

# Environmental Management Bulletin

Revised 12, December 2007

## Hazardous Materials/Hazardous Waste (Hazardous Property) turn-in procedures

SUBJECT: Hazardous Materials/Hazardous Wastes (Hazardous Property) Turn-in Procedures

The purpose of this Environmental Management Bulletin is to simplify and streamline the turn-in procedures improving the support for the generating activity. This procedure is summarized as follows:

1. Schedule with the hazardous property contractor for container pick-up and provide the contractor with an MSDS.
2. The Defense Reutilization and Marketing Office (DRMO) Hazardous Property Contractor is required to pick up and transport HP from generating activity sites around the post to the determination point located in the 90 Day Hazardous Waste Accumulation building, bldg. 2229.
3. The generating activity will coordinate with their **Environmental Compliance Officer** (ECO) for assistance with HP turn-ins. The ECO will serve as the point of contact between the generator and the DRMO Hazardous Property Contractor for Hazardous Property turn-ins. The ECO will also report any issues regarding the DRMO contractor to the Environmental Branch, 596-0882. The following procedure is to be followed by the generating activity.
  - a. Obtain a **MATERIAL SAFETY DATA SHEET (MSDS)** corresponding to the hazardous property. The MSDS must match the name of item and manufacture of the hazardous property item being turned in. A MSDS be obtained by contacting your unit HAZCOM officer, the Hazardous Material Control Center at 596-1162, or the supplier and/or the manufacture.
  - b. Contact the DRMO Hazardous Waste Property Contractor at 596-5951 to schedule an appointment to pickup your HP. The Contractor will assist the generator in the order the requests are received except for HW Satellite Accumulation Points (SAPs). The SAP will receive priority over all other requests. Normal working hours are Monday through Friday 0730-1600.
  - c. 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 their HP in Department of Transportation (DOT) containers. The Contractor will be responsible for providing DOT containers.

- d. Unknown waste must be tested for hazardous waste determination. Laboratory analysis is required by DRMO for turn-in of all waste that does not have a proper MSDS. The Environmental Branch will arrange to have your waste tested through the DPW Base Maintenance Contractor or other off-site laboratories. Contact the Environmental Branch at 596-0882 for assistance.
  
  - e. The contractor will prepare a HW pickup slip for each hazardous property item. The FLW Form 767 will be used as the pickup slip. The ECO will be the generator on the pickup slip. If the generating activity does not have an ECO then the company commander will be the POC. A copy of the pickup slip will be given to the generator where the waste is picked up. The generating activity shall maintain the pickup slip on file for a minimum of 1 year. Pickup slips will be inspected during Environmental Organizational Inspections to verify hazardous waste turn-ins.
  
  - f. Tenant activities and Government-owned/Contractor operated activities will follow same turn-in procedures unless otherwise stated in the contract or Interservice Support Agreement (ISA). For further information contact your ISA POC or Contracting Officer Representative (COR).
4. Questions regarding turn-in procedures can be addressed by contacting the DPW Environmental Branch at 596-0882.