



DEPARTMENT OF THE ARMY
GARRISON COMMAND

U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 120
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-DPW-EE

18 DEC 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Environmental Management Procedures for Solvent Tanks

1. Purpose: To provide guidance for the proper management of solvent tanks.
2. Background: Solvent tanks are used extensively by organizations on Fort Leonard Wood for weapons cleaning, the cleaning of automobile parts, and other uses. The use of these machines presents certain hazards to the environment if not managed properly. If managed properly, the probability of an environmental impact from such hazards will be greatly reduced. In addition, certain information must be provided to the Environmental Division regarding the amount of solvent used in solvent tanks, and the total quantity of solvent stored on the installation as required by the Air permit, and the Emergency Planning and Community Right to Know Act (EPCRA).
3. Guidelines: Guidelines must be followed by personnel/organizations using solvent tanks on Fort Leonard Wood.
 - a. Use a solvent with a Flash Point above 145 degrees F. Solvents with a Flash Point equal to or lower than 145 degree F are not allowed. Solvent must be virgin, heavy hydro-treated aliphatic petroleum distillate, and shall not contain traces of EPA "F" listed compounds. Many solvent vendors have solvent with a flash point above 145 degrees F, but you must specifically request it.
 - b. Use solvent for its intended purpose. Do not remove solvent from the tank, except for proper disposal or during turn-in procedures.
 - c. Solvent tanks lids must be kept closed when not in use.
 - d. Solvent will be transported in approved Department of Transportation (DOT) containers.
 - e. Solvent tanks equipped with replaceable filters, must have the used filters tested prior to disposal. Contact the Environmental Division for testing and disposal procedures.

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f. Solvent no longer usable for cleaning must be tested prior to turn-in to the DRMO hazardous property contractor. The DPW hazardous waste turn-in policy must be followed.

g. To comply with the installation's Air Permit, the Environmental Division will be provided by the 10th of each month, a detailed report (electronic version) on all parts washers. The report will contain the following information from the previous month:

1) The location of the solvent tanks/parts washer.

2) The amount of solvent added (annotated in gallons) or a negative response if none was added during the month.

h. All solvents must be included on the DOL HMCC (Hazardous Material Control Center) inventory list. This information is required to prepare the EPCRA report for the installation.

i. The installation's Spill Prevention and Response Plan (SPRP) will be posted near the area where the solvent tanks is being used.

j. In the event of a solvent spill:

1) Eliminate all sources of ignition in the room.

2) Stop the leak if this can be done without risk.

3) Follow the SPRP for hazardous material spills.

4) Report all spills immediately to the Fire Department, and the DPW Environmental Division.

4. Organizations will establish Standard Operating Procedures (SOPs) to managed their used filters, and solvent in a manner to prevent improper disposal. Recommend activities have their Environmental Compliance Officer (ECO) prepare the SOP. The SOP will be inspected for compliance during Environmental Organizational Inspection Program (OIP).

5. A copy of this document will be posted near the area in which the tanks will be used.

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6. Activities may contract for solvent services to comply with items 3a-3j. Organizations electing to contract services for procuring solvent, to include parts washers, replacing filters, adding solvent to tanks, and disposing of used filters will ensure these guidelines are included in the purchase agreement. The activity will notify the Directorate of Contracting (DOC) to provide the "Comprehensive Environmental Impairment/Pollution Liability" insurance clause in the purchase agreement. The liability insurance clause is required for clean up of spills or improper disposal of waste caused by the Contractor. Attached is a suggested Environmental Specification/Statement of Work (SOW) when procuring these services (Encl).

7. Point of contact is the DPW Environmental Division at 596-1158 or 596-8635.



JOEL G. HIMSL
COL, MP
Garrison Commander

Encl

DISTRIBUTION:

All Schools, Brigades, Battalions, Companies,
Detachments, Tenant Units,
Directorates and Personal Staff Offices

**FORT LEONARD WOOD
PARTS WASHERS SERVICE
ENVIRONMENTAL SPECIFICATIONS/STATEMENT OF WORK**

1. The Contractor shall provide a solvent with a Flash Point above 145 degrees F. Solvents with a Flash Point equal to or lower than 145 degree F are not allowed. Solvent must be virgin, heavy hydro-treated aliphatic petroleum distillate. Contractor shall ensure the Solvent does not contain traces of EPA "F" listed compound.

2. **PERMITS and RESPONSIBILITIES:** The Contractor shall service the filters (change and replace) and solvent (add or remove) from parts washers when required. The Government shall be responsible for waste characterization IAW Federal and State requirements prior to disposal of waste. Should waste be determined a hazardous waste (40 CFR 261.11) the Contractor shall be responsible for the removal and disposal of all hazardous waste associated with this contract unless notified by the Contracting Officer to turn-in hazardous waste to the Government. The Contractor shall, without additional expense to the Government, be responsible for obtaining or arranging for all necessary licenses and permits. Provide and prepare all manifest and documentation for transportation of Hazardous Waste to off-site location, and for complying with applicable Federal, State and Local environmental laws and regulations in connection with the performance of all work. The Contractor shall be responsible for all damages to persons or property that occurs as a result of his/her fault or negligence. The Contractor shall take proper safety, and health precautions to protect the workers, and the property of others. The Contractor shall furnish Material Safety Data Sheets and labels as required by the Occupational Safety and Health Agency (OSHA), Part 1910.1200 for each type of solvent used at each location.

3. **LICENSE:** The Contractor shall possess a current State and Federal Transporters license or arrange with a State and Federal licensed hauler for the transportation of Hazardous Waste while within the State of Missouri or other states that the waste is offered for disposal. The Contractor shall further possess a valid Treatment/ Storage/Disposal (TSD) permit with the State or arrange with an EPA permitted TSD for the disposal of Hazardous Waste. The Contractor shall be responsible for obtaining all necessary licenses and permits required by State or Federal agency having primacy for the transport, treatment, storage, or disposal of Hazardous Waste. The Contractor's choice of a TSD shall be subject to the approval by the Government.

4. **SPILLS:** The Contractor shall indemnify and hold the Government harmless from liability for any damages and/or fines resulting from waste spills or ground or water pollution resulting from the Contractor's transportation, storage, recycling, reclaiming, or disposal of any material associated with this contract. The Contractor shall obtain and maintain environmental impairment liability insurance in the amounts specified in the clause entitled 52.228-4202 Required insurance in Section H. The insurance must insure against any expense occasioned by failure to comply with any requirements of this contract, including but not limited to cleanup of any spill or improper disposition of any material in any way associated with this contract. The Contractor shall be responsible for all cost associated with the remediation of any spill or site of ground water contamination cause by the contract activities over and above amounts covered by the insurance.

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5. **Manifest:** The Contractor shall prepare an error free Hazardous Waste Manifest and Land Disposal Restriction Notice (LDR) for each shipment of Hazardous Waste offered for transportation off the installation. The Hazardous Waste Manifest shall reflect the total pounds collected and transported, and all other information necessary for the completion of the Government's Generator Quarterly Hazardous Waste Report. As required, the Contractor shall furnish a copy of the Hazardous Waste Manifest to the Generator for review not later than five business days prior to removal of Hazardous Waste. The Missouri Hazardous Waste Manifest and the LDR shall be utilized for each shipment of Hazardous Waste offered for transportation to a TSDF within the State. A manifest and/or other applicable requirements of the Receiving State shall accompany Hazardous Waste offered to States other than Missouri. The Missouri Hazardous Waste Manifest shall include the vehicle registration number and the license number of the waste-carrying portion of the vehicle. The manifest and the transporting vehicle shall be inspected by a representative from the DPW Environmental Division, building 2101 prior to the removal of Hazardous Waste. An Environmental Division representative will sign the manifest as the generator. The Contractor shall ensure a completed copy of the manifest is returned to the generator within 35 day from the date of the initial Transporters signature. All pertinent State/Federal Identification Numbers for the handlers Contractor shall be provided to the Government with the quotation. Generator address is as follows:

U.S. ARMY MANEUVER SUPPORT CENTER AND FLW
ATZT-DPW-EE, BLDG 2101
DIRECTORATE OF PUBLIC WORKS, 1334 FIRST STREET
FORT LEONARD WOOD, MO 65473-8944
SITE ADDRESS: Bldg. 2229, 1334 First Street

6. The Contractor shall ensure that Hazardous Wastes are properly disposed of in an approved EPA permitted facility.
7. The Contractor shall provide the Environmental Division, by the 10th day of each month, a report of all parts washers (electronic version). This will include the amount of solvent added in gallons to each parts washer during the previous month or a negative response if none was added, and the location or identifying information of the parts washers.
8. The Contractor shall provide all services in this Environmental Specification/Statement of Work to the government for the duration of the contract.