

# Hazardous Materials/Hazardous Waste Turn In

## Environmental Management Bulletin

7 August 2014

This Environmental Management Bulletin is intended to simplify and streamline the turn-in procedures for hazardous materials and hazardous waste at Fort Leonard Wood (FLW). The process is summarized as follows:

### FLW Guidelines

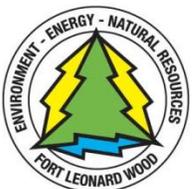
#### Hazardous Waste Pickup:

1. The generating activity will schedule an appointment with the Hazardous Waste Disposal Contractor to pick up the container and the accompanying Material Safety Data Sheet (MSDS). Generating activity will provide contractor with an MSDS.
2. The Hazardous Waste Disposal Contractor is required to pick up and transport the hazardous property from the generating activity sites, around the installation, to the determination point located in the 90-Day Hazardous Waste Accumulation Building, Building 2229.

#### Hazardous Material Turn In:

The generating activity will coordinate with the Environmental Compliance Officer (ECO) for assistance with hazardous property turn in. The ECO will serve as the point of contact between the generator and the Hazardous Waste Disposal Contractor for hazardous property turn in. The ECO will also report any issues regarding the Hazardous Waste Disposal Contractor to the Environmental Division at 573-596-0882. The following procedure will be followed by the generating activity:

1. Obtain an MSDS corresponding to the hazardous property that is being turned in. The MSDS must match the name of the item and the manufacturer of the hazardous property item. An MSDS can be obtained by contacting the unit's Hazardous Communication Officer, the Hazardous Material Control Center at 573-596-1162, or the supplier and/or manufacturer.
2. Contact the Hazardous Waste Disposal Contractor at 573-329-8532 to schedule an appointment to pick up the hazardous property. The Hazardous Waste Disposal Contractor will assist generators in the order that requests are received, except for the Hazardous Waste Satellite Accumulation Points (SAPs). All SAP pickups will receive priority over all other requests. The normal working hours for the Hazardous Waste Disposal Contractor are Monday through Friday, 0730-1600.
3. Before any property is picked up, the generating activity will ensure all containers are labeled and in good condition. Damaged or leaking containers must be over packed and labeled with the information from the original containers. Generators are no longer required to package hazardous property in Department of Transportation (DOT) containers. The Hazardous Waste Disposal Contractor will be responsible for providing and packaging hazardous property in the required DOT containers.
4. Unknown waste must be tested for hazardous waste determination. Laboratory analysis is required by the Hazardous Waste Disposal Contractor for turn in of all waste that does not have a proper MSDS. The Directorate of Public Works (DPW) Environmental Division will arrange to have these wastes tested through the DPW Base Maintenance Contractor or other off-site laboratories. Contact the DPW Environmental Division at 573-596-0882 for assistance.



**Fort Leonard Wood Directorate of Public Works Environmental Branch**

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5. The Hazardous Waste Disposal Contractor will prepare the hazardous waste pickup slip for each hazardous property item. The FLW Form 767 will be used as the pickup slip and the organization's ECO will be listed as the "generator" on the pickup slip. If the organization does not have an ECO, the company commander will be listed as the generator. A copy of the pickup slip will be given to the generator where the waste is picked up. The organization will maintain the pickup slip in a file for a minimum of one (1) year. Pickup slips will be inspected during the Environmental Organizational Inspection Program to verify hazardous waste turn in.

6. Tenant activities and government-owned contractor-operated activities will follow the same turn in procedures, unless otherwise stated in the contract or Interservice Support Agreement (ISA). For further information, contact the ISA point of contact or the Contracting Officer Representative.

**Questions or Concerns**

Questions regarding hazardous material or hazardous waste turn-in procedures can be addressed by contacting the DPW Environmental Division at 573-596-0882.