	Are cylinders stored in upright positions and immobilized by chains or other means to prevent them from being knocked over?	Y N N/A	
2	Are Cylinders stored away from highly flammable substances such as oil, gasoline, or waste?	Y N N/A	
3	Are cylinders stored away from electrical connections, gas flames or other sources of ignition, and substances such as flammable solvents and combustible material?	Y N N/A	
4	Are flammable gases separated from oxidizing gases in storage areas by a minimum of 20 ft? (separate acetylene & propane from oxygen cylinders)	Y N N/A	
5	Are storage rooms for cylinders dry, cool, and well-ventilated? (do not store in subsurface locations or near radiators)	Y N N/A	
6	Are cylinders stored away from incompatibles, excessive heat, continuous dampness, salt or other corrosive chemicals, and any areas that may cause them damage?	Y N N/A	
7	Is the storage area permanently posted with the names of the gases stored in the cylinder?	Y N N/A	
8	Are all compressed gas cylinder valve covers in place when cylinders are not in use?	Y N N/A	
9	Are all compressed gas cylinders stored so they do not interfere with exit paths?	Y N N/A	
10	Are cylinders always maintained at temperatures below 125 degrees F? (a flame should never come in contact with a gas cylinder)	Y N N/A	
11	Are charged or full cylinders labeled and <u>stored away</u> from EMPTY cylinders?	Y N N/A	
12	Is the bottom of the cylinder protected from the ground to prevent rusting?	Y N N/A	

	Self Inspection Checklist- Gas Cylinders	Please Circle	Comments
13	Are all compressed gas cylinders regularly inspected for corrosion, pitting, cuts, gouges, digs, bulges, neck defects and general distortion?	Y N N/A	
	Labeling-		
14	Is painting cylinders without authorization by owner prohibited? (Often color codes are used to help designate cylinders. Arbitrary paint is not recommended)	Y N N/A	
15	Do all compressed gas cylinders have their contents and precautionary labeling clearly marked on their exteriors?	Y N N/A	
	Handling-		
16	Is repair or alteration to the cylinder, valve, or safety relief devices prohibited? (All alterations and repairs to the cylinder and valve must be made by the gas vendor)	Y N N/A	
17	Do all compressed gas cylinders have safety pressure relief valves?	Y N N/A	
18	Are all compressed gas cylinders subjected to periodic hydrostatic testing and interior inspection? (normally performed by the supplier)	Y N N/A	
19	Are safety devices in the valve or on the cylinder free from any indication of tampering?	Y N N/A	
20	Are cylinder valves closed at all times, except when the valve is in use?	Y N N/A	
21	Are compressed gas cylinders always moved, even short distances, by a suitable hand truck? (never drag cylinder across the floor/ground)	Y N N/A	
22	Is using wrenches or other tools for opening and closing valves prohibited? (Hammering valve wheels is prohibited)	Y N N/A	

	Self Inspection Checklist- Gas Cylinders	Please Circle	Comments
23	Are suitable pressure regulating devices in use whenever the gas is emitted to systems with pressure-rated limitations lower than the cylinder pressure?	Y N N/A	
	<i>Handling continued -</i>		
24	Are compressed gas cylinders only handled by experienced and properly trained people?	Y N N/A	
25	Are all compressed gas cylinders regularly subjected to leak detection using and an approved leak detecting liquid? (leak detection liquids are available from commercial welding supply houses)	Y N N/A	
26	Are all compressed gas cylinder connections such as pressure regulators, manifolds, hoses, gauges, and relief valves checked for integrity and tightness?	Y N N/A	
27	Are procedures established for when compressed gas cylinder leak cannot be remedied by simply tightening the valve?	Y N N/A	

Chapter 3. Managing Hazardous Materials

This chapter provides aspects of managing hazardous materials, such as the hazardous materials management program, procuring hazardous materials, using material safety data sheets (MSDSs), determining hazardous material compatibility, maintaining and extending shelf-life, completing shelf-life extension notice information, stocking hazardous materials, tracking inventory, and forms.

Hazardous Materials Management Program

HM management is an integral part of the NYARNG P2 program because reducing or eliminating HM prevents those materials from entering the waste stream as HW. Therefore, minimizing the use of HM is the primary source reduction technique in the Hazardous Materials Management Program.

Procuring Hazardous Materials

Facilities procure HM through the USP&FO, the International Merchants Purchase Authorization Card (IMPAC), or other open purchase arrangements. The UECO or FECO uses the following procedures to screen all HM procurements and requisitions, including materials purchased on the IMPAC card or through other open purchase arrangements.

Check current inventories to see if enough material is already available to meet the request. As a rule, the UECO or FECO should not authorize procurements or requisitions that will exceed the annual usage stocking limit (discussed in the [Maintaining and Extending Shelf-Life](#) and [Tracking Inventory](#) sections).

Before ordering, check with other activities to see if they have excess HM on hand that you can obtain.

Using Material Safety Data Sheets (MSDSs)

Before using HMs, you should be familiar with associated hazards, specific handling procedures, and spill-response measures. This information is provided in the MSDSs, which are available from the manufacturer, the Hazardous Materials Information Resource System (HMIRS) at <https://hmirsmsds.dlis.dla.mil/hmirs/login.asp>, or other online Internet websites for all HMs. In order to use the HMIRS on-line, you must be a registered subscriber. You must have an MSDS for every HM on hand, and have them readily accessible to all workers on all shifts.

To manage your MSDSs complete the following steps:

- STEP 1. Obtain an MSDS for each HM on hand from the manufacturer, HMIRS, or other MSDS source. The MSDS must be specific to the product's NSN and CAGE number (manufacturer's code). These numbers are printed on the

STEP 3. Create a centrally-located, active, master Right-to-Know MSDS Binder.

STEP 3-1. Place MSDSs for all HMs in use and stored by the facility in a binder.

STEP 3-2. Sort the MSDSs by the SLN, which details the storage location (storage building, flammable locker, etc.) and shelf number (xx00-00).



STEP 3-3. Create an index of the active MSDSs and place it in the front of the binder.

STEP 3-4. Store the central binder in a location managed by the UECO or FECO.

STEP 4. Establish an archive MSDS binder to contain all MSDSs for HMs no longer used.

Determining Hazardous Material Compatibility

Using the MSDSs, determine what types of materials can be stored together and what types must be segregated. There are three methods that can be used to determine compatibility.

Method 1: Using HMIRS MSDSs

Method 2: Using DOT Hazard Class Labels

Method 3: Using OSHA Precautionary Labels

Method 1: Determining Compatibility Using HMIRS MSDSs

The easiest way to determine compatibility is to use MSDSs generated from the HMIRS. When using this method for determining compatibility complete the following steps:

STEP 1. From the MSDSs obtained through HMIRS, find the Hazard Characteristic Code (HCC) under Physical Chemical Properties. See Figure 3-1 for the location of the HCC on an HMIRS MSDS.

STEP 2. Using the Storage Segregation Matrix (Table 3-1), find the HCC in the far left column.

STEP 3. Follow the row across the table and locate the * marking.

Figure 3-1: MSDS Showing HCC

Phenol	
Physical/Chemical Properties	
HCC: T3	NRC/State LIC No:
Net Prop WT For Ammo:	B.P. Text: 360F,182C
Boiling Point:	M.P/F.P Text: 104F,40C
Melt/Freeze Pt:	Decomp Text: N/K
Decomp Temp:	Vapor Density: 3.24
Vapor Pres: .36	Spec Gravity: 1.071
Volatile Org Content %:	PH: N/K
VOC Pounds/Gallon:	Viscosity: N/P
VOC Grams/Liter:	
Evaporation Rate & N/K	
Reference:	
Solubility in Water: N/K	
Appearance and Odor: WHITE CRYSTALS.	
Percent Volatiles by Volume: N/K	Corrosion Rate: N/K
Reactivity Data	
Stability Indicator: N/P STRONG OXIDIZING AGENTS, STRONG BASES, STRONG ACIDS.	
Stability Condition To Avoid: MAY DISCOLOR ON EXPOSURE TO LIGHT.	
Materials To Avoid:	
Hazardous Decomposition TOXIC FUMES OF:CO, CO2.	
Products:	
Hazardous Polymerization N/P	
Indicator:	
Conditions To Avoid NONE SPECIFIED BY MANUFACTURER.	
Polymerization:	
Toxicological Information	
Toxicological Information: N/P	
Ecological Information	
Ecological: N/P	
MSDS Transport Information	
Transport Information: N/P	
Regulatory Information	
Sara Title III Information: N/P	

HCC

STEP 4. Follow the column up from the * marking to the Primary Segregation Letter. These letters stand for the following:

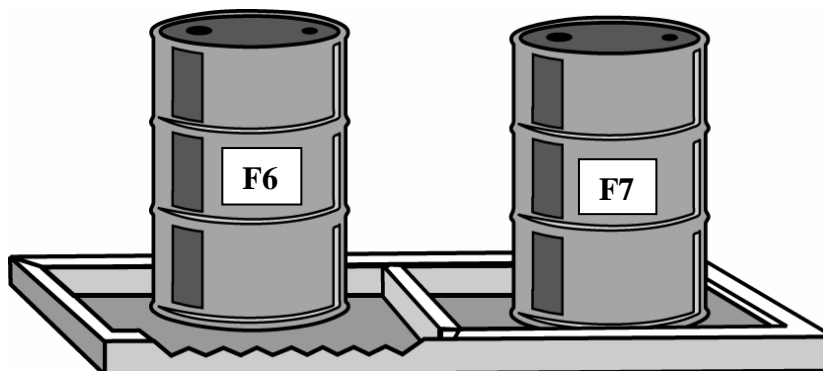
A	Radioactive	C	Corrosive
D	Oxidizer	E	Explosive
F	Flammable	G	Gas, Compressed
L	Low Hazard (General Purpose)	P	Peroxide, Organic
R	Reactive	T	Poison

STEP 5. HM may only be stored with items that have the same Primary Segregation Letter. For example, store Fs with other Fs (flammables with other flammables) and Cs with other Cs (corrosives with other corrosives).

STEP 6. Return to the HM's HCC row and find the "Note" under the Secondary Segregation column. Go to the end of the table and read the definition of the note for any additional segregation requirements.

Example: A facility has a HM with a HCC of F6 (a corrosive acid that is flammable) and a HM with an HCC of F7 (a corrosive alkali that is flammable). Because they are both Fs, it first appears that they could be stored together. However, they both have a Secondary Segregation Note L, which states, "Separate from other flammables and flammables with secondary hazards by at least one four-foot aisle width."

Figure 3-2: Segregated Drums



STEP 7. Stock HM lockers, rooms, buildings, and racks based on the container size and compatibility criteria.

Table 3-1: Storage Segregation Matrix

HCC	Hazard Characteristics Group Name	Primary Segregation										Secondary Segregation
		A	C	D	E	F	G	L	P	R	T	
A1	Radioactive, Licensed	*										Note A
A2	Radioactive, License Exempt	*										Note A
A3	Radioactive, License Exempt, Authorized	*										Note A
B1	Alkali, Corrosive Inorganic		*									Note B
B2	Alkali, Corrosive Organic		*									Note C
B3	Alkali, Low Risk							*				Note F
C1	Acid, Corrosive Inorganic		*									Note D
C2	Acid, Corrosive Organic		*									Note E
C3	Acid, Low Risk							*				Note F
C4	Acid, Corrosive & Oxidizer, Inorganic		*									Note D
C5	Acid, Corrosive & Oxidizer, Organic		*									Note E
D1	Oxidizer			*								None
D2	Oxidizer & Poison			*								Note G
D3	Oxidizer & Corrosive Acidic			*								Note G
D4	Oxidizer & Corrosive Alkali			*								Note G
E1	Explosive, Military				*							
E2	Explosive, Low Risk							*				Note A
F1	Flammable Liquid DOT PG I, OSHA IA					*						Note J
F2	Flammable Liquid DOT PG II, OSHA IA					*						Note J
F3	Flammable Liquid DOT PG III, OSHA II					*						Note J
F4	Flammable Liquid DOT PG III, OSHA II					*						Note J
F5	Flammable Liquid & Poison					*						Note L
F6	Flammable Liquid & Corrosive, Alkali					*						Note L
F7	Flammable Liquid & Corrosive, Acidic					*						Note L
F8	Flammable Solid					*						Note K
G1	Gas, Poison (Nonflammable)						*					Note M
G2	Gas, Flammable						*					Note N
G3	Gas, Nonflammable						*					Note P
G4	Gas, Nonflammable, Oxidizer						*					Note R

HCC	Hazard Characteristics Group Name	Primary Segregation										Secondary Segregation	
		A	C	D	E	F	G	L	P	R	T		
G5	Gas, Nonflammable, Corrosive						*						Note S
G6	Gas, Poison, Corrosive (Nonflammable)						*						Note T
G7	Gas, Poison, Oxidizer (Nonflammable)						*						Note U
G8	Gas, Poison, Corrosive (Nonflammable)						*						Note V
G9	Gas, Poison, Flammable						*						Note W
K1	Infectious Substance											*	Note X
K2	Cytotoxic Drugs											*	Note Y
M1	Magnetized Material							*					None
N1	Not Regulated as Hazardous							*					None
P1	Peroxide, Organic, DOT Regulated								*				None
P2	Peroxide, Organic (Low Risk)								*				None
R1	Reactive Chemical, Flammable									*			Note Z
R2	Water-reactive Chemical									*			Note AA
T1	DOT Poison – Inhalation Hazard											*	None
T2	UN Poison, Packing Group I											*	None
T3	UN Poison, Packing Group II											*	None
T4	UN Poison, Packing Group III							*					Note BB
T5	Pesticide, Low Risk							*					None
T6	Health Hazard							*					None
T7	Carcinogen (OSHA, NTP, IARC)											*	Note CC
V1	Miscellaneous Hazardous Materials – Class 9							*					None
V2	Aerosol, Nonflammable					*							Note EE
V3	Aerosol, Flammable					*							Note EE
V4	DOT Combustible Liquid, OSHA IIIA					*							None
V5	High Flashpoint Liquids, OSHA IIIB							*					None
V6	Petroleum Products							*					None
V7	Environmental Hazard							*					None
Z1	Article Containing Asbestos							*					None
Z2	Article Containing Mercury							*					None

HCC	Hazard Characteristics Group Name	Primary Segregation										Secondary Segregation
		A	C	D	E	F	G	L	P	R	T	
Z3	Article Containing Polychlorinated Biphenyls (PCB)							*				None
Z4	Article, Battery, Lead Acid, Non-spillable							*				None
Z5	Article, Battery, Nickel Cadmium, Non-spillable							*				None
Z6	Article, Battery, Lithium									*		Note DD
Z7	Article, Battery, Dry Cell							*				None

DEFINITION OF NOTES

- NOTE A Security Storage – Must be well ventilated with limited access.
- NOTE B Inorganic Alkali Storage – Store away from acids by at least one 4-foot aisle width and away from organic alkalis by at least one 4-foot aisle width.
- NOTE C Organic Alkali Storage – Store away from acids by at least one 4-foot aisle width and away from inorganic alkalis by at least one 4-foot aisle width.
- NOTE D Inorganic Acid Storage – Store away from alkalis (caustics) by at least one 4-foot aisle width and away from organic acids by at least one 4-foot aisle width. Separate from other acids with subsidiary risk labels by at least one 4-foot aisle width.
- NOTE E Organic Acid Storage – Store away from alkalis (caustics) by at least one 4-foot aisle width and away from inorganic acids by at least one 4-foot aisle width. Separate from other acids with subsidiary risk labels by at least one 4-foot aisle width.
- NOTE F Further separate into Acid and Alkali storage within the low hazard storage area to keep potentially incompatible products from mixing.
- NOTE G Separate from other oxidizers and oxidizers with secondary hazards by at least one 4-foot aisle width.
- NOTE H Magazine Storage.
- NOTE J Segregate into Flammable Liquid storage separate from flammable solids by at least one 4-foot aisle width.
- NOTE K Segregate into Flammable Solid storage separate from flammable liquids by at least one 4-foot aisle width.
- NOTE L Separate from other flammables and flammables with secondary hazards by at least one 4-foot aisle width.
- NOTE M Further segregate into Poison Gas storage within compressed gas area.
- NOTE N Further segregate into Flammable Gas storage within compressed gas area.

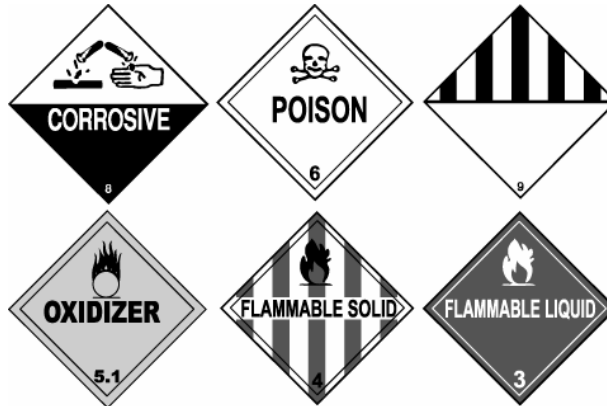
DEFINITION OF NOTES

- NOTE P Further segregate into Non-flammable Gas storage within compressed gas area.
- NOTE R Further segregate into Oxidizer Gas within the Non-flammable Gas storage that is within the compressed gas area.
- NOTE S Further segregate into Corrosive Gas within the Non-flammable Gas storage that is within the compressed gas area.
- NOTE T Further segregate into Corrosive Gas within the Poison Gas storage that is within the compressed gas area.
- NOTE U Further segregate into Oxidizer Gas within the Poison Gas storage that is within the compressed gas area.
- NOTE V Further segregate into Flammable Gas within the Poison Gas storage that is within the compressed gas area.
- NOTE W Further segregate into Corrosive and Oxidizer Gas within the Poison Gas storage that is within the compressed gas area.
- NOTE X Further segregate into Biomedical storage within the Poison storage area.
- NOTE Y Further segregate into Medical Security storage within the Poison storage area.
- NOTE Z Further segregate into Spontaneously Combustible storage within the Reactive storage area.
- NOTE AA Should not store in areas protected with water sprinkler system. Fire protection should be non-water based.
- NOTE BB Store away from food.
- NOTE CC Further segregate within Poison storage area may be necessary if secondary hazards exist (i.e. flammable, corrosive, etc.).
- NOTE DD Separate from other products within the Reactive storage area.
- NOTE EE Store aerosols from flammables by placing in separate room or barrier such as floor to ceiling wire mesh, chain link fence, etc. to protect personnel from aerosols that can become self-propelled projectiles.

Method 2: Determining Compatibility Using DOT Hazard Class Labels

- STEP 1. If a HMIRS generated MSDS is not available, look on the container or the box it was shipped in for a DOT Hazard Class Label.








Figure 3-3: Sample DOT Hazard Class Labels










STEP 2. If a DOT Hazard Class label is present, use Table 3-2 to obtain an Interim HCC.




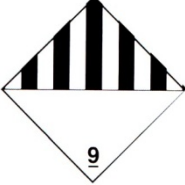
STEP 3. Once you have the Interim HCC, go back to Table 3-1 and follow Steps 2 through 7 under [Method 1](#) to determine compatibility.

Table 3-2: DOT Hazard Class Labels

DOT Label	DOT Hazard Class	Interim HCC	
		Primary	Secondary
	Explosive 1.1	E1	Magazine
	Explosive 1.2	E1	Magazine
	Explosive 1.3	E1	Magazine
	Explosive 1.4	E2	Security
	Explosive 1.5	E2	Security
	Explosive 1.6	E2	Security
	Poison Gas	G1	Poison Gas Cylinder

DOT Label	DOT Hazard Class	Interim HCC	
		Primary	Secondary
	Flammable Gas (Cylinder)	G2	Flammable Gas Cylinder
	Flammable Gas (Aerosol Non-refillable tank or Canister)	V3	Aerosol Containers
	Non-Flammable Gas	G3	Nonflammable Gas Cylinder
	Flammable Liquid	F1-F4	Flammable Liquid
	Flammable Solid	F8	Flammable Solid
	Spontaneously Combustible	R1	Spontaneously Combustible
	Dangerous When Wet	R2	Dangerous When Wet, No Water Sprinklers

DOT Label	DOT Hazard Class	Interim HCC	
		Primary	Secondary
	Oxidizer	D1	None Required
	Organic Peroxide	P1	None Required
	Poison	T2	None Required
	Harmful Keep Away From Food	T4	Away From Food
	Infectious Substance	K1	Biomedical
	Radioactive I	A1	Security
	Radioactive II	A1	Security

DOT Label	DOT Hazard Class	Interim HCC	
		Primary	Secondary
	Radioactive III	A1	Security
	Corrosive	C1, C2, C4, C5 (Acid)*	Acid
	Corrosive	B1, B2 (Alkali)*	Alkali
	Class 9	V1	None Required
Not Available	Magnetized Material	M1	None Required

Method 3: Determining Compatibility Using OSHA Precautionary Labels

STEP 1. If a HMIRS generated MSDS is not available, look on the HM container for an Occupational Safety and Health Administration (OSHA) precautionary label. Precautionary labels start with signal words followed by specific handling precautions. The three signal words used are Danger, Warning, and Caution.

Figure 3-4: Example Precautionary Label

WARNING! Contents under pressure. Do not puncture or incinerate. Do not store at temperatures above 120 degrees F°. Keep out of reach of children.

STEP 2. If a precautionary label is present, use Table 3-3 below to obtain a Suggested Temporary HCC. Match the label with the “Signal Word” and “Statement of Hazard” in the first two columns of the table.

STEP 3. Once you have the Suggested Temporary HCC from column 3, go back to Table 3-1 and follow Steps 2 through 7 under [Method 1](#) to determine compatibility.

Table 3-3: Precautionary Labels

Signal Word	Examples of Statements of Hazard	Suggested Temporary HCC	Recommended Primary Storage Area	Recommended Secondary Storage Area
DANGER!	MAY BE FATAL IF SWALLOWED	T2	Poison	None Required ¹
WARNING!	HARMFUL IF SWALLOWED	T3	Poison	None Required ¹
WARNING!	HARMFUL IF SWALLOWED	T4	Low Hazard ²	Away From Food
DANGER!	MAY BE FATAL IF ABSORBED THROUGH SKIN	T2	Poison	None Required ¹
WARNING!	HARMFUL IF ABSORBED THROUGH SKIN	T6	Low Hazard ²	None Required ¹
DANGER!	MAY CAUSE (SEVERE) **** BURNS	C1, C2, C4, C5	Corrosive	Acid
DANGER!	MAY CAUSE (SEVERE) **** BURNS	B1, B2	Corrosive	Alkali
DANGER!	EXTREMELY FLAMMABLE	F1	Flammable	Flammable Liquid
WARNING!	FLAMMABLE	F2, F3	Flammable	Flammable Liquid
WARNING!	FLAMMABLE	F8	Flammable	Flammable Solid
CAUTION!	COMBUSTIBLE	F4	Flammable	Flammable Liquid
CAUTION!	COMBUSTIBLE	V4	Flammable	None Required ¹
DANGER!	EXTREMELY FLAMMABLE, CATCHES FIRE IF EXPOSED TO AIR	R1	Reactive	Spontaneously Combustible
DANGER!	STRONG OXIDIZER, CONTACT WITH OTHER MATERIALS MAY CAUSE FIRE	D1	Oxidizer	None Required ¹
DANGER!	MAY BE FATAL IF INHALED	T1	Poison	None Required ¹
WARNING!	HARMFUL IF INHALED	T2	Poison	None Required ¹
WARNING!	MAY CAUSE ALLERGIC RESPIRATORY REACTION	T6	Low Hazard ²	None Required ¹

Signal Word	Examples of Statements of Hazard	Suggested Temporary HCC	Recommended Primary Storage Area	Recommended Secondary Storage Area
CAUTION!	(VAPOR GAS) **** REDUCES OXYGEN AVAILABLE FOR BREATHING	T6	Low Hazard ²	None Required ¹
WARNING!	MAY CAUSE EYE IRRITATION	T6, C3, C4	Low Hazard ²	None Required ¹
WARNING!	MAY CAUSE IRRITATION	T6, C3, C4	Low Hazard ²	None Required ¹
WARNING!	MAY CAUSE ALLERGIC SKIN REACTION	T6, C3, C4	Low Hazard ²	None Required ¹

**** Enter proper term as appropriate.

¹ None Required means no additional storage requirements are necessary.

² Material bearing an OSHA precautionary label will not be assigned to a Low Hazard location without notification to and approval by the HWM.

Maintaining and Extending Shelf Life

An effective waste-minimization program includes active life-cycle management of HMs before they turn into hazardous waste. One of the best and highest payback methods of doing that is to establish a good shelf-life extension program. Shelf life is the total period of time that an item may remain in the storage system and still remain suitable for issue. It begins with the date of manufacture, cure, assemble, pack, or inspect/test/restorative action. A shelf-life item is an item of supply having deteriorative or unstable characteristics to the degree that a storage-time period must be assigned to ensure that it will perform satisfactorily while in service.

Note

HMs purchased locally that do not have an expiration date are not shelf-life items and can be used indefinitely or until the item becomes unserviceable. Half of the HMs purchased through the military supply system are non-shelf-life items.

Shelf-life Types

To determine if an item is a shelf life or non-shelf-life item, look at the container label. **If the container label does not have a test, inspection, or expiration date, it is not a shelf-life item.** If the item is not a shelf-life item, use it indefinitely or until it becomes unserviceable. If the item is a shelf-life item, properly manage it as a Type I or Type II material, as explained below.

Type I Materials

Type I material has an alphabetical shelf-life code and an expiration date. **Type I materials are not extendible.** DoD policy requires that Type I HM be used or disposed of within 30 days of the expiration date. *One exception* is Type I medical items, which may be extended if they have been accepted as candidates for the DoD Shelf-life Extension Program. See Chapter 4 for turn-in instructions. Type I materials are required to be marked with either the date manufactured, date cured, date assembled, or date packed (apply one as appropriate), as well as the expiration date.

Table 3-4. Type I Shelf-Life Codes

Shelf-life Code	Shelf Life (Months)	Shelf-life Code	Shelf Life (Months)
A	1	N	27
B	2	P	30
C	3	Q	36
D	4	R	48
E	5	S	60
F	6	T	84
G	9	U	96
H	12	V	108
I	72	W	60
J	15	X	CPC >60
K	18	Y	180
L	21	Z	240
M	24		

Type II Materials

Type II material (90% of shelf-life material) has a numeric shelf-life code and a test/inspect date marked on the container. **Type II materials are extendible.** Every effort must be made to extend the life of the material until it is used. Type II items can be extended by visual inspection or laboratory analysis. Type II materials with a test date must only be extended using laboratory analysis.

Table 3-5. Type II Shelf-Life Codes

Shelf-life Code	Shelf Life (Months)	Shelf-life Code	Shelf Life (Months)
0	Non-deteriorative	5	18
1	3	6	24
2	6	7	36
3	9	8	48
4	12	9	60

Extending Type II Material Using Visual Inspection

Most items can be extended through visual inspections. Anyone can conduct visual inspections for items not requiring certified test results. The extension time information used to establish the next test/inspection date can be obtained from Federal Logistics Data System (FEDLOG) or the Material Quality Control Storage Standard (MQCSS).

To extend Type II shelf-life items, follow these steps:

Step 1. Visually inspect the containers. When conducting a visual inspection check for:

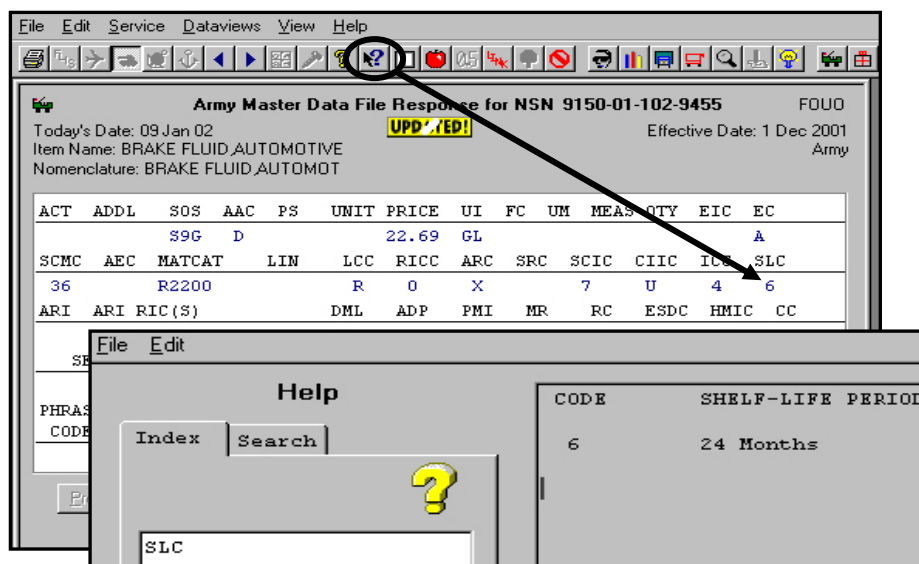
- Leakage, broken glass
- Rodent/insect infestation
- Hardening/liquefying
- Bulging containers
- Rust, caking, and powdering
- Liquid evaporation/condensation
- Proper label

If any containers are not in good condition, process them for disposal IAW Chapter 4.

Step 2. Obtain extension information from FEDLOG, or MQCSS, depending on whether it is mission essential or not.

For Non-mission Essential Items – Use FEDLOG to obtain the shelf-life extension information. Once in FEDLOG, enter the NSN. When the screen comes up for the item, find the Shelf-life Code indicated by “SLC.” Click on the “contents” icon and drag it to the code, or highlight the information in the SLC column and click the right mouse button. A table will appear that indicates if the item is a Type I or Type II as well as the material’s shelf-life period. There is often a code associated with the item status (a letter is indicative of a Type I item, a number is indicative of a Type II item). The screen shot below provides an illustration. In this case, brake fluid is a Type II item with a 24-month shelf life.

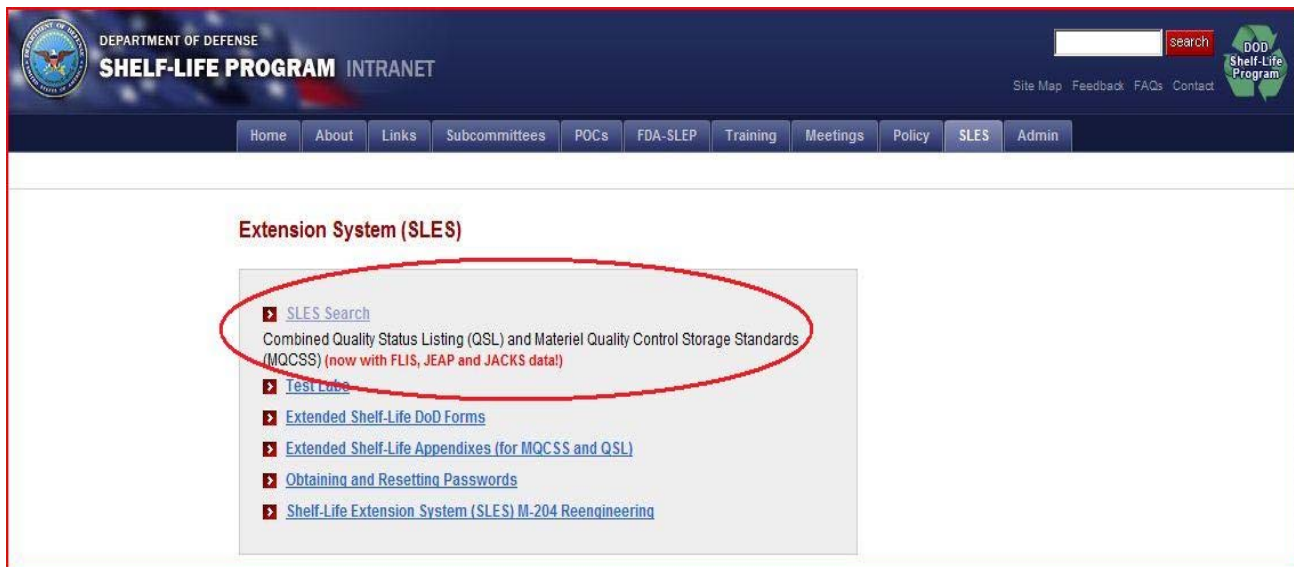
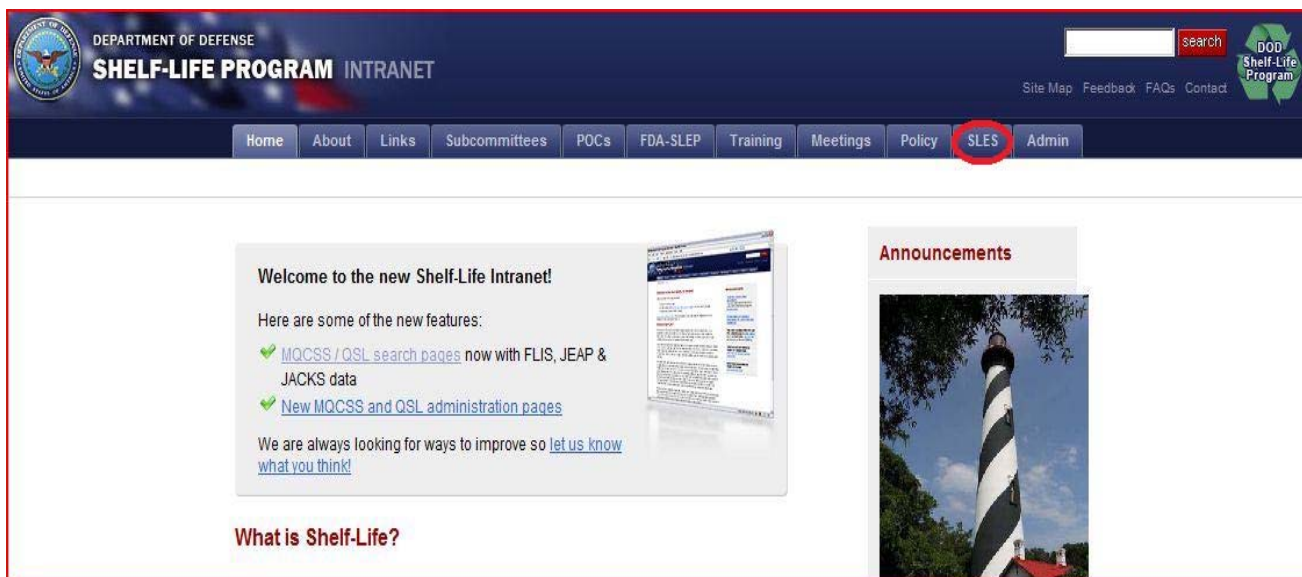
Figure 3-5: FedLog Example



For Mission Essential Items (Not Requiring Laboratory Certification) – Use the MQCSS. The MQCSS is a database that implements uniform storage standards for Type II (extendible) NSNs. While the MQCSS was designed for wholesale managing activities, the NYARNG can use it to obtain the following shelf-life information for mission essential items. The website for .MIL users includes shelf-life policy documents and the quality status list (QSL) and MQCSS internet-based programs. The .MIL website is located at: <https://www.shelflife.hq.dla.mil/> . You must request a Shelf life extension account in order to access.

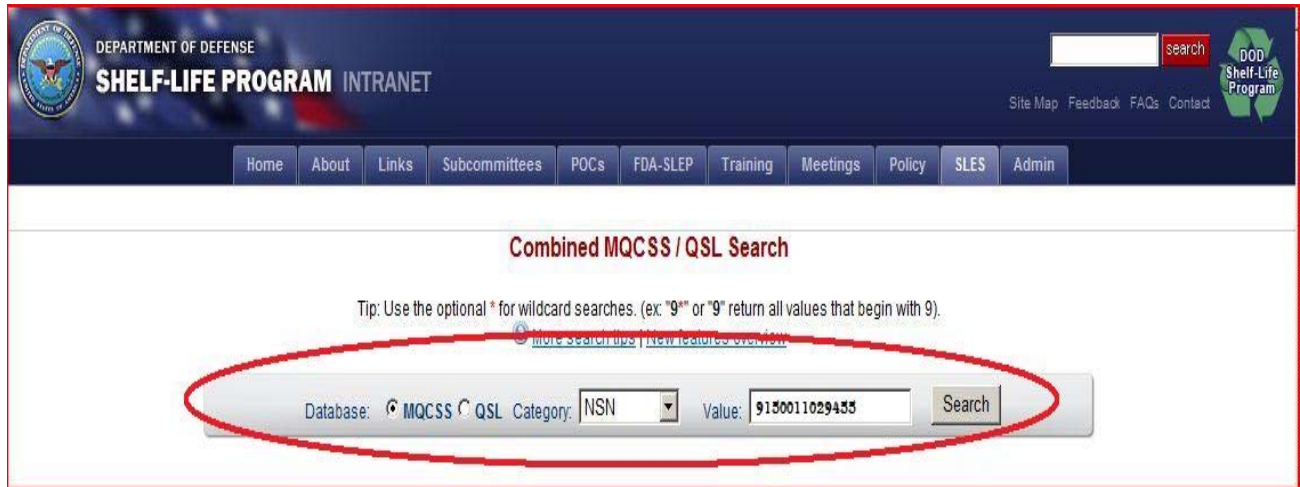
Access the website and follow the screenshots below.

Figure 3-6: MQCSS Web Application



Below select **MQCSS** and select **NSN** in the **Category** dropdown box; enter the NSN for the product that needs to be extended and click the **Search** button.

Figure 3-7: MQCSS Example Search Using a NSN



The NSN and the Item Name will be found. If the item shown is the one that needs to be extended, click on the **NSN** and in the next screen look for **shelf life month** to determine length of extension.

Figure 3-8: QSL Example Screenshots

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Combined MQCSS / QSL Search

Tip: Use the optional * for wildcard searches. (ex: "9*" or "9" return all values that begin with 9).
[More search tips](#) | [New features overview](#)

Database: MQCSS QSL Category: NSN Value: 9150011029455 Search

MQCSS search for "9150011029455" in category "NSN" returned 1 record(s). [Export](#) [Print](#)

Display 10 per page Page 1 of 1: 1

NSN	Item Name	SOS/CD
9150011029455	BRAKE FLUID,AUTOMOTIVE	SMS

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Combined MQCSS / QSL Search

Tip: Use the optional * for wildcard searches. (ex: "9*" or "9" return all values that begin with 9).
[More search tips](#) | [New features overview](#)

Database: MQCSS QSL Category: NSN Value: 9150011029455 Search

MQCSS Data

National Stock Number:	9150011029455	Challenge	Feedback
Approved Item Name:	BRAKE FLUID,AUTOMOTIVE		
Defect Characteristics Code:	D3 D9 S4		
First Inspection Month:	15	Inspection Type Code:	V, L
Inspection Level Code:		Reinspection Months:	15
Acceptable Quality Level:		Reinspection Limit:	3
Resources:	HMIRS website	Item Type Storage Code:	
Technical Publications:	MIL-PRF-46176B		
Remarks:			
Record Last Updated:	1/27/2006 6:40:19 AM		

Shelf-Life Type: II
Shelf-Life Month: 24
Shelf-Life Code: 6

QSL Data for NSN: 9150011029455

Noun	Contract Number	Lot/ Batch	Spec	Date Manuf.	Last Test	Test Due	Cond. Code	Issue To	SoS	Lab Code	Last Update
	400-91-C-5203	GB031711	MIL-PRF-		092005		H	DRMO		WPA	10/4/2005

Extending Type II Material Using Laboratory Analysis

For Mission Essential Items (Requiring Laboratory Certification) – The shelf-life website (<https://headquarters.dla.mil/j-3/shelflife/>) also contains information concerning laboratory testing certification required to extend the shelf life on some items. This information is found in the QSL. The QSL contains the results of tests by DoD/General Services Administration (GSA) commercial physical science laboratories

on Type II shelf-life material. The test determines whether or not the material is unstable or has experienced any deterioration, rendering it unusable. The results of these tests can be used to extend the shelf life of material on hand. In order for the test results on one unit of material to be applied to other units in storage, the material must share the same unique identifiers of NSN, Contract, and Lot/Batch identification. The QSL will provide the last test date and the date the next test is due.

Access the website and follow the link above. You will need to set up an account with the DOD Shelf life program within this site.

Refer to figure 3-10 below. Select **QSL** and select **NSN** in the **Category** dropdown box; enter the NSN for the product that needs to be extended into the **Value** text box and click the **Search** button. Then, find the lot and batch for the item that needs extended.

Figure 3-10: QSL Example Screenshots

The screenshot shows the 'DEPARTMENT OF DEFENSE SHELF-LIFE PROGRAM INTRANET' interface. At the top, there is a navigation menu with links like Home, About, Links, Subcommittees, POCs, FDA-SLEP, Training, Meetings, Policy, SLES, and Admin. A search bar is located in the top right corner. Below the navigation, the main heading is 'Combined MQCSS / QSL Search'. A tip suggests using wildcards like '*' for searches. Below the tip, there is a search form with a 'Database' dropdown set to 'QSL', a 'Category' dropdown set to 'NSN', and a 'Value' text box containing '9150011029455'. A 'Search' button is to the right of the value box. Below the search form, a table titled 'MQCSS Data' displays the following information:

MQCSS Data			
National Stock Number:	9150011029455	Challenge Feedback	
Approved Item Name:	BRAKE FLUID,AUTOMOTIVE		
Defect Characteristics Code:	D3 D9 S4		
First Inspection Month:	15	Inspection Type Code:	V, L
Inspection Level Code:		Reinspection Months:	15
Acceptable Quality Level:		Reinspection Limit:	3
Resources:	HMIRS website	Item Type Storage Code:	
Technical Publications:	MIL-PRF-46176B	Shelf-Life Type:	II
Remarks:		Shelf-Life Month:	24
Record Last Updated:	1/27/2006 6:40:19 AM	Shelf-Life Code:	6
		Source of Supply Code:	SMS

QSL Data for NSN: 9150011029455											
Noun	Contract Number	Lot/ Batch	Spec	Date Manuf.	Last Test	Test Due	Cond. Code	Issue To	SoS	Lab Code	Last Update
	400-91-C-5203	08031741	MIL-PRF-46176		092005		H	DRMO		WPA	10/4/2005
	450-00-D-0015	2170572	MIL-PRF-46176		122008	122010	A	AF		WPA	12/30/2008
Brake Fluid	SPM40605D0434	3608697	MIL-PRF-46176	5/30/2007	012009	012011	A	ALL	S9G	POE	1/16/2009
BRAKE FLUID, SILICONE, AUTOMOTIVE, OPERATION & PRESERVATION	SPM40605D0434	3608697	MIL-PRF-46176B		012009	012011	A	ALL	S9G	POE	1/26/2009
	450-00-D-0015	2137761	MIL-PRF-46176		012009	012011	A	AF		WPA	1/30/2009
	406-05-D-0434	2884370	MIL-PRF-46176		032009	032011	A	AF		WPA	3/9/2009
	406-05-D-0434	3123075	MIL-PRF-46176		042009	042011	A	AF		WPA	5/4/2009
	450-03-W-P084	1606046	MIL-PRF-46176		012010	012012	A	AF		WPA	1/19/2010
	406-05-D-0434	5181138	MIL-PRF-46176		032010	032012	A	AF		WPA	3/12/2010

Completing Shelf-life Extension Notice Information

Once you have determined if the item can be extended using either the MQCSS or QSL, mark the following data on the container with a shelf-life extension sticker or, if space allows, directly on the container with a permanent marker. Figure 3-11 shows an example of a shelf-life extension notice label obtained from the DoD Shelf-Life program website. Similar labels may be used as long as the same information is recorded on the label.

- Inspection/test date (day visually extended or QSL date)
- Next inspection/test date
- Authority (QSL, MQCSS, or laboratory name)
- Initials of person who inspected and extended item

Figure 3-11: Shelf-life Extension Notice Label

SHELF-LIFE EXTENSION NOTICE

PER DoD 4140-27M, CONTAINERS REQUIRE REMARKING WITH EXTENDED SHELF-LIFE DATA. UNITS OF ISSUE REQUIRE RE-MARKING UPON OPENING CONTAINER.

NSN: _____

CONTRACT NUMBER: _____

LOT/BATCH NUMBER: _____

DATE TESTED: _____

NEXT INSP/TEST DATE: _____

AUTHORITY: _____
(QSL, MQCSS, OTHER)

INSPECTED BY: _____
(ACTIVITY AND INSPECTOR'S NAME OR NUMBER)

DD FORM 2477-3 MAR 1999 Previous edition may be used until supply is exhausted

Stocking Hazardous Materials

Reference: Joint Service Manual DLAI4145.11/TM38-410/NAVSUP PUB 573/AFJMAN 23-209/MCO 4450.12A, Storage and Handling of Hazardous Materials

WARNING!

- DO NOT** store tools or personal items in any HM storage location.
 - DO NOT** store combustible materials other than original packaging, such as cardboard, paper, or rags with flammable HMs.
 - DO NOT** store flammable or reactive HM within 50 feet of the property boundary.
 - DO NOT** store HM in trailers, vehicles, personal wall lockers, near floor drains, or in break rooms.
 - DO NOT** use wood to construct additional or replacement shelving unless the wood meets the requirements of NFPA 30 Chapter 4 – Container and Portable Tank Storage.
-

Whether checking in new products or maintaining current stock, the UECO or FECO must properly store HM to minimize hazards to personnel and property.

The steps for stocking HMs are listed below:

- STEP 1. Obtain all MSDSs and check that every container, bottle, can, box, etc. on hand at your activity is properly labeled with the following:
- a. Storage area number
 - b. Product name
 - c. SLN (see the *Using Material Safety Data Sheets* section)
 - d. Any warnings of physical or health hazards listed on the MSDS

Label any HMs that do not have a readable label. It is preferred that you maintain the original manufacturer labels. However, if the original label is missing or damaged, use the example shown below:

NSN: 6950-00-224-6656 Chemical Name: Cleaning Compound Rifle Bore Manufacturer Name: American Writing Ink Co
--

Note

If the material is transferred to a different container, label the new container as noted before.

- STEP 2. Use the procedures in the [Determining Hazardous Material Compatibility](#) section to sort HMs and determine which are compatible.

- STEP 3. Select the appropriate type of storage location for your HMs:
- For *small quantities* of commonly used hazardous chemicals, use lockers.
 - For *large quantities* of hazardous chemicals, use HAZMAT boxes with built-in secondary containment, storage rooms, warehouses, or racks.

See [Chapter 2](#) for additional help on selecting storage locations.

- STEP 4. Place the HM in the designated numbered shelf/rack location as described in Chapter 2, and update the inventory sheet.

Note

*Place containers holding ignitable or reactive waste at least 50 feet from the property line.
Rotate containers so that those HMs nearing expiration are placed in front.
Remember, FIRST IN, FIRST OUT.*

- STEP 5. Place MSDSs for each HM used/stored at the facility in the Right-to-Know MSDS Binder.

- STEP 6. As a BMP, place the Inventory Form as follows:
- For lockers, place the Inventory Form in a plastic sleeve on the outside of the locker.
 - For storage rooms, buildings, areas, place the Inventory Form in a plastic sleeve located on or near the storage area.

Tracking Inventory

This section includes procedures for conducting an inventory.

Conducting an Inventory

An accurate HM inventory provides management with essential information about processes that use the materials. Hazardous chemical inventories are required by OSHA 1910.1200 and NYARNG Reg. 385.9. Inventories are to be conducted IAW NYARNG Regulation 385-9 and this Plan. Inventories are required to be computer originated and have the capabilities of sorting and compiling a list of chemicals by NSN or trade name (nomenclature). Inventories are needed for the following:

- P2 reporting requirements
- Assessing processes for P2 opportunities
- Measuring success in minimizing HM use

To track the annual purchase, use, and storage of HM, the UECO or FECO must complete the following steps:

- STEP 1. Conduct an inventory of every storage locker, room, warehouse, or rack, periodically as a BMP, to ensure your materials are managed as required. Inventory forms may be requested at least once a year by the environmental office.
- STEP 2. Post the latest copy of the inventory outside the storage area.
- STEP 3. Send completed Inventory Forms to the Environmental Performance Assessment (EPAS) Manager in the Environmental Office upon request.

This information is used for Energy Planning and Community Right-to-Know Act (EPCRA), state, and local reporting requirements.

To conduct an inventory, complete the following steps:

- STEP 1. Check that every container, bottle, can, box, etc. is labeled with the following:
 - a. The product name
 - b. Any warning of physical or health hazards listed on the MSDS
 - c. Replace any labels that are missing or unreadable.
- STEP 2. Obtain an [Inventory Form](#) as shown below or an equivalent.
- STEP 3. Complete the Inventory Form.

Hazardous Materials Storage Inventory									
Facility Name _____					Storage Location _____				
SLN (1)	NSN(2)	Product Name(3)	Manufacturer(4)	Unit of Issue(5)	Unit of Measure(6)	Quantity (7)	Annual Usage(8)	MSDS # (9)	HCC (10)

(1) Shelf Location Number (only if in Storage Cabinet) (6) Unit of Measure- OZ, QT, GAL, PT
 (2) First Four Numbers of NSN (7) Quantity Present at Time of Inventory
 (3) Product Name (include Trade Name and Other Nomenclature) (8) Annual Usage (if Available)
 (4) Manufacturer Name (9) Materials Safety Data Sheet Identification Number
 (5) Unit of Issue- BT Bottle, DM Drum, CN Can, BX Box (10) Hazardous Characteristics Code

Page ____ of ____

STEP 4. Check the expiration, inspection, or testing dates on all HMs and manage as explained in the Shelf-Life section.

Note

Rotate containers on shelves so HMs nearing expiration are placed in front. Remember, FIRST IN, FIRST OUT.

STEP 5. Based on past experience, establish an annual usage quantity.

- STEP 6. Check inventory against annual quantity limits to determine excesses or shortages.
- a. If there is excess, consider cross-leveling with other activities or turning it in.
 - b. If there are shortages, check with other activities to see if they have excess to give you; if they do not, order more.

Note

Before purchasing any HM check with other activities to see if they have any on hand that you can use. If you must purchase HM, whether through the military supply system or by using IMPAC cards, you should do the following:

- a. Purchase only the quantity needed for the specific mission or task.*
- b. Ensure that the quantity on hand does not exceed the authorized stocking limit set through the shelf-life program.*

STEP 7. Update the Inventory Form located in the following locations:

- a. On the door of storage rooms or lockers.
- b. In the office of the UECO or FECO for items stored in racks or warehouses.

STEP 8. Submit copies of the yearly inventories to the EPAS Manager upon request, and retain a copy on file for three years.

Forms and Attachments

This section contains a copy of the Hazardous Material Storage Inventory Form. Personnel should use the forms in this section or you may use an equivalent form.

Chapter 4. Setting Up Waste Accumulation Areas

Because federal and New York regulations require that all HW be shipped off site within specific time limits, these wastes can be accumulated on site for only a limited amount of time. In addition, the NYARNG has increased this requirement by adding other types of non-hazardous waste that must be treated like regulated waste.

Some wastes are initially accumulated at Satellite Accumulation Areas (SAAs) and then moved to a Hazardous Waste Storage Building (HWSB). Other wastes are only accumulated at HWSBs. IAW AR 200-1; HW will not be stored in underground storage tanks (USTs).

Satellite Accumulation Areas

A SAA is an area located at or near the point of generation of waste where you can accumulate up to 55 gallons (can be multiple containers of varying sizes) of a non-acute hazardous waste and up to one quart of an acutely HW. Once this limit is reached, you must mark the date on the container and move it to the HWSB within 72 hours (including weekends and holidays).

A SAA must be under the control of the operator of the process that generates the waste. “Under control” means that the person generating the waste controls what waste is put in the SAA.



WARNING!

Keep containers with liquid wastes within secondary containment, such as dikes, curbs, or spill pallets.
Segregate incompatible wastes with berms, curbs, walls, spill pallets, or other physical devices.

Maintaining a Satellite Accumulation Area

- STEP 1. Position container(s) so the waste stream name is clearly visible and there is enough room between containers (usually 4 feet) to conduct inspections.
- STEP 2. Ensure that labels are filled out according to the Waste Protocol Sheets (WPS), but DO NOT complete the Accumulation Start Date (ASD) line. See Chapter 5 for information about using [WPSs](#).

Note

ASDs are required for all UNIVERSAL WASTES (UWs) regardless of their location. The ASD is placed on containers of HW when they are placed in a HWSB.

WARNING!

DO NOT use a SAA to accumulate HW from multiple operating areas, even areas within the same shop. SAAs must be at or near the point of generation. DO NOT mix multiple waste streams in the same container.

- STEP 3. Ensure that containers have [Waste Accumulation Inventory Logs](#) filled out IAW the WPSs.
- STEP 4. Conduct weekly inspections of all SAAs and document them IAW [Chapter 8](#). Keep copies of the inspections for three years. **Inspections do not need to be conducted if no HW is present. However, that information must be indicated each week on the inspection form and kept on file.**

Hazardous Waste Storage Building

If you share a single Generator ID number with another activity, ensure that together you do not exceed the maximum quantity limitations identified in [Chapter 5](#).

Setting Up a Hazardous Waste Storage Building

- STEP 1. Select a well-ventilated site indoors or a site outdoors that is under cover and fenced or otherwise secured to prevent unauthorized access.
-

CAUTION

Locate HWSBs that contain ignitable or reactive wastes at least 50 feet inside the property boundary and ensure containers are properly grounded when adding or removing waste from the containers.

- STEP 2. Plug floor drains within 50 feet, if accumulating liquid waste.
- STEP 3. Select fire extinguishers that are compatible with the types of potential fire hazards present and place them so they are visible from the front entrance.

Coordinate with the SSO for proper type and location of extinguishers.

- STEP 4. Post two warning signs in visible locations at the site. You may copy and post the sign illustrated below or use an equivalent with the same information provided. The signs must be readable from 50 feet away and contain the following information:



- STEP 5. Place enough spill-response equipment nearby to contain a spill.

WARNING!

Keep containers with liquid wastes within secondary containment, such as dikes, curbs, or spill pallets.

Segregate incompatible wastes with berms, curbs, walls, spill pallets, or other physical devices.

Maintaining a Hazardous Waste Storage Building

- STEP 1. Position container(s) so the waste stream name is clearly visible and there is enough room between containers (usually 4 feet) to conduct inspections.
- STEP 2. Ensure that labels are filled out according to Step 2 of the WPS, and that all universal and HW containers have ASDs. See Chapter 5 for information about using [WPSs](#).
- STEP 3. Ensure that [incompatible wastes](#) are segregated.

WARNING!

Do not store acids and bases together! They are both corrosive and reactive. When mixed, they cause a violent reaction and fire.

STEP 4. Ensure that containers have [Waste Accumulation Inventory Logs](#) filled out IAW the WPSs.

STEP 5. Conduct weekly inspections of HWSBs IAW [Chapter 8](#). Keep records of inspections for three years. **Inspections do not need to be conducted if no HW is present. However, that information must be indicated each week on the inspection form and kept on file.**

Note

REMEMBER: When HW is in a HWSB, A START DATE IS REQUIRED!

Good housekeeping practices are essential in maintaining a clean, hazard-free working environment!

Forms and Attachments

This section contains the following forms:

- Accumulation Area Warning Sign
- Hazardous Waste Storage Building Warning Sign

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**THIS
ACCUMULATION AREA**

ACCEPTS HAZARDOUS WASTES, UNIVERSAL WASTES, RECYCLABLE
MATERIALS AND NON-RCRA REGULATED WASTES:

AA Manager

Primary:

Tel:

Alternate:

Tel:

Emergency (Fire Department) Telephone Number - "911"

DANGER

**NO SMOKING OR OPEN FLAME
WITHIN 50 FEET**

ATTENTION:

**Hazardous Waste Storage
Building**

**UNAUTHORIZED PERSONNEL
KEEP OUT**

**NO SMOKING OR OPEN FLAME
WITHIN 50 FEET**

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Chapter 5. Managing Waste

Sound management and disposal of waste is essential to the success of the P2 program. While proper waste management is most often driven by regulatory compliance, reducing or eliminating a waste stream removes the need to manage the waste and is the ultimate form of compliance. In addition, accurate inventory and accounting of waste generation enables management to focus on areas with the highest priorities. Finally, because a primary objective of source reduction is to reduce waste, waste generation must be quantified in order to measure decreases.

This chapter provides an overview of the requirements for HW management within the NYARNG. It also provides Waste Protocol Sheets (WPS) for managing solid, non-hazardous, universal, and HWs common to the NYARNG. If a waste is not identified in a WPS, contact the HWM for direction.

What is a Waste?

This Plan applies to all HW streams generated by NYARNG activities. These waste streams are defined as hazardous under RCRA and New York State regulations and, as such, must be managed according to all applicable federal and state HW management regulations.

This Plan also applies to certain waste streams that are not regulated under RCRA. Some of these waste streams are included in this Plan because they are routinely generated by the NYARNG or may pose a potential danger if improperly handled.

The NYARNG waste streams subject to this Plan fall into one of the five categories listed below:

- Solid waste
- Hazardous waste
- Recyclable waste
- Universal waste
- Used oil

Solid waste includes all discarded materials, including solids, semi-solids, sludges, liquids, and compressed gases, unless excluded by regulations. A discarded material is any material that is abandoned or recycled, or is considered inherently waste-like (6 NYCRR Part 371.1(c)).

Hazardous waste (HW) is a solid waste that is not specifically excluded from regulation as a hazardous waste and meets one of the following criteria:

- It is ignitable, corrosive, reactive, or toxic as measured by standard test methods or as can be reasonably determined by knowledge of generators.
- It is specifically listed as a hazardous waste in 6 NYCRR Part 371.4.

Recyclable waste is solid waste that is destined for recycling. Recyclable waste includes office paper, newspaper, cardboard, glass, and scrap metals.

Universal waste (UW) includes certain batteries, pesticides, mercury-containing devices, and lamps (6 NYCRR Part 374-3.1).

Used oil is any oil, whether refined from crude oil or synthetically produced, that has been used and is therefore contaminated with physical or chemical impurities.

PCB Waste includes solid waste containing 50 parts per million (ppm) by weight or greater of PCBs. Waste that may contain PCBs include dielectric fluids, contaminated solvents, waste oil, heat transfer fluids, hydraulic fluids, dredge spoils and material contaminated as a result of a spill. Some suggestions in determining if your waste is hazardous for PCBs is to have it sampled and tested by an accredited laboratory; or in cases such as transformers or ballasts contact the manufacturer with the serial number and other information to see if they have records that the article contains PCBs.

How Do You Know Your Waste is Hazardous Waste?

Waste determination is the process of determining if a waste is a HW. This is accomplished through laboratory analysis or by applying knowledge of the hazardous characteristics of the materials or process that generated the waste. The information gathered by analytical testing or process knowledge is compared to the characteristics which can be located at web link <http://www.dec.ny.gov/regs/14897.html> and listed wastes <http://www.dec.ny.gov/regs/14898.html> as described in the NYS DEC regulations 6 NYCRR Part 371.

See Figure 5-1 for the characteristics that make a waste hazardous and the classifications of listed wastes that are hazardous.

Each waste determination must be recorded and kept on file. Once a waste determination is made, it can be used each time the waste is generated, as long as there is no change to the materials making up that waste or the process that generated the waste.

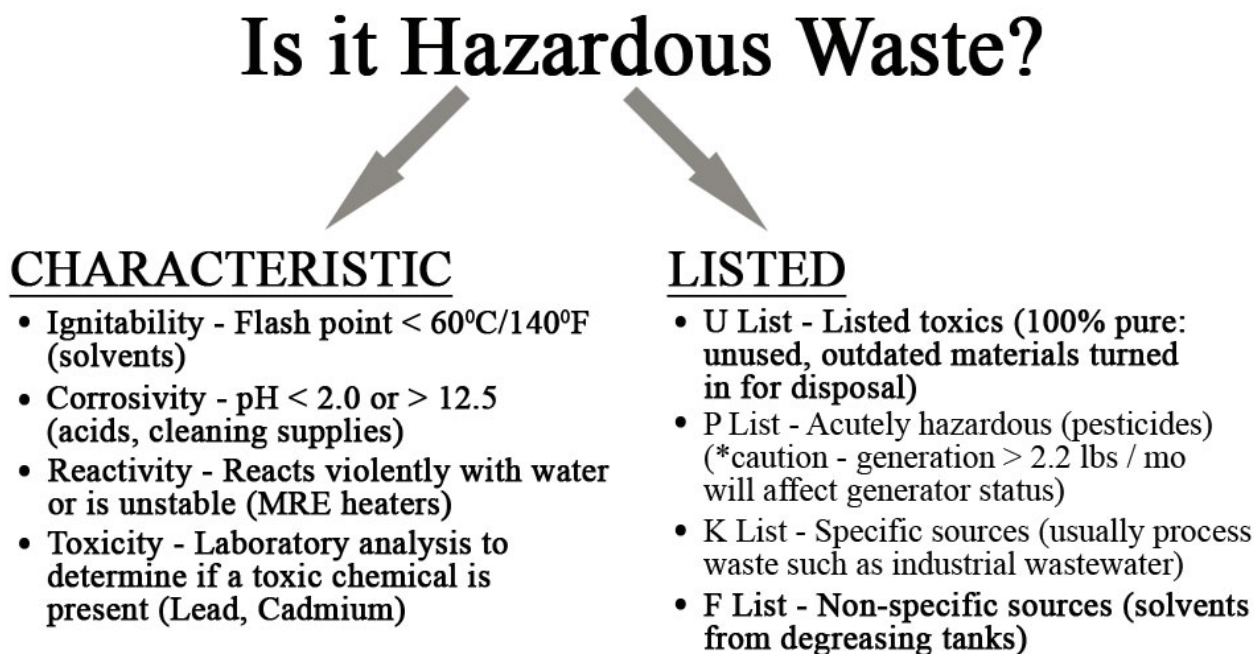
Note

All waste determination records must be maintained for at least three years from the date the waste was last sent off site.

Waste determination, using knowledge of materials, can be accomplished through the use of MSDSs. However, in some cases, MSDSs do not include chemicals that make up less than 1% of the total constituents of the material. Therefore, in some cases, using knowledge of materials and process to characterize a waste as non-hazardous may be inadequate.

When a “waste” is an unused product, MSDSs are helpful in determining whether a waste is hazardous based upon their physical properties: however, if a waste is generated during a “process”, the MSDS cannot be the only source used to determine if the waste is hazardous. Depending upon the process used, other factors will have to be considered; therefore analytical testing should be performed on the waste. If this waste stream is generated on a regular basis using the same material and process, the waste characterization will remain the same.

Figure 5-1: Characteristic and Listed Hazardous Wastes



Bold lettering indicates hazardous waste typically generated by NYARNG activities

To determine if your waste is hazardous complete the following steps:

STEP 1. Refer to the [WPSs](#) at the end of Chapter 5 to see if a waste determination has already been done for your waste. Look in the contaminants of concern/characterization section for a waste classification (hazardous, non-hazardous, universal waste, etc.).

ABSORBENTS – HAZARDOUS

Any type of absorbent used for any type of hazardous products

ATTENTION!

- DO NOT mix absorbents soaked with incompatible hazardous materials.
- Keep used absorbent separate based on the type of material absorbed. For example, separate absorbents contaminated with gasoline from those contaminated with battery acid.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- Absorbents, such as Kitty Litter, may be contaminated with any number of materials. The most likely contaminants are solvents.
- Used absorbents contaminated with any material identified on another WPS as hazardous waste are managed as **hazardous waste**. Refer to the both this WPS and the WPS created for the contaminant, such as the Adhesives and Sealants WPS, for information on management of these wastes.
- POL contaminated absorbents are managed as **non-hazardous waste**. See the Absorbents – Non-Hazardous WPS for management information.

APPROVED CONTAINER

- 30-gallon or larger removable head drum

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

Step 1 Check to determine if a container for your waste has already been established in an AA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.

Step 2 Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.

Step 3 Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: **Waste Absorbents - (material absorbed)**. For example, "Waste Absorbents - battery acid."

Step 4 Attach a clear plastic bag to the container. Insert a Waste Accumulation Inventory Log.

Step 5 **Optional:** Attach a Hazard Class label based on the Proper Shipping name.

Step 6 Place the container in a proper AA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.

Step 7 Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put waste in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.

Step 8 Document waste added to the container on the Waste Accumulation Inventory Log.

Step 9 Accumulate waste in an AA or HWSB as described in Chapter 4.

Step 10 Process the container for turn-in IAW Chapter 6. Do not exceed accumulation time limits.

GENERAL INFORMATION/SHIPPING INFORMATION

Proper Shipping Name Information: Shipping name will be determined by the type of hazardous waste absorbed and any analysis that is performed. Review the MSDS and/or check the DOT Hazardous Material Table at 49 CFR 172.101.

STEP 2. If no WPS is available and the waste is an **unused Product**, then gather MSDSs for all of the products that make up the waste stream and continue on to Step 3. If not, skip to Step 6.

Note

Product waste – an unused material, usually in its original packaging.

- STEP 3. Review the MSDS for information that indicates if the material has one or more of the characteristics of a HW (ignitability, corrosivity, reactivity, or toxicity) or is a listed waste. If unsure, contact the HWM for assistance.
- STEP 4. Handle, label, mark, and dispose of the waste as described in Chapters 5 and 6.
- STEP 5. If the MSDS does not provide all of the information necessary then the waste must be sampled and analyzed.
- STEP 6. If no WPS is available, if the MSDS does not provide all of the information necessary, or if the waste is generated by a **Process**, then the waste must be sampled and analyzed.

Note

Process waste – waste generated as the result of some activity or process (e.g., oil/water separator (OWS) sludge, parts washer fluid and filters, paint barrier paper and debris, contaminated soil).

- STEP 7. To request that the waste be sampled and analyzed, contact one of NYS DMNA's approved contracted waste vendors (**tenants on bases may contact their base environmental office for guidance**). As per the vendors waste contract, vendors will sample and analyze your waste at an accredited laboratory in order to determine proper waste characterization. Sampling results are typically returned to you by the vendor within two weeks. The analytical results will assist you in determining if your waste is hazardous. Please keep a copy of the laboratory results on file at your facility, they are subject to inspection. If you have any questions regarding analytical or waste characterization, please contact the HWM.
- STEP 8. Place containers awaiting analysis in a Hazardous Waste Storage Building (HWSB).
- STEP 9. To ensure the waste is properly labeled while awaiting the results, place a hazardous waste label on the container as shown in Figure 5-2, or write the words HAZARDOUS WASTE directly on the container. In addition, mark each container with its contents, the ASD, and the words "Awaiting Analysis." Remember, accumulation starts on the date that waste is first put in the container, not after receiving the laboratory results. Containers marked as "Awaiting Analysis" cannot be located in a SAA.

How Much Waste Can I Accumulate and For How Long?

Because federal and state regulations require that all HW be shipped off site within specific time limits, these wastes can be accumulated on site for only a limited amount of time. How much waste an activity can accumulate before shipping it off site depends on the activity's generator status.

Under the New York Compilation of Codes, Rules, and Regulations (NYCRR) Hazardous Waste Management System, there are three categories of HW generators:

- Conditionally Exempt Small Quantity Generators (CESQGs)
- Small Quantity Generators (SQGs)
- Large Quantity Generators (LQGs)

Generator status depends on the quantity of waste generated per calendar month. One of the ways the NYARNG determines generator status is the use of Waste Accumulation Inventory Logs. Refer to Page 5-9 for instructions on the use of these logs. The table below shows limits for all three types of generators:

Table 5-1: Time and Quantity Limits for Generators

Generator Status	Time Limit	Maximum Generated Per Month	Maximum Accumulated On Site
CESQG	No time limit	<220 lbs <2.2 lbs (acute haz) <220 lbs spill residue	2,200 lbs
SQG	180 days or 270 days if shipping over 200 miles	>220 lbs -<2,200 lbs ¹ from 220 to <2,200 lbs 2.2 lbs (acute haz) < 220 lbs spill residue ²	13,200 lbs 2.2 lbs (acute haz)
LQG	90 days	2,200 lbs or more > 2.2 lbs (acute haz) > 220 lbs or more spill residue ³	No Maximum Accumulation Limits

- 1 SQGs can generate a maximum average amount of 220 lbs per month, and never more than 2,200 lbs in any one-month.
- 2 SQGs can generate 220 lbs of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acutely HWs listed in 6 NYCRR Part 371.4(b), (c), or (d)5.
- 3 UW and waste being recycled does not count toward these quantity limitations at either LQGs or SQGs.

CAUTION!

UECOs working at the same facility must communicate with each other to ensure the facility does not exceed their generator category.

Generators are required to obtain an EPA identification number through the EPA in order to treat, store, dispose of, transport, or offer for transportation their HW. The state HWM obtains EPA identification numbers on behalf of any NYARNG hazardous waste generators as required. Listed in Table 5-2 are the EPA generator identification numbers for maintenance and warehouse facilities operated by the NYARNG.

Table 5-2: EPA ID Numbers for NYARNG Facilities

Facility	Address	EPA ID#
AASF #1	Macarthur Airport Ronkonoma, New York 1179-7302	NYD981179146
AASF #2	76 Patriot Way Rochester, New York 14624-5102	NY1211836357
AASF #3	330 Old Niskayuna Road Latham, New York 12110-2224	NYD981186851
CSMS A	Camp Smith Bldg. 124 Cortlandt Manor, New York 10567-5000	NYD986889806
CSMS B	60 Slosson Avenue Staten Island, New York 10314-2518	NYD981495195
CSMS C	1500 East Henrietta Road Rochester, New York 14623-3181	NY4210022279
Camp Smith	Post HQ Bldg. 501 Cortlandt Manor, New York 10567-5000	NYD981186471
USP&FO Warehouse	Bldg. 145 Watervliet Arsenal Watervliet, New York 12189-4050	NYR000094078
FMS #1	27 Masten Avenue Buffalo, New York 14204-1907	NYD981561665
FMS #2	34 Porter Ave & Front Street Jamestown, New York 14701-6222	NY7211836195
FMS #4	174 South Street Auburn, New York 13021-5398	NYD982189185
FMS #5	6901 Thompson Road Syracuse, New York 13211-1300	NYR000073015
FMS #6	1705 Parkway East Utica, New York 13501-5424	NYD981185929
FMS #7	# 7 Armory Drive Kingston, New York 12401-2099	NYD981185127
FMS #9	93-05 168th Street Jamaica, New York 11433-1286	NYD981076540
FMS #10	184 Connecticut Street Buffalo, New York 14213-2485	NYD981874001
FMS #13	85 West End Avenue Binghamton, New York 13905-3899	NYD981185911
AFRC	25 Baiting Place Road Farmingdale, New York 11735-6201	NYD980775605
FMS #14A	70 Brentwood Road Bayshore, New York 11706-6998	NY8210090017
FMS #15	59 Stone Quarry Road Queensbury, New York 12804	NYR000172841
FMS #16	330 Old Niskayuna Road Latham, New York 12110-2224	NY2211836000
Facility	Address	EPA ID#

FMS #17	137 Glenmore Road Troy, New York 12180-8398	NYD982189193
Armories		
NYS Armory	235 State Street Batavia, NY 14020-1598	NYR000117895
NYS Armory	300 Main Street Geneva, NY 14456-2698	NYR000117903
NYS Armory	87 Washington Street Gloversville, NY 12078-3952	NY0000101337
NYS Armory	80 Church Street Hoosick Falls, New York 12090-1901	NYR000117911
NYS Armory	100 Seneca Street Hornell, New York 14843-1306	NY0000101345
NYS Armory	1765 Hanshaw Road Ithaca, New York 14850-9105	NYR000106146
NYS Armory	2366 5th Avenue New York, New York 10037-1028	NY0000452995
NYS Armory	68 Lexington Ave New York, New York, 10010-1897	NY2170018301
NYS Armory	158 Willow Street Lockport, New York 14094-4838	NYD981179765
NYS Armory	16 Fairground Road RD 1 Box 90A Morrisonville, New York 12962-9711	NY0000939249
NYS Armory	225 Elizabeth Street Ogdensburg, New York 13669-1603	NYR000160002
NYS Armory	119 Times Square Olean, New York 14760-2737	NYR000005603
NYS Armory	84 Old Orangeburg Road Orangeburg, NY 10962-1128	NY0000101352
NYS Armory	955 Washington Street Peekskill NY 10566	NYD980778344
NYS Armory	61 Market Street Poughkeepsie, NY 12601-3210	NYR000117929
NYS Armory	55 South Street Walton, New York 13856-1438	55 South Street Walton, New York 13856-1438
NYS Armory	61 Lake Avenue Saratoga Springs, New York 12866-2315	NY0001015429

Facility	Address	EPA ID#
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NYS Armory	99 South Lake Avenue Troy, New York 12180	NYR000161562
NYS Armory	2 Quincy Place Yonkers, NY 10701-2708	NYR000174599
Youngstown Training Area	Balmer & Port Center Rd Block 1 Lot 32.1 Youngstown, NY 14131	NY6570024624

Selecting and Preparing a Container

Only certain containers are authorized for waste accumulation. Table 5-3 lists approved containers.

Table 5-3: Approved Containers

Container Type	NSN*
55-Gallon Non-removable-Head Drum, Steel	8110-00-292-9783
55-Gallon Non-removable Head Drum, Polyethylene	8110-01-150-0677
30-Gallon Non-removable-Head Drum, Steel	8110-01-447-2937
55-Gallon Removable-Head Drum, Steel	8110-00-030-7780
30-Gallon Removable-Head Drum, Steel	8110-00-366-6809
20-Gallon Removable Head Drum, Steel	8110-00-146-1588
9-Gallon Removable-Head Drum, Steel	8110-00-254-5715
85-gallon Removable Head Disposal Drum, Unlined	8110-01-101-4055
85-gallon Removable Head Recovery Drum	8110-01-101-4056
Box, Fiber (cardboard); 18" x 12" x 10"	8115-00-179-0579
Fluorescent Bulbs Box, Fiber	Order through supply

* NSNs are provided for ordering purposes only. Suppliers may substitute comparable containers with different stock numbers if the substitute meets DoD supply standards.

To select and prepare your container complete the following steps:

- STEP 1. Using the [WPS](#) for your waste stream, select the appropriate approved container. Look in the approved container section. Drums must be clean and in good condition.
- STEP 2. Remove any previous markings and labels from the container or mask over them with paint.
- STEP 3. Obtain a blank Waste Accumulation Inventory Log (page 5-14).
- STEP 4. Use tape or adhesive to attach a clear plastic bag (such as a one-gallon resealable bag) to the container.
- STEP 5. Insert a Waste Accumulation Inventory Log into the clear plastic bag.

Note

A Waste Accumulation Inventory Log is located on page 5-15. For instructions for filling out this log, see the Adding Waste to the Container section, page 5-12.

- STEP 6. If the container will be used to accumulate flammable materials, attach a grounding rod to the container by way of a grounding cable. Check the cable to ensure that it is attached to the ground rod before attaching the clips on the other end of the cable to the funnel and safety can.

Marking the Container

“Marking” containers **IAW EPA regulations** is the act of placing a label or other signage on a container to designate its contents. This section contains procedures for properly “marking” a container. For the purpose of this section, the words “label or labeling” are used to identify the physical item used to write the markings on the container.

Note

“Labeling” IAW Department of Transportation (DOT) regulations is the act of applying the appropriate Hazard Class information on to containers of HM or HW that is necessary to transport them over public routes.

All containers used to accumulate HW and Non-RCRA Regulated Waste in either SAAs or HWSBs, must be marked IAW this section. All containers used to accumulate UW in any location at a facility must be marked IAW this section. Each WPS provides specific marking and DOT hazard class labeling requirements for common NYARNG waste streams.

Note

Marking labels and DOT hazard class labels are available as peel-off stickers that adhere to the side of a container.

Stickers of marking labels can be obtained from the HWM.

DOT hazard class labels are available as peel-off stickers. These can be procured through Class IV supply or provided by the waste transporters contracted by the NYARNG.

- STEP 1. Using the [WPS](#) for your waste stream, select the appropriate marking label (Figure 5-2). On the [WPS](#), look in the container marking/labeling and handling section for the label to use. It is described and a picture of the label is shown in this section. The HWM can supply peel-off stickers of these marking labels.

Figure 5-2: Examples of Waste Marking Labels

The image shows three different types of waste labeling forms. The first is a 'NON-RCRA REGULATED WASTE' label with a black background and white text. It includes a 'GENERATOR INFORMATION' section with fields for shipper, address, city, state, zip, shipping name, UN or NA number, and phone. The second is a 'HAZARDOUS WASTE' label with a white background and a black border. It features a warning section, 'GENERATOR INFORMATION' fields, and a 'HANDLE WITH CARE!' instruction. The third is a 'UNIVERSAL WASTE' label with a white background and a black border. It lists four types of waste with checkboxes: BATTERY, MERCURY THERMOSTAT(S), PESTICIDE(S), and FLUORESCENT LAMPS. It also includes an 'ACCUMULATION START DATE' field and a 'HANDLE WITH CARE!' instruction.

Note

Marking labels may look slightly different, depending on the manufacturer.

- STEP 2. Use an indelible ink marker to complete the following information, if there is a place for it, on the marking label.
- The name, street address, city, state, and zip code of the generator.
 - Your EPA ID number.
 - The DOT shipping name or UN or NA number (can be found on the WPS).
 - For UW labels, check off the kind of waste accumulated in the container.
- STEP 3. Attach the marking label securely to the side of the container.
- STEP 4. Using the WPS for your waste stream, select the appropriate DOT hazard class labels (See [Figure 3-3](#) and [Table 3-2](#)). Peel-off stickers of DOT hazard class labels can be procured through Class IV supply.
- STEP 5. Attach the DOT hazard class label stickers securely to the side of the container. Alternatively, the waste transporters contracted by the NYARNG can provide and attach the DOT hazard class label stickers to your containers of waste when they pick it up.
- STEP 6. The waste transporter/contractor will apply the DOT hazard class labels to your containers prior to transportation of your waste.

Adding Waste to the Container

These procedures are general instructions that apply to any waste. Some wastes may require special handling. Check the WPS for your waste for specific instructions before adding the waste to the container.

Waste accumulation inventory logs (Figure 5-3) are used as a BMP to account for the material being placed in a container. Although they are not a regulatory requirement, the use of the logs can be of great assistance when characterizing the waste in the container. They should account for all materials added to the container. This information is reviewed when coordinating disposal of the container to verify that it is being handled in the proper manner. Waste accumulation inventory logs should be used for all hazardous and UW. They can also be used for non-hazardous and recyclable waste.

Figure 5-3: Waste Accumulation Inventory Log

Name of Waste Stream			Page ___ of ___	
Facility Name			Phone Number	
Facility Address				
Date Container Placed in Service				
Date Container Closed		Closed Container Weight (lbs.)		
Quantity Added	Waste Name and NSN		Date Added	Initial

Note

*If you are disposing of **waste generated by a process**, it will not have an NSN.*

*If you are disposing of **product waste** (unused material in its original packaging), acquired through the military supply system, then it is helpful to put the NSN of the product on the Waste Accumulation Inventory Log.*

- STEP 1. For closed head containers, remove the lid or bungs from the container.
- STEP 2. Add the waste carefully. If you are pouring liquids into a drum that has an open bung, use a funnel.
- STEP 3. Replace the lid or bungs on the container. Never leave the lid off of the container.
- STEP 4. Record the amount and type of waste being added to the container on the container's Waste Accumulation Inventory Log.
- STEP 5. In HWSBs, if you are adding HW for the first time to container, use an indelible ink marker to label the container with the accumulation start date (ASD). Write the ASD on the HW marking label.

In SAAs, DO NOT mark HW containers with an Accumulation Start Date (ASD) until either 55 gallons have been accumulated or the container is moved to a HWSB.

Universal Waste - Mark containers of UW with an ASD when waste is first placed in the container. An ASD is required as soon as universal waste is placed in the container, regardless of where it is stored.

- STEP 6. STOP adding waste when the container is almost full. Maintain at least as much headspace as noted in the table below:

Table 5-4: Container Size and Headspace

Size of Container	Amount of Headspace
55 gal.	4 inches
30 gal.	3 inches
15 gal.	2 inches
less than 15 gal.	1 inch

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Waste Accumulation Inventory Log

Name of Waste Stream		Page ___ of ___	
Facility Name		Phone Number	
Facility Name			
Date Container Placed in Service			
Date Container Closed		Closed Container Weight (lbs.)	
Quantity Added	Waste Name and NSN	Date Added	Initial

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Using Waste Protocol Sheets

Waste management practices can be specific to individual waste streams. These procedures are identified on easy-to-follow guides called Waste Protocol Sheets (WPSs). Each WPS outlines step-by-step procedures that explain how to do the following:

- Select a container for your waste.
- Prepare, mark and label the container.
- Add waste.
- Properly accumulate waste.

This section includes a WPS for each type of waste commonly generated by the NYARNG. To use the WPSs complete the following steps:

STEP 1. Find your waste in the index on page 5-18.

STEP 2. Turn to the applicable WPS.

STEP 3. Make sure your waste is covered by that WPS. If your waste does not have a WPS or if you cannot find one, contact the HWM.

For example, if you have a lithium battery, check the list below the title word “Batteries” on the WPS to see if lithium batteries are covered. If your waste is not listed in the index, contact the HWM.

Note

A list of [approved waste containers](#) is provided on page 5-9.

STEP 4. Read the WPS and follow the instructions for selecting a container, marking the container, adding the waste, and accumulating the waste.

Table 5-5: Waste Protocol Sheet Index

Waste Type	Page
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Potassium Hydroxide	5-76
Recyclable Materials	5-77

Waste Type	Page
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Tires	5-79
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Water Based CARC Paint/dust	5-92
Weapons Cleaning Rags and Patches (Non-hazardous)	5-94
Weapons Cleaning Rags and Patches (Hazardous)	5-96

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ABSORBENTS – HAZARDOUS

Any type of absorbent used for any type of hazardous products, including spills

ATTENTION!

- DO NOT mix absorbents soaked with incompatible hazardous materials.
- Keep used absorbent separate based on the type of material absorbed. For example, separate absorbents contaminated with gasoline from those contaminated with battery acid.
- P2 Option - Use lightweight absorbents
- P2 Option - Wring out absorbent pads and reuse (wring out in appropriate container).

CONTAMINANTS OF CONCERN / CHARACTERIZATION

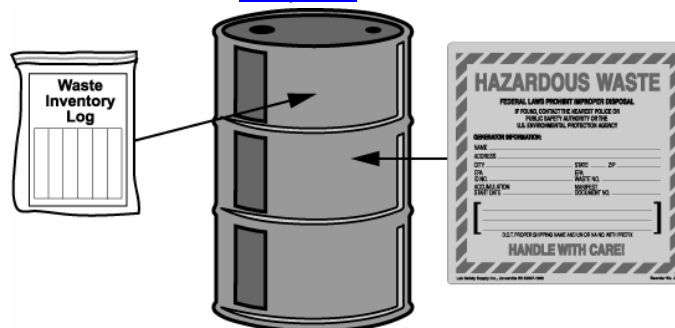
- Absorbents, such as Kitty Litter, may be contaminated with any number of materials. The most likely contaminants are solvents.
- Used absorbents contaminated with any material identified on another WPS as hazardous waste are managed as **HW**. Refer to the both this WPS and the WPS created for the contaminant, such as the Adhesives WPS, for information on management of these wastes.
- POL contaminated absorbents are managed as **non-hazardous waste**. See the Absorbents – Non-Hazardous WPS for management information.

APPROVED CONTAINER

- **55-gallon or smaller removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line, write: Waste Absorbents - (material absorbed). For example, "Waste Absorbents - battery acid."
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).)
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put waste in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not exceed accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

Proper Shipping Name Information: Shipping name will be determined by the type of hazardous waste absorbed and any analysis that is performed. Review the MSDS and/or check the DOT Hazardous Material Table at 49 CFR 172.101.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

ABSORBENTS – NON-HAZARDOUS

Absorbent used for any type of non-hazardous products, including spills

ATTENTION!

- Separate absorbents by type of material absorbed.
- Do not mix with absorbents contaminated with hazardous materials.
- P2 Option – Use lightweight absorbents
- P2 Option – Wring out absorbent pads and reuse (wring out in appropriate container).

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- POL materials such as brake fluid, engine oil, and hydraulic fluid are the contaminants of concern.
- POL-contaminated absorbents, such as New Pig® Blankets, rags, paper wipes and towels, and pads, are to be placed in a container of suitable size and managed as **non-hazardous waste**.
- Absorbents contaminated with non-POL hazardous materials such as solvents must be managed as **hazardous waste**. Refer to the WPS created for the contaminant and the Absorbents - Hazardous WPS for information on management of these wastes.

APPROVED CONTAINERS

- **Small amounts** – Clear plastic trash bags, triple bagged
- **Large amounts** – Line a 55-gallon removable head drum or smaller with three plastic bags

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Attach a Non-Hazardous Waste label to the side of the container. Using an indelible marker, on the Contents line write: Used Absorbents – (Material absorbed). For example, “Used Absorbents – brake fluid.”
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Make sure container is in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put waste in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#).



GENERAL INFORMATION/SHIPPING INFORMATION

Proper Shipping Name Information: Not regulated.

ACETYLENE (COMPRESSED GAS CYLINDERS)

ATTENTION!

- DO NOT use cylinders as rollers or supports, or for any unintended purpose.
- DO NOT accept, issue, or use a cylinder unless the contents are identified.
- DO NOT allow open flames within 50 feet.
- Store gases that support combustion in different sheds separated by 50 feet.

APPROVED CONTAINERS

- **Small amounts** – Original container
- **Large amounts** – Original container

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

Turn in as an unneeded HM for re-supply if all below criteria are met:

1. The HM is in the original container.
2. The HM is labeled with the product name, NSN, and OSHA hazard warnings.
3. The container is free of leaks.
4. The HM is usable for its intended purposes

If the answer to any of the questions is No, contact the HWM for guidance.

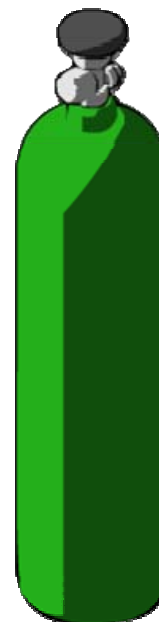
Process the container for turn-in through the gas supplier or through the approved environmental waste disposal contractor.

Step 1 Mark and label the container. Attach a Hazardous Waste label to the side of the container. Using an indelible marker, on the contents line write: Acetylene.

Step 2 Make sure container is in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.

Step 3 Wear proper PPE listed on the MSDS.

Step 4 Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).



GENERAL INFORMATION/SHIPPING INFORMATION

Proper Shipping Name Information: Compressed gas, flammable, nos/2.1/UN1954/2.1

ADHESIVES

ATTENTION!

- Separate adhesives by NSN.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

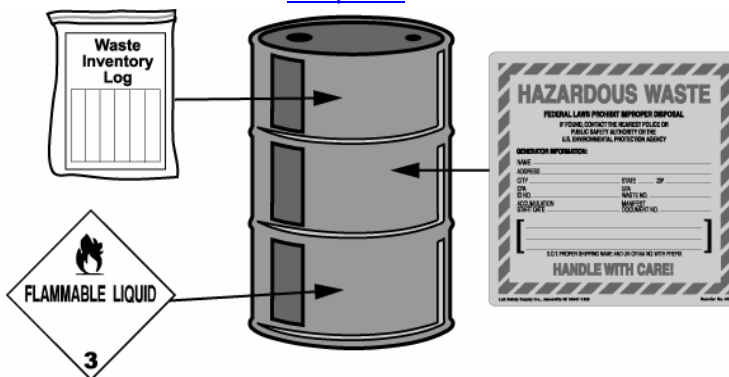
- Adhesives are composed of combinations of chemicals suspended in a solvent that partially evaporates during use. The solvents found in these products vary, but some common ones include 1,1,1-trichloroethane, methyl ethyl ketone (MEK), and toluene.
- Adhesives and sealants may be flammable and may contain heavy metals such as lead, chromium, and cadmium.
- Spent adhesives are considered **hazardous waste**.
- Wastes generated from use of these materials (gloves, stir sticks, and old material removed during replacement) are also considered **hazardous waste**.

APPROVED CONTAINERS

- **55-gallon or smaller drum (removable head for containerized materials; non-removable head for free liquids)**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Waste Adhesives.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put waste in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not exceed accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

All non-liquid wastes of adhesives, and sealants (including old sealant materials removed during preparation work), may be accumulated in the same container.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information: Waste Adhesives / 3 / UN1133 / PG II / ERG 127

AEROSOL CANS (NOT VENTED)

Paints, Petroleum, Lubricants, Adhesives, Cleaners, Pesticides, etc.

ATTENTION!

- Maintenance shops that generate or accumulate aerosol cans as waste should vent them IAW the Aerosol Can – Venting Protocol WPS.
- Aerosol cans **may not** be transported to other locations. They should be managed IAW this WPS until they can be vented at your facility or properly disposed.
- If cans cannot be vented at your facility, then they must be managed and disposed based on their contents.
- **Separate aerosol cans by product type.** See the table at the end of this WPS for a segregation scheme.

NOTE: Waste aerosol cans that once held acutely hazardous chemicals or pesticides are hazardous. DO NOT puncture. Call the HWM for guidance.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

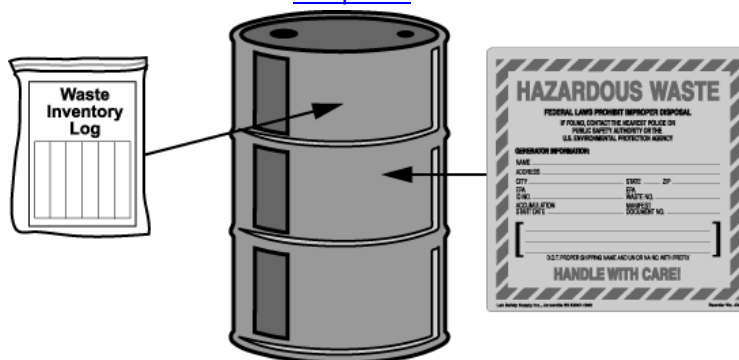
- Aerosols may be flammable, corrosive, reactive, or toxic and may be hazardous waste or acutely hazardous waste, depending on the contents of the cans and the gas involved.
- While accumulating used non-empty aerosol cans they may be considered reactive **hazardous waste**.

APPROVED CONTAINERS

- DOT-rated cardboard box
- 5-gallon plastic pail with a lid

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Waste Aerosol Cans - (type). For example, "Waste Aerosol Cans - paint."
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put aerosol cans in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not exceed accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

Aerosol cans containing liquid that would be considered hazardous waste may not be transported by NYARNG personnel.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information:

- Waste Aerosols, Flammable, N.O.S.(Type) / 2.1 / UN1950 / ERG 128
- Review the MSDS and/or check the DOT Hazardous Material Table at 49 CFR 172.101 if the material or propellant is not flammable.

Aerosol Can Segregation Scheme

Product Type	Aerosol Can Contents	Examples
POL	Hydrocarbons with flammable propellant Hydrocarbons with nonflammable propellant	Lubricants, petroleum, penetrating oils, corrosion prevention compounds
Paints	Paint with flammable propellant Primer with flammable propellant	So-Sure paint and primer
Adhesives	Adhesives with flammable propellants	Adhesives
Alkaline Cleaners	Cleaners with flammable and nonflammable propellants	Oven cleaners and degreasers
Acidic Cleaners	Acidic cleaners with flammable and nonflammable propellants	Oven cleaners and degreasers
Solvents and cleaners	Ignitable solvent with flammable propellant Listed product with flammable propellant Listed product with nonflammable propellant	Dimethylsilicone lubricants, Liquid Wrench (WD-40), butane, Block Cleaner, Starter fluid, 1,1,1-trichloroethane,
Pesticides	Toxic product with flammable propellant Toxic product with nonflammable propellant	Wasp and Hornet Killer

AEROSOL CANS – VENTING PROTOCOL

Paints, POL, Cleaners, Adhesives, Solvents

ATTENTION!

- **DO NOT vent waste aerosol cans that once held pesticides including insecticides, fungicides, or rodenticides. If empty of both propellant and product, pesticide cans may be disposed following label instructions.** Call the HWM for guidance.
- **DO NOT mix incompatible liquids from vented aerosol cans together.** Refer to the segregation scheme included in the Aerosol Cans WPS and to Chapter 3 for directions on determining compatibilities.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

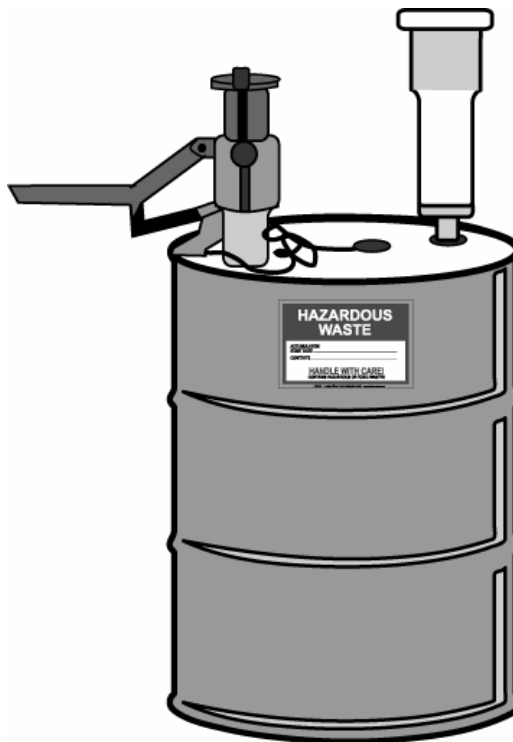
- Liquid waste generated from the aerosol can puncturing process may be flammable, reactive, corrosive or toxic and may be classified as non-hazardous, hazardous, or acutely hazardous.
- Liquids resulting from puncturing aerosol cans will be managed IAW the WPS for the material that is vented.
- If you have any questions regarding which cans may be vented into the same container, contact the HWM.

APPROVED CONTAINERS

- **Non-removable head 55-gallon or smaller drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a waste label IAW the WPS for the material being vented.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** **Optional:** Attach a Hazard Class label based on the Proper Shipping name IAW with the WPS for the material being vented.
- Step 6** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste and turn it in IAW the WPS for the material vented into the container.



VENTING PROCEDURES

- Step 9** Obtain an aerosol venting device and a filter device. Venting device and filter must be approved by the Environmental Office.
- Step 10** Wear PPE: coveralls, steel-toed boots, leather palm gloves, eye protection, and protective apron. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening.
- Step 11** Use a bung wrench to open both bungs on receiving drum. Install a venting device into the large bung and a filter into the small bung.
- Step 12** Install a venting device into the large bung and a filter into the small bung.

- Step 13** Attach the anti-static wire to the brass screw on the ground support plate and to a nearby, confirmed ground source.
- Step 14** Open a container of unvented cans; spot-check for wrong type (paint mixed with oil, etc).
- Step 15** Place can into sleeve of venting device.
- Step 16** Lower the top plate onto the inverted can until it touches the can.
- Step 17** Tighten the lock knob on the side of the housing. Tighten the sealing to further press the can against the internal silicone gasket.
- Step 18** Press down on the venting device's handle until it is completely depressed and then slowly relieve the pressure until the puncture pin evacuates the can.
- Step 19** Allow the can to finish venting and draining (about 20 seconds).
- Step 20** Turn sealing knob counter-clockwise, unfasten the lock knob and lift the can to the brim of the Aerosolv® housing. Some residual fluid may be entrapped between the lip of the can and the hole(s) created by the puncturing device. Tip the can to allow the residual to discharge into the unit. A rag may be used to remove any remaining residual from around the can.
- Step 21** If the can drips less than one drip every three seconds, remove the can.
- Step 22** Remove the can from the housing, Repeat for additional cans.
- Step 23** Remove venting and filtration devices and return to storage. Use a bung wrench to replace both bungs on the drum receiving the liquid.

GENERAL INFORMATION/SHIPPING INFORMATION

Punctured cans may be managed as scrap metal and recycled.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information:

- Waste Paint / 3 / UN1263 / II, ERG 128 (when only puncturing paint cans)
- Waste Flammable Liquids, N.O.S. / 3 / UN1993 / II, ERG 128 (when puncturing cleaners and lubricants)

AEROSOL CAN PUNCTURING DEVICE FILTERS

ATTENTION!

- The filters used in the aerosol can puncturing process may be hazardous.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

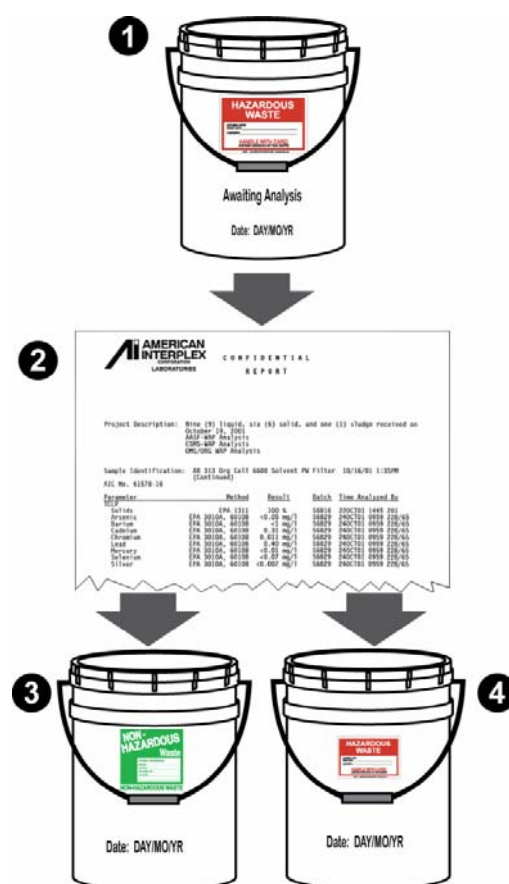
- Aerosol can puncturing device filters may be flammable, reactive, corrosive and/or toxic and may be non-hazardous waste, hazardous waste or acutely hazardous waste, depending on the contents of the cans punctured and the gases involved.
- A sample is taken and analyzed to determine if the filters are hazardous.
- Contact the HWM to request an analysis and coordinate sampling of fluid.**
- When accumulating used aerosol can puncture filters, manage the filters as **hazardous waste** until analytical results determine whether the filters are hazardous or not.

APPROVED CONTAINERS

- 5-gallon plastic pail with a lid

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container IAW Chapter 5 as shown in **Item 1** in the picture on the right. Using an indelible marker, on the Contents line write: Waste Aerosol Can Puncturing Device Filters. In addition, mark the container "Awaiting Analysis-Aerosol Can Puncturing Device Filters" and with the date the sample was taken.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put filter(s) in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Based on the analytical results (**Item 2**) re-label the container IAW either **Item 3** or **Item 4**.
- If the waste is not hazardous (**Item 3**), remove the Hazardous Waste sticker and replace it with a Non-Hazardous waste sticker. Fill in all information on the sticker. Remove the words "Awaiting Analysis."
 - If the waste is hazardous (**Item 4**), remove the words "Awaiting Analysis."
- Step 9** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 10** Process the container for turn-in IAW [Chapter 6](#). Remember not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information: Shipping name determined when the analytical results are obtained.

ALCOHOL

ATTENTION!

- This liquid is flammable Hazardous waste. Do not store near oxidizers, corrosives, or heat sources.
- Store in a well ventilated areas.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

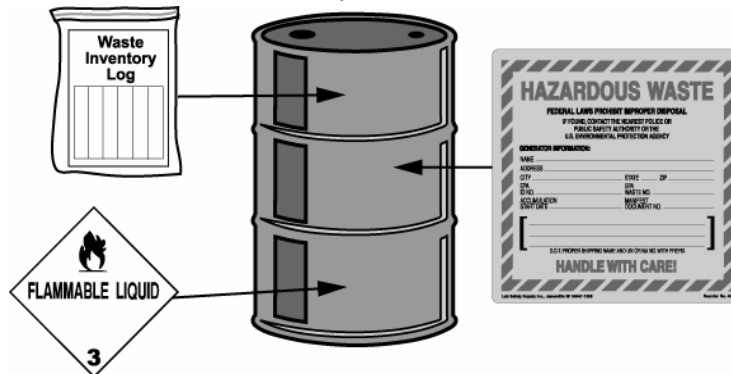
- Unserviceable and or expired alcohol is managed as a **hazardous waste**.

APPROVED CONTAINER

- 5 gal- 30-gallon or larger non-removable head drum for lab pack

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Select an approved container or keep alcohol in original container.
- Step 2** The approved container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line, write: Waste Flammable Liquid, Alcohol.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add used brake washer fluid to the drum. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information: Waste Isopropyl Alcohol / 3 / UN1219 / II.

ANTIFREEZE

ATTENTION!

- Antifreeze is to be sent for recycling through an approved antifreeze recycling contractor.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

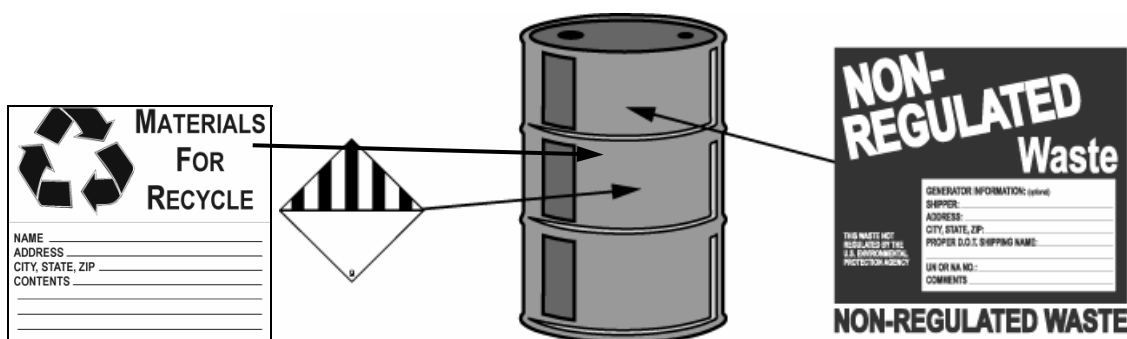
- Antifreeze typically contains ethylene glycol.
- Waste antifreeze may contain low concentrations of toxic metals such as copper, zinc, lead, cadmium and chromium.
- Antifreeze is **non-hazardous** “ if it is sent for recycling”.

APPROVED CONTAINER

- **30-gallon or larger non-removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Attach a Non-Regulated Waste label to the side of the container. Using an indelible marker, on the Contents line write: Used Antifreeze. Used antifreeze containers, designated for recycling, must be marked “Used Antifreeze.”
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Make sure container is in a proper SAA.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put waste in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document antifreeze added to the drum on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Arrange for transportation by approved environmental waste contractor for recycling.



GENERAL INFORMATION/SHIPPING INFORMATION

Recycle antifreeze through approved environmental waste transporters/contractors. It will no longer be necessary to turn in and transport antifreeze to CSMS for one for one exchange.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Environmentally Hazardous Substance, Liquid N.O.S. (ETHYLENE GLYCOL) / 9 / UN 3082 / III / ERG 171.

ASBESTOS

Brake Shoes, Clutch Plates, Fire Suits, and Blankets

ATTENTION!

- This WPS does not address asbestos abatement, construction debris, or any other type of asbestos containing material beyond brake shoes, clutch plates, fire suits, and blankets.
- Separate items by NSN.
- If you think that shoes or plates may contain asbestos, then exercise caution: Treat the part as if it contains asbestos.
- P2 Option – Replace asbestos brake pads with non-asbestos brake pads.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

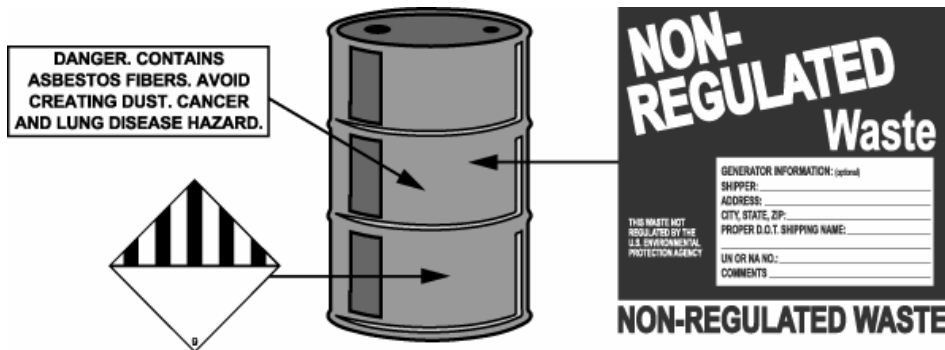
- Asbestos is a naturally occurring mineral that takes the form of hollow, microscopic fibers that are nearly indestructible. It can be densely packed into a tough, flexible, and very useful material. Asbestos that is "**friable**" may be crumbled, pulverized, or reduced to powder in your hand when dry. Friable asbestos has the potential to release asbestos fibers that can become airborne, and potentially create a health hazard.
- Asbestos containing materials are managed as Non-RCRA Regulated Waste.

APPROVED CONTAINER

- **30-gallon or larger removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Attach a Non-Regulated Waste label to the side of the container. Using an indelible marker, on the Contents line write: Asbestos Containing Material
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Make sure container is in a proper SAA.
- Step 6** Wear proper PPE listed on the MSDS. Double bag the parts with plastic bags. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put waste in the container. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#).



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Waste Asbestos / 9 / NA2212 / PG III / ERG 171

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BATTERIES – UNIVERSAL WASTE

Alkaline, Magnesium, Lithium, Ni-Cad (Wet and Dry), and Mercury

ATTENTION!

- The generator of universal waste is only allowed one year from the Accumulation Start Date (ASD) to transfer the waste off site to another handler or a destination facility.
- Keep batteries dry and store batteries containing liquid within secondary containment.
- Do not store batteries near flammable, reactive, or corrosive materials or on aluminum shelving.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- Batteries may contain corrosive materials and battery vapors may be corrosive and/or flammable.

Battery type	Contaminants	Concern
Alkaline	potassium hydroxide electrolyte sodium hydroxide electrolyte, mercury	heavy metal – listed highly toxic, strong alkalis
Lithium	pressurized sulfur dioxide gas lithium-thionyl chloride (liquid)	create highly toxic gases when released
Magnesium	magnesium bromide solution magnesium perchlorate	emit highly toxic fumes when heated
Mercury	mercury, mercuric oxide potassium hydroxide electrolyte sodium hydroxide electrolyte	heavy metal – listed highly toxic, strong alkalis
Nickel-Cadmium (Ni-Cd)	cadmium, nickel potassium hydroxide electrolyte	heavy metal – listed highly toxic, strong alkalis

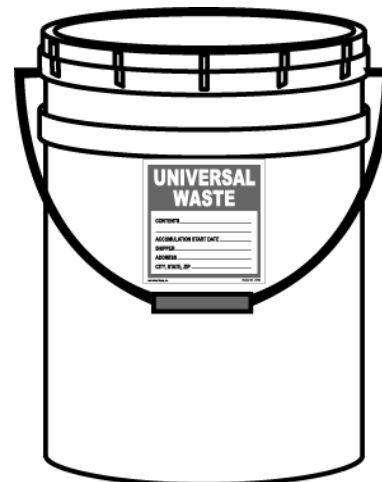
- Lithium, nickel-cadmium, magnesium, and mercury batteries are **universal waste**.
- In New York, alkaline batteries can be disposed of in the regular trash or managed as **universal waste**.
- If any batteries are damaged or drained, the electrolyte solution or any materials coming into contact with the solution, including the battery casing, should be disposed of as **hazardous waste**.

APPROVED CONTAINER

- **Small amounts – Cardboard box** (separate boxes for each type of battery)
- **Large amounts – 5-gallon bucket** or a **plastic-lined 30-gallon removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES





- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Attach a Universal Waste label to the side of the container. Using an indelible marker, on the Contents line check [Universal Waste - Batteries](#).
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Make sure container is in a proper SAA. **Write the Accumulation start date (ASD) on the proper line. The ASD is the day the first battery is placed into the container.**
- Step 6** Wear proper PPE listed on the MSDS. Put batteries in the container. Ensure lid is placed back on the container. Container must remain closed at all times, unless adding waste to the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process for turn-in IAW [Chapter 6](#). **Adhere to accumulation time limit.**



GENERAL INFORMATION/SHIPPING INFORMATION

There are two kinds of Ni-Cd batteries: sealed non-serviceable batteries without vent-filler caps (dry) and serviceable vented batteries with vent-filler caps (wet). Scrap lead acid batteries are exempt from transporter permits if they are destined to be recycled.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Battery Type	Container Accumulation Markings	Transportation Markings	Hazard Class Label
Alkaline	Universal Waste – Batteries – Alkaline	Non-regulated	Not Applicable
Lithium	Universal Waste – Batteries – Lithium	Lithium Batteries/ 9 / UN3090 / II	
Magnesium	Universal Waste – Batteries – Magnesium	Batteries Dry, Non-regulated	Not Applicable
Mercury	Universal Waste – Batteries – Mercury	Mercury (Contained in Manufactured Articles)/ 8 / UN2809/ III	
Ni-Cd (Dry)	Universal Waste – Batteries – Ni-Cd Dry	Batteries, Dry, Containing Potassium Hydroxide Solid/ 8 / UN3028/ III	
Ni-Cd (Wet)	Universal Waste – Batteries – Ni-Cd Wet	Batteries, Wet, Filled with Alkali/ 8 / UN2795/ III	

BRAKE FLUID - SYNTHETIC

ATTENTION!

- This WPS applies to synthetic brake fluid, only.
- DO NOT mix with petroleum-based brake fluid.
- Store in a well ventilated area away from oxidizers, corrosives, or heat sources.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- Used synthetic brake fluid is does not have hazardous characteristics.
- Used synthetic brake fluid is a non-regulated waste.

APPROVED CONTAINER

- 55-gallon or smaller removable head drum

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Attach a Non-Hazardous Waste label to the side of the container. Using an indelible marker, on the Contents line write: Used Synthetic Brake Fluid.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Make sure container is in a proper SAA.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add synthetic brake fluid to the drum. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#).



GENERAL INFORMATION/SHIPPING INFORMATION

Proper Shipping Name Information: Not regulated.

BRAKE WASHER LIQUID

ATTENTION!

- This liquid is flammable. Do not store near oxidizers, corrosives, or heat sources.
- Store in a well ventilated areas.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

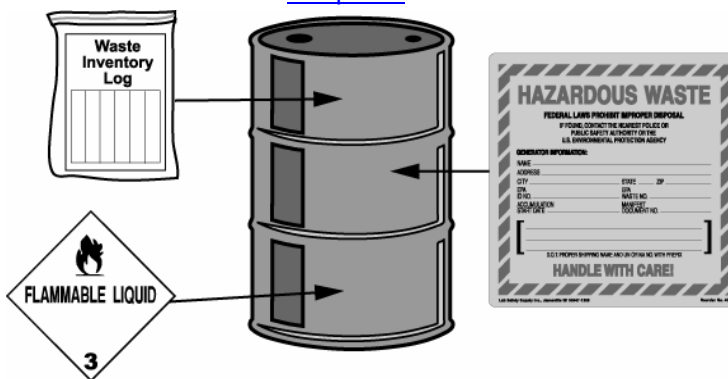
- Waste brake washer liquid is managed as a **hazardous waste**.

APPROVED CONTAINER

- **30-gallon or larger non-removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line, write: Waste Flammable Liquid, Brake Washer Liquid.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add used brake washer fluid to the drum. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information: Waste Flammable Liquid, N.O.S., Hexane / 3 / UN1993 / III.

CLP – CHLORINATED

ATTENTION!

- This WPS applies to Cleaner, Lubricant, and Protectant (CLP) manufactured before 1994 and other CLP products that contain more than 10% chlorinated solvent.
- For debris contaminated with pre-1994 CLP, use this WPS or the Absorbent-Hazardous WPS for information on managing this waste.
- Indicate whether material is used or unused on the Waste Accumulation Inventory Log.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

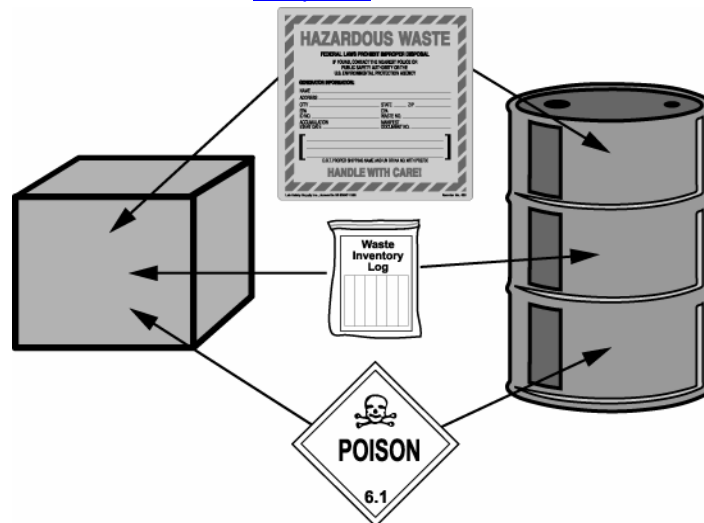
- Used chlorinated solvents may require laboratory analysis to determine whether or not they are hazardous waste. Contact the HWM to determine if analysis is required.
- Unused solvents (more than 10% chlorinated) that are being disposed are managed as **hazardous waste**.

APPROVED CONTAINER

- 55-gallon or smaller non-removable head drum
- Unused – DOT-rated cardboard box

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line, write: CLP-Chlorinated Solvent.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add containers of unused CLP to box or pour used CLP into drum. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information: CLP–Chlorinated Solvent, N.O.S., Chlorinated Solvent / 6.1 / UN2810 / III

CLP – NON-CHLORINATED

ATTENTION!

- This WPS applies to Breakfree manufactured from 1994 on and other CLP products that contain less than 10% chlorinated solvent.
- Separate solvents by NSN.
- **Optional:** Indicate whether material is used or unused on the Waste Accumulation Inventory Log.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

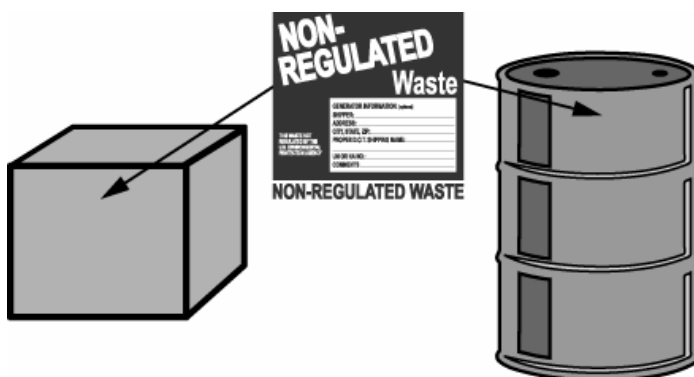
- Used non-chlorinated solvents and debris contaminated with them may require laboratory analysis to determine whether or not they are hazardous waste. Contact the HWM to determine if analysis is required.
- Unused non-chlorinated solvents that are being disposed are managed as **non-hazardous waste**.

APPROVED CONTAINER

- **55-gallon or smaller non-removable head drum**
- **Unused – DOT-rated cardboard box**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Non-Regulated Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: CLP - Non-Chlorinated Solvent.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add containers of unused CLP to box or pour used CLP into drum. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#).



GENERAL INFORMATION/SHIPPING INFORMATION

Proper Shipping Name Information: Not regulated.

COMPUTER AND ELECTRONIC EQUIPMENT

ATTENTION!

- This WPS is for computer and electronic equipment that are whole and in-tact.
- **Turn-in procedures are dependent on whether the equipment is state-owned or federally-owned.**
- The equipment will be offered for resale through the appropriate federal or state organization.
- Keep all power cords, cables, and auxiliary trays and supports with the equipment to be turned in.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- Computers and electronic equipment contain heavy metals.
- Equipment is handled as **reusable or recyclable** material.

APPROVED CONTAINER

- **Cardboard box** or the **original packaging**.

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Select an approved container. Select an appropriate sized cardboard box, and remove any previous markings or labels.
- Step 2** No labels or markings are required.
- Step 3** Place equipment and all associated cords, cables, and trays into the container.
- Step 4** Accumulate equipment in an area where it is secure and safe from damage by vandalism or environmental factors (excess heat, water).
- Step 5** Process the container for turn-in IAW [Chapter 6](#) and the procedures below.



GENERAL INFORMATION/SHIPPING INFORMATION

Proper Shipping Name Information: Not regulated.

Federally-owned equipment: Contact the USP&FO Warehouse for instructions for turning in equipment. It will be sent to the DRMO for resale. No shipping papers are required. The equipment may be transported using GOVs.

State-owned equipment: Two notifications must be made.

1. The property custodian must provide written or verbal notification to the state property manager at 518-786-4961. The state property manager will transfer the property from the property custodian's property book to the state HQ property books.
2. Contact the Help Desk at HQ (MNAS) in Latham (518-786-4925) to coordinate the property turn-in. MNAS will remove all information from computer hard drives and assess the usefulness of the equipment.

MNAS will re-issue the equipment or turn it in to the Office of General Services as surplus property. The Office of General Services will re-issue equipment to other state agencies, sell it, or dispose of it through vendors that recycle computers.

CONTAMINATED FUEL

ATTENTION!

- This WPS is for contaminated **diesel, gasoline, and JP-8**.
- **Separate by fuel type**. Do not mix with other fuels.
- Use the information on this sheet along with the Absorbents - Hazardous WPS for absorbents contaminated with fuel.
- Fuels are flammable. Do not store near oxidizers, corrosives, or heat sources. Store in well ventilated areas.
- P2 Option - Filter contaminated fuel and use in non-mission critical vehicles

CONTAMINANTS OF CONCERN / CHARACTERIZATION

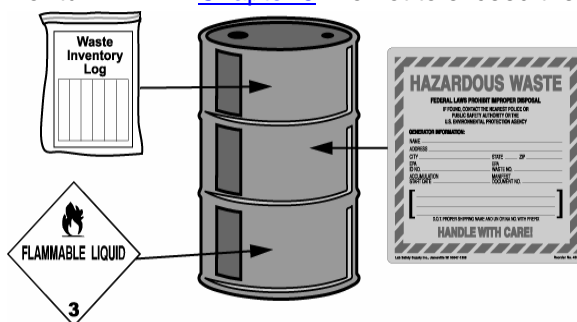
- Unleaded gasoline and JP-8 are toxic and flammable. Gasoline contains volatile organic compounds (VOCs) such as benzene, xylene, toluene, and ethylbenzene. JP-8 may contain VOCs such as benzene, toluene, trimethylbenzene and xylene. Diesel fuel #2 consists of a mixture of long-chain hydrocarbons and can be a flammable liquid depending on the manufacturer and specification.
- Drums containing contaminated fuel are managed as **hazardous waste**. Gasoline carries waste codes D001 and D018. Drums containing JP-8 or diesel fuel carry the D001 waste code, at a minimum.

APPROVED CONTAINER

- **30-gallon or larger non-removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Contaminated Diesel, Contaminated Gasoline, or Contaminated JP-8.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Pour contaminated fuel into drum. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Use the shipping name that best describes your fuel.

Waste Diesel Fuel / 3 / NA1993 / III

Waste Gasoline Mixture / 3 / UN1203 / II

Waste Fuel, Aviation, Turbine Engine / 3 / UN1863 / II

DECONTAMINATING AGENT, DS2

ATTENTION!

- Separate containers of DS2 by NSN.
- Store in a well-ventilated area. DO NOT inhale vapors.
- DO NOT handle without gloves or store near flammables or sources of ignition.
- DO NOT store DS2 and Super Tropical Bleach (STB) together; both are corrosive and reactive and may cause a violent reaction or fire.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

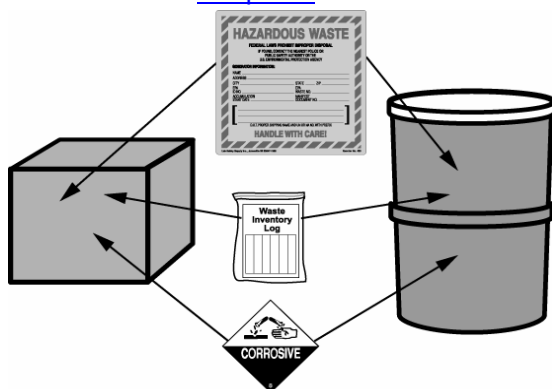
- DS2 is corrosive and combustible.
- Decontaminating agent, DS-2 contains Diethylene triamine and sodium hydroxide creating a caustic solution.
- Decontaminating agent, DS-2 is a **hazardous waste**.

APPROVED CONTAINER

- **DOT-rated cardboard box for containers in good condition**
- **30-gallon or larger removable head plastic drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Caustic Solution DS-2 containing Sodium Hydroxide.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add containerized DS2 to the box or drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

Per the Memorandum from the US Army Assistant Deputy Chief of Staff, G-3, dated 16 July 2004, all DS-2 stocks are excess and must be disposed and not returned to the supply system.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information: Waste Corrosive, Liquid N.O.S. (Diethylene Triamine) / 8 / UN1760 / I

ETHER CYLINDERS

ATTENTION!

- DO NOT store near strong oxidizers or heat sources or expose contents of ether cylinder to air or light; unstable peroxides may form.
- Store in well-ventilated areas.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

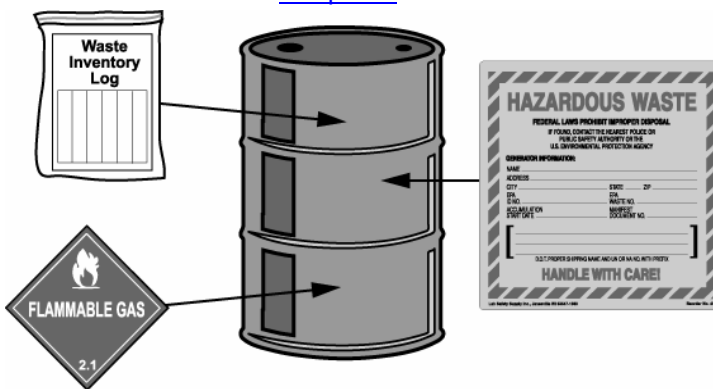
- Ether cylinders contain flammable gases that cannot be disposed of as general refuse.
- Ether cylinders are **hazardous waste**.

APPROVED CONTAINER

- **30-gallon or larger removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Engine Starting Fluid.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add cylinders to the drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

Do not vent or puncture ether starter cylinders!

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information: Waste Compressed Flammable Gas, N.O.S. / 2.1 / UN1954 / EGR 115

FIRE EXTINGUISHERS

ATTENTION!

- Serviceable fire extinguishers are defined as operable and in good working condition.
- Non-serviceable fire extinguishers are inoperable, broken, leaking, and/or in poor condition.
- Halon is an ozone-depleting compound that must be recovered if possible.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- Fire extinguishers are handled as **reusable or recyclable** material.

APPROVED CONTAINER

- **Cardboard box** or the **original packaging**.

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

Step 1 Determine if the fire extinguisher is serviceable or non-serviceable based on the above definitions.

Serviceable extinguishers:

Step 2 Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.

Step 3 No labels or markings are required.

Step 4 Place serviceable fire extinguishers into the container. Do not stack or otherwise compromise the valve stems

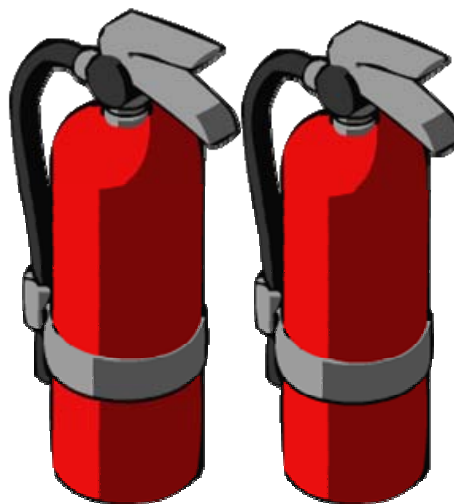
Step 5 Accumulate in an area where it is secure safe from damage by vandalism or environmental factors (excess heat, water).

Step 6 Process the container for turn-in IAW [Chapter 6](#) and the procedures below.

Un-serviceable extinguishers:

Step 9 Contact the local fire department or a local fire extinguisher service contractor for assistance in recovering the charge from a non-serviceable fire extinguisher.

Step 10 Once the charge has been recovered, manage the shell as scrap metal.



GENERAL INFORMATION/SHIPPING INFORMATION

Proper Shipping Name Information: Not regulated.

Contact the USP&FO Warehouse for directions on turning in serviceable fire extinguishers. No shipping papers are required and the fire extinguishers may be transported using GOVs.

Halon fire extinguishers must be turned in for eventual turn in to the US Army ODC Reserve at the Defense Supply Center-Richmond, in Richmond, VA.

GENERAL DEBRIS/SOLID WASTE

ATTENTION!

- This WPS applies to materials **other than recyclables** (i.e. office paper, newspaper, cardboard, glass, and/or scrap metal).
- See the General Information section, below, for waste **excluded** from disposal in dumpsters.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- None

APPROVED CONTAINER

- **Single plastic trash bag.**

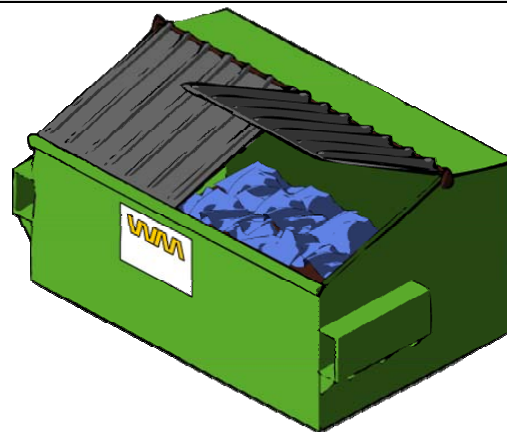
CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Separate out all recyclable materials before putting general debris into plastic bag.
- Place recyclables in the designated recycling station. If a recycling station has not been set up, contact the HWM for guidance on setting one up.

Step 2 Put waste in plastic trash bag.

Step 3 Tie bag closed.

Step 4 Dispose of in dumpster.



GENERAL INFORMATION/SHIPPING INFORMATION

Proper Shipping Name Information: Not regulated.

WASTE THAT CANNOT BE PLACED INTO THE DUMPSTERS (NOT CONSIDERED GENERAL DEBRIS)

The following types of solid waste are not acceptable in Class 1 or Class 4 landfills and therefore are excluded from the Solid Waste Transfer Station. They should not be placed in any of the commercial dumpsters on post. From an installation perspective, all solid wastes are “commercial waste” and not “household” waste.

- Hazardous Waste and Special Materials
- Asbestos Waste
- Polychlorinated Biphenyls (PCBs)
- Liquids
- Paint/Glue with free-flowing characteristics (paint cans should be dry with lids off)
- Whole Waste Tires
- Dry Cell Batteries containing Lithium, Cadmium, or Mercury
- Wet Cell Batteries
- Medical or Infectious Waste (before or after incineration)
- Flammable or Volatile Substances
- Motor Oil (new or used)
- Automobile Gas Tanks
- Dead Animals
- Fluorescent Bulbs
- Industrial Waste
- Explosives
- Appliances Containing Refrigerant (i.e. Freon or other CFC compounds)
- All Appliance Compressors regardless of Condition
- Radioactive Materials
- Incinerator Ash or Residue
- Burn Barrels
- Compressed Gas Cylinders
- Electrical Transformers, Capacitors and Dielectric Fluids
- Petroleum-contaminated Soils.

GREASE, ARTILLERY AND AUTOMOTIVE

Large Quantity Disposal of Petroleum Based Grease

ATTENTION!

- This WPS applies to the disposal of large quantities of grease, artillery and automotive (GAA) which cannot be added to the used oil container.
- DO NOT store near oxidizers, corrosives, or heat sources.
- This WPS **does not apply** to animal or vegetable based cooking grease. Refer to the Camp Smith Solid Waste Management Plan or contact the Environmental Office for instructions on disposing or recycling used cooking grease.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

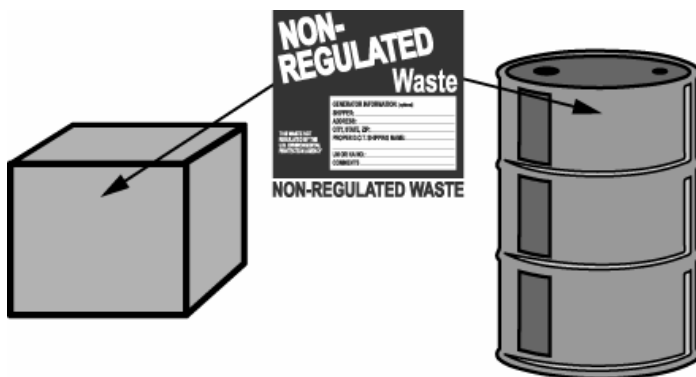
- Petroleum based grease normally contains low concentrations of toxic metals.
- Grease is characterized as **non-hazardous waste**.

APPROVED CONTAINER

- **30-gallon or larger removable head drum**
- **Original packaging**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Attach a Non-Regulated Waste label to the side of the container. Using an indelible marker, on the Contents line write: Used Grease.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Make sure container is in a proper SAA.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put used grease in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#).



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information: Not regulated

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LAMPS – UNIVERSAL WASTE

Fluorescent, Mercury Vapor, Metal Halide, Sodium Bulbs

ATTENTION!

- **The generator of universal waste is only allowed one year from the ASD to transfer the waste off site to another handler or a destination facility.**
- Store unbroken and broken lamps separately.
- Wear gloves when handling lamps.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

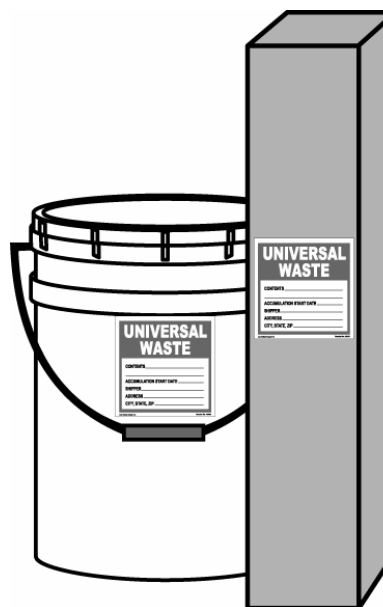
- Small quantities of mercury, antimony, cadmium, barium, and lead are used to manufacture fluorescent bulbs and high intensity discharge (HID) lamps, such as high pressure sodium and mercury vapor lamps.
- All spent lamps including fluorescent bulbs and HID lamps are **universal waste**.
- Manage broken lamps as **universal waste**.
- Manage all low fluorescent lamps, including low mercury “green-tip” lamps as universal waste. **Do not dispose of green-tip lamps as solid waste.**

APPROVED CONTAINER

- **Unbroken: Fiberboard drum, 5-gallon plastic pail, or original packaging**
- **Broken: 5-gallon plastic pail**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Attach a Universal Waste label to the side of the container. Using an indelible marker, on the Contents line check Universal Waste - Lamps.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a Waste Accumulation Inventory Log.
- Step 5** Attach a Hazard Class label to the container IAW the chart at the end of this WPS.
- Step 6** Make sure container is in a proper SAA. **Use a Universal Waste Label and write the Accumulation Start Date (ASD) on the proper line. The ASD is the day the first lamp is placed into the container.**
- Step 7** Wear proper PPE listed on the MSDS. Put lamps in the container. Ensure lid is placed back on the container.
- Step 8** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 9** Accumulate waste in a SAA or HWSB as described in Chapter 4.
- Step 10** Process for turn-in IAW Chapter 6. Do not exceed the accumulation time limit.



GENERAL INFORMATION/SHIPPING INFORMATION

Contact the approved environmental waste transporter/contractor when you have lamps that need to be picked up. The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

UNIVERSAL WASTE LAMPS SHIPPING TABLE

Lamp Type	Accumulation Markings	Transportation Markings	Hazard Class Label
Fluorescent Broken ⁽¹⁾	Universal Waste-Lamps (Broken Fluorescent Lights)	Not Regulated	Non-Regulated
Fluorescent Unbroken ⁽¹⁾	Universal Waste-Lamps (Fluorescent Lights)	Not Regulated	Non-Regulated
Incandescent and Halogen ⁽³⁾	Place in dumpster	Non-Regulated	Non-Regulated
Mercury Vapor ⁽¹⁾	Universal Waste-Lamps (Mercury Vapor Lights)	Not Regulated	Non-Regulated
Metal Halide ⁽¹⁾	Universal Waste-Lamps (Metal Halide Lights)	Not Regulated	Non-Regulated
Sodium ⁽²⁾	Universal Waste-Lamps (Sodium Lights)	Water Reactive, Solid, N.O.S. (Sodium / 4.3 / UN2813 / III)	4.3

(1) Vapors contain mercury; do not inhale.

(2) This waste is reactive; do not store near water, corrosives, or flammable.

(3) Non-hazardous waste that may be placed into a dumpster.

LEAD-ACID BATTERIES

ATTENTION!

- **Automotive lead-acid batteries** are **recycled** on a one-for-one exchange by local battery recycling companies. Contact the NYARNG Surface Maintenance Manager for information on the exchange program.
- The batteries should be kept cool, dry, and away from open flame, heat, and combustibles. Do not store them in a way that they may leak.
- Scrap lead acid batteries are exempt from transporter permits if they are destined to be recycled.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

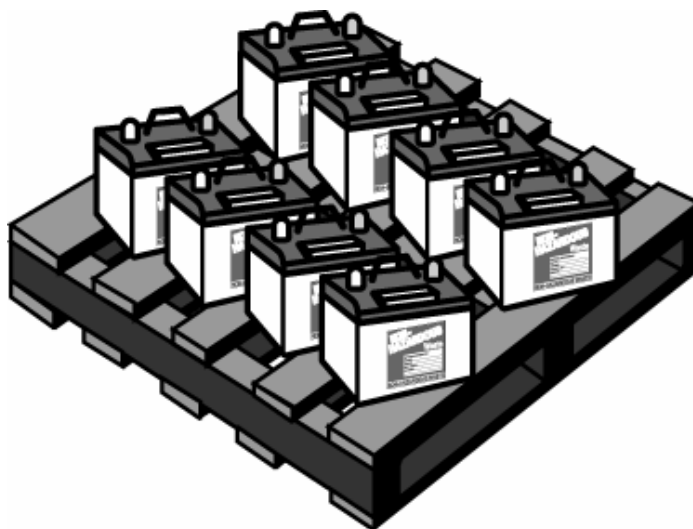
- The cells of a lead-acid battery contain lead and lead dioxide and an acidic electrolyte solution of sulfuric acid. The electrolyte is a strong corrosive and reactive agent.
- **Lead-acid batteries are managed as recyclable materials. It is illegal to dispose of a lead-acid battery in a landfill or an incinerator.**

APPROVED CONTAINER

- **Wooden or plastic pallet**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Until batteries are exchanged, stack them on pallets in an area with secondary containment.
- Step 2** Mark and label the batteries or battery storage area "Lead-acid Batteries."
- Step 3** Make sure pallet is in appropriate storage area.
- Step 4** Wear proper PPE listed on the MSDS. Put batteries on the pallet.
- Step 5** When ready for turn-in, a contractor picks up and replaces batteries at each maintenance shop, as needed.



GENERAL INFORMATION

There are two types of lead-acid batteries: sealed batteries without vent-filler caps and vented batteries with vent-filler caps for servicing the battery.

The transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

MASK FILTERS, PROTECTIVE

M9, M17, M24, and M25 Series Protective Mask Filters

ATTENTION!

- Separate mask filters by NSN.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

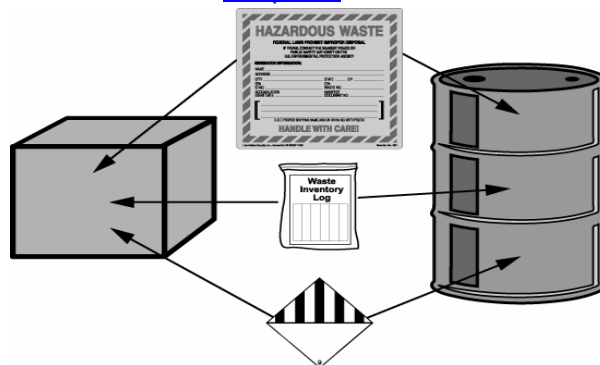
- Protective mask filters (M-9, M-17, M-24, and M-25) contain trace amounts of chromium (D007). Dispose of as **hazardous waste**.
 - NSN 4240-00-165-5026: Dispose of filter elements that are not in masks or not in a sealed foil package as hazardous waste.
- Some mask filters contain ASC Whetlerized charcoal which contains heavy metal chemical compounds. The contaminant of concern is chromium 6. Dispose of as **hazardous waste**.
 - NSN 4240-00-112-9365: M11 canister for the M9 gas mask has ASC Whetlerized charcoal.
 - NSN 4240-00-127-7186: M10A1 canister for the M24 and M25 masks has ASC Whetlerized charcoal.
- If filter elements are in the M17 Series CB protective masks or are in foil packages, turn in filters for sale.

APPROVED CONTAINER

- Small amounts:** Plastic bag inside a DOT-rated cardboard box.
- Large amounts:** Plastic bag inside a 30-gallon or larger removable head drum.

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Waste (type) Mask Filters, NSN. For example, "Waste M-17 Mask Filters."
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add mask filters to the bag, and then to the box or drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

These procedures do not cover any item that has been contaminated with chemical or biological agents.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information: Hazardous Waste, Solid N.O.S. (Chromium) / 9 / NA3077 / III, ERG 171

MASK FILTERS, PROTECTIVE

M-40, M-40A, and M-42 Series Protective Mask Filters

ATTENTION!

- Separate mask filters by NSN.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- Protective mask filters (M-40, M-40A, and M-42) may contain trace amounts of chromium. Dispose of as **hazardous waste**.
- Some mask filters contain ASC Whetlerized charcoal which contains heavy metal chemical compounds (chromium and silver). The contaminant of concern is chromium. Remove the C2 canister and dispose of as **hazardous waste** – chromium (D007).
 - NSN 4240-01-119-2315: C2 (black body) ASC Whetlerized charcoal-filled canister.
 - NSN 4240-21-871-7842: C2 (black body) ASC Whetlerized charcoal-filled canister.
- Some M40/M42 series masks contain the C2A1 (green body) ASZM TEDA charcoal-filled canister.
 - NSN 4240-01-361-1319: Remove the C2A1 canister and manage as **non-hazardous waste**.
 - NSN 4240-01-363-1311: These are M48A1 ASZM TEDA canisters. Manage with the C2A1 canisters as **non-hazardous waste**.

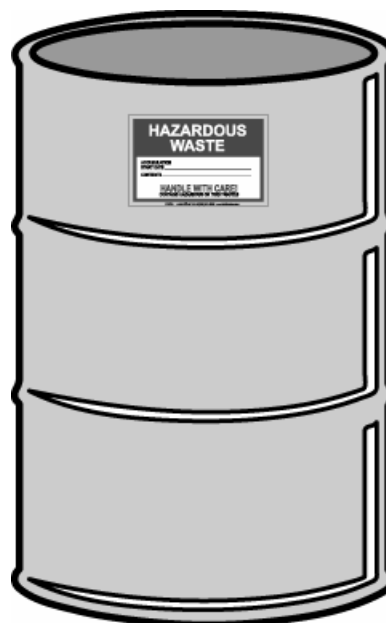
APPROVED CONTAINER

- **Small amounts:** Plastic bag inside a DOT-rated cardboard box.
- **Large amounts:** Plastic bag inside a 30-gallon or larger removable head drum.

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

For filters characterized as hazardous:

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Waste (type) Mask Filters, NSN. For example, "Waste M-40 Mask Filters."
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the Accumulation Start Date (ASD). Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add mask filters to the bag, and then to the box or drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



For filters characterized as non-hazardous:

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Non-Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Protective Mask Filters.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper accumulation area.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add mask filters to the bag, and then to the box or drum. Ensure lid is placed back on the container
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

These procedures do not cover any item that has been contaminated with chemical or biological agents.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Hazardous Waste, Solid N.O.S. (Chromium) / 9 / NA3077 / III, ERG 171

No shipping name for non-hazardous filters.

MERCURY CONTAINING EQUIPMENT – UNIVERSAL WASTE

ATTENTION!

- **The generator of universal waste is only allowed one year from the Accumulation Start Date (ASD) to transfer the waste off site to another handler or a destination facility.**
- Spent mercury-containing equipment (MCE) consists of devices, items, or articles that contain small amounts (a few grams) of elemental mercury in ampules that are integral to their functions. These include thermostats, barometers, manometers, and mercury switches, such as light switches in automobiles.
- This definition does not include mercury waste that is generated as a by-product through the process of manufacturing or treatment.
- Manage and transport MCE in a way that will prevent breakage or seal the MCE in its original housing and ship it sealed.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

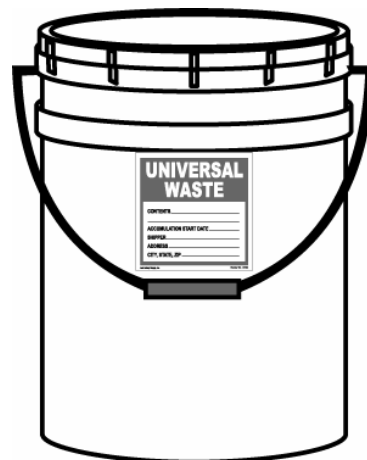
- Mercury, although a naturally occurring element, is released into the environment by human industrial practices. It is easily volatilized and can be dispersed widely through the air and transported thousands of miles, accumulating in plants, animals, and humans as it travels. Once released, mercury persists in the environment.
- Undamaged MCE is managed as **universal waste**.
- MCE that shows evidence of leakage or damage must be containerized to prevent release to the environment and managed as **universal waste**.

APPROVED CONTAINER

- **5-gallon plastic pail**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Attach a Universal Waste label to the side of the container. Using an indelible marker, on the Contents line check [Universal Waste – Mercury Containing Equipment](#).
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Make sure container is in a proper accumulation area. **Write the Accumulation Start Date (ASD) on the proper line. The ASD is the day the first MCE is placed into the container.**
- Step 6** Wear proper PPE listed on the MSDS. Put MCE, in original packaging if available, in the container. Otherwise, wrap MCE with compatible materials that will prevent breakage during transport and place the wrapped MCE in the container. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process for turn-in IAW [Chapter 6](#). Do not exceed the accumulation time limit.
- Step 10** The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.



M-72A Kits

ATTENTION!

- The M-72A1 and M-72A2 kits are obsolete and should be turned in for disposal. Dispose of entire kit together.
- **M-72A kits are approved for accumulation in a HWSB ONLY.**
- Store in well-ventilated areas. Do not inhale vapors.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

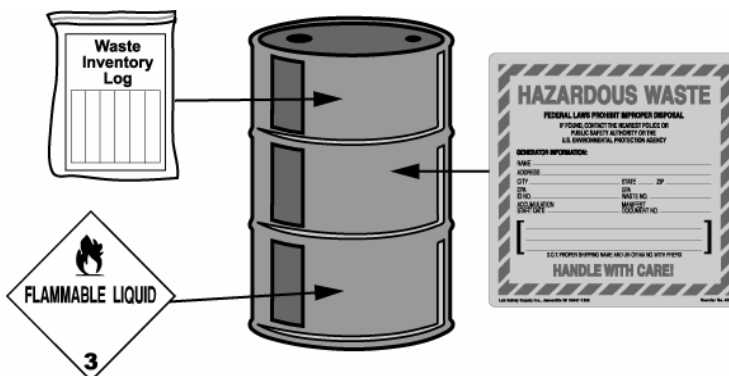
- The kits are a **hazardous waste** for ignitability and corrosivity.

APPROVED CONTAINER

- **30-gallon or larger removable head drum.**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Waste Detector Kits.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper accumulation area. If the container is located in a HWSB, fill in the Accumulation start Date (ASD). Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add unused detector kits to the drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Waste Flammable Corrosive Liquid, N.O.S. / 3 / UN2924 / II

M-229 TRAINING KIT

ATTENTION!

- Dispose of entire kit A's, together. The M229 is a three-part refill kit. Part A contains potassium hydroxide, which is a colorless, viscous liquid with no odor. Part B contains ethyl alcohol (ethanol), which is a colorless liquid. Part C contains diethyl phthalate, which is a colorless, odorless liquid.
- Do not store near corrosives or heat sources.
- Store in well-ventilated areas. Do not inhale vapors.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

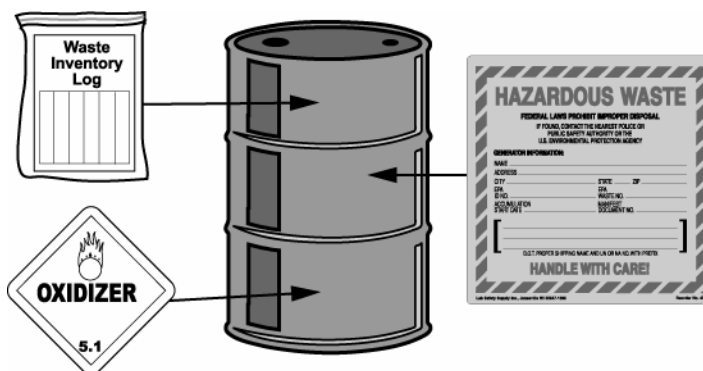
- Contaminants of concern in the M229 Refill Kit include potassium hydroxide, ethanol, and diethyl phthalate.
- The refill kit, when disposed of, is a **hazardous waste** for ignitability, corrosivity, and toxicity.

APPROVED CONTAINER

- **Small amounts:** DOT-rated cardboard box
- **Large amounts:** 30-gallon or larger removable head drum

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line, write: Waste M-72A Kits.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add kit components to the box or drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The M229 is a three-part refill kit: Part A contains potassium hydroxide, which is a colorless, viscous liquid with no odor; Part B contains silver nitrate and ethyl alcohol (ethanol), which is a colorless liquid; Part C contains diethyl phthalate, which is a colorless, odorless liquid.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Waste Flammable Liquid, N.O.S. (Methanol, Petroleum Distillates) / 3 / UN1992 / II

M-256, M-256A1, M-28, AND M-29 DETECTOR KITS

ATTENTION!

- Whether the kits are hazardous waste depends on how they are managed. If the kits are disposed of unused and as a whole, they are hazardous waste.
- If the kits are used or functioned, the waste is not hazardous and may be thrown in the trash.
- Do not store near oxidizers, corrosives, or heat sources.
- Store in well-ventilated areas. Do not inhale vapors.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

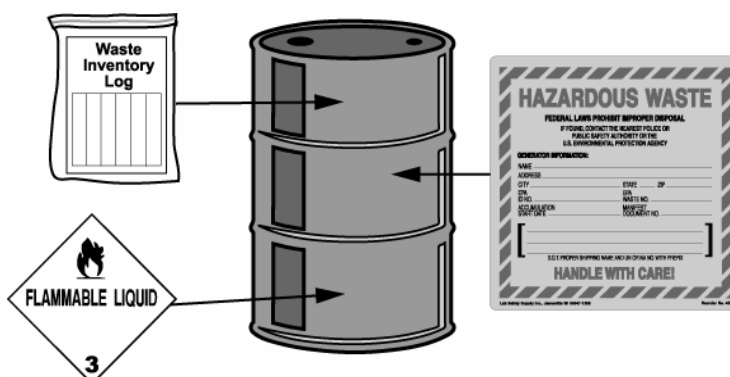
- Numerous chemicals are used in manufacturing the detector tickets. The contaminants of concern, specifically, are methyl alcohol and ligroine.
- Detector tickets are managed as a **hazardous waste**. All kits contain the same hazardous waste characteristic-ignitability (D001).
- The refill kit, when disposed of, is a **hazardous waste** for ignitability, corrosivity, and toxicity.

APPROVED CONTAINER

- **Small amounts:** DOT-rated cardboard box
- **Large amounts:** 30-gallon removable head drum

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line, write: Waste Detector Kits.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add unused detector kits to the box or drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Waste Flammable Liquid, Poisonous, N.O.S. (Methanol, Petroleum Distillates) / 3 / UN1992 / II

MRE HEATERS - UNUSED

ATTENTION!

- This WPS addresses case lots or bulk packs of inactivated (unused) flameless ration heaters (FRH) intended to heat MREs. **This WPS is only intended for disposal of depot level warehouse stocks of FRHs, such as palletized complete cases of intact MREs that can no longer be issued.**
- **Used and unused FRHs issued to soldiers during field training activities may be disposed as general debris in the solid waste stream.**
- Keep FRHs dry. DO NOT store near flammables, oxidizers, corrosives, or heat sources.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

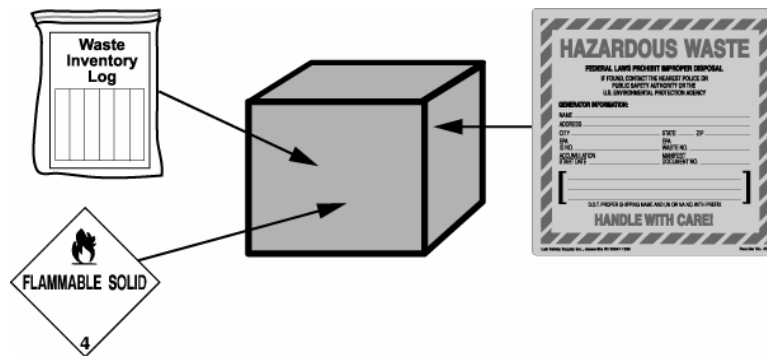
- The heaters consist of a plastic bag containing a piece of fiberboard and powdered magnesium or magnesium alloys along with other materials.
- Unused MRE heaters are a reactive solid and therefore a hazardous material. If disposing of large quantities of unused MRE heaters, manage as a **hazardous waste**.

APPROVED CONTAINER

- **Original container or DOT-rated cardboard box**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line, write: Waste Flameless Ration Heaters.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the Accumulation Start Date (ASD). Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add unused FRHs to the box. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Waste Water-Reactive Solid, N.O.S. (Magnesium) / 4.3 / UN2813 / III, ERG 138

OIL/WATER SEPARATOR OPERATIONS

ATTENTION!

- DO NOT drain products such as oil, fuel, or solvents into the oil/water separator (OWS).

SAMPLING PROCEDURES

- **OWS sludge will require laboratory analysis in order to properly characterize the waste.** A sample of the OWS sludge and liquid should be taken prior to cleaning the OWS.
- Check your historical waste records to determine if analysis has been previously conducted. It may be possible that sampling is still required if the process has changed or the cleanout contractor requests it.
- Contact the Environmental Office for funding approval for sampling and analysis. Upon approval, contact your waste contractor to perform the sampling.
- If the analysis determines the sludge to be hazardous, the material must be managed as a **hazardous waste**. The Environmental Office can assist you with further questions or instructions.

CLEANOUT PROCEDURES

- Step 1** Once analysis of the OWS sludge is complete, contact the Environmental Office for funding authorization to have the separator cleaned.
- Step 2** When funding authorization is received; contact an approved sludge removal company. Contact the HWM to determine if the contractor is approved.
- Step 3** Schedule the cleanout. During the cleanout, ensure any paperwork (including bills of lading or manifests) is properly completed and signed as required. Ensure the contractor recharges the separator and returns it to operational status.

BEST MANAGEMENT PRACTICES

The following best management practices are intended to provide guidance on the proper management of OWSs to ensure efficient operation as well as to prevent pollution.

- Activity personnel should be assigned to inspect the OWSs and associated wash racks on a regular basis. The inspection should include determining the level of sludge and oil collected in the OWS. Log the inspection and include notes on the status of the OWS and any deficiencies, as well as attempts to correct those deficiencies.
- If laboratory analysis determines the OWS sludge is hazardous waste, enlist the help of the HWM to determine the source of the hazardous waste contaminant. Attempt to find an alternative to the product or process causing the contamination, and resample prior to the next OWS cleanout to determine if the waste is still hazardous.
- Find alternatives to hazardous material containing detergents such as Gas Path Type 1
- Use only non-phosphate, biodegradable detergents to wash vehicles. Acceptable detergents include the following:

Low Emulsifying Wash	Spray Nine Corp.	1 5-gal pail	NSN #7930-01-509-5967
Low Emulsifying Wash	Spray Nine Corp.	1 55-gal DM	NSN #7930-01-509-5968
E-Z Safe Solutions Cleaner Concentrate (SC-2000-55)	Orison Marketing, LLC.	1 55-gal DM	NSN #6850-01-505-7187
E-Z Safe Solutions Cleaner Concentrate (VPW SC-2000-1S)	Orison Marketing, LLC.	4 1-gal/case	NSN #6850-01-505-7207

OXYGEN (COMPRESSED GAS CYLINDERS)

ATTENTION!

- DO NOT use cylinders as rollers or supports, or for any unintended purpose.
- DO NOT accept, issue, or use a cylinder unless the contents are identified.
- DO NOT allow open flames within 50 feet.
- Store gases that support combustion in different sheds separated by 50 feet.

APPROVED CONTAINERS

- **Small amounts** – Original container
- **Large amounts** – Original container

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

FOR RE-USE ONLY: Turn cylinder in to gas supplier/distributor. If they are unable to accept the cylinder, dispose of the cylinder through one of our environmental approved contractors (see steps below). Turn in unneeded/empty cylinders for re-supply to the gas supplier if all below criteria are met:

1. The cylinder is in good condition.
2. The cylinder is labeled with the product name, NSN, and OSHA hazard warnings. An EMPTY label required when cylinder is empty.
3. The container is free of leaks, valve cover in place, and is usable for its intended purposes.



- Step 1** **For DISPOSAL ONLY:** Check to determine if a storage area for your waste has already been established in a SAA or HWSB.
- Step 2** Mark and label the container. Attach a **Hazardous Waste** label to the side of the container **ONLY** when **disposing** of cylinder containing oxygen (not when re-supplying through gas supplier). *This material meets the characteristic of ignitibility (D001) because it is an oxidizer.* Using an indelible marker, on the Contents line write: Oxygen.
- Step 3** Make sure container is in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.
- Step 4** Wear proper PPE listed on the MSDS.
- Step 5** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).

NOTE* **EMPTY** cylinders must be rendered free of product and reduced to atmospheric pressure prior to disposing of as scrap metal. Remember to label the cylinder "EMPTY" and store away from full cylinders.

GENERAL INFORMATION/SHIPPING INFORMATION

Proper Shipping Name Information: Oxygen compressed/2.2/UN 1072

PAINT AND PRIMER – LATEX

Any latex or other non-flammable, and non-metal bearing coating

ATTENTION!

- This WPS is for the above listed latex paints and primers only.
- Separate paints by type.
- Latex paints are also referred to as vinyl, acrylic, or water-based paints.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- Latex paints and primers contain water and small amounts of other materials (glycols, etc.) that keep the paint in a uniform liquid. The water is nontoxic, and the other materials are present in such small amounts that they do not present any demonstrable toxicity.
- Water-based paints such are most often **non-hazardous**.
- ***Water-based specialty paints such as water-based CARC, acrylic latexes, sign paints, and other water-based specialty paints should be evaluated for their hazardous properties before disposal.***
- Dispose of latex paint that has completely dried in the can as **general debris**.

APPROVED CONTAINER

- **Small amounts:** Cardboard box
- **Large amounts (free liquids):** 30-gallon or larger non-removable head drum
- **Large amounts (containerized liquids):** 30-gallon or larger removable head drum

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Non-Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line, write: Latex Paint.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add paint to the box or drum. Ensure container is closed after adding waste.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

Wastewater from latex paint cleanup can be put into the sanitary sewer. Do not put into storm drains or septic systems. Where possible, reuse the wastewater by allowing solids to settle out and pouring off the water into another container. The latex solids can then be dried out and managed as latex paint waste.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: None

PAINT AND PRIMER (NON-LATEX)

Solvent-based CARC, green and brown water-based CARC, enamel, polyurethane, non-latex primer, catalysts, metal-bearing coatings

ATTENTION!

- This WPS is for the above listed solvent-based coatings and catalysts.
- Separate paints by type.
- Store in well-ventilated areas. Do not store near oxidizers, corrosives, or heat sources.
- If any paint can be poured out, empty as described below, then let the paint can dry.
- P2 Option – Use excess paint as base or undercoat.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

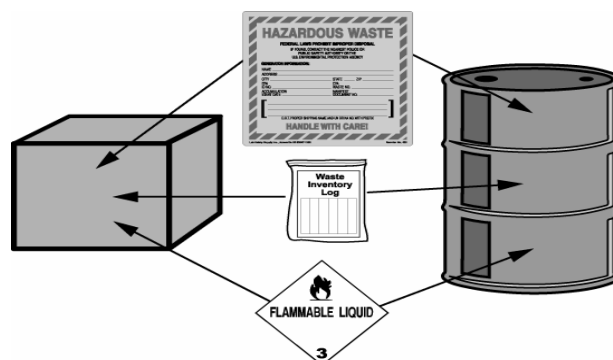
- Solvent-based coatings, primer, and stains contain organic solvents such as mineral spirits, alcohols, acetates, and solvents. Oil-based paints, primer, and stains are regulated due to their flammability and the presence of regulated solvents. They also contain regulated metals including cadmium, chromium, lead, silver, barium, mercury, arsenic, and selenium.
- Waste oil-based and solvent-based paints, primers, and stains are **hazardous waste**.
- Non-metal paint, dried in the can, should be bagged and disposed in the dumpster.

APPROVED CONTAINER

- **Small amounts:** DOT-rated cardboard box
- **Large amounts (free liquids):** 30-gallon or larger non-removable head drum
- **Large amounts (containerized liquids):** 30-gallon or larger removable head drum

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Waste Paint, Non-Latex.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add paint to the box or drum. If pouring paint into a drum, ensure it is grounded to prevent static electricity from building up. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The CSMS is converting to a water-based CARC paint. The green and brown paints are hazardous as is the catalyst used with the water-based CARC paint. The black water-based CARC is not hazardous if it is not mixed with the catalyst. Manage the mixed water-based CARC coatings as hazardous. Managed the mixed water-based black CARC as hazardous until it can be tested to determine it is not hazardous.

Do not mix different types of paints or solvents. If the manufacturer's label is missing or illegible, label the container with a description of its contents. If unsure of its contents, the product should be assumed to be solvent-based.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

- Proper Shipping Name: **Waste Paint / 3 / UN1263 / II, ERG 128**

PAINT CHIPS (METAL BEARING PAINT)

Paint Debris or Dried Paint from Any Metal-Bearing Paint

ATTENTION!

- Consult the MSDS for the dried paint to determine if it contains metals.
- Double-bag dried paint debris from non-metal bearing, latex, or non-latex paint and dispose of it in the dumpster.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

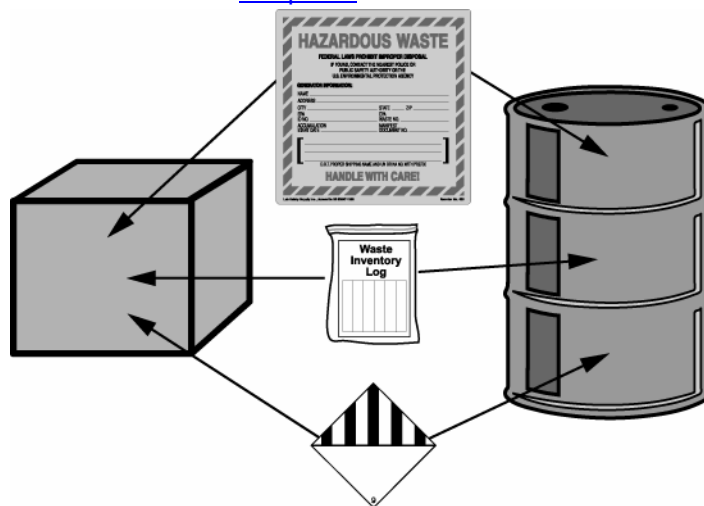
- Paint chips from metal bearing paint may contain heavy metals, such as Arsenic, Barium, Cadmium, Lead, Mercury, Selenium, and Silver that were used in the manufacturing of the paint.
- Paint chips from metal-bearing paint are **hazardous waste**.

APPROVED CONTAINER

- **Small amounts:** DOT-rated cardboard box
- **Large amounts:** 30-gallon or larger removable head drum

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: Metal-Bearing Paint Debris.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the Accumulation Start Date (ASD). Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add paint to the box or drum. Ensure lid is placed back on the container and the container is closed when not adding waste.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Hazardous Waste Solid, N.O.S. (Metal from the MSDS) / 9 / NA3077 / III, ERG 171
 For example: Hazardous Waste Solid, N.O.S. (Cadmium) / 9 / NA3077 / III, ERG 171

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PAINT BOOTH FILTERS

ATTENTION!

- This WPS is for paint booth filters used during the application of non-latex paint.
- **Paint booth filters must be analyzed for hazardous characteristics prior to disposal.**
- Store in well-ventilated areas. Do not store near oxidizers, corrosives, or heat sources.
- Drain free flowing paint from filter.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

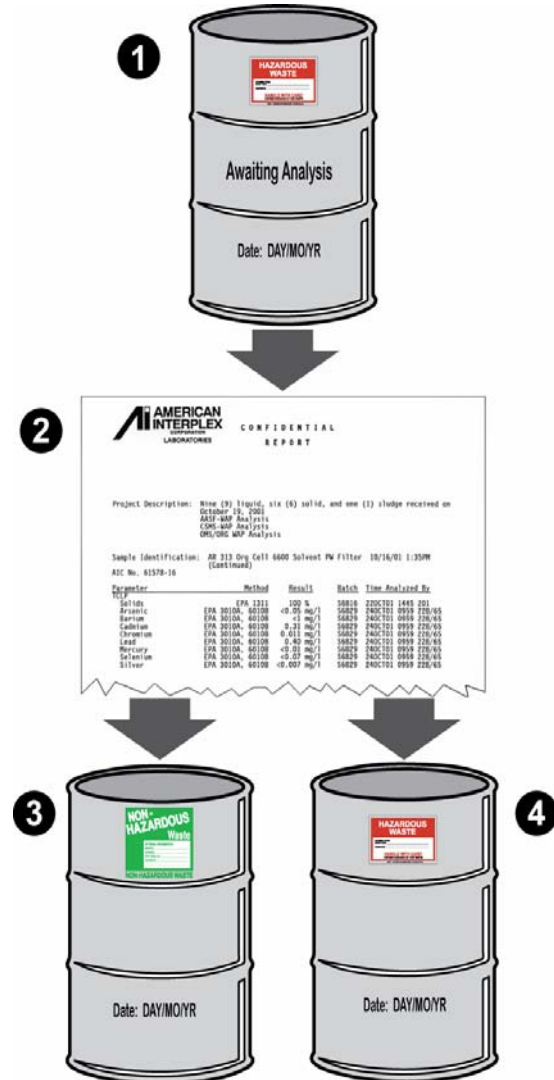
- Paint booth filters used in paint booths where non-latex paint is sprayed on to vehicles or parts may contain regulated solvents or heavy metals (arsenic, barium, cadmium, lead, mercury, selenium, silver).
- **A sample is taken and analyzed to determine if the filters are hazardous. Contact the NYARNG waste contractor to request an analysis and coordinate sampling.**
- When accumulating paint booth filters, manage the filters as **hazardous waste** until analytical results determine whether the filters are hazardous or not.

APPROVED CONTAINER

- **55-gallon or smaller removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container IAW Chapter 5 as shown in **Item 1** in the picture on the right. Using an indelible marker, on the Contents line write: Paint Booth Filters, Non-Latex. In addition, mark the container "Awaiting Analysis" and with the date the sample was taken.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put filter(s) in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Based on the analytical results (**Item 2**) re-label the container IAW either **Item 3** or **Item 4**.
- If the waste is not hazardous (**Item 3**), remove the Hazardous Waste sticker and replace it with a Non-Hazardous waste sticker. Fill in all information on the sticker. Remove the words "Awaiting Analysis."
 - If the waste is hazardous (**Item 4**), remove the words "Awaiting Analysis."
- Step 9** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 10** Process the container for turn-in IAW [Chapter 6](#).



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Hazardous Waste, Solid, N.O.S (insert hazard such as lead).

Review the MSDS and check the DOT Hazardous Material Table at 49 CFR 172.101.

PARTS WASHER FILTERS

ATTENTION!

- **Parts washer filters must be analyzed for hazardous waste constituents during the first filter change and whenever the parts washing process changes.**
- Drain free-flowing solvent from the filter into the tank holding the solvent and sludge (see the WPS for Parts Washer Fluid and sludge, p. 5-63).
- **Contact the HWM to request an analysis and coordinate sampling.**

CONTAMINANTS OF CONCERN / CHARACTERIZATION

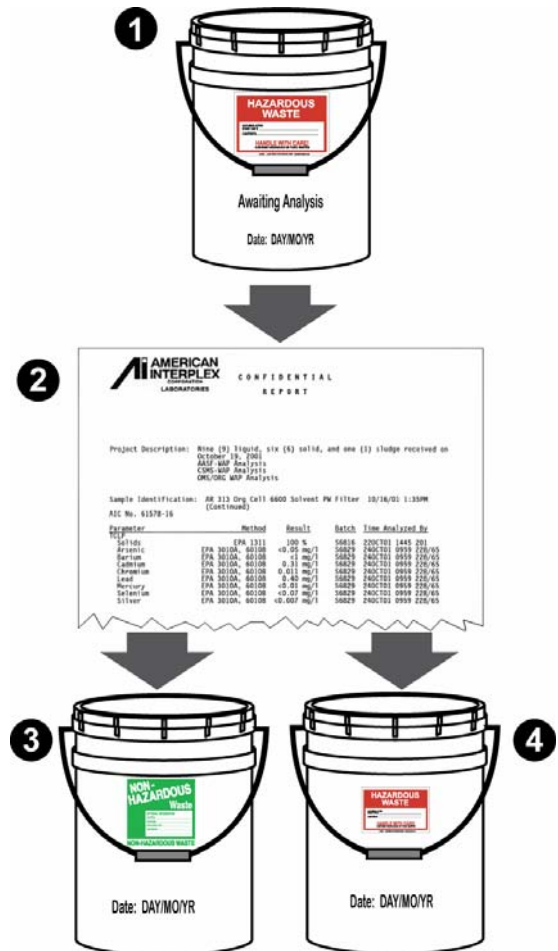
- Possible contaminants in these systems include used oil from vehicle parts, metal parts coatings, and paint residues that are removed in the parts washers.
- Parts washer filters can be **hazardous waste** or **non-hazardous waste** depending on analytical results. **A sample is taken and analyzed to determine if the filters are hazardous. Contact the NYARNG waste contractor to request an analysis and coordinate sampling.**
- Manage the filters as **hazardous waste** until analytical results determine whether the filters are hazardous.

APPROVED CONTAINER

- **5-gallon plastic pail**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container IAW Chapter 5 as shown in **Item 1** in the picture on the right. Using an indelible marker, on the Contents line write: ZEP Parts Washer Filters. In addition, mark the container "Awaiting Analysis" and with the date the sample was taken.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put ZEP filters in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Based on the analytical results (**Item 2**) re-label the container IAW either **Item 3** or **Item 4**.
- If the waste is not hazardous (**Item 3**), remove the Hazardous Waste sticker and replace it with a Non-Hazardous waste sticker. Fill in all information on the sticker. Remove the words "Awaiting Analysis."
 - If the waste is hazardous (**Item 4**), remove the words "Awaiting Analysis."
- Step 9** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 10** Process the container for turn-in IAW [Chapter 6](#). Remember not to exceed the accumulation time limits.



APPROVED CONTAINER

- **5-gallon pail or removable head drum**

GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Shipping name will be determined once the analytical results are obtained.

PARTS WASHER FLUID AND SLUDGE

ATTENTION!

- DO NOT keep large amounts of unused parts washer fluid on hand.
- Report the excess to the Environmental Office or other maintenance shops that may need the excess solvent.
- **Solvent Consumption Records must be saved for a period of five years (refer to Memorandum Date: 8 February 2008, Subject: Requirement to Maintain Solvent Consumption Records)**

CONTAMINANTS OF CONCERN / CHARACTERIZATION

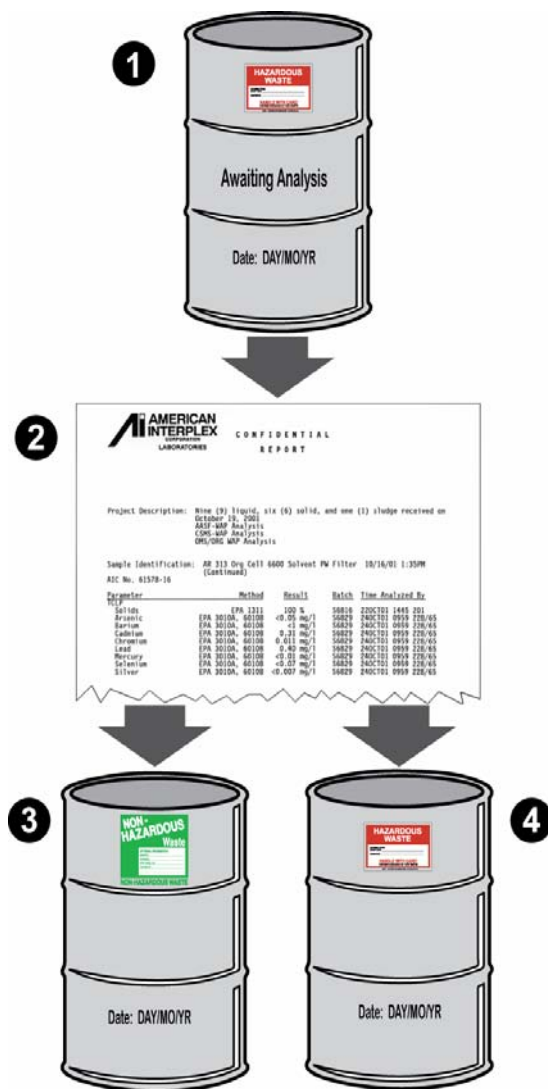
- Possible contaminants in these systems include used oil from vehicle parts, metal parts coatings, and paint residues that are removed in the parts washers.
- **Parts washer fluid and sludge must be analyzed for hazardous characteristics prior to disposal. A sample is taken and analyzed to determine if the filters are hazardous. Contact the NYARNG waste contractor to request an analysis and coordinate sampling.**
- Filters must also be tested and disposed of properly. See the Parts Washer Filters WPS for instructions.

APPROVED CONTAINER

- 30-gallon or larger non-removable head drum

CONTAINER MARKING / LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container IAW Chapter 5 as shown in **Item 1** in the picture on the right. Using an indelible marker, on the Contents line write: Parts Washer Fluid and Sludge. In addition, mark the container "Awaiting Analysis" and with the date the sample was taken.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put fluid and sludge in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Based on the analytical results (**Item 2**) re-label the container IAW either **Item 3** or **Item 4**.
 - If the waste is not hazardous (**Item 3**), remove the Hazardous Waste sticker and replace it with a Non-Hazardous waste sticker. Fill in all information on the sticker. Remove the words "Awaiting Analysis."
 - If the waste is hazardous (**Item 4**), remove the words "Awaiting Analysis."
- Step 9** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 10** Process the container for turn-in IAW [Chapter 6](#). Remember not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

Parts cleaning systems have two waste streams: the solvent and any disposable filters in the system. The solvent and sludge are tested and disposed of together. The filters are removed, drained, and disposed of separately.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Shipping name will be determined once the analytical results are obtained.

PESTICIDES – UNIVERSAL WASTE

ATTENTION!

- **The generator of universal waste is only allowed one year from the Accumulation Start Date (ASD) to transfer the waste off site to another handler or a destination facility.**
- Keep containers dry and store liquid pesticides within secondary containment.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

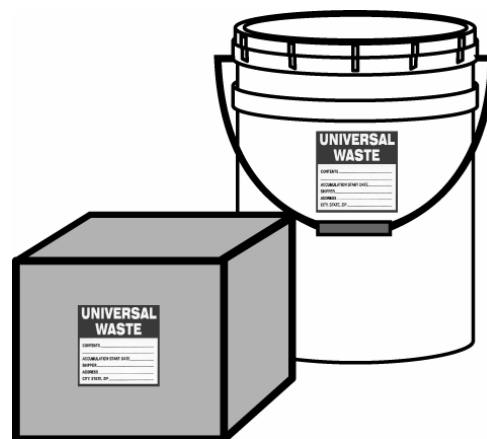
- Pesticides may contain a variety of hazardous materials including flammable propellants often found in aerosol cans.
- Pesticides are defined in NYS as (1) Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any insects, rodents, fungi, weeds, or other forms of plant or animal life or viruses which the department shall declare to be a pest; and (2) any substance or mixture of substances intended as a plant regulator, defoliant or desiccant.
- Pesticides that are recalled, including suspended or cancelled pesticides, and pesticides managed as part of a waste pesticide collection program are **universal wastes**.

APPROVED CONTAINER

- **Small amounts – Cardboard box**
- **Large amounts – 5-gallon bucket or a 30-gallon removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Attach a Universal Waste label to the side of the container. Using an indelible marker, on the Contents line, write (or select the box that says): Universal Waste - Pesticides.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Make sure container is in a proper SAA. **Write the Accumulation Start Date (ASD) on the proper line. The ASD is the day the first pesticide is placed into the container.**
- Step 6** Wear proper PPE listed on the MSDS. Put pesticides in the container. Ensure lid is placed back on the container and container is closed at all times, except when adding waste.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process for turn-in IAW [Chapter 6](#). **Adhere to accumulation time limit.**



GENERAL INFORMATION/SHIPPING INFORMATION

The most commonly used pesticide in the NYARNG is a general use pesticide used to control ants, bees, and stinging insects such as a Bee, Wasp, & Hornet Killer aerosol can. Follow disposal directions on the container for completely empty aerosol cans or manage IAW this WPS.

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Shipping name will vary depending on the type of UW pesticide. Contact the state HWM at (518) 786-4347 or the state Pesticide Manager at (518) 786-4357 for assistance.

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PCB CONTAMINATED ITEMS

ATTENTION!

- Polychlorinated Biphenyls (PCBs) are regulated in New York as listed hazardous waste.
- To determine how to manage PCBs refer to the General Information/Shipping Information table below and on the following page. Where applicable, apply RCRA and DOT markings and labels.
- PCBs have not been used in light ballasts since the beginning of 1979. Each ballast made since then must be labeled “NO PCBs.” If the ballast does not have a NO PCBs label, attempt to determine the manufacturer of the ballast or the date the ballast was manufactured. Ballasts made after 1980 may be assumed to be PCB free. Ballasts made before 1980 without a label must be assumed to contain between 50 and 500 ppm PCBs.
- PCB ballasts and other capacitors are defined as PCB articles. Management requirements depend on the size of the article and the concentration of PCBs in the dielectric fluid in the article. A capacitor whose total volume is less than 1,639 cubic centimeters (100 cubic inches) may be considered to contain less than 1.36 kg (3 lbs.) of dielectric fluid and is called a small capacitor. Small capacitors are not listed hazardous waste in NY.
- PCB wastes including contaminated soil with concentrations greater than 50 ppm PCBs are listed as a B007 hazardous waste in New York. Contact the HWM immediately if there is a spill from known PCB-containing equipment to soil.

APPROVED CONTAINER



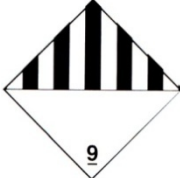
- **Small amounts:** UN-rated cardboard box
- **Large amounts:** 30-gallon or larger removable head drum

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container IAW the table below.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. Mark the container with the out of service date.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add PCB item or waste to the box or drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.

GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

PCB-Containing Item	Intact and Non-leaking Fluorescent Light Ballasts ¹	PCB Transformers	
Shipment Via	Not regulated	Highway or Rail	
Container Size	< 100 cubic inches	Not regulated ²	≥119 gal ³
Concentration	Not regulated	<10,000 ppm ²	≥10,000 ppm ³
NYSDEC Hazardous Waste Code	Not regulated	B006 – For all with PCB>500 ppm	B006
RCRA Marking	PCB Small Capacitors	Not regulated	
Marine Pollutant ^{2,3}	Not regulated	Not regulated ²	
Proper Shipping Name	Not Applicable	Not Applicable	Polychlorinated Biphenyls, Liquid / 9 / UN2315 / II
DOT Hazard Class Label	Not Applicable	Not Applicable	

¹ 40 CFR 761.5(b)(2)(i) states that intact and non-leaking fluorescent light ballasts should be disposed in accordance with 40 CFR 761.60(b)(2)(i), which allows the user to dispose of the ballast in a municipal solid waste landfill.

² To qualify as a marine pollutant when shipped by vessel (49 CFR 171.4) PCBs can be in any size of container, but must be in a concentration at or exceeding 1% or 10,000 ppm (49 CFR 171.8 Definition of Severe Marine Pollutant).

³ To qualify as a marine pollutant when shipped by highway or rail, PCBs must be in bulk packaging (119 gal or more) and be in a concentration at or exceeding 1% or 10,000 ppm.

⁴ To qualify as a Hazardous Substance at 49 CFR 172.101.101 Table 1 the shipper must ship a reportable quantity of 1 lb of Polychlorinated Biphenyl in one performance oriented packaging inner container or multiple non-performance oriented packaging containers in one package. The shipper must calculate the actual poundage of PCB using the concentration and volume of PCB material.

POTASSIUM HYDROXIDE

ATTENTION!

- Do not store near oxidizers.
- Store in well ventilated areas.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

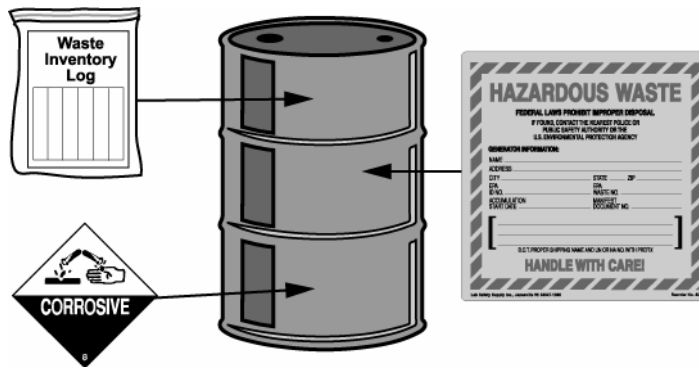
- Potassium hydroxide is corrosive and caustic.
- Waste potassium hydroxide solution is disposed of as **hazardous waste**.

APPROVED CONTAINER

- **55-gallon or smaller non-removable head plastic drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line, write: Waste Potassium Hydroxide Solution.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the Accumulation start Date (ASD). Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add potassium hydroxide solution to the drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not to exceed the accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Waste Potassium Hydroxide Solution / 8 / UN1814 / II

RECYCLABLE MATERIALS

Corrugated Cardboard, Glass, Plastic, Paper, Aluminum, and Metals

ATTENTION!

- You must recycle the following items:
 - * Corrugated cardboard
 - * Glass
 - * Plastic
 - * Paper
 - * Aluminum
 - * Metals
- Segregate recyclables according to local recycling program requirements.
- Contact your local recycling program personnel for specific details.
- The HWM can supply you with copies of recycling labels.


APPROVED CONTAINER

- **Contact your local County Solid Waste Department for their recycling program requirements.**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established at the facility IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Attach and complete the label on the right to all containers not already labeled by the solid waste collection contractor.
- Step 4** Place the container in a central location for accumulation.
- Step 5** Place recyclables in appropriate containers.
- Step 6** Contact your local recycling program personnel for turn-in procedures.
- Step 7** Document the amount of recyclables sent offsite from your facility for recycling by type (paper, magazines, newspaper, corrugated cardboard, glass, metal, plastic, and computer equipment). This information will be requested by the Environmental Office for their annual report to NYSDEC.



	MATERIALS FOR RECYCLE
NAME _____	
ADDRESS _____	
CITY, STATE, ZIP _____	
CONTENTS _____	

SCRAP METAL

ATTENTION!

- Separate precious metals (i.e. gold, silver, and platinum), non-precious metals (i.e. copper and aluminum), and RCRA metals (lead, cadmium, and selenium).
- Scrap metal that is recycled is not a waste.
- Scrap metal should be stored IAW with best management practices. It should be stored in a covered, protected area away from exposure to rain and storm water runoff.
- Scrap metal may be self-transported in NYARNG vehicles to approved turn-in locations.

APPROVED CONTAINER

- **Pallets or metal bin.**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container or pallets for scrap metal have already been established at the facility IAW Steps 2 through 4. If one has, continue to Step 5.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Place the container in an appropriate location for accumulation.
- Step 4** Place scrap metal on pallets or in a metal bin.
- Step 5** Turn in scrap metal to Watervliet Arsenal USP&FO or Camp Smith Shop A.
- Step 6** Document the amount of scrap metal sent offsite from your facility for recycling. This information will be requested by the Environmental Office for their annual report to NYSDEC.



TIRES

ATTENTION!

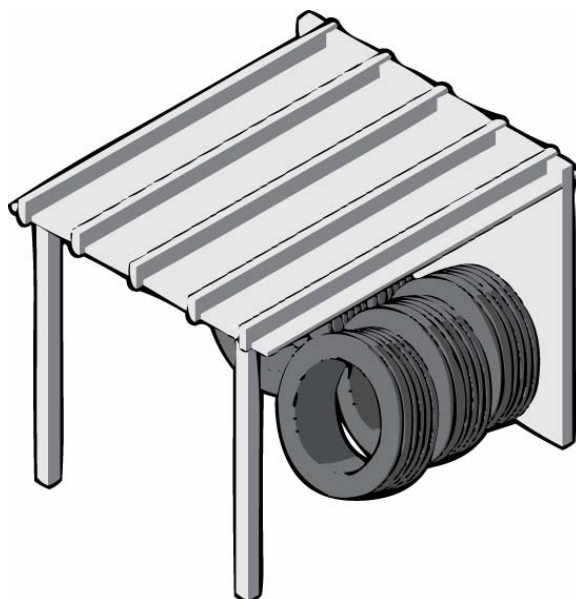
- Once tires are changed, they may become unserviceable.
- As a best management practice, DO NOT store more than 150 unserviceable tires at any NYARNG facility at one time.
- Only dispose of unserviceable tires through the USP&FO warehouse where they are turned in to DRMO.
- DO NOT store unserviceable tires near excessive heat sources or open flames.
- Tires that are stored outside and not under cover, may collect water that can stagnate. Stagnant water may contribute to the proliferation of disease vectors such as mosquitoes. Mosquitoes carry viruses that have become a significant public health threat in the State of New York.

APPROVED CONTAINER

- **No container is required**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Always wear protective gloves when handling unserviceable tires.
- Step 2** Store tires under a roof, in a trailer, or standing up and under cover to prevent rainwater collection.
- Step 3** Mark tires as “**UNSERVICEABLE.**”
- Step 4** Unserviceable tires are Class IV supply and are turned into Class IV activity by generating an unserviceable recoverable item request (Form U115-GS).
- Step 5** Document the amount of scrap tires sent offsite from your facility for recycling. This information will be requested by the Environmental Office for their annual report to NYSDEC.



GENERAL INFORMATION/SHIPPING INFORMATION

Tires may be self-transported in NYARNG vehicles to the USP&FO Warehouse in Watervliet. If the USP&FO Warehouse or any NYARNG facility stores more than 1,000 tires a NYSDEC permit will be required.

TREATED WOOD

ATTENTION!

- This WPS addresses wood treated with two pesticides: chromated copper arsenate and creosote.
- Most **pressure-treated wood** sold for outdoor use in the United States from 1975 to the end of 2003 was treated with the pesticide, chromated copper arsenate (CCA). CCA-treated wood has a green tinge when it is new. The green tinge disappears as the wood is exposed to the elements and ages.
- The federal government provides an exemption in the federal waste rules (40 CFR 261.4(b)(9)) that allows CCA-treated wood waste to be handled as a non-hazardous waste. If pressure treated wood fails a hazardous waste analysis for the toxicity characteristic but is not hazardous for any other reason, then CCA-treated wood debris is not a hazardous waste.
- A second common wood preservative is the pesticide, creosote. Creosote is often mixed with coal tar before it is applied to wood. **Coal tar creosote** formulations are thick, oily, and amber to black in color.
- In New York, treated wood may be disposed of in construction and demolition debris landfills and municipal solid waste landfills which are authorized to accept construction and demolition debris.
- DO NOT dispose of any treated wood in the trash dumpster until the HWM verifies that the landfill accepting the trash also accepts construction and demolition debris.
- DO NOT burn treated wood. This may release toxins in the smoke and fumes from the fire.
- DO NOT shred treated wood to use as mulch. Toxins could leach from the mulch into the underlying soil.

APPROVED CONTAINER

- **Dumpster**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Always wear protective gloves when handling unserviceable tires.
- Step 2** Place treated wood in the dumpster.
- Step 3** Locate dumpsters in practical locations. Contact the HWM, FECO, or UECO for approval of dumpster location.



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UNIVERSAL WASTE

Batteries, Lamps, Mercury Containing Equipment, and Pesticides

GENERAL INFORMATION

- This WPS is intended to provide general information regarding the management of Universal Waste (UW) and to direct the user to the specific WPS for each UW type. WPSs have been developed for UW batteries and UW lamps in this Plan. Refer to these WPSs for more specific information regarding management of these items.
- The UW regulations provide the generator flexibility from the hazardous waste regulations in the amount of time the waste may be accumulated on site as well as some of the transporter requirements.
- **Regardless of the type of UW, the generator of universal waste is only allowed one year from the Accumulation Start Date (ASD) to transfer the waste off site to another UW handler or a destination facility. The ASD is the date that waste first goes into the container, not the date the container is full.**
- The UW regulations were established to all the generator flexibility in managing specific waste streams. These waste streams include the following:
 - Batteries not managed under the Mercury-containing and Rechargeable Battery Management Act, such as mercury, magnesium, and lithium batteries. Automotive lead acid batteries managed under the one-for-one exchange program are an example of batteries managed IAW the Battery Management Act.
 - Agricultural pesticides that are recalled under certain conditions and unused pesticides that are collected and managed as part of a waste pesticide collection program.
 - Mercury-containing equipment such as thermostats, barometers, and mercury switches such as light switches in automobiles. (Added to the Federal code in August 2005, expected to be adopted by NYSDEC within months of the Federal adoption)
 - Lamps, which are the bulb or tube portion of electric lighting devices that have a hazardous component. Many used lamps are considered hazardous waste under RCRA because of the presence of mercury or lead.
- New York has adopted the UW rules. They can be found at 6 NYCRR Subpart 374-3. The hyperlink found in the Additional Information section below will take you directly to the regulations on the NYSDEC website.
- WPSs have not been developed for UW pesticides and UW mercury-containing equipment because they are not waste streams regularly generated by NYARNG activities. Contact the HWM at 518-786-4347 for information regarding the management of these waste streams.

NYARNG SPECIFIC INFORMATION

- Disposal of UW by NYARNG units/organizations varies depending on whether the unit/organization is a federal or state activity.
 - UW generated by state organizations may use the NYS Office of General Services contract.
 - UW generated by federal organizations must use one of the existing hazardous waste disposal contractors using a blanket purchase agreement.
- Contact the HWM at 518-786-4347 for additional NYS specific information regarding the disposal of UW.

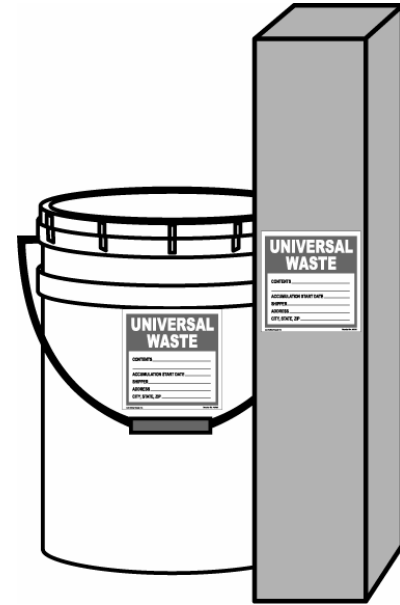
ADDITIONAL INFORMATION

Refer to the following websites for additional information regarding the management of universal waste.

- USEPA Streamlined Regulations for Universal Waste - <http://www.epa.gov/>
- Universal Waste – <http://www.dec.ny.gov/>
- NYSDEC Hazardous Waste Program - <http://www.dec.ny.gov/>

UNIVERSAL WASTE LABELING AND HANDLING PROCEDURES

- The UW WPSs in this plan contain specific labeling directions. Refer to those WPSs for directions on labeling UW.
- Each container of UW must have a UW label (**with the Accumulation Start Date completed**), a Waste Accumulation Inventory Log, and a hazardous class label.
- The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.



USED FILTERS (NON-HAZARDOUS)

ATTENTION!

- This WPS is for non-terne plated oil filters and diesel fuel filters.
- Refer to the [Oil Filters, Terne-Plated WPS](#) for guidance on determining if a filter is terne-plated.
- As a BMP use an oil drain pan to drain oil filters. After oil filters have drained, add the drained oil from the pan to the used oil drum. This practice ensures that oil drums are not left open during the required oil filter draining time (see [Used Oil WPS](#) for drained oil).
- Properly drained filters may be recycled as [scrap metal](#).
- Do not store near oxidizers, corrosives, or heat sources

CONTAMINANTS OF CONCERN / CHARACTERIZATION

Used petroleum-based and synthetic oils (but not vegetable or animal-based oils) can be recycled.

APPROVED CONTAINER

- **Small amounts:** Triple bag in clear plastic bags.
- **Large amounts:** If filters need to be stored, line a 30-gallon or large removable head drum with a clear plastic bag.

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Attach a Non-Hazardous Waste label to the side of the container. Using an indelible marker, on the Contents line write: Used Oil Filters.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Make sure container is in a proper SAA.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add used oil filters to the drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#).



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information: Not regulated.

USED FILTERS (HAZARDOUS)

Used Oil Terne-Plated Filters, JP-8 Fuel Filters, MOGAS Fuel Filters

ATTENTION!

- This WPS is for the disposal of terne-plated oil (metal) filters, JP-8 Fuel Filters and MOGAS fuel filters only.
- Refer to the following table (pages 5-77 to 5-79), "Terne-Plated Filters," for a listing of parts numbers that identify terne-plated filters. Terne-plated filters have not been in regular production since 1993; however, some large equipment may still contain these filters. Terne-plated filters that are being recycled as scrap metal may be managed IAW the [Used Filters \(Non-hazardous\) WPS](#).
- Drain free-flowing liquid from filters for two days (see Used Oil WPS for drained oil).
- Do not store near oxidizers, corrosives, or heat sources.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

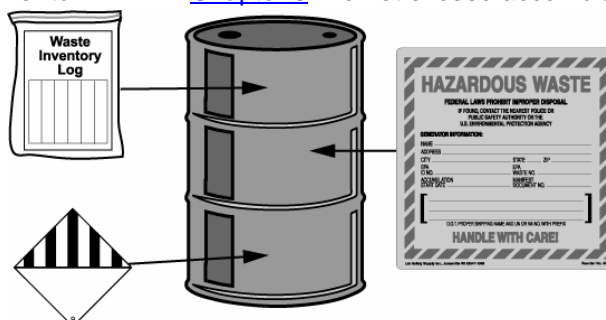
- JP-8 and MOGAS may contain volatile organic carbons (VOCs) such as benzene, toluene, trimethylbenzene and xylene in varying levels.
- Terne-plated filters contain heavy metals such as lead.
- Fuel filters and terne-plated filters are managed as **hazardous waste**.

APPROVED CONTAINER

- **30-gallon or larger removable head drum lined with a clear plastic bag.**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write either: Waste Filters (terne-plated) or Waste Filters (gasoline or JP-8).
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the ASD. Otherwise, leave blank. Ensure that containers are properly grounded.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add used filters to the drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not exceed accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name Information:

Terne-plated: Hazardous Waste, Solid, N.O.S. (Lead alloy) / 9 / NA3077 / III

MOGAS and JP-8: Hazardous Waste, Solid, N.O.S. (Benzene) / 9 / NA3077 / III

TERNE-PLATED FILTERS

37118	GP24	LF0053100	LF00670 F7	LF0067043 SC	LF0069107	LF00747CN	LF00777CH
4105409	H30135	LF0059100	LF00670 F7SC	LF0067043 U	LF0069127	LF00747Q3	LF00777CM
03510Z	H40029	LF0059200	LF00670 G1	LF0067048	LF0069131	LF00747Q6	LF00777DB
4606671A	H40115	LF0066700	LF00670 G1SC	LF0067051	LF0069136	LF00747X1	LF00777DF
925835 or SFZ835	H50281	LF0066702	LF00670 G9	LF0067060	LF0069138	LF00747X1 A	LF00777DK
A63403	HP1	LF0066707	LF00670 H6	LF0067060 SC	LF0069143	LF0077700	LF00777F479
A84364	IOZ835	LF0066707 A	LF00670 H7	LF0067062	LF0069143 U	LF0077702	LF00777F7
AF235	L10019	LF0066731	LF00670 K3	LF0067063	LF0069160	LF0077703	LF00777G1
AF3403	L20020	LF0066736	LF00670 M6	LF0067069	LF0069167	LF0077707	LF00777G1 U
AF376	L30022	LF0066762	LF00670 M6SC	LF0067070	LF0069170	LF0077728	LF00777G9
AF4384	L30278	LF0066770	LF00670 N1	LF0067070 A	LF0069176	LF0077731	LF00777H7
CZ41	L30288	LF0066771	LF00670 N7	LF0067071	LF0069194	LF0077736	LF00777K3
D366	L39001	LF00667BZ U	LF00670 P8	LF0067072	LF00691CM A	LF0077738	LF00777L5
F50030	L40017	LF00667CC	LF00670 Q2	LF0067076	LF00691F7	LF0077743	LF00777M6
F50229	L40048	LF00667DF	LF00670 Q6	LF0067078	LF00691F7 A	LF0077743 U	LF00777N1
F50230	L40084	LF00667E3	LF00670 R2	LF0067080 A	LF00691G1	LF0077751	LF00777N7
F53125	L40088	LF00667F7	LF00670 T2	LF0067081	LF00691M6	LF0077760	LF00777R1
F53135	L40110	LF00667K1	LF00670 U2	LF00672 N1	LF00691M6 A	LF0077762	LF00777R2
F54424	L40122	LF00667M6	LF00670 U5	LF00672 P4	LF0072600	LF0077763	LF00777T2
F60019	L40314	LF00667N7	LF00670 X2	LF0067200	LF0072612	LF0077770	LF00777U2
F60024	L44422	LF00667P9	LF0067000	LF0067212	LF0072628	LF0077771	LF00777X1
F60031	L44444	LF00667T2	LF0067002	LF00682 AA	LF0073300	LF0077773	LF00777X2
F60032	L50034	LF00670 AM	LF0067003	LF00682 F7	LF0073307	LF0077773 B	LF0078900
F60038	L50068	LF00670 AN	LF0067003 SC	LF0068200	LF0073315	LF0077776	LF0079200
F60053	L50086	LF00670 AV	LF0067007	LF0068236	LF0073500	LF0077778	LF0300000
F60096	L50095	LF00670 BG	LF0067007 SC	LF0068251	LF0073900	LF00777AE	LF0300000TP
F60097	L50250	LF00670 BH	LF0067028	LF0068251 A	LF0073951	LF00777AM	LF0300002
F60132	L50300	LF00670 BP	LF0067031	LF00682AK	LF0073994	LF00777AN	LF0300007
F60217	L54563	LF00670 C3	LF0067031 SC	LF00687 00	LF00739E3	LF00777AV	LF0300028
F60231	L60069	LF00670 CA	LF0067036	LF00687 36	LF0074700	LF00777BG	LF0300036

TERNE-PLATED FILTERS

F63136	L60116	LF00670 CC	LF0067036 SC	LF00687 F7	LF0074707	LF00777BH	LF0300063
F70062	L70085	LF00670 CH	LF0067038	LF0069100	LF0074750 A	LF00777BP	LF0300071
F70134	LF 03000X2	LF00670 CM	LF0067038 A	LF0069100 A	LF0074760	LF00777BP A	LF0300078
F70150	LF000691R2 A	LF00670 DB	LF0067038 SC	LF0069102	LF00747BP	LF00777C3	LF03000BG
F74465	LF00070	LF00670 DF	LF0067043	LF0069106	LF00747BP A	LF00777CA	LF03000BP
LF03000C3	LF03333F7	LF0339300	LF0349900	LFH4635	PER288	PPL18999	
LF03000CA	LF03333G1	LF0339342	LF03499U4	LFH5011-03	PER289F	PPL200-09-804	
LF03000CH	LF03333G1 U	LF03393W1	LF0350400	LFH5011-10	PER30	QS86188	
LF03000D8	LF03333G1SC	LF0339900	LF0350900	LFH5011-25	PER300	R17	
LF03000E3	LF03333H6	LF0339909	LF03509N1	LFH5011-W	PER31	R20	
LF03000F4	LF03333M6	LF0339942	LF03509U4	LFP2253	PER314	R22	
LF03000F4K7	LF03333M6SC	LF03399M6	LF0353600	LFP4005SC	PER38	R29	
LF03000F7	LF03333N1	LF0341000	LF03536Q4	LFP947	PER4422	R31	
LF03000K3	LF03333W9	LF0341600	LF03536U4	LFZ835	PER4444	S80009	
LF03000K7	LF0333400	LF0343400	LF03536Z8	LFZ835HP	PER4465F	SOZ41	
LF03000N1	LF0333412	LF0343412	LF0353700	LP146	PER4563	VOZ5	
LF0330300	LF0333436	LF03434BL	LF03537F3	LP163	PER48		
LF0332100	LF03334CN	LF03434CT	LF0354800	LP560	PER53		
LF0332196	LF03334F7	LF0344300SC	LF0354812	M54	PER62		
LF03321J5	LF03334N1	LF0344400	LF03548BP	MFE160/1-03BN/2	PER68		
LF03321L5	LF0334400	LF0344431	LF03548F4K7	MFE160/1-05BN/2	PER69		
LF03321N1	LF0334404	LF0344451	LF03548K7	MFE160/1-10BN/2	PER84		
LF0333300	LF0334404 B	LF0345500	LF03548W5	MFE160/1-20BN/2	PER85		
LF0333300SC	LF0334407	LF0345504	LF0355000	NW3614	PER86		
LF0333302	LF0334412	LF0345504 B	LF0355001	PER107	PER88		
LF0333322	LF0334431	LF0345560	LF0356300	PER110	PER91		
LF0333331	LF0334436	LF0345585	LF0356390	PER116	PER92-1		
LF0333331SC	LF0334443	LF0346200	LF0356600	PER122	PER92-3		
LF0333336	LF0334443 U	LF0346279	LF0357200	PER132	PER94-1		
LF0333338SC	LF0334460	LF03462N1	LF0357700	PER134	PER95		
LF0333343	LF03344C3	LF03462U4	LF03577W1	PER135H	PER96		

TERNE-PLATED FILTERS

LF0333343U	LF03344CA	LF03462Y9	LF0359100	PER150F	PER97
LF0333363	LF03344CA B	LF0347200	LF03591U4	PER217F	PF3125
LF0333371	LF03344F7	LF03472F4	LF0359712	PER229F	PF3135
LF0333376	LF03344G1 U	LF0349000	LF0360600	PER230F	PF3136
LF03333BP	LF03344M6	LF0349079	LF67062 SC	PER23-1	PH2835
LF03333C3	LF0336100	LF03490Q4	LF777Q2	PER232	PH3614
LF03333CC	LF0337900	LF03490U4	LFF202	PER250	PH6714
LF03333CM	LF0338000	LF03490Y8	LFH1560	PER279	PH787
LF03333DF	LF03380C3	LF0349500	LFH4212	PER281H	PHZ835

USED OIL

Petroleum-based Lubricants, FRH, Brake Fluid, Hydraulic Fluid, and Diesel Fuel

ATTENTION!

- NYARNG generated used oil is collected at all FMSs, SAASFs, MATESS, and CSMS.
- Include incidental quantities of diesel fuel in used oil containers. Refer to the [Contaminated Fuel WPS](#) for quantities larger than 20 gallons.
- DO NOT use used oil for dust suppression or pour used oil onto the ground.
- DO NOT store near oxidizers, corrosives, or heat sources.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

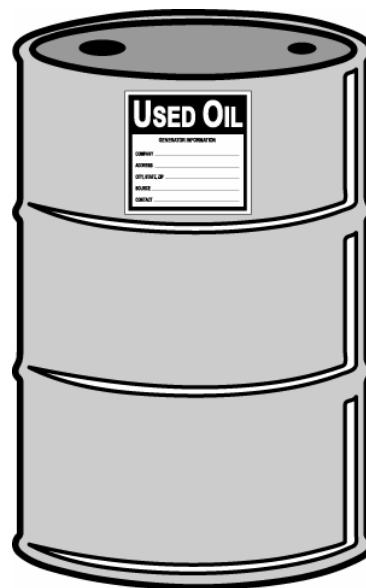
- Used oil potentially contains traces of metals such as chromium, cadmium and lead. Chromium, cadmium, and lead are hazardous metals.
- Used petroleum-based and synthetic oils (but not vegetable- or animal-based oils) can be recycled. Petroleum solvents are not considered used oil.

APPROVED CONTAINER

- **30-gallon or larger non-removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. The container must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Mark and label the container. Using an indelible marker, complete and attach a Used Oil label to the side of the container.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Make sure container is in a proper SAA.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put used oil in the container. Leave 3 or 4 inches of head space. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** When ready, a contractor picks up used oil at each maintenance shop as needed. The contractor will attach DOT labels prior to transporting the oil. DOT labels are not required during storage, only during transportation.



GENERAL INFORMATION/SHIPPING INFORMATION

No solvents or other hazardous waste can be mixed with used oil. If hazardous waste has been mixed with oil, the mixture must be managed as hazardous waste. **DO NOT place MOGAS in the used oil container.**

USED RAGS

Laundered Industrial Rags

ATTENTION!

- This WPS applies to rags that are under a service contract to be cleaned and reused.
- Rags must be managed in an appropriate container to prevent leaks. It must be in good condition and have a lid that remains closed.
- Store rags contaminated with incompatible solvents in separate containers.
- DO NOT place absorbent pigs or pads in containers with used rags destined for laundering.
- DO NOT place free liquids or solvents to containers holding used rags destined for laundering.
- If rags are not under a service contract to be cleaned and reused, management of the rags depends on the hazardous material(s) contaminating the rags. An example is the K-dries used at aviation facilities.
- Refer to the appropriate [Absorbent-Hazardous Materials](#) or [Absorbent Non-hazardous Materials](#) WPS for instructions on how to manage rags not under a service contract.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- Rags and shop towels may be contaminated with any number of chemicals used in the shop. The most likely contaminants are POLs, adhesives, and solvents that may be flammable and/or toxic.
- Contaminated cloth rags that are destined for laundering are managed as **non-exempt hazardous waste** until they are loaded onto a vehicle that delivers them to an off-site laundry.
- Clean-up material such as New Pig® blankets, non-laundry rags, paper wipes and towels, and pads contaminated with solvents, paints, adhesives, and sealants are **hazardous waste**. Manage these IAW the appropriate WPS.

APPROVED CONTAINER

Contractor provided container.

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a centralized location IAW Steps 2 and 3. If one has, continue to Step 4.
- Step 2** Select an approved container. Used rags must be stored in non-leaking, closed, fire-resistant containers and kept away from sources of ignition. Containers must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Check to make sure that the container is marked. If not, use an indelible marker to mark the container with the words "Used Rags-Laundry Contract."
- Step 4** Wear the proper PPE listed in the WPS for the material absorbed. Open the container slowly, keeping your head clear of the opening. Put rags in the container.
- Step 5** A regional laundry service contractor will be used to pick up and launder rags in exchange for new rags. Use your IMPAC card to pay for this service. The waste contractor will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.



GENERAL INFORMATION/SHIPPING INFORMATION

Air drying solvent-contaminated rags is not a legal method to remove free liquids. Disposal of solvents by pouring them into containers of used rags, or mixing any other hazardous wastes also is not legal. Used rags must be stored in non-leaking, closed, fire-resistant containers and kept away from sources of ignition. Containers must be in good condition and sufficient to prevent the release of contaminants to the air.

On-site documentation must be maintained and available for review showing the rags are sent to a suitable laundry (e.g., invoices or contractual agreement).

If your facility is a SQG or LQG, and your rags are contaminated with a listed hazardous waste or exhibit a hazardous waste characteristic, then a one-time notice of the LDR must be made IAW 6 NYCRR Part 376.1(g)(1)(vii). Check with the HWM to ensure that this notification has been made.

WATER BASED CARC PAINT/DUST

ATTENTION!

- This applies to the water-based CARC paint related waste.
- Accumulate in well-ventilated areas.
- DO NOT eat, drink, or smoke while handling waste. Always wash skin with soap and water after handling waste.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- It is possible for water-based CARC paint waste to have paint primer in it, and paint primer is ignitable.
- **Water-based CARC paint waste should be tested to determine any hazardous characteristics.**

APPROVED CONTAINER

- Original container or DOT-rated container

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Non-Hazardous Waste label to the side of the container (***providing the waste does not test positive for hazardous constituents***). Mark the container using an indelible marker. On the contents line, write: Paint Waste – Water-based CARC.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#) and complete.
- Step 5** Place the container in a proper SAA.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Ensure lid is placed back on the container.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#).



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

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WEAPONS CLEANING RAGS AND PATCHES

Non-Hazardous

ATTENTION!

- This WPS is for weapons cleaning rags and patches which have been determined to be non-hazardous through laboratory analysis and/or process knowledge.
- **Weapons cleaning rags and patches may require initial laboratory analysis for metals and chlorinated solvents. If analysis determines the rags and patches to be hazardous, manage the rags and patches IAW the Weapons Cleaning Rags and Patches (Hazardous) WPS.**
- Combustible - Do not store near, oxidizers (bleach), corrosives, or heat sources.
- Store in well ventilated areas.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

- Weapons cleaning patches, rags, Q-tips, pipe cleaners, etc. may be contaminated with lead residue after cleaning weapons. Lead is a characteristic toxic metal. **Do not use Pre-1994 CLP for cleaning weapons.**
- Weapons cleaning patches and rags that have been determined to be non-hazardous are managed as **non-hazardous waste**.

APPROVED CONTAINER

- **30-gallon or larger removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Non-Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write: CLP/Non-Chlorinated Solvent.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Add rags to the drum. Ensure lid is placed back on the container
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#).



GENERAL INFORMATION/SHIPPING INFORMATION

Do not use Breakfree® manufactured before 1994. It contains chlorinated solvents that are F-Listed when used for cleaning weapons. Do not re-use Pre-1994 CLP spray bottles or containers. Turn in all Pre-1994 CLP to the USP&FO. **Do not use Pre-1994 CLP for cleaning weapons.**

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: None.

WEAPONS CLEANING RAGS AND PATCHES

Hazardous

ATTENTION!

- This WPS is for weapons cleaning rags and patches used with pre-1994 Break-free (non-CLP) or rags that have been determined to be hazardous through laboratory analysis.
- Combustible – DO NOT store near, oxidizers (bleach), corrosives, or heat sources.
- Store in well ventilated areas.

CONTAMINANTS OF CONCERN / CHARACTERIZATION

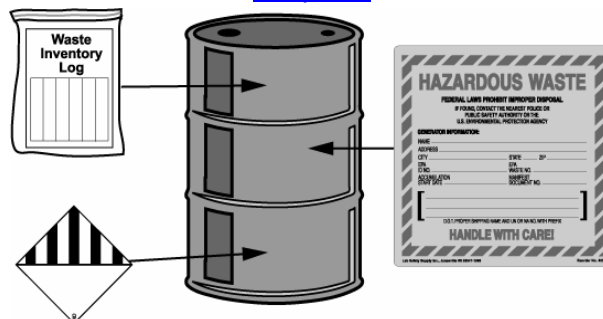
- Weapons cleaning patches, rags, Q-tips, pipe cleaners, etc. may be contaminated with lead residue after cleaning weapons. Lead is a characteristic toxic metal.
- Weapons cleaning patches and rags that have been used with chlorinated solvent are managed as **hazardous waste**.

APPROVED CONTAINER

- **30-gallon or larger removable head drum**

CONTAINER MARKING/LABELING AND HANDLING PROCEDURES

- Step 1** Check to determine if a container for your waste has already been established in a SAA or HWSB IAW Steps 2 through 5. If one has, continue to Step 6.
- Step 2** Select an approved container. It must be clean and free from dents, bulges, excessive corrosion, and any previous markings or labels.
- Step 3** Complete and attach a Hazardous Waste label to the side of the container. Mark the container using an indelible marker. On the contents line write Weapons Patches with Chlorinated Solvent.
- Step 4** **Optional:** Attach a clear plastic bag to the container. Insert a [Waste Accumulation Inventory Log](#).
- Step 5** Place the container in a proper SAA. If the container is located in a HWSB, fill in the Accumulation Start Date (ASD). Otherwise, leave blank.
- Step 6** Wear proper PPE listed on the MSDS. If there is waste in the container, open the container slowly, keeping your face and head clear of the opening. Put dirty rags in the drum. Ensure lid is placed back on the container.
- Step 7** **Optional:** Document waste added to the container on the Waste Accumulation Inventory Log.
- Step 8** Accumulate waste in a SAA or HWSB as described in [Chapter 4](#).
- Step 9** Process the container for turn-in IAW [Chapter 6](#). Do not exceed accumulation time limits.



GENERAL INFORMATION/SHIPPING INFORMATION

The waste transporter will attach DOT labels prior to transporting the waste. DOT labels are not required during storage, only during transportation.

Proper Shipping Name: Review the MSDS or check the DOT Hazardous Material Table at 49 CFR 172.01.

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Chapter 6. Turning in Materials and Waste

The Environmental Office contracts several waste disposal contractors to pick up, transport and dispose of environmental waste from our facilities. The waste contractors pick up and dispose of non-hazardous waste, hazardous waste, universal waste and used oil. This contract also includes sampling, testing, analysis, to include packaging the waste, DOT labeling and preparing waste shipment documentation. The Environmental Office will provide NYARNG facilities a copy of the annual BPA approved environmental waste contractors. Refer to the [WPSs](#) in Chapter 5 for specific turn-in procedures for these wastes.

Waste generated at **maintenance facilities** is to be turned in through the use of the approved Environmental waste contractors under the Blanket Purchase Agreement (BPA). The FECO/shop chief is responsible for choosing one of the approved contractors for the turn in of waste from their facility.

Waste generated by units and other federally supported activities at **armories collocated with maintenance shops** are turned in to the maintenance shop. UECOs should coordinate the turn in of any wastes with the FECO/shop chief. They should discuss when and how waste is brought to the shop and who will complete the necessary paperwork.

Regulated waste generated by units and other federally supported activities at **stand-alone armories or other facilities that are not collocated** with a maintenance facility cannot be transported to any other NYARNG facility. Facilities that are not collocated with a maintenance facility should contact the HWM to request that a contractor pick up their waste. The supporting FMS will utilize the approved BPA environmental waste contractors to pay for the waste disposal. However, the waste generated will be counted under the generators EPA ID number and generator status and not the supporting FMS.

Waste generated by **state supported activities** (not federally supported) including state maintenance personnel will be handled on a case by case basis with the state HWM. In these cases, the personnel will contact one of the approved waste contractors to obtain estimates for the waste disposal. The disposal is paid for through state funding. Please contact the state HWM for assistance. The HWM will require copies of all transportation and disposal documentation.

Note

Weapons cleaning patches and rags may be self-transported by units to their supporting maintenance shop. This is the only exception to the No Transportation rule.

Blanket Purchase Agreements

At maintenance facilities, the NYARNG uses Blanket Purchase Agreements (BPA) for removing and disposing of HW, non-hazardous waste, UW, and used oils. Be sure to read the BPA contracts thoroughly.

Initial funding for the BPA is provided at the beginning of each Federal fiscal year so that FMSs, CSMSs, and AASFs can remove, test, and dispose of waste and materials. Each facility must maintain a *BPA Call Register* to record expenditures for services performed under the BPA contract (Figure 6-1). This register is similar to a checking account register.

Figure 6-1: BPA Call Register

BPA Call Register

BPA NO. CONTRACTOR AMOUNT OF BPA

CALL NUMBER	ITEM DESCRIPTION	TOTAL DOLLAR VALUE	REMAINING BALANCE	DATE OF CALL	DATE RECEIVED

MNPF-PC Form 10 (Supersedes MNPF-PB Form 14 13 Feb 85)

To fill out the BPA Call Register when you have waste to be removed complete the following steps:

- STEP 1. Begin your BPA Call Register with a starting balance provided by the Environmental Office.

- STEP 2. Denote your facility clearly (i.e., CSMSA, FMS#1, AASF#3, etc.) on the BPA Call Register.
- STEP 3. Contact the contractors on the BPA list for an estimate on the cost to remove the waste. Negotiate with the contractors, choosing the lowest price.
- STEP 4. Before having the vendor remove waste or perform any service, facilities **MUST** obtain a requisition number from the Environmental Office at (518) 786-4980. Note the requisition number on all invoices. The Contractor is not permitted to obtain requisition numbers for you.
- STEP 5. Contact the appropriate contractor and provide them with the requisition number and schedule a waste pick up. Refer to the *Waste Turn-In Procedures* section later in this chapter to determine tasks to be performed by the contractor.
- STEP 6. As soon as you receive an invoice from the contractor, send the original invoice and the BPA Call Register to the Environmental Office. DO NOT wait until the 5th of the following month to forward.
- STEP 7. Record the invoice on the BPA Call Register and subtract the amount from the running balance.
- STEP 8. Indicate negative reports (no activity for that month) on the BPA Call Register.

Note

*Individual services provided under the BPAs cannot exceed **\$3,000** per service call from a contractor.*

Turn-in Procedures for Maintenance Facilities and Collocated Units

- STEP 1. Review the WPS to see which wastes must be turned in and which may be discarded in the dumpster.
- STEP 2. For wastes being turned in, verify that containers are correctly marked and labeled IAW the WPS before the transfer occurs.
- STEP 3. For HW, close and seal shipping boxes, containers, or drums, allowing the proper headspace IAW [Chapter 5](#). When sealing boxes, use strapping tape or packing tape. **DO NOT** use duct tape or masking tape.

For open-head drums, seal the drums with the ringbolts down. Screw locking nuts into the middle section of the bolt on the open-head drum before turn-in.

STEP 4. For each waste stream and HM, fill out a DA Form 2765-1. An example DA Form 2765-1 and directions for completing it are located in the forms section at the end of this chapter.

Note

UECOs at armories collocated with their supporting FMS should discuss with the Shop Chief/FECO how to coordinate the turn in of waste including who will complete the required paperwork.

Make sure the following documents accompany each shipment:

- DA Form 2765-1 (or Hazardous Waste Turn-in Logs for HW)
- MSDSs (for HM)
- Waste Accumulation Inventory Log
- Waste profile or analytical results

Turn-in Procedures for State Maintenance Personnel (Including Armory Superintendents)

STEP 1. Review the WPS to see which wastes must be turned in and which may be discarded in the dumpster.

STEP 2. For wastes being turned in, verify that containers are correctly marked and labeled IAW the WPS before the transfer occurs.

STEP 3. For HW, close and seal shipping boxes, containers, or drums, allowing the proper headspace IAW [Chapter 5](#). When sealing boxes, use strapping tape or packing tape. **DO NOT** use duct tape or masking tape.

For removable head drums, seal the drums with the ringbolts down so the receiving facility can double stack the containers if necessary. Screw locking nuts into the middle section of the bolt on the open-head drum before turn-in.

STEP 4. For each waste stream and HM, contact the NYS DMNA State Facilities office to request funding and for a purchase order to be issued for the disposal of the HW. Contact the HWM for assistance in obtaining an EPA ID number or with other questions regarding the disposal of waste.

Gathering Waste Turn-in Documents

To gather turn-in documents (Figure 6-2) complete the following steps:

STEP 1. Close each accumulation container being turned in and ensure that no more waste is added.

STEP 2. Estimate the weight of the accumulation container and mark it on the container and on the Waste Accumulation Inventory Log. One way to do this is to multiply the number of gallons by 8.3 lbs per gallon. Other ways to estimate weight include the following:

- **Solid Objects** -- Check the General Information section of the MSDS to obtain the Net Unit Weight. If this information is listed, use the following formula to estimate the weight:

Net unit weight X number of units on hand

Example: An MSDS for Lithium batteries lists the Net Unit Weight as 1.25 lbs. You have 10 Lithium batteries (with identical NSNs) in a box.

1.25 lbs. per battery X 10 batteries = 12.5 lbs. of batteries

- **Unused Liquids in Original Containers** -- Check the outside of the container and/or the General Information section of the MSDS for the Net Unit Weight marking. If this information is listed, use the formula below:

Net unit weight X number of units on hand

Example: The MSDS for a 5-gallon can of paint lists the Net Unit Weight as 45.5 lbs. You have 4 cans of the paint (with identical NSNs).

45.5 lbs. per can X 4 cans = 182 lbs. of paint)

- **Unused liquids not in the original container or partially used liquids** -- Consult the MSDS and obtain the specific gravity. Then use the following formula:

*8.3 lbs. X the specific gravity of the waste
X the number of gallons being disposed of*

Note

Water weighs 8.3 lbs. per gallon (lbs./gal.). By multiplying this standard number by the specific gravity of your waste by the number of gallons, you can determine how many pounds one gallon of the waste weighs.

Example: You have 55 gallons of Denatured Alcohol to dispose of. The MSDS for Denatured Alcohol lists the specific gravity as 0.8150. The following calculations will tell you the weight per gallon of the Denatured Alcohol:

8.3 lbs. X 0.8150 = 6.76 lbs./gallons

You have 55 gallons of Denatured Alcohol. The following calculation will tell the total weight:

6.76 lbs./gal. X 55 gal. = 371.8 lbs. of Denatured Alcohol

Note

If you cannot determine the weight of your waste using the above information, contact your UECO, FECO, or your supervisor.

- STEP 3. Remove the Waste Accumulation Inventory Log(s) from the plastic bag attached to the accumulation container(s) and mark CONTAINER CLOSED on the container.
- STEP 4. Combine Waste Accumulation Inventory Log(s) that have identical contents with similar NSNs. For example, combine all Waste Accumulation Inventory Logs for Lithium batteries.
- STEP 5. For reference, obtain the WPSs for each waste being turned in.
- STEP 6. For each waste being turned in, make a copy of each applicable MSDS from the MSDS Binder.
- STEP 7. Contact the HWM for copies of any analytical results for the waste. *Most waste will not have lab analysis paperwork.*
- STEP 8. Make a copy of the DA Form 2765-1. Recipient

Figure 6-2: Waste Turn-In Documents

The figure displays three overlapping documents related to hazardous waste management:

- American Interplex Laboratories Report:** A confidential report titled "CONFIDENTIAL REPORT" with the project description: "Nine (9) liquid, six (6) solid, and one (1) sludge received on October 19, 2001". It includes sample identification: "AR 313 Org Cell 6600 Solvent PW Filter 10/16" and AIC No. 61578-16. A table lists parameters such as Solids, Arsenic, Barium, and Cadmium with their respective methods and results.
- Waste Accumulation Inventory Log:** A table with columns for Name of Waste Stream, Facility Name, Name, container in Service, container, Closed Container Weight (lbs.), Date Added, Waste Name and NSN, and Initial.
- DA Form 2765-1:** A detailed form for hazardous waste management, including sections for Physical/Chemical Properties, Reactivity Data, Toxicological Information, Ecological Information, MSDS Transport Information, Regulatory Information, and Other Information. It contains various fields for identification, description, and handling instructions.

Waste Turn-in Procedures

This section details procedures for HW disposal through various vendors.

Table 6-1: Hazardous Waste Disposal Procedures

Task Number	Performed By	Task
1	Generating Unit or Activity	Obtain Waste Accumulation Inventory Log(s), MSDSs, and Lab Analyses (if applicable).
1	Generating Unit or Activity	Contact vendor for disposal quote.
2	Generating Unit or Activity	Before contacting a vendor for picking up waste, contact the Environmental Office at (518) 786-4980 to obtain a requisition number.
3	Generating Unit or Activity	Contact the appropriate vendor on the BPA list to pick up waste. (If you do not have this list, contact the Environmental Office for a copy). Provide the vendor with the requisition number.
4	Generating Unit or Activity	Copy all documents for Waste Disposal Records File.
5	Contractor	Prepare Hazardous Waste Manifest, LDR, and Hazardous Waste Protocol Sheets before pick-up. Package and label the waste for transportation and remove it from the site. (Figure 6-3).
6	Generating Unit or Activity	Review Hazardous Waste Manifest, LDR, and Hazardous Waste Protocol Sheets prepared by contractor to ensure that all waste to be picked up is listed on the manifest. Correct any mistakes.
7	Generating Unit or Activity	Sign the manifest. Retain generator copy and mail one copy to the generator state and one copy to the disposer state as indicated on the manifest within 5 days.
8	Generating Unit or Activity	Provide needed placards if the contractor does not have them (most transporters have the placards).
9	Generating Unit or Activity	Retain a copy of all paperwork: the manifest, Hazardous Waste Protocol Sheet(s), Waste Accumulation Inventory Log(s), Lab Analyses, and LDRs. Maintain all waste records indefinitely.
10	TSDF	Upon receiving the waste, return a signed copy of the manifest to the generator as a receipt showing that the TSDF received the waste.
11	Generating Unit or Activity	Record the invoice on the "BPA Call Register" and subtract the amount from the running balance.

Task Number	Performed By	Task
12	Generating Unit or Activity	Complete both Hazardous and Non-hazardous Environmental Waste Registers and attach PHOTOCOPIES of the transportation and disposal documentation to each register. Send these to the State HWM on the 1 st of every month. If NO waste was disposed of during that calendar month a NEGATIVE report is required.
13	Generating Unit or Activity	Ensure that all disposal paperwork is filed in the Waste Disposal Records IAW Chapter 8. These items are subject to inspection and must be kept readily available for a minimum of 3 years; however, it is recommended that they be kept on record for as long as possible.
14	Generating Unit or Activity	If you do not receive the manifest within 35 days, call the disposal facility immediately. If you do not receive a final copy of the manifest within 45 days, you must file an exception report with the NYSDEC. This exception report needs to include a photocopy of the manifest and a letter describing efforts to obtain a copy of the manifest from the TSDF. Contact the HWM to ensure they know an exception report is to be filed. HWM will complete the exception report on your behalf.
15	HWM	Record all waste activity generated for each facility. Complete required reports for NYSDEC and National Guard Bureau (NGB) regarding waste activity at each facility. Track generator status, waste types, and potential P2 initiatives.

Hazardous Waste Manifests

The Uniform Hazardous Waste Manifest has been standardized by the EPA. The content and appearance are more consistent with DOT HM regulations. Manifests will be assigned unique tracking numbers. An example of the new manifest is provided in Figure 6-3.

Figure 6-3: Uniform Hazardous Waste Manifest

Please print or type. (Form designed for use on elite (12-pitch) typewriter.) Form Approved. OMB No. 2050-0039

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator ID Number	2. Page 1 of	3. Emergency Response Phone		4. Manifest Tracking Number		
		5. Generator's Name and Mailing Address				Generator's Site Address (if different than mailing address)		
GENERATOR		Generator's Phone:		6. Transporter 1 Company Name		U.S. EPA ID Number		
		7. Transporter 2 Company Name		U.S. EPA ID Number		U.S. EPA ID Number		
DESIGNATED FACILITY		8. Designated Facility Name and Site Address		U.S. EPA ID Number		U.S. EPA ID Number		
		Facility's Phone:		9a. HM		9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))		
DESIGNATED FACILITY		10. Containers		11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes		
				No.	Type			
		1.						
		2.						
		3.						
DESIGNATED FACILITY		14. Special Handling Instructions and Additional Information						
		15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.						
DESIGNATED FACILITY		Generator's/Offeror's Printed/Typed Name		Signature		Month Day Year		
		16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S.		Port of entry/exit: _____		Date leaving U.S.: _____		
DESIGNATED FACILITY		17. Transporter Acknowledgment of Receipt of Materials						
		Transporter 1 Printed/Typed Name		Signature		Month Day Year		
DESIGNATED FACILITY		Transporter 2 Printed/Typed Name		Signature		Month Day Year		
		18. Discrepancy						
DESIGNATED FACILITY		18a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection				Manifest Reference Number		
		18b. Alternate Facility (or Generator)		U.S. EPA ID Number		U.S. EPA ID Number		
DESIGNATED FACILITY		Facility's Phone:		18c. Signature of Alternate Facility (or Generator)		Month Day Year		
		19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)						
DESIGNATED FACILITY		1.	2.	3.	4.			
		20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a						
DESIGNATED FACILITY		Printed/Typed Name		Signature		Month Day Year		
		DESIGNATED FACILITY TO DESTINATION STATE (IF REQUIRED)						

EPA Form 8700-22 (Rev. 3-05) Previous editions are obsolete.

DESIGNATED FACILITY TO DESTINATION STATE (IF REQUIRED)

Figure 6-4: Non-Hazardous Waste Manifest

NON-HAZARDOUS WASTE MANIFEST

Please print or type (Form designed for use on elite (12 pitch) typewriter)

NON-HAZARDOUS WASTE MANIFEST		1. Generator's US EPA ID No.		Manifest Document No.	2. Page 1 of
3. Generator's Name and Mailing Address					
4. Generator's Phone ()					
5. Transporter 1 Company Name		6. US EPA ID Number		A. State Transporter's ID	
7. Transporter 2 Company Name		8. US EPA ID Number		B. Transporter 1 Phone	
9. Designated Facility Name and Site Address		10. US EPA ID Number		C. State Transporter's ID	
				D. Transporter 2 Phone	
				E. State Facility's ID	
				F. Facility's Phone	
11. WASTE DESCRIPTION			12. Containers	13. Total Quantity	14. Unit
			No.	Type	Unit
a.					
b.					
c.					
d.					
G. Additional Descriptions for Materials Listed Above			H. Handling Codes for Wastes Listed Above		
15. Special Handling Instructions and Additional Information					
16. GENERATOR'S CERTIFICATION: I hereby certify that the contents of this shipment are fully and accurately described and are in all respects in proper condition for transport. The materials described on this manifest are not subject to federal hazardous waste regulations.					
Printed/Typed Name			Signature		Date Month Day Year
17. Transporter 1 Acknowledgment of Receipt of Materials			Signature		Date Month Day Year
Printed/Typed Name			Signature		Date Month Day Year
18. Transporter 2 Acknowledgment of Receipt of Materials			Signature		Date Month Day Year
Printed/Typed Name			Signature		Date Month Day Year
19. Discrepancy Indication Space					
20. Facility Owner or Operator, Certification of receipt of the waste materials covered by this manifest, except as noted in item 19.					
Printed/Typed Name			Signature		Date Month Day Year

Self-transporting Hazardous Materials and Waste

Hazardous Materials

Most chemicals used by the NYARNG are DOT HMs. Only personnel who are DOT certified in HMs packaging can offer HMs for shipment over public highways.

When packaging HMs, review 49 CFR Parts 172 and 173, DTR 4500.9R Part II, and Form 836. Verify the following:

- The product is a HM.
- The material(s) are properly packaged in a DOT-rated container.
- The container(s) are properly marked with the proper shipping name, hazard class/division label, UN/NA identification number, and packaging group number.
- The container(s) are properly labeled with a hazardous class division label and any additional subsidiary or handling labels.
- Shipping papers are prepared and emergency information is available
- The transport vehicle is properly placarded, if applicable and inspected.

ATTENTION!

It is against NYARNG policy to transport NYARNG HMs in privately-owned vehicles.

When transporting HMs across public highways, NYARNG must comply with DOT and Army regulations, including the following:

- Using shipping papers
- Marking the containers
- Labeling the containers
- Placarding the vehicles

If you have any questions about transporting a DOT HM, call the Transportation Office at (518) 786-4948. They will advise you of requirements and appropriate paperwork.

Hazardous Waste

NYARNG personnel are allowed to self-transport waste from one location to another **within** the same fence line. They are **NOT AUTHORIZED TO TRANSPORT HAZARDOUS WASTE ON PUBLIC HIGHWAYS**. Please refer to Table 6-1, Hazardous Waste Disposal Procedures, for turn-in and transportation information.

Units stationed at stand-alone armories that are designated as CESQGs may self-transport weapons cleaning patches to their supporting FMSs or CSMSs. According to

an October 15, 1997 letter from the NYSDEC, NYARNG does not need a HW manifest when self-transporting weapons patches. However, shipping papers must be used.

An example of a shipping paper is DD Form 836 or a standard bill of lading. A copy of DD Form 836 is located in the forms sections of this chapter.

Forms and Attachments

This section contains the following forms:

- BPA Call Register
- Hazardous Waste Manifest Register
- Non-Hazardous Environmental Waste Register
- DA Form 2765-1
- DD Form 836

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NON-HAZARDOUS ENVIRONMENTAL WASTE REGISTER

CALENDAR YEAR:
GENERATOR:

WASTE GENERATED	ACCUM DATE	QUANT (Lbs)	COST (\$) OF INDIVIDUAL WASTE STREAM	REQUISTION #	DATE SHIPPED	NEGATIVE REPORT THIS MONTH

MONTHLY JAN:____ MAR:____ MAY:____ JUL:____ SEP:____ NOV:____
 TOTAL SHIPPED: FEB:____ APR:____ JUN:____ AUG:____ OCT:____ DEC:____ This form may be locally reproduced

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DA Form 2765-1

DOC IDENT	ROUT IDENT	M	FSC	NIN	ADD	UNIT	QUANTITY	SVC	REQUISITIONER	DATE	SERIAL	DEM	SVC	SUPPLEMENTARY	FUND	DISTRIB	PROJECT	PRI	REQ DEL	ADV	
STOCK NUMBER							DOCUMENT NUMBER														
SEND TO:												REQUEST IS FROM:									
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Preparation of DA Form 2765-1 for Hazardous Waste Turn-in

DA FORM 2765-1, APR 78	DOC IDENT	ROUT IDENT	M	FSC	NIN	STOCK NUMBER	ADD	UNITS OF ISSUE	QUANTITY	REQ	REQUISITION	DATE	SERIAL	SUPPLY	SUPPLEMENTARY ADDRESS	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT
SEND TO:	Receiving Facility Name & EPA ID No.										REQUEST IS FROM:									
A	6810002812762										Shop Name and EPA ID No.									
B	DOC IDENT	ROUT IDENT	M	FSC	NIN	STOCK NUMBER	ADD	UNITS OF ISSUE	QUANTITY	REQ	REQUISITION	DATE	SERIAL	SUPPLY	SUPPLEMENTARY ADDRESS	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	ADV STAT
C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
ADVISE	MCS CODE	ISSUED	DATE POSTED	INT	G	DUE OUT	DATE AVAILABLE	INT	R	RECEIVED	DATE RECEIVED	SIGNATURE	S	V	W	X	Y	Z	AA	AB
86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06

A DA Form 2765-1 must be prepared by each shop or activity for each type of HW and HM turned in. Instructions by block number and example are as follows:

1. Block A: Enter the receiving facility and EPA ID number (if known) for transporting HW/HM to a supporting facility.
2. Block B: Enter generating shop name and EPA ID number.
3. Blocks 4-8: Enter federal stock number, unit of issue, and quantity of waste IAW DA PAM 710-2-1.
4. Blocks 9-12: Enter the document number IAW DA PAM 710-2-1.
5. Block O: Enter the proper DOT description for the waste from the applicable WPS in Appendix A.
6. Block P: Enter "Turn-in as Hazardous Waste or Material" and indicate any special information known about the waste, for example: "Contains motor vehicle gasoline (MOGAS) with approximately 5% water," or "Paint thinner containing approximately 20% paint solids."

DD Form 836

HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT

DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES								
1.a. NOMENCLATURE:			d. CONTAINER SEAL NO.:					
b. MODEL NO.:			e. SERIAL NO.:					
c. BUMPER NO.:			f. TCN NUMBER:					
2. SHIPPER NAME/ADDRESS/TELEPHONE NO./DATE OF PREPARATION							3. PAGE _____ OF _____ PAGES	
4. CARGO (To be completed by the unit or shipper Transportation Office (TO))								
PROPER SHIPPING NAME <small>(Include RQ, Technical Names, Additional Information per 49 CFR172.203, as required.)</small> a.	HAZARD CLASS/DIVISION b.	SUBSIDIARY HAZARD c.	UN/ID NUMBER d.	PACKING GROUP (PG) e.	PACKAGES		TOTAL NET QUANTITY h.	TOTAL AMMO (NEW) i.
					NUMBER f.	KIND g.		
5. CONSIGNEE NAME								
6. REMARKS								
7.a. COPY OF EMERGENCY RESPONSE GUIDE NUMBER(S)								
b. EMERGENCY NOTIFICATION. In all cases of accident, breakdown or fire, promptly call emergency assistance telephone number(s) in Item 7c below and then shipper and/or consignee in Item 2 above, in that order.								
c. 24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:								
DOD NON-EXPLOSIVE HAZMAT: 1-800-851-8061 1-804-279-3131 <small>(FOR CALLS FROM SHIPS AT SEA)</small>	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: (703) 697-0218 or 0219 <small>(COLLECT)</small> OR DSN 227-0218 <small>(WATCH OFFICER)</small>	CHEMICAL/BIOLOGICAL WARFARE MATERIAL DUTY HOURS: DSN 584-3044, 584-7211, 584-6455, Comm. (410) 436-3044, (410) 436-7211, (410) 436-6455 AFTER DUTY HOURS: DSN 584-2148, Comm. (410) 436-2148 <small>(Ask for TEU S3)</small>	SECURE HOLDING: 1-800-524-0331 OIL AND CHEMICAL SPILLS: NATIONAL RESPONSE CENTER (NRC) AND TERRORIST HOTLINE: 1-800-424-8802 AT SEA: 202-267-2675 <small>(COLLECT)</small>	DOD RADIOACTIVE MATERIALS: ARMY: (703) 697-0218 <small>(COLLECT)</small> USAF: (202) 767-4011 <small>(COLLECT)</small> USN/MC: Use 24-hour emergency response phone number provided by USN/MC activity initiating shipment. DLA: (717) 770-5283 <small>(COLLECT)</small>				
8. SHIPPER'S CERTIFICATION This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the regulations of the Department of Transportation.								
a. TYPE OR PRINT NAME OF SHIPPER CERTIFIER				c. SIGNATURE(S) OF VEHICLE OPERATOR(S)				
b. SIGNATURE OF SHIPPER CERTIFIER AND DATE								

DD FORM 836, APR 2005

PREVIOUS EDITION IS OBSOLETE.

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HAZMAT INST // HAZMAT INST // HAZMAT INST // HAZMAT INST

INSTRUCTIONS FOR COMPLETING DD FORM 836, DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES	
<p>GENERAL</p> <p>DD Form 836 will be completed by a qualified* individual from a transportation office, unit or other organization offering Hazardous Material (HAZMAT) for transportation in areas accessible to the general public.</p> <p>*An individual is considered qualified to complete and sign (certify) DD Form 836, only after having satisfactorily completed either a DOD authorized HAZMAT Course from one of the DOD-approved schools listed in the Defense Transportation Regulation (DTR) or military technical specialist training in accordance with the DTR, Chapter 204, Paragraph D. This person will be appointed in writing by the activity or unit commander, to include scope of authority and expiration date of training.</p> <p>Item 1. Fill in the nomenclature, model number, TCN, and bumper number/serial number of the vehicle/container. For containers carrying sensitive or classified items, the container security seal is required.</p> <p>Item 2. Enter the shipper's address and telephone number of the HAZMAT origination and date of preparation. Telephone number is for NOTIFICATION PURPOSES ONLY. Emergency assistance will be obtained from the 24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBER(S) in Item 7c. on the first page of this form.</p> <p>Item 3. Self-explanatory.</p> <p>Item 4a. Enter the proper shipping name of the HAZMAT and if applicable include the technical name. (Enter additional information as required by 49 CFR, 172.203 - Example: RQ, Inhalation Hazard.) NOTE: In the case of multiple HAZMAT items on the same form with different emergency response telephone numbers, each phone number will be annotated below or adjacent to the HAZMAT item to which they apply.</p> <p>Item 4b. Enter the Hazard class/division and, if applicable, the Compatibility Group.</p> <p>Item 4c. Enter the subsidiary hazard of the material if applicable.</p> <p>Item 4d. Enter the identification numbers, e.g., NA, UN. The letters "UN" or "NA" must be noted. "NA" may not be used for OCONUS.</p> <p>Item 4e. Enter the packing group (e.g. I, II, or III) of the HAZMAT.</p> <p>Item 4f. Enter the total number of packages/items.</p> <p>Item 4g. Enter the type of packaging (e.g., container, box, drum, pallet), the HAZMAT is packed in.</p> <p>Item 4h. Enter the total net quantity for non-explosive material in metric measure. US measure may be added in parentheses underneath the metric measure. For ammunition, enter the total number of rounds/articles. Exception: Net total quantity is not required for bulk packages, empty packages, and cylinders of Class 2.</p>	<p>Item 4i. Enter total Net Explosive Weight (NEW) in kilograms for ammunition/ explosive (Class 1 items). NEW information is found in the Joint Hazard Classification System (JHCS) in the entry for the NEW (Transportation Quantity). Example: 27.231 kg.</p> <p>Item 5. Enter the six digit Department of Defense Activity Address Codes (DODAAC) and/or the clear geographical location of the ultimate consignee of the HAZMAT shipment. If this is a unit move, the unit name will be the same as that for Item 2.) Additional information if needed can be annotated in Item 6.</p> <p>Item 6. Additional handling instructions/information.</p> <p>Item 7a. Enter Emergency Response Guide Number.</p> <p>Item 7b. Self-explanatory. Call 24-hour Emergency Response number(s) circled in Item 7c first and then shipper.</p> <p>Item 7c. Circle emergency response telephone number. NOTE: For Radioactive Material Shipments only: Circle numbers and cross out those numbers that do not apply, e.g., Army shipments - cross out all but Army's radioactive response number.</p> <p>Item 8. Certifying person must type or print name legibly in 8a. and must sign in writing (longhand) and add the date signed in 8b.</p> <p>Item 8c. Self explanatory.</p> <p>NOTES:</p> <p>1. Units returning from firing range must have a certified or qualified person to ensure that all HAZMAT is properly repackaged and secured (i.e. braced, blocked, and tied down) prior to being transported back to base. See exception below.</p> <p>2. Completion of a new DD Form 836 is not required. Original DD Form 836 may be used provided that:</p> <p>a. Change Item 2 (Date Prepared).</p> <p>b. Change Item 4. (Cargo):</p> <p>(i) HAZMAT used will be deleted from form by crossing out or lining through.</p> <p>(ii) HAZMAT that remains, but is in different quantities, will have the correct amounts entered in the section(s).</p> <p>EXCEPTION:</p> <p>c. Change Item 8b.:</p> <p>(i) A qualified individual (if available) must sign in writing (longhand). If a qualified individual is not available, then the Officer-In-Charge (OIC) or Non-Commissioned Officer-In-Charge (NCOIC) must sign in writing (longhand) to verify that the above procedures have been performed for the return trip to base.</p> <p>(ii) Cross out original signature if different certifier will be used.</p>

DD FORM 836 (BACK), APR 2005

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Chapter 7. Solid Waste/P2 Management

Introduction the NYARNG Solid Waste Management Program

The New York Army National Guard (NYARNG) is committed to the proper management of solid waste. This chapter provides an outline of policies and procedures used by NYARNG to meet Department of Defense (DoD) and U. S. Army solid waste diversion goals as well as Army Solid Waste Management regulations, including *Executive Order 13148 “Greening the Government Through Leadership in Environmental Management,”* NYS Executive Order No. 4. *“Establishing a State Green Procurement and Agency Sustainability Program,”* and *New York State Adjutant General’s Solid Waste Management Policy* letter dated 21 August 2008 (See Exhibit 1).

As required by NYS *Executive Order No. 4 “Establishing a State Green Procurement and Agency Sustainability program”* dated April 24, 2008 (See Exhibit 2) each State Agency is required to develop and implement a Sustainability and Environmental Program which includes but is not limited to:

- The reduction or elimination of the use and generation of toxic substances, pollution and waste;
- The reduction, reuse, recycling and composting of solid waste;
- Increasing energy efficiency;
- Increasing the use of renewable energy sources;
- Conserving water and natural resources; and
- Maximize the use of environmentally preferable or “green” commodities, services and technology.

Goals and Objectives

- Reduce waste disposal costs.
- Increase the amount of recyclable materials collected.
- Increase the purchasing of recycled materials.
- Eliminating the use of toxic substances.

Responsibilities and Implementation

Responsibilities and Implementation of the Solid Waste Management Program include all DMNA employees, OIC& C’s, Superintendents, District Maintenance Supervisors (DMS’s), FMS Shop Chiefs, Army Aviation and Air Guard Commanders.

What Can We Do to Make a Difference? Buy Recycled!

As most of you are probably aware, recycling activity has made tremendous strides in the last few years. In fact, every community in New York State is now required to have a recycling program in place. Changes need to be made in the way we conduct business in order to protect the environment and conserve natural resources.

However, to ensure that the materials that we separate for recycling actually get recycled-and to help pay for the recycling process-we must find ways to *make sure* that there is a *continuing demand for products made with recycled materials*. The easiest way to sustain such demand is to simply buy recycled products whenever they can. "Close the recycling loop" and BUY RECYCLED.

What Products Are Made From Recycled Materials?

More and more products and packaging are being produced with recycled content. The following are just a few such items that you should look for prior to procurement:

- **Purchase 100% post-consumer recycled content paper whenever possible!**
- Paper napkins, paper towels, and toilet tissue (shall be process chlorine free to the extent practicable)
- Copy and envelopes Paperboard packaging
- Plastic and paper bags.
- Glass containers.
- Aluminum and steel containers.



Procurement

Utilize the established NYS and Federal Procurement lists for the procurement of commodities, services and technologies (unless the head of DMNA determines it is not required). These lists will identify the recycled content information on the products that you consider buying. Be sure to check the State and Federal Procurement Websites below for listings.

State Procurement

See OGS Website: <http://www.ogs.state.ny.us/purchase/RR-Products.asp>

Federal Procurement

See GSA Website: <http://www.gsa.gov>

Recycled Product Procurement

Recycled product procurement should include, but not be limited to:

- Office Supplies - file folders; dividers; envelopes; printer ribbons; pencils; computer disks; laser toner cartridges; etc.

- General Paper - computer, letterhead, bond, fax, memo, Xerox, offset, carbonless paper; post-it notes; adding machine rolls; business card stock; printing paper; etc.
- Paper Products - paper towels; napkins; toilet paper; tissues; etc.
- Plastic Products - plastic bags; plastic lumber; outdoor equipment; etc.
- Remanufactured Office Equipment
- Reused Construction Material
- Motor Oil
- Retread Tires

The Difference between “Pre-Consumer” and “Post-Consumer” Materials

Many products also list information on the percentages of pre-consumer and post-consumer recycled content. To define those terms simply:

- **“Post-consumer materials”** include the materials from products that you buy, use and then separate for recycling.
- **“Pre-consumer materials”** are materials and by-products or scrap from industry that have not yet reached a consumer or business for their use. These materials are reused within the same manufacturing process.

Note

To make the most of your recycling efforts, look for products with a high post-consumer recycled content.

Establish a Recycling Program at Your Facility

You should establish a comprehensive recycling program at your facility. **Facilities are required to comply with the local recycling law or ordinance mandated in your municipality.** In addition to materials required to be recycled in the municipality in which you are located, you should expand your program to include other recyclables where ever possible. A comprehensive waste reduction, reuse, recycling and composting program will not only reduce your waste disposal costs but is *required by Executive Order No. 4.*

The purpose of this Chapter is to provide you with some basic information on a waste reduction, reuse, recycling, composting and buying recycled products and packaging program for your facility!

The facility supervisor is responsible for the oversight and management of solid waste to include waste reduction, reuse, recycling and composting. Purchasing agents should be responsible for the purchasing of recycled materials.

Paper Recycling

Set up an office paper recycling program at your facility. In addition to office paper, there are other types of paper you should recover for recycling. These include: Newspaper, Corrugated Cardboard, Hard Covered Books, Glued Reports, Magazines & Glossy Paper, and Paperboard

Common Recyclables

Other recyclables are required by your local municipality's recycling laws. Check with your local recycling coordinator to find out what is required in your municipality. Some of the commonly collected recyclables include:

- **Plastic Containers**
 - Number 1 - PET
 - Number 2 – HDPE
- **Glass Bottles**
 - All colors
- **Metal Cans**

Reuse

Your facility should maintain a year round office materials exchange location. The following office supplies are suggested to be reused whenever possible:

- Computer disks
- 3 ring binders
- File folders
- Binder clips
- Paper clips
- Comb binders
- Pocket folders
- Manila folders (if in good condition)
- Rubber bands
- Plastic pocket folders
- Plastic paper clips
- Plastic “sign here” tabs

In addition, your agency should:

- Support an office furniture/equipment reuse and sales program.
- Promote reuse by selling reusable travel and/or ceramic mugs with your logo to staff.
- Staff should bring reusable dishes, mugs/cups and silverware to the office.
- Purchase of reusable items instead of disposables, i.e. refills rather than new pens.
- Require the use of reusable envelopes for inter-agency mail.
- Purchase remanufactured office equipment.
- Promote the use of rechargeable batteries.
- Require deliveries on reusable pallets.

Waste Reduction

The following are waste reduction measures that should be promoted throughout your facility:

- Buy and use only what you need
- Require double-sided copies for all Divisions/Units.
- Require duplex units on all printers.
- E-mail rather than mail or fax
- Require contractors submit double-sided copies and only the needed number of copies of reports and plans for review.
- Copies of memos, letters and subscriptions should be circulated instead of distributing individual copies.
- Circulate one bcc copy of a document within a Unit rather than making multiple copies of it.
- Mailing lists are periodically reviewed. Duplicates and individuals no longer wanting publications should be removed.
- Use two-way mailers (envelopes that can be reused when a return is requested.)
- Develop centralized data bases.
- Use “Post-its” or stamps for faxing instead of an extra page.
- Reduce forms - number and size if possible.
- Use scrap one sided paper for notes, phone messages, drafts, etc.
- Post publications on your web page and encourage the public to download and view documents there.
- Business cards should be printed (on recycled paper) on an as needed basis. Your intra web page could provide the format and staff would copy and add the pertinent information as needed.
- Computerized time cards.

Steps for the Collection of Recyclables/Solid Waste

- STEP 1. **Contact local/county municipal solid waste facility to find out what you recycling requirements are:** i.e. types of waste recycled & segregation requirements.
- STEP 2. **Obtain waste receptacles/containers from your waste vendor or purchase what cannot be provided.** For example, some facilities prefer a 55 gal covered plastic garbage pail on wheels for their recyclables, other prefer smaller containers. Much of this will depend on the amount of recyclables generated at your facility as well as the number of designated collectable locations.
- STEP 3. **Each facility should have ONE final end collection point.** Set up waste containers and label them for each waste stream required to be segregated. Coordinate collection of materials with the staff. Keep track of the type and amount of waste you accumulate each month.

Think about:

- Small bins – You can provide durable recycling containers to each staff person or ask them to use copy paper boxes or something similar at their work stations. Decide what type and size of bin to locate next to printers, fax machines and other machines that generate paper.
- Central bins – Locate large recycling bins in copy rooms or break rooms.
- Collection – Create a regular schedule and determine who will pick up recycling from the small and central bins. It may be staff, janitorial crew or a combination.
- Drop-off recycling – If your staff is using a drop-off collection center, set up a team and schedule for taking recyclables to the center. You may also need to determine a place to store recyclables.
- Communicate all this information to your entire staff and janitorial crew.

STEP 4. **Waste Container Management:** Determine the container size and number of containers required for your facility. Maintain waste containers and ensure they are clean and serviceable condition by inspecting them periodically. If containers are found to be in poor condition they should be immediately removed and replaced. All solid waste dumpsters MUST remain closed except when adding and removing waste.

STEP 5. **Educate staff:**

- Discuss the new recycling program with your staff.
- Provide bins and collection containers as mentioned above.
- Mark containers with signs labeled by item. It is helpful to use the “chasing arrows” recycling symbol.

STEP 6. **Post Recycling Signs**

STEP 7. **Keep track of recycling quantities picked up at your facility.**
Estimate the weight of the material using the Solid Waste Conversion factor sheet, use a scale (if available), or obtain weight receipts from the waste contractor.

STEP 8. **Record quantities as per record keeping and reporting requirements noted in this Chapter.**

Recordkeeping and Reporting

Each facility will utilize the “Monthly Solid Waste Report Form” to report the waste generated at their facility. This record is to be maintained for three (3) years.

Note

The facility Supervisor will be responsible for implementing the recycling program at their facility to include record keeping and reporting.

Each of the District Maintenance Supervisors (DMS's) will gather the data and consolidate the report for their "facilities" in their district on a quarterly basis. "Facility" is defined as the Armory, FMS, AASF and CSMS. The Director of Camp Smith, the plant superintendent of the Latham Complex and Air Base Commanders are responsible to report individually for all activities on their installation. The reports shall be forwarded to MNFE-EC, ATTN: Environmental Specialist on a quarterly basis. The **suspense dates** for the quarterly reporting are as follows: **April 1st** (Jan-March), **July 1st** (April-June), **October 1st** (July-Sept), and **January 1st** (Oct-Dec). MNFE-EC will consolidate the reports at the agency level and report to NYS DEC and the National Guard Bureau (NGB) as required.

Forms and Attachments

- Solid Waste Reporting Form
- Solid Waste Conversion Factors for Solid Waste Reporting Form
- Exhibit 1. New York State Adjutant General's Solid Waste Management Policy letter dated July 2008
- Exhibit 2. NYS Executive Order No. 4 "*Establishing a State Green Procurement and Agency Sustainability program*" dated April 24, 2008

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Monthly Solid Waste Report Form



FACILITY:

YEAR:

RECYCLED (Diverted)	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	CY TOTAL (Tons)
Solid Waste (tons)													
MATERIAL:													
White Paper (<i>copy paper</i>)													
Mixed Paper (<i>magazines, junk mail</i>)													
Newspaper													
Corrugated													
Returnable Containers													
Glass													
Plastic													
Metal													
C&D Debris (<i>recycled</i>)													
Batteries (<i>lead acid & household</i>)													
Tires													
Motor Oil													
Yard Waste													
Office Equipment (<i>reused or recycled</i>)													
OTHERS:													
TOTALS (Tons)													

Monthly Solid Waste Report Form (Recycling, Disposal, Reuse, Procurement)

RECYCLING PROCEEDS EARNED \$\$	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	CY TOTAL \$'s
MATERIAL: <i>(Please list)</i>													
Total Monthly \$ =													

DISPOSAL	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	CY TOTAL (Tons)
MATERIAL:													
Refuse/garbage													
C&D Debris <i>(disposed)</i>													
OTHERS:													
TOTAL TONS DISPOSED =													
TOTAL COST = <i>(whole dollars \$)</i>													

Monthly Solid Waste Report Form (Recycling, Disposal, Reuse, Procurement)

Procurement" <i>(\$ dollars spent)</i>	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	(Dollars)
Paper (<i>bond, copy, computer, business cards, fax, folders, etc.</i>)													
Tissue Paper (<i>napkins, towels, facial, toilet tissue, etc.</i>)													
Remanufactured Office Equipment/computers													
Laser Toner Cartridges													
Plastic Materials (<i>bags, lumber, barriers, etc.</i>)													
Reused Construction Materials													
Motor Oil													
Retread Tires													
Remanufactured Auto Parts													
OTHERS: (<i>be specific</i>)													
TOTAL DOLLARS =													



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SOLID WASTE CONVERSION FACTORS

Office Paper:		1 cubic yard = 500 lbs
Newspaper:		1 cubic yard = 600 lbs
Corrugated Containers:		1 cubic yard = 100 lbs (flattened) 1 cubic yard = 300 lbs (compacted)
Magazines/Mixed Papers:		1 cubic yard = 700 lbs
Glass:		1 cubic yard = 600 lbs (whole/unbroken) 1 - 55 gallon drum = 175 lbs (whole/unbroken) 1 cubic yard = 1000 lbs (manually broken) 1 - 55 gallon drum = 300 lbs (manually broken) 1 cubic yard = 2000 lbs (mechanically broken) 1 - 55 gallon drum = 550 lbs (mechanically broken)
Ferrous Cans:		1 cubic yard = 150 lbs (whole/not flattened) 1 cubic yard = 850 lbs (flattened)
Aluminum Cans:		1 cubic yard = 74 lbs (whole/not flattened) 1 cubic yard = 250 lbs (flattened)
Returnable Containers		27 - 12 oz. aluminum cans = 1 pound 8 - 2 liter PET bottles = 1 pound 2.25 - 12 oz. glass bottles = 1 pound
Plastics:	PET:	1 cubic yard = 30 lbs (whole/not flattened) 1 cubic yard = 75 lbs (flattened)
	HDPE:	1 cubic yard = 25 lbs (whole/not flattened) 1 cubic yard = 50 lbs (flattened)
	Mixed Resins:	1 cubic yard = 40 lbs (whole/not flattened)
Construction and Demolition Debris:		
	Wood:	1 cubic yard = 300 lbs
	Asphalt:	1 cubic yard = 1500 lbs
	Concrete:	1 cubic yard = 2000 lbs
	Mixed C&D:	1 cubic yard = 500
Tires:		1 passenger car tire = 20 lbs 1 truck tire = 100 lbs
Batteries:	Dry cell (mixed):	1 - 55 gallon drum = 650 lbs
	Lead-Acid:	1 auto battery = 35 lbs
Used Motor Oil:	1 gallon = 7.3 lbs	
Organic Materials:	Leaves:	1 cubic yard = 250 lbs (not compacted) 1 cubic yard = 450 lbs (compacted)
	Wood Chips:	1 cubic yard = 400 lbs (not compacted)
	Grass Clippings:	1 cubic yard = 400 lbs (not compacted)
Mixed Yard Wastes:		1 cubic yard = 400 lbs (not compacted)

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EXHIBIT 1. New York State Adjutant General's Solid Waste Management Policy



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514

DAVID A. PATERSON
GOVERNOR
COMMANDER IN CHIEF

JOSEPH J. TALUTO
MAJOR GENERAL
THE ADJUTANT GENERAL

MNAG-TAG

21 AUG 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Solid Waste Management Practices

1. Reference, NYS Executive Order Number 4, Establishing a State Green Procurement and Agency Sustainability Program (see attached).
2. The New York National Guard places a high level of emphasis on reducing the generation of solid waste. This memorandum emphasizes and restates direction received from Governor David A. Paterson to take appropriate actions to reduce pollution and waste and to implement programs directed toward reducing, reusing and recycling of solid waste.
3. DMNA's solid waste disposal costs continue to rise, and will substantially rise if solid waste recycling programs are not implemented. Please note that every dollar we spend on solid waste disposal is one less dollar we can spend on readiness, facility maintenance and repair, and soldier and air personnel reintegration.
4. We must make extraordinary efforts to follow the Governor's guidance to all state agencies. Efforts will include:
 - a. Establish and implement effective programs to source separate recyclable materials, including paper, metal, glass and plastic.
 - b. Establish and implement effective programs to reduce waste.
 - c. Increase energy efficiency and use of renewable resources.
 - d. Conserving water and natural resources.
 - e. Maximize the use and procurement of environmentally preferable or "green" commodities.
5. The armory superintendent in close cooperation with the Officer in Charge and Control and the Base Civil Engineer for the Air National Guard bases, must establish, maintain and enforce recycling activities for their respective facilities. These activities should follow the recycling programs mandated for the local municipality. Each facility will utilize the attached "Monthly

MNAG-TAG

SUBJECT: Solid Waste Management Practices

Solid Waste Report Form" to report the waste generated at their facility. The armory superintendent and the Base Civil Engineer will be responsible for record keeping and reporting for their recycling activities at their facility. Recycling records will be maintained at the facility for three years.

6. Ultimately, these activities can be used as a tool for tracking success, as well as a method to communicate to our many customers their requirement to participate in recycling and solid waste management practices.

7. Reporting. Each of the four District Maintenance Supervisors (DMSs) will gather the data from the armory superintendents and consolidate the report for their "facilities" in their district on a quarterly basis. "Facility" is defined as an Armory, FMS, AASF and CSMS. The Director of Camp Smith, the Plant Superintendent of the Latham Complex and Base Civil Engineers are responsible to report on a quarterly basis for all activities on their installation. Co-located facilities may choose to consolidate their reports for the DMS. The Solid Waste Report Form will be forwarded to DMNA, ATTN: MNFE-EC (Mrs. Unwin). The suspense dates for the quarterly reporting are as follows: **April 1** (January-March), **July 1** (April-June), **October 1** (July-September), and **January 1** (October-December). The reports will be consolidated by MNFE-EC and reported as required to the NYS Department of Environmental Conservation and the National Guard Bureau.

8. I strongly encourage everyone to become aware of the importance of sustainable solid waste management practices. If we work together and do our share to enhance natural resources, we can make a difference in our environment. I expect all commanders, managers, and leaders to make recycling and solid waste management a priority.

9. POC at this agency is Mrs. Heidi Unwin and she can be contacted at DSN 489-4347, commercial (518) 786-4347 or by e-mail at Heidi.Unwin @ny.ngb.army.mil.



JOSEPH J. TALUTO
Major General, NYARNG
The Adjutant General

Attachment

DISTRIBUTION:
AA, BA, BB, BR,
C, D, E, F1-F8

Copy Furnished:

Colonel Anthony B. Basile
Colonel Dale M. Howard
Mr. Mark Warnecke
Mr. John Fallarino

**EXHIBIT 2. EXECUTIVE ORDER No. 4
ESTABLISHING A STATE GREEN PROCUREMENT AND AGENCY SUSTAINABILITY
PROGRAM**

WHEREAS, the State of New York ("State") is dedicated to the simultaneous pursuit of environmental quality, sound public health, economic prosperity and social well-being; and

WHEREAS, the production, use and disposal of materials, and the generation and use of energy, can have significant impacts on environmental quality and public health; and

WHEREAS, State government is a major consumer of materials and energy; and

WHEREAS, the State's policies include conserving, improving and protecting natural resources and the environment; preventing water, air and land pollution; and enhancing the health, safety and welfare of State residents and their overall economic and social well-being; and

WHEREAS, it is the State's policy to promote cost effective methods to reduce energy and resource consumption, and reduce or eliminate the use of hazardous substances and the generation of hazardous substances, pollution and waste at the source; and

WHEREAS, the State's solid waste management priorities include reducing the generation of solid waste, reusing materials, and recycling materials that cannot be reused; and

WHEREAS, by making sound choices in the course of their daily activities, such as the commodities, services, and technology they consume, and the amount of waste they generate, State agencies and public authorities can minimize potential environmental and health impacts on workers and the public; and

WHEREAS, the State's procurement of commodities, services and technology can be enhanced through State agency and public authority choices that minimize the potential environmental and health impacts of their activities; and

WHEREAS, State government can be a leader in environmental stewardship through the use of green procurement and sustainable management practices.

NOW, THEREFORE, I, DAVID A. PATERSON, Governor of the State of New York, by virtue of the authority vested in me by the Constitution and laws of the State of New York, do hereby order as follows:

A. Definitions

1. "State agency" or "agency" shall mean any State agency, department, office, board, commission or other instrumentality of the State, other than a public authority.

2. "Public authority" or "authority" shall mean a public authority or public benefit corporation created by or existing under any State law, a majority of whose members is appointed by the Governor (including any subsidiaries of such public authority or public

benefit corporation), other than an interstate or international authority or public benefit corporation.

B. Interagency Committee on Sustainability and Green Procurement

1. There is hereby established an Interagency Committee on Sustainability and Green Procurement (the "Committee"). The Committee shall be comprised of the Director of the Budget, the Commissioner of General Services, the Commissioner of Environmental Conservation, the Commissioner of Health, the Commissioner of Economic Development, the President of the Urban Development Corporation, the Commissioner of Transportation, the President of the Environmental Facilities Corporation, the President of the New York State Energy, Research and Development Authority, the Chair of the Power Authority of the State of New York, and the Executive Director of the Dormitory Authority of the State of New York. The Commissioner of General Services and the Commissioner of Environmental Conservation shall serve as co-chairs of the Committee.

2. Members of the Committee may designate an executive staff member to represent them and participate on the Committee on their behalf. A majority of the members of the Committee shall constitute a quorum, and all actions and recommendations of the Committee shall require approval of a majority of the total members of the Committee.

C. Green Procurement Lists and Specifications

1. The Committee, no later than September 1, 2008, and annually thereafter, shall select a minimum of three "priority categories" of commodities, services or technology, and at least twelve "priority commodities, services and technology" within each of the priority categories, for which the Committee shall develop "green procurement lists" ("procurement lists") and "green procurement specifications" ("procurement specifications") for use by State agencies and public authorities in the procurement of commodities, services and technology. The Committee shall focus on commodities, services and technology that reasonably will: (a) reduce or eliminate the health and environmental risks from the use or release of toxic substances; (b) minimize risks of the discharge of pollutants into the environment; (c) minimize the volume and toxicity of packaging; (d) maximize the use of recycled content and sustainably managed renewable resources; and (e) provide other environmental and health benefits.

2. The Committee, no later than December 1, 2008, shall develop: (a) procurement specifications to be used for the development and issuance of new contracts and new solicitations for priority commodities, services and technology; and (b) procurement lists of priority commodities, services and technology that are available under existing procurement arrangements that satisfy the requirements of this order.

3. In developing the procurement lists and procurement specifications, the Committee shall consider the following factors: (a) protection of the public health and the environment, including the health of children and other vulnerable populations; (b) avoidance of risks from the use or release of toxic substances; (c) pollution reduction and prevention; (d) sustainable resource management and use, and sustainable manufacturing and production processes; (e) reduction of greenhouse gases; (f) the use of renewable resources, remanufactured components and recycled content; (g) waste

reduction, recyclability and compost ability; (h) quality, durability and utility; (i) minimizing adverse impacts throughout a commodity's or technology's life cycle; (j) cost; (k) extended

producer liability; and (l) legal and regulatory requirements applicable to the use and procurement of commodities, services and technology.

4. The Committee may review the priority categories, priority commodities, services and technology, procurement lists and procurement specifications periodically and revise or supplement them as appropriate in a manner consistent with the requirements of this section.

5. The Committee shall establish specific goals to achieve reasonable reductions in the amount of solid waste generated and paper consumed annually by State agencies and authorities. The Committee shall also develop and implement strategies to assist State agencies and authorities to achieve such reduction goals.

D. Sustainability and Environmental Stewardship Programs

1. Each State agency and authority shall develop and implement a Sustainability and Environmental Stewardship Program, which shall include:

(a) specific projects, programs and policies designed to achieve compliance with the requirements of this Order; and

(b) specific projects, programs and policies designed to reduce the public health and environmental impacts of the activities and operations of the agency or authority, including: (i) the reduction or elimination of the use and generation of toxic substances, pollution and waste; (ii) the reduction, reuse, recycling and composting of solid waste; (iii) increasing energy efficiency; (iv) increasing the use of renewable energy sources; (v) conserving water and other natural resources; and (vi) maximizing the use of environmentally preferable or "green" commodities, services and technology.

2. Commencing no later than July 1, 2008, all copy paper, janitorial paper and other paper supplies purchased by each State agency or authority shall be composed of 100% post-consumer recycled content to the maximum extent practicable, and all copy and janitorial paper shall be process chlorine-free to the extent practicable, unless such products do not meet required form, function or utility, or the cost of the product is not competitive.

3. Commencing no later than July 1, 2008, all State agency and authority publications shall be printed on 100% post-consumer recycled content paper. Where paper with 100% post-consumer recycled content is not available, or does not meet required form, function and utility, paper procurements shall use post-consumer recycled content to the extent practicable. Non-recycled content shall be derived from a sustainably-managed renewable resource to the extent practicable, unless the cost of the product is not competitive.

4. State agencies and authorities shall rely on and use the procurement lists and specifications issued by the Committee when developing new solicitations and contracts for the procurement of commodities, services and technology, and for the procurement of commodities, services and technology under existing contracts, unless the head of the agency or authority determines: (a) that such commodities, services or technology will not meet required form, function or utility; (b) the cost of the commodities, services or technology is not competitive; or (c) there is an emergency or other compelling public health or safety reason not to purchase such commodities, services or technology. Such form, function, utility or other determination shall be presented in the procurement record, and notice of the determination shall be provided to the Committee Chairs.

5. All State agencies and authorities shall, to the extent practicable: (a) implement effective programs to source separate recyclable materials, including paper, metal, glass and plastic, that will maximize materials

recovery; (b) implement effective programs to reduce waste; (c) use locally available compost, mulch and soil amendments produced from secondary materials; and (d) utilize secondary materials in construction.

E. Training and Staff

1. State agencies and authorities, no later than September 1, 2008, shall assign an employee to serve as a Sustainability and Green Procurement Coordinator ("Coordinator"). Coordinators shall be given full management support and provided with the necessary resources to enable the agency or authority to comply with this order.

2. The Committee shall design and implement training and outreach programs for Coordinators and assist them with the training of appropriate staff, vendors and contractors.

3. The Commissioner of General Services, no later than September 1, 2008, shall select an employee to serve as Director of Green Procurement, who shall assist the Commissioner of General Services in carrying out his or her duties under this order.

4. The Office of General Services, the Department of Environmental Conservation, the Environmental Facilities Corporation, and the New York State Energy Research and Development Authority are authorized to assist State agencies and authorities in complying with this order, including through the development and implementation of Sustainability and Environmental Stewardship Programs.

F. Reporting

1. The Committee, no later than December 1, 2008, shall develop a format for a progress report to be used by State agencies and authorities to inform the Committee of: (a) the progress each agency and authority has made toward achieving the goals described in or established pursuant to this order; (b) the effectiveness of the procurement lists and specifications; and (c) the specific sustainability projects that have been implemented and the effectiveness of such programs.

2. Each State agency and authority, no later than March 1, 2009, and on March first each year thereafter, shall submit a progress report to the Committee in the form and containing the information specified by the Committee. At a minimum, such report shall describe the agency or authority's efforts regarding waste reduction and recycling activities, recycled products procurement, quantities of waste generated and materials recycled, incentives and disincentives to waste reduction and recycling, and recommendations for additional measures to encourage efficient use of the State's resources.

3. The Committee, on or before June 1, 2009, and on June first each year thereafter, shall submit a report to the Governor, which shall compile the information submitted by State agencies and authorities pursuant to this section and report on progress made on the implementation of this order.

G. Sustainability and Green Procurement Advisory Council

There is hereby established a Sustainability and Green Procurement Advisory Council ("Council"), which shall consist of 11 members appointed by the Governor who have experience in the fields of green procurement, public health, waste prevention and recycling, energy efficiency, workplace safety, labor relations, environmental protection, environmental justice, or chemical manufacturing. The Governor shall select a Chair of the Council from among its members. The Council shall meet at the times requested by the Committee and provide such advice and assistance as the Committee may require.

H. Miscellaneous

1. Every agency and public authority of this State shall furnish such information and assistance as the Committee determines is reasonably necessary to accomplish its purposes.

2. Executive Order 142, issued on January 16, 1991, is hereby revoked and superseded by this Executive Order.

Given under my hand and the Privy Seal of the State in the City of Albany this twenty-fourth day of April in the year two thousand eight.

David A. Paterson
Governor

Charles O'Byrne
Secretary to the Governor

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Chapter 8. Training, Inspections, and Record Keeping

This chapter gives information, instructions, and forms for required training, periodic internal inspections, and record keeping.

Required Training

FECO

FECOs must receive training upon receiving their assignment as FECO, not before. FECOs must attend the initial 32 hour Environmental Compliance Course upon receiving their assignment and attend every two to three years for continued updates as needed. FECOs should attend annual compliance training.

The training must describe proper handling and emergency procedures appropriate to the types of HW generated by the activity, as well as information on complying with Federal, state, local, and Army environmental regulations.

Training should address the following areas:

- a. Instruction on the contents, use, and implementation of this Plan
- b. Managing Hazardous Materials
- c. Regulations governing generation, storage, and transport of HW
- d. Identifying and classifying HW
- e. Establishing and maintaining HW accumulation sites
- f. Packaging and labeling tanks and containers of HW
- g. Inspection procedures
- h. Recordkeeping
- i. Completing applicable forms
- j. Preventing and responding to spills using the Contingency Plan

UECO

UECOs must attend the initial 8 hour UECO training and attend the future UECO training as per Chain of Command. The 8 hour UECO is offered ANNUALLY by the Environmental M-day staff. It is recommended they attend an annual refresher course.

The training must describe proper handling and emergency procedures appropriate to the types of HW generated by the activity, as well as information on how to comply with federal, state, local, and Army environmental regulations.

Training should address the following areas:

- a. Instruction on the contents, use, and implementation of this Plan
- b. Regulations governing generation, storage, and transport of HW
- c. Recordkeeping
- d. Completing applicable forms
- e. Preventing and responding to spills using the Contingency Plan

Personnel

Personnel who handle or manage HW and HMs must receive appropriate training based upon their job function. On the job training can be provided by trained FEEO's, UECO's, Supervisors or Environmental Staff. The training shall include such general awareness and familiarization pertaining to safety, environmental and waste management issues.

The required training may include an annual environmental compliance training event offered either by the environmental office or a certified contractor which includes classroom and in-shop training.

CAUTION

NYARNG personnel who handle or manage HW *must* fulfill training requirements before working in waste management.

Inspections

Regulatory Inspections

All NYARNG activities are subject to external inspections by the DoD and by state and federal regulatory agencies. Local governments may also inspect for compliance with permits, local codes, or other regulations. If an inspection takes place, immediately notify the Environmental Office by telephone and forward copies of all correspondence related to the inspection.

Be prepared for a regulatory inspection at all times. It is important to have all paperwork and records in a neat and orderly manner (refer to recordkeeping on page [8-4](#)). Ask to see the inspector's ID. All state and Federal Compliance officers must carry a photographic ID. ***Supply only the information requested. It is not advisable to offer more than the inspector wants.***

Note

Please remember this is not an appropriate time to discuss your facility's shortcomings or agency deficiencies.

After the inspection is completed, ask the inspector to brief you on the outcome and any corrective actions suggested. Contact the Environmental Office as soon as possible to notify them of the inspection and outcome.

Waste Accumulation Inspections

Regulations require periodic inspection of areas where HW is accumulated. HWSBs and accumulation areas must be inspected weekly. Non-hazardous waste areas should be inspected monthly as a BMP.

Use the Waste Accumulation Inspection Log to conduct weekly inspections of all HWSBs and SAAs. Circle the title on the form indicating a weekly HWSB/SAA inspection.

Use the Waste Accumulation Inspection Log to conduct monthly inspections of all areas where non-hazardous waste is accumulated. Circle the title on the form indicating a monthly, non-hazardous waste accumulation inspection.

*NOTE: Keep inspection records for three years with the facility environmental records.

Figure 8-1: Waste Accumulation Inspection Log

Waste Accumulation Inspection Log		
Weekly – Hazardous Waste Accumulation Areas and Storage Buildings Monthly – Non-Hazardous Waste Accumulation Areas		
Name of Inspector: _____		Date: _____
Inspect the area where waste is accumulated and ensure the following:		
1. Security/Communication		
a. Access is controlled and limited to authorized personnel.		
b. "No Smoking" and "No Open Flame" signs are posted where flammable wastes are stored.		
2. Container Storage		
a. Containers are in good condition		
b. Equipment and debris are not found on top of containers		
c. Container liners are available and used as required		
d. All lids, tops, and bungs are tightly sealed		
e. Aisle space is a minimum of 24 inches		
f. Containers are not stacked		
g. All containers have visible labels (hazardous waste, universal waste, or non-hazardous waste)		
h. Hazardous waste labels in HWSBs have the waste description and the accumulation start date.		
i. Hazardous waste labels in AAs have the waste description		
j. Containers of incompatible waste do not share secondary containment		
k. Capacity of secondary containment is sufficient		
l. No standing liquids are present in the secondary containment		
m. The storage area is free of trash, debris, and spills		
n. Containers are less than 90% full		
o. No containers have been stored for more than 90 days		
3. Safety and Spill Control		
a. Emergency shower and eye wash are ready		
b. Fire extinguishers are in place and ready		
c. Personal protective equipment is fully stocked and accessible		
d. Spill kits are fully stocked and accessible.		
HWSB/AA	Deficiencies	Date and Nature of Corrective Action
Signature: _____		

Recordkeeping

The following records (as they pertain to your facility operations) are required to be kept on file for a minimum of three years to meet regulatory requirements, however it is recommended that you keep these records on file for as long as possible..

Hazardous Waste Records include:

- a. This Plan
- b. Assignment letters
- c. Job descriptions, including job title for each activity position related to HW management
- d. Names of employees filling each position and their requisite skill, education, other qualifications, and duties
- e. Written description introductory and continuing training required for personnel
- f. HM(s) chain of command and points of contact
- g. Hazardous Material Inventory Report

- h. Manifest(s) with attached LDR(s) and all other transportation and shipping documentation
- i. MSDS(s) maintained in the Master Binder
- j. Laboratory analyses
- k. Blanket Purchase Agreement and Call Register
- l. Hazardous Waste Manifest Register
- m. Non-Hazardous Environmental Waste Register
- n. Used Oil Shipping Documents
- o. Unit Turn-In Forms
- p. Spill Incident Reports
- q. Waste Accumulation Inspection Log
- r. Hazardous Waste Training Records (including training rosters)
- s. Solvent Consumption Records

Note

Personnel training records may accompany personnel transferred within the NYARNG.

FECO Hazardous Material/Hazardous Waste Management Self-Assessment Checklist

The checklist covers the main aspects of this plan. **This checklist is intended to be used by the FECO as a guide for conducting certain required tasks.** Refer to form at the end of this chapter titled: *FECO Hazardous Material/Hazardous Waste Management Self-Assessment Checklist*

Forms and Attachments

This section contains the following forms:

- Waste Accumulation Inspection Log
- FECO Hazardous Material/Hazardous Waste Management Self-Assessment Checklist
- Requirement to Maintain Solvent Consumption Records (Memo dated 8 February 2008)

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Waste Accumulation Inspection Log

Weekly – Hazardous Waste Accumulation Areas and Storage Buildings

Name of Inspector: _____ Date: _____ Time: _____

Inspect the area where waste is accumulated and ensure the following:

- 1. Security/Communication**
 - a. Access is controlled and limited to authorized personnel.
 - b. “No Smoking” and “No Open Flame” signs are posted where flammable wastes are stored.
- 2. Container Storage**
 - a. Containers are in good condition
 - b. Equipment and debris are not found on top of containers
 - c. Container liners are available and used as required
 - d. All container lids, tops, and bungs are maintained closed and tightly sealed
 - e. Aisle space is a minimum of 24 inches
 - f. Containers are not stacked
 - g. All containers have visible labels (hazardous waste, universal waste, or non-hazardous waste)
 - h. Hazardous waste labels in HWSBs have the waste description and the accumulation start date.
 - i. Hazardous waste labels in SAAs have the waste description
 - j. Containers of incompatible waste do not share secondary containment
 - k. Capacity of secondary containment is sufficient
 - l. No standing liquids are present in the secondary containment
 - m. The storage area is free of trash, debris, and spills
 - n. Containers are less than 90% full
 - o. No containers have been stored for more than 90 days
- 3. Safety and Spill Control**
 - a. Emergency shower and eye wash are ready
 - b. Fire extinguishers are in place and ready
 - c. Personal protective equipment is fully stocked and accessible
 - d. Spill kits are fully stocked and accessible.

HWSB/SAA	Deficiencies	Date and Nature of Corrective Action

Signature: _____

**NOTE: Retain this record for three (3) years.*

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FECO Hazardous Material/Hazardous Waste Management Self-Assessment Checklist

Topic	Response	Date/Observation/ Corrective Action
Setting Up Storage Areas- Hazardous Material Management		
Are hazardous materials (HMs) properly stored and segregated?		
Is stock material maintained regularly?		
Are storage areas for HMs set up according to NYARNG HMWMP?		
Are routine hazardous materials rotated and is shelf-life checked regularly?		
Are material safety data sheets (MSDSs) checked and maintained as stock changes?		
Are annual chemical storage inventories conducted and copies forwarded to the Environmental Office upon request?		
Setting Up Accumulation Areas		
Are waste Accumulation Areas (SAA) located at or near the process that generates the waste?		
Is the SAA under the control of the operator of the process that generates the waste?		
Are signs posted identifying the areas as a SAA?		
Are spill kits and fire extinguishers available for emergencies?		
Are containers compatible with material, properly labeled, and segregated as necessary?		
Is secondary containment provided, if necessary?		
Managing Hazardous Waste		
Are proper containers selected for the type of waste?		
Are containers properly labeled and marked?		
Is the waste accumulation inventory log completed and attached to the container?		
Are Waste Protocol Sheets (WPSs) used?		
Is the HWSB properly maintained and the access controlled?		

Topic	Response	Date/Observation/ Corrective Action
Are HWSBs and SAAs inspected weekly and the inspection form completed?		
Are the HWSB and SAA weekly inspection forms maintained for three years?		
Are deficiencies noted in the weekly HWSB inspections corrected?		
Turning in Hazardous Waste		
Was vendor contacted and price quoted for waste pick-up and removal?		
Was a requisition number issued by the environmental office for waste shipment?		
Are all shipping papers reviewed, corrected if necessary, and signed when the vendor arrives for waste pick-up?		
Were copies of the manifest mailed to the generator and disposer state within 5 days?		
Did you enter the waste shipment on the Hazardous Waste Manifest Register, the Non-Hazardous Environmental Waste Register, and BPA Call Register?		
Did you mail the Hazardous Waste Manifest Register, the Non-Hazardous Environmental Waste Register, the BPA Call Register, and copies of all shipping documents to the Environmental Office on the 1 st of every month?		
Did you collect Unit Waste Turn-In forms and file in the Hazardous Waste Record?		
Did you complete the waste shipment by receiving receipt copy of the manifest from the disposal facility?		
Are you maintaining records as long as possible?		
Are your HW records in order for the next inspection?		
Pollution Prevention		
When processes generate waste, are P2 alternatives considered and communicated to the Environmental Office?		
Training, Inspections and Record Keeping		
Has FECO received hazardous waste training?		

Topic	Response	Date/Observation/ Corrective Action
Has an alternate FECO been assigned when the primary FECO is absent? Has the alternate FECO been trained?		
Has the FECO trained shop personnel on waste, material and spill management issues and has training been documented?		
Is your facility prepared for an internal and/or external inspection?		
Are assignment letters in order?		
Are all HM/HW records in order?		
Spill Response Procedures		
Were reportable spills reported to the NYS DEC and the Environmental Office within two hours of discovery?		
Are spills cleaned up as soon as practical?		
Are contaminated media, residue and clean-up material disposed of properly?		
Was a spill incident report form faxed to the Environmental Office at (518) 786-4400 within 24 hours of the spill incident?		

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DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATNAM, NY 12110-3514

MNFE

8 February 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Requirement to Maintain Solvent Consumption Records

1. References:

- a. Department of Defense Instruction (DODI) 4715.6, Environmental Compliance, 24 April 1996.
- b. Army Regulation 200-1, Environmental Protection and Enhancement, 21 February 1997.
- c. 6 NYCRR 226.2(e).

2. New York State regulations require persons conducting solvent metal cleaning to maintain records of solvent consumption for five years (6 NYCRR 226.2(e)). This record must be stored on site and be available upon request.

3. Point of contact for this action is Mr. Brian Rockwell at DSN 489-4318 or 518-786-4318.

FOR THE COMMANDER:

Encs


PAUL McDONALD
Director of Facilities Management
and Engineering

DISTRIBUTION:

F1
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F7

CF:
MNL

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Chapter 9. Spill Response Procedures “You Spill, You Dig”

This chapter provides general spill response information on how to proceed in the event of a spill.

Note

Facilities with site specific Spill Prevention Control and Countermeasure (SPCC) Plans should reference those plans when responding to spills.

Spill Response Equipment

Limited spill response equipment and supplies are maintained for immediate use. Examples of spill response equipment and supplies that should be available to personnel at the facility are listed in Table 9-1.

Table 9-1: Spill Response Equipment and Supplies

Personal Protective Equipment (PPE)	Spill Response Equipment	Spill Response Supplies
<ul style="list-style-type: none"> • Gloves • Boots • Goggles • Duct tape 	<ul style="list-style-type: none"> • Overpack drums • 5-gallon containers • Plastic bags • Rakes (non-sparking) • Non-sparking shovels • Push brooms • Caution tape • Sand bags 	<ul style="list-style-type: none"> • Absorbent pads • Absorbent booms/socks • Granular absorbent (e.g., oil-dry) • Absorbent pillows • Drain covers • Waste Labels

Keep on hand at all times spill equipment and supplies needed to respond to a 55-gallon spill and smaller spills that could occur as a result of daily operations. Ensure that compatible materials are on hand to respond to POL spills and acid, base, or unknown material spills. As an example, it is recommended to have on hand the following items listed below to respond to a POL, acid, base, or unknown spill:

- 48-inch socks
- Mat pads
- Wipers
- 10-foot socks
- Pillows
- Disposal bags w/ties
- 12-inch drain blocker
- Container of dry floor sweep

Promptly clean and restore to ready condition any equipment used. Replace any materials used. The Installation On-Scene Coordinator (IOSC) will establish an equipment maintenance program that is strictly followed. Table 9-2 provides the NSN for common spill response equipment.

Table 9-2: Spill Response Equipment and Supplies Ordering Information

NSN	Product Name	Description	Absorbent Capacity (Total)
Absorbent Materials			
4230-01-436-8877	Versatile Container Kit	Pre-assembled kit that contains socks, pillows, mats, disposal bags and ties, instruction manual, labels, and polyethylene kit	34 gallons
4235-01-420-3099	Large Overpack Kit	Pre-assembled kit that contains socks, drain blocker mat, pads, pillows, floor sweep, wipers, disposal bags, emergency response guidebook, instruction manual, labels, polyethylene overpack drum with threaded lid	64 gallons
4235-01-424-3130	Spill Kit	1 polyethylene mobile response kit, 10 socks 3"x4', 8 pillows 9"x9", 4 pillows 18"x18", 30 Pads 17"x19", 5 disposal bags w/ties, 1 pair of splash-resistant goggles, 1 pair of nitrile gloves, 5 HM labels, and 1 box of degreaser wipes	24 gallons
42500014707080	Pads	Absorbent pads	25 gallons
9330-01-308-5151	Pads	Pillow, absorbent, hazardous material	
7930-01-455-9536	Absorbent	Absorbent material, oil and water	47 gallons
7930-01-387-8923	Socks	55 socks, 24 in. L, 3 in. diameter	20 gallons
7930-01-301-2646	Socks	40 socks, 42 in. L, 3 in. diameter	20 gallons
9930-01-379-8367	Absorbent	1-50 quart (25 lbs) bag absorbent (granular)	
9930-01-436-8317	Sorbents, oil	1 bag granular absorbent	8 gallons
8135-01-324-2664	Cushioning material, packaging	Granular absorbent-vermiculite (4 cubic ft)	
9930-01-379-8354	Sorbent	Granular sorbent, 50 quarts	
7930-01-436-8316	Absorbent material oil & water	10 large absorbent pillows	10 gallons
7930-01-145-5797	Compound adsorbent – 25 lbs bag		
Containers			
8110-00-030-7780	55-gallon open head drum (steel)		
8110-00-753-4643	19-gallon open head drum (steel)		
8110-00-292-9783	55-gallon closed head drum (steel)		
8110-00-282-2520	5-gallon closed head drum (steel)		
8110-01-101-4055	85-gallon overpack/salvage drum		
8110015596485	5-gallon pail with lid (plastic)		
Plastic Bags			
8105-01-183-9769	30-gallon extra heavy duty, dark brown/green, 125/box		
8105-01-183-9764	58 in X 36 in heavy duty plastic bag, 75 lbs capacity		
Hand Tools			
LPL, DA Form 1348-65	Safety shovel (Request from USP&FO: Local Purchase List (LPL))		

Ensure that spill response equipment is accessible to M-Day/Unit personnel during weekend activity.

The Spill Drill

Spills must be cleaned up as soon as practical, without risk of injury or significant exposure to personnel. The IOSC must maintain enough spill-response equipment to respond to types and quantities of hazardous chemicals and waste on site. The IOSC must also use the Spill Incident Report Form in the Plan to immediately report all spills to the HWM and the State Staff Duty Officer. Only Office of the Adjutant General Environmental personnel will notify the National Response Center (NRC).

Note

The IOSC should also refer to the activity Spill Prevention, Control, and Countermeasures (SPCC) Plan or the Installation Spill Contingency Plan (ISCP), if available or applicable.

The facilities that have SPCCPs are Lexington Avenue, 5th Avenue, Jamaica, CSTS, Latham Complex, Ronkonkoma AASF # 1, Rochester-Weidner Road Complex, Geneva, and Bedford Avenue.

A minor spill (25 gallons or less) or intermediate spill (25 gallons to 55 gallons) does not pose a significant safety or health hazard (such as fire, explosion, or HM exposure) and can be absorbed, neutralized, or otherwise controlled at the time of release by personnel in the immediate spill area.

A major spill (55 gallons or more, or any spill into water) poses significant safety or health hazards (such as fire, explosion, or HM exposure). It cannot be absorbed, neutralized, or otherwise controlled at the time of release by personnel in the immediate release area.

The following information is located in the Army Corps of Engineers document, *You Spill, You Dig! - An Environmental Handbook for Deployment*.

When faced with the hazards of a spill, minor or major, always do the following:

- Use PPE, including gloves, goggles, and suits.
- Do the “Spill Drill” -- **REACT!**

Remove the source

Envelope the spill

Absorb/Accumulate

Containerize the HW

Transmit a Report

Remove the Source

STEP 1. Turn off all sources of ignition (pumps, motors, etc.).

STEP 2. Approach the spill from up wind and attempt to stop the source:

- Upright containers or roll them over so the hole is facing up.
- Close valves and turn off power to pumps.
- Transfer material to another container.
- Place leaking drums in compatible DOT-approved overpack drums.
- Transfer the material in a leaking container to another container.
- Patch holes.
- Move container to a location where it poses less of a threat.

Use a drip pan for all valves and similar dispensing equipment. Drips and leaks collected in a drip pan are not reportable spills.

STEP 3. If spill is a major spill, activate internal activity alarms or give a verbal alarm.

STEP 4. Evacuate all personnel to a safe distance up-wind from the spill, if necessary.

STEP 5. Secure the area.

Envelop the Spill

STEP 6. Stop or slow the spread of the spill using one or more of the following methods:

- Use the nearest Spill Response Kit.
- Use compatible absorbent material to build a dike around the spill (check the material's MSDS for guidance).
- Cover spills of hazardous dusts or powders to protect against winds or strong drafts.

Absorb/Accumulate

STEP 7. On a hard surface, put down dry sweep. On a gravel or mud surface, lay an absorbent sock or pad on the spill.

Containerize It

STEP 8. Clean up spills by draining, absorbing, or scooping free-floating materials into a container.

STEP 9. Scoop or shovel contaminated media (soil, gravel, etc.) into a DOT-approved container for disposal, separating liquids from solids.

STEP 10. Overpack leaking, corroded, or otherwise deteriorating containers. Overpack leaking containers of liquid into larger containers.

STEP 11. Place leaking containers in overpack and fill with absorbent material. For 55-gallon drums, use approximately six inches of absorbent in the bottom of an 85-gallon overpack drum. You may not need to overpack non-liquid HW. Check with the IOSC when in doubt.

STEP 12. Dispose of contaminated media, residue, and clean up materials as waste.

Transmit a Report

STEP 13. For minor or intermediate spills, notify your supervisor of the spill and measures taken to clean it up.

Note

You must report small spills to the NYS DEC when the material comes in contact with state land or water.

The NYSDEC Spill Hotline number is 1-800-457-7362.

STEP 14. If it is a major spill do the following:

- Notify the Fire Department and provide the following information:
 - Your name
 - Location of spill
 - Substance spilled
 - Number of injured personnel and nature of injuries
 - Amount spilled and extent it has traveled
 - Amount stored and rate at which material is spilling (estimated)
 - Time spill started (occurred)
- Contact an Emergency Spill contractor who can respond to the spill for cleanup.
- Complete the Spill Incident Report Form shown on page 9-7.
- Immediately notify the SSO and Environmental Office. Do not attempt to clean up the spill unless directed!

IMPORTANT!

Report petroleum spills to the DEC unless they meet ALL of the following criteria:

- *The spill is known to be less than five gallons.*
- *The spill is contained and under the control of the spiller.*
- *The spill has not or will not reach the state's water or any land.*
- *The spill is cleaned up within two hours of discovery.*

Duties

Installation On-scene Coordinator (Refer to Figure 9-1)

- Collects all spill and material information.
- Determines if facility IRT can handle the spill or if a contractor is needed.
- Notifies IRT and dispatches them to the spill location.
- Determines if the spill is reportable under state and federal guidelines.

- If the spill is reportable, notifies the HQ Environmental Office (518-786-4347) and the NYSDEC Hotline (800-457-7362) within two hours of discovery.
- Contacts emergency services (fire, ambulance, etc.) as needed.
- Completes the Spill or Hazardous Substance Release Report Format located in the back of this chapter and faxes it to HQ Environmental Office (518-786-4400).
- Interfaces with NYSDEC and responds to their guidance and directive.
- Continues correspondence and communication with HQ Environmental Office until spill is closed.
- Maintains all spill documentation and forwards copies of disposal paperwork to the Environmental Office.

Installation Response Team (Refer to Figure 9-2)

- Identifies the material spilled.
- Checks out all information about the substance, including labels, markings, and MSDSs.
- If they have training, PPE, and equipment to adequately respond to the spill, respond to the spill; otherwise, call a spill contractor.
- Before responding to a spill, put on appropriate PPE as necessary.
- Gather equipment and stop or contain the spill or leak.
- Use absorbents, such as socks, booms, or pads, to contain the spill.
- Place material in appropriate container for disposal.
- Label and mark the container.
- Place the container in the waste storage building for the contractor to dispose of.
- Ensure the IOSC is aware of spill material used so it can be re-stocked.

BE SAFE!

When handling any spill -- BE SAFE! Below is a helpful reminder of safety procedures to follow:

Before a spill happens, have a spill response kit on hand.

Educate and practice spill response procedures.

Shut off all sources of ignition as soon as a spill occurs.

Approach spills from upwind/uphill.

Figure out if outside emergency responder assistance is needed.

Evacuate any unnecessary personnel.

Forms and Attachments

This section contains the Spill or Hazardous Substance Release Report Format, the IOOSC Duties, and IRT Duties Forms.

Spill or Hazardous Substance Release Report Format

Facility Reporting: _____ Date: _____

Person Reporting: _____ Phone #: _____

Facility Office: _____

Person Reported to at Environmental Office: _____ Date: _____

SUMMARY:

1. Installation or Site: _____

2. Commander: _____

3. Date of Incident: _____

4. Location, Specific Areas Affected: _____

5. Cause, Source of Incident: _____

6. Material, Type, and Amount: _____

7. Damage to Surroundings: _____

8. Samples Taken: _____

9. Potential Dangers: _____

10. Corrective Actions - Elimination of Sources: _____

11. Containment Sources: _____

12. Removal of Contamination: _____

13. Assistance Required: _____

14. Estimated Completion Date: _____

15. Any New or Public Reaction: _____

16. General Discussion: _____

17. Reported to Local/State Authorities (Include Spill #): _____

18. Person Making Report: _____ Date: _____

Figure 9-1: IOSC Duties

IOSC - Installation On-scene Coordinator “DUTIES”

- Collect all spill and material information.
- Can the facility Installation Response Team (IRT) handle the spill or is a contractor required?
- Notify and dispatch IRT to the spill location.
- Determine if the spill is reportable under state and federal guidelines.
- IF THE SPILL IS A REPORTABLE SPILL, NOTIFY THE FOLLOWING:
 - The HQ Environmental Office at 518-786-4347 and the NYS DEC HOTLINE at 1-800-457-7362 within two hours of discovery.
- Contact emergency services as necessary, i.e. the fire department and an ambulance.
- Complete Spill Release Report form or Appendix B in the ISCP and fax it to the HQ Environmental Office at 518-786-4400.
- Interface with NYS DEC and respond to their guidance and directive.
- Continue correspondence and communication with HQ Environmental Office until the spill is closed.
- Maintain ALL spill documentation.



Figure 9-2: IRT Duties

IRT - Installation Response Team “Duties”

- **Identify** the material spilled.
- Check out all information on the substance, i.e. labels, markings, and **MSDS**.
- Can you adequately **respond** to the spill, i.e. sufficient training, **PPE, and spill equipment?** IF SO then respond; IF NOT call a spill contractor!
- Prior to responding to the spill, don appropriate PPE as necessary.
- Gather equipment and stop or contain the spill or leak.
- Contain the spill using absorbents (i.e. socks, boom, and pads).
- Place material in appropriate container for disposal.
- Label and mark the container.
- Place in waste storage building for contractor disposal.
- Ensure IOOSC is aware of the spill material used to ensure it is RE-STOCKED!



Chapter 10. Glossary and Acronyms

Glossary

The following definitions are specific to this Plan. In some cases, these definitions may vary from those found in the regulations as they are summarized or are a composite of definitions from different regulations.

Accumulation - The process of collecting waste in containers or tanks on site before shipping to a Treatment, Storage, and Disposal Facility (TSDF). Waste can be accumulated at Accumulation Areas and Hazardous Waste Storage Areas.

Accumulation Start Date (ASD) - The date when a hazardous waste first becomes subject to the accumulation time limits. This is the date the waste is first placed into a container within a HWSB.

Activity - For the purposes of this manual, the term Activity includes any installation or facility in the NYARNG (i.e., an FMS, CSMS, AASF, the Armed Forces Reserve Center, or training site).

Acute Hazardous Waste - The commercial hazardous chemical products, manufacturing hazardous chemical intermediates, and off-specification commercial hazardous chemical products or manufacturing hazardous chemical intermediates listed in 6 NYCRR Part 371.4(d).

Affirmative Procurement - Part of a national federal strategy to encourage recycling by creating a demand for recycled products and also helps to reduce reliance on virgin materials.

Bulk Transfer - Any movement of liquid from one container to another by pumping, pouring, or other means. This term does not include dispensing liquid for its intended use (i.e., dispensing fuel to a vehicle fuel tank).

Characteristically Hazardous Waste - Described in 6 NYCRR Part 371.3. Characteristically hazardous wastes are solid wastes that meet or exceed the thresholds established for any of the characteristics identified in Part 371.3. These characteristics are ignitability, corrosivity, reactivity, and toxicity.

Conditionally Exempt Small Quantity Generator (CESQG) - Activities that are as follows:

- Produce no more than 220 pounds/month of hazardous waste.
- Accumulate no more than 2,200 pounds of hazardous waste on site.
- Generate less than 220 pounds of any residue or contaminated soil, waste, or other debris resulting from the cleanup of any acute waste release.

Disposal - Generally refers to land disposal at permitted facilities, but it may also include wastewater effluent discharged to surface waters. Disposal is considered the least favorable waste management alternative because of the harmful effects these wastes can have on the environment. When evaluating pollution prevention and waste management options, the EQCC needs to take into account the hazard and liability concerns associated with transporting and disposing of wastes.

Environmental Quality Control Committee (EQCC) - The NYARNG Environmental Quality Control Committee (EQCC) coordinates activities of the environmental programs covered in AR 200-1. The EQCC, chaired by the Chief of Staff, advises the Adjutant General on environmental priorities, policies, strategies, and programs. The EQCC consists of members representing the operational, engineering, planning, resource management, legal, medical, and safety interests of the NYARNG.

Facility Environmental Compliance Officer - A commissioned officer or a non-commissioned officer designated to implement the environmental program at facilities where vehicle or aircraft maintenance activities are conducted.

Hazardous Chemical - Any element, chemical compound, or mixture of elements and compounds that is a physical or health hazard. Chemicals with physical hazards include combustible liquids, compressed gases, explosives, flammables, organic peroxides, oxidizers, pyrophoric chemicals that will ignite spontaneously in air, unstable chemicals, and water-reactive chemicals. Chemicals with health hazards are those for which there is significant evidence that the chemical has an acute or chronic effect on the health of exposed people. See 29 CFR 1910.1200, Appendix A and Appendix B for further definitions, explanations, and criteria for identifying hazardous chemicals.

Hazardous Material (HM or HazMat) - Defined by the U.S. Department of Transportation (DOT) as anything that, due to its chemical, physical, or biological nature, causes safety, public health, or environmental concerns. Hazardous materials include hazardous waste and materials exhibiting explosive, flammable, corrosive, and oxidizing properties.

Hazardous Substance - In general, any material that may pose a substantial hazard to human health or the environment. For the purposes of this Plan, a hazardous substance is any of the following:

- Any hazardous waste having the characteristics identified under the RCRA.
- Any material regulated as a hazardous material per DOT.
- Any material that requires an MSDS per OSHA.
- Any substance designated according to CERCLA, CWA, CSAA, or TSCA.

Hazardous Waste - A solid waste is a hazardous waste if it meets either of the following criteria and it is not specifically excluded from regulation as a hazardous waste:

- It is ignitable, corrosive, reactive, or toxic as measured by standard test methods or as can be reasonably determined by generators through knowledge of the waste generating process.
- It is specifically listed as such in 6 NYCRR Part 371.4.

Hazardous Waste Storage Building (HWSB) - A central management location where waste is temporarily stored before shipment off site.

Hazardous Waste Mixtures - A mixture of a solid waste with a characteristically hazardous or listed hazardous waste. Mixtures containing listed hazardous wastes are listed hazardous wastes (except for certain mixtures containing F003 listed wastes). Mixtures of solid waste with characteristically hazardous waste (or F003 listed waste) are hazardous waste only if the final mixture exhibits a hazardous characteristic.

HAZMAT Employee - Personnel in the NYARNG who load, unload, or handle hazardous materials or prepare them for shipment; personnel responsible for safety during hazardous materials transportation; and personnel who operate a vehicle used to transport hazardous materials.

Large Quantity Generator (LQG) - An activity that generates 2,200 or more pounds of hazardous waste in a calendar month, or accumulates more than 13,200 pounds of hazardous waste at any one time. An LQG may accumulate hazardous waste for no more than 90 days after the Accumulation Start Date.

Listed Hazardous Waste - A solid waste is a listed hazardous waste if it is listed in 6 NYCRR Part 371.4. Each hazardous waste listed in Part 371.4 is assigned an EPA Hazardous Waste Number that precedes the name of the waste. Listed hazardous wastes are hazardous by definition and do not require laboratory analysis to make a determination as hazardous.

Manifest - A shipping document that must accompany hazardous waste to the Treatment, Storage, and Disposal Facility (TSDF).

Material Safety Data Sheet (MSDS) - A collection of information required by the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard. Includes the identity of hazardous chemicals, health and physical hazards, exposure limits, and safety precautions.

Personal Protective Equipment (PPE) - Any protective clothing or device worn by the employee to prevent contact with, and exposure to, hazardous materials in the work area. Examples include protective aprons, goggles, face splash shields, eye protection, and various types of respiratory protection.

Pollution Prevention (P2) - Source reduction and other practices that efficiently use raw materials and resources to reduce or eliminate the creation of pollutants.

Recycling - Reusing or regenerating materials and wastes into usable products and by-products. Includes practices such as material exchange, recovery of materials, and composting of organic waste matter.

Release - Under the Emergency Planning and Community Right-to-Know Act (EPCRA), release includes emitting, discharging, dumping, or disposing any hazardous chemical or substance into the environment. Does not include chemical shipments off site to other facilities for disposal, recycling, energy recovery, or treatment.

Satellite Accumulation Area (SAA) - A designated point where a generator may accumulate up to 55 gallons of hazardous waste or one quart of acutely hazardous waste. Each SAA must be at or near the point of generation, and must be under the control of the operator of the process generating the waste.

Small Quantity Generator (SQG) - An activity that generates more than 220 pounds, but less than 2,200 pounds of hazardous waste per month, and does not accumulate more than 13,200 pounds of hazardous waste at any one time. An SQG may accumulate hazardous waste for no more than 180 days from the Accumulation Start Date unless they are located more than 200 miles from a hazardous waste Treatment, Storage, and Disposal Facility (TSDF). In this case, they may accumulate hazardous waste for no more than 270 days from the Accumulation Start Date.

Solid Waste - All discarded materials including solids, semi-solids, sludges, liquids, and compressed gases are solid wastes unless excluded by regulation. A discarded material is any material that is abandoned, recycled, or considered inherently waste-like (6 NYCRR Part 371.1(c)).

Source Reduction - Using materials, processes, or practices that reduce or eliminate the quantity and toxicity of wastes at the start of a process. Can be achieved by material substitution, preventive maintenance of equipment, improved operational processes, or better housekeeping.

Spill - Accidental leaking, pumping, emitting, discharging, emptying, or dumping of waste or materials.

Storage - Holding hazardous waste for a temporary period, at the end of which it is treated, disposed of, or stored elsewhere.

Transfer - Physical movement of waste from one activity or point to another, such as from a SAA to an HWSB or off site to a Treatment, Storage, and Disposal Facility.

Treatment - Any method, technique, or process, including neutralization, designed to change the physical, chemical, or biological character of any hazardous waste. Examples include incineration, biological treatment, thermal oxidation, or compaction. May reduce the volume of waste or create a less concentrated or toxic waste; may also transfer hazardous materials from one medium to another.

Unit Environmental Compliance Officer - A commissioned officer or a non-commissioned officer designated to implement the environmental program for their unit at the facility where their unit is assigned.

Universal Waste - Defined in 6 NYCRR Subpart 374-3, universal wastes include certain batteries, pesticides, mercury thermostats, and lamps.

Used Oil - Any oil that has been refined from crude oil or any synthetic oil that has been used and as a result of such use is contaminated by physical or chemical impurities. Includes fuel oils, motor oils, gear oils, cutting oils, transmission fluids, and hydraulic fluids.

Waste Consolidation - Any movement of a waste from multiple containers to one container by pumping, pouring or other means. This term does not include dispensing a liquid for its intended use (i.e., dispensing fuel to a vehicle fuel tank).

Waste Stream - Collective wastes that may be accumulated, consolidated, or bulked into the same container for disposal or recycling.

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Acronyms

ACE	Army Environmental Center
ALSM	Army Logistics and Surface Maintenance
AR 200-1	Army Regulation 200-1
ASD	Accumulation Start Date
AUL	Authorized Use List
BMP	Best Management Practice
BPA	Blank Purchase Agreements
CAGE	Manufacturer's Code
CARC	Chemical Agent Resistant Coating
CCA	Chromated Copper Arsenate
CESQG	Conditionally Exempt Small Quantity Generator
CFR	Code of Federal Regulations
CLP	Cleaning, Lubricant, and Petroleum
CSMS	Combined Support Maintenance Shop
DA PAM	Department of the Army Pamphlet
DENIX	Defense Environmental Network and Information Exchange
DLA	Defense Logistics Agency
DoD	Department of Defense
DOT	Department of Transportation
DRMO	Defense Reutilization Marketing Office
DTR	Defense Transportation Regulations
ECAS	Environmental Compliance Assessment System
ECO	Environmental Compliance Officer
EMS	Environmental Management System
EPA	Environmental Protection Agency
EPAS	Environmental Performance Assessment
EPCRA	Emergency Planning and Community Right-to-Know Act
EPM	Environmental Program Manager
EO	Executive Order
EQCC	Environmental Quality Control Committee
FEC	Facility Environmental Coordinator
FECO	Facility Environmental Compliance Officer
FMS	Field Maintenance Shop
FRH	Flameless Ration Heater
GAA	Grease, Artillery, and Automotive
GSA	General Services Administration
HCC	Hazard Characteristic Code
HEPA	High Efficiency Particulate Air
HID	High Intensity Discharge
HM	Hazardous Materials
HMIRS	Hazardous Material Information Resource System
HMWMP	Hazardous Materials and Waste Management Plan
HSWA	Hazardous and Solid Waste Amendments
HW	Hazardous Waste
HWM	Hazardous Waste Manager
HWSB	Hazardous Waste Storage Building
HVLP	High Volume Low-Pressure

IAW	In Accordance With
IMPAC	International Merchants Purchase Authorization Card
IOSC	Installation On-Scene Coordinator
IRT	Installation Response Team
LDR	Land Disposal Restriction
LPL	Local Purchase List
LQG	Large Quantity Generator
MATES	Maintenance and Training Equipment Site
MCE	Mercury Containing Equipment
MEK	Methyl Ethyl Ketone
MIL STD	Military Standard
MNFE	Facilities Management Engineering
MOGAS	Motor Vehicle Gas
MQCSS	Military Quality Control Storage Standard
MSDS	Material Safety Data Sheet
NBC	Nuclear, Biological, and Chemical
NEPA	National Environmental Policy Act
NFPA	National Fire Protection Association
NRC	National Response Center
NSN	National Stock Number
NYARNG	New York Army National Guard
NYCRR	New York State Codes, Rules and Regulations
NYS	New York State
NYSDEC	New York State Department of Environmental Conservation
NYSDMNA	New York State Division of Military and Naval Affairs
OAP	Oil Analysis Program
OIC&C	Officer in Charge and Control
OJT	On-the-Job Training
OSHA	Occupational Safety and Health Administration
OWS	Oil/Water Separator
P2	Pollution Prevention
PCB	Polychlorinated Biphenyls
Plan	Hazardous Materials and Waste Management Plan
POL	Petroleum, Oil, and Lubricant
PPA	Pollution Prevention Act
PPE	Personal Protective Equipment
PPM	Parts Per Million
psi	Pounds per square inch
QRP	Qualified Recycling Program
QSL	Quality Status List
RCAS	Reserve Component Automated System
RCRA	Resource Conservation and Recovery Act
SAO	State Army Aviation Officer
SAP	Satellite Accumulation Point
SEDRP	Strategic Environmental Research and Development Program
SLEP	Shelf Life Extension Program
SLN	Storage Location Number
SNAP	Significant New Alternatives Policy
SOP	Standard Operating Procedure
SPCC	Spill Prevention, Control, and Countermeasures

SQG	Small Quantity Generator
SSO	State Safety Office(r)
STB	Super Tropical Bleach
TAG	The Adjutant General
TM	Technical Manual
TSDf	Treatment, Storage, and Disposal Facility
UECO	Unit Environmental Compliance Officer
USP&FO	United States Property and Fiscal Office
UST	Underground Storage Tank
UW	Universal Waste
VOC	Volatile Organic Compound
WPS	Waste Protocol Sheets

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