

Naval Support Activity Monterey

**HAZARDOUS WASTE
MANAGEMENT PLAN**



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NSA Monterey Public Works
Environmental Division

Naval Support Activity Monterey HAZARDOUS WASTE MANAGEMENT PLAN

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Record of Revisions

This Hazardous Waste Management Plan will be revised as necessary to reflect changes in hazardous waste generation or operations at Naval Support Activity Monterey and to remain current with federal, state, and local regulations. This sheet shall be updated with each revision of this document.

Revision Number	Date	Reason for Amendment/Change	Pages Affected
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Summary

The OPNAVINST 5090.1C requires that all Navy installations generating hazardous waste develop and implement a Hazardous Waste Management Plan (HWMP). This HWMP implements the NSA Monterey Commanding Officer's goal to meet regulatory requirements and establish HW process's to meet Navy Environmental Management System (EMS) goals and objectives. This plan shall be reviewed annually to incorporate changes occurring during the year.

All activities on the installation are subject to internal inspections by the NSA Monterey Environmental Division, and externally by the local Monterey County Health Department and the federal Environmental Protection Agency. Activities receiving notice of a violation or non-compliance, including tenant commands and contractors, shall report the incident to the NSA Monterey Commanding Officer within 24 hours. All enforcement actions taken against the installation as the result of non-compliance must be reported within 24 hours to Headquarters, NAVFAC SW. Violators can be held personally liable for cleanup costs and may incur civil or criminal penalties. The term "violators" not only includes the person who caused the contamination or non-compliance but also supervisors, commanders, and Department Heads who allowed the regulatory violation to occur and did not take action to prevent or correct the violation.

Hazardous waste must be disposed of in coordination with the NSA Monterey Environmental Division: (831) 656 2841. Hazardous waste shall not be disposed of in drains, sinks, dumpsters, wash racks or oil-water separators.

Household hazardous waste from private homes cannot be turned in at NSA Monterey for disposal. Residents of the County of Monterey can turn in hazardous waste at the Monterey Regional Waste Management District at 14201 Del Monte Blvd, Marina, CA. For additional information and hours call (831) 385-5313 or go to www.mrwmd.org.

Information on chemical hazards and required safety equipment shall be posted in all work areas. This information is available via Safety Data Sheets/Material Safety Data Sheets (SDS/MSDS). The Installation Safety Office can provide guidance on the Installation Hazard Communication Program and answer chemical safety issues: (831) 656-2822.

1. **Purpose.** To establish procedures and implement policies for the proper storage, management, transportation, and disposal of Hazardous Waste (HW) on Naval Support Activity Monterey (NSA Monterey) and ensure that the storage and disposal of HW is accomplished safely and in accordance with federal, state, and local regulations.

2. **Authority.** Office of the Chief of Naval Operations Instruction (OPNAVINST) 5090.1C, 30 October 2007 (Ref. (E)), requires Navy facilities that generate HW have a Hazardous Waste Management Plan (HWMP). This HWMP is consistent with the federal, state (California), local (Monterey County), and other Department of Defense (DoD) and Navy regulations and policies listed in Section 5 of this document.

3. **Applicability.** This plan is applicable to all activities aboard NSA Monterey including tenant commands, staff, students, and contractors.

The requirements specified within this HWMP only reflect the provisions for non-explosive HW. Explosive HW requirements are identified in the Commander Navy Region Southwest, Explosive Hazardous Waste Management Plan of 2004 (Ref. (H)).

4. **Plan Review and Revision.** The Hazardous Waste Program Manager (HWPM) shall review this plan at least once per year and incorporate revisions as necessary. The HWMP will be incorporated into the installation Environmental Management System (EMS). Per Reference (E), the HWMP must be reviewed and updated whenever there is a change in operations or conditions on the installation that affect HW accumulation, generation, transportation, or treatment. During the review process, the reviewer shall:

- a. Review applicable reports and records including inspection and audit reports, inspection records, internal memos, and incident and spill reports;
- b. Consider the need to revise, cancel, or create new Standard Operating procedures (SOPs);
- c. Review all chapters, tabs, links, and enclosures and update as necessary;
- d. Prepare a draft of revisions, including rationale for the revisions, to facilitate the chain of command's review and approval/concurrence of the revised plan; and
- e. Distribute revised HWMP to base standard distribution list.

5. **References.**

- A. 40 Code of Federal Regulation (CFR) 260-265, Resource Conservation and Recovery Act (RCRA) Hazardous Waste Regulation
- B. Title 22, California Code of Regulations (CCR), Div 4 Ch16, California Hazardous Waste Regulations
- C. 29 CFR Part 1910.120, Occupational Safety and Health Administration (OSHA)
- D. 49 CFR Parts 170-179, Hazardous Materials Transportation Act, Department of Transportation (DOT)
- E. OPNAVINST 5090.1C, Navy Environmental and Natural Resources Program Manual 2007; Chapter 15
- F. DoD 4145.19-R-I, Hazardous Material Storage and Handling Criteria Regulation
- G. 40 CFR 300, The National Oil and Hazardous Substances Pollution Contingency Plan
- H. NRSW Explosive Hazardous Waste Management Plan of 2004
- I. DoDI 4140.27M, Shelf-Life Management Manual
- J. CNRSW Management of Pharmaceuticals and Personal Care Products Guidance

6. Roles and Responsibilities.

6.1 NSA Monterey Commanding Officer (CO). The CO has ultimate responsibility for environmental compliance and readiness of the installation, including implementation of this HWMP. Specific responsibilities are:

- a. Approve and sign the installation HWMP;
- b. Budget, fund, and manage HW in full compliance with federal, state, and local HW laws and regulations;
- c. Ensure the HW program receives the appropriate level of attention to ensure personnel are aware of and comply with the provisions of this plan;
- d. Designate, in writing, the HWPM (Appendix H) to oversee the HW program;
- e. Delegate, if desired, signature authority for Uniform HW manifests to the HWPM.

6.2 Public Works Officer (PWO).

- a. Monitor HW program for efficacy (e.g. inspections, Environmental Management System (EMS) compliance audits, HW Annual Report).
- b. Support the Installation Environmental Program Director (IEPD) in communicating environmental management requirements to departments and tenant commands.

6.3 Installation Environmental Program Director (IEPD).

- a. Serve as the principal advisor to the CO on HW management.
- b. Serve as the single point of contact for all interactions with federal, state, and local environmental regulatory agencies.
- c. Ensure reports and compliance documents are complete and submitted to the appropriate federal, state, and local regulatory agencies and Navy activities in a timely manner.
- d. Act as liaison to address CNRSW specific questions or concerns on HW management issues, CNRSW policy or guidance, Unified Facility Permits, Tiered Permitting or other issues related to HW operations.
- e. Monitor and inspect departments, tenant commands, and service provider operations to ensure compliance with this plan.
- f. Serve as the planning, programming, and budget interface for installation environmental program requirements. This includes identification, and submission of HW program requirements to Navy Working Capital Fund budget office.
- g. Support and assist spill response and clean-up operations.
- h. Ensure this plan and related SOPs remain current.

- i. Ensure required training is provided to the HWPM and documented in EMSWeb.
- j. Inform the Safety Officer of safety deficiencies identified during environmental inspections.
- k. Assist activity managers in assessing potential environmental impacts of proposed or current actions and provide technical guidance in meeting environmental compliance requirements.

6.4 Hazardous Waste Program Manager (HWPM).

- a. Shall be designated in writing by CO (Appendix H).
- b. Serve as the installation HW compliance Subject Matter Expert providing technical assistance in minimization, accumulation, and disposal of HW.
- c. Approve all and maintain a list of HW satellite accumulation areas (SAA); identifying each work center generating waste including HW generator or activity representative information.
- d. Inspect SAAs every six months for compliance and ensure bi-weekly SAA inspections are being completed by waste generator or activity representative.
- e. Document inspections of SAAs and weekly 90/180 day HW accumulation areas in EMSWeb in accordance with regulatory requirements and ensure inspection records are available for review by regulating agencies.
- f. Ensure HW accumulation areas comply with all laws, regulations, and DoD/Navy policy.
- g. Ensure waste stream determinations are current and that documentation is available for review by the regulatory community.
- h. Verify that HW transporter(s) and disposal facilities are properly licensed, permitted, and in accordance with 40 CFR required DOT Security Plan is up to date.
- i. Sign uniform HW manifests when delegated in writing by the CO.
- j. Maintain and periodically monitor HW profiles for HW manifesting to ensure they are current. Ensure that the HW profiles for all SAAs generating HW accurately reflect the products and processes involved. Request analyses when operational changes may affect the accuracy of HW profiles. Ensure profiles generated by contractors are accurate and up to date.
- k. Prepare exception reports for submittal to the regulators if a copy of a manifest, signed by the owner/operator of the designated disposal facility, is not received within 45 days of the initial waste shipment.
- l. Maintain organized records of required documentation including logs, inspections, and reports for a minimum of 3 years or as required by the permit or installation policy.

- m. Ensure adequate supplies are available such as containers, spill cleanup supplies, labels, markings, placards, and forms.
- n. When potential HW safety violations are identified, ensure action is taken to resolve the deficiency through the issue of a corrective action or by notifying the appropriate department.
- o. Track disposal costs in accordance with Navy Working Capital Fund guidelines established by NAVFAC-Southwest.
- p. Respond to spills if required training is current.
- q. Coordinate submittal information for required environmental reports or data calls such as EPCRA, P2ADS and reports submitted to regulatory agencies.
- r. Audit the HW Program annually as part of the installation EMS Annual Internal Compliance Audit.
- s. Perform semi-annual audits of the HW Program using installation HW Audit form located in EMSWeb.
- t. Ensure all HW is turned in accordance with the HW Turn-in SOP located in Appendix C.
- u. Ensure compliance with this HWMP.

6.5 Installation Safety Officer.

- a. Respond to emergency spills; provide guidance and assistance only if required training is current.
- b. Inform the IEPD if environmental deficiencies are identified during inspections.

6.6 Departments, tenant commands, visitors, and contractors handling HW.

- a. Ensure HW is properly identified and labeled. Contact HWPM for guidance and training.
- b. Ensure HW is turned in for disposal in accordance with Appendix C.
- c. Ensure personnel are trained in, aware of, and comply with the provisions of this HWMP.
- d. Minimize the purchase and use of Hazardous Materials (HM) to reduce the amount of HW generated.
- e. Ensure HM containers have the common name of the contents clearly visible on the outside. If a label is becoming illegible, the common name of the HM must be written directly on the container. If a hazardous substance is placed into a new container or one previously used for other substances, cross out or obliterate incorrect labeling and write the common name of the contents on the container. This practice must be done even for relatively low hazard or harmless materials such as soap powder, windshield cleaning

solution, baking soda, fertilizer, etc., so the degree of hazard can be immediately determined by everyone. Unknown or unlabeled substances are assumed to be HW and evaluation testing and disposal costs increase.

- f. Ensure that neither HM nor HW is ever placed in a dumpster, on the ground, or down a drain.
- g. Ensure that personnel handling HW wear appropriate Personal Protective Equipment (PPE). Refer to the Material Safety Data Sheet or Safety Data Sheet (MSDS/SDS) or contact the installation Safety Office (831 656-2822) for guidance.
- h. Ensure all Satellite Accumulation Areas (SAAs) are approved by the installation HWPM prior to generating any HW.
- i. Inform HWPM of any changes in materials, work processes, or procedures that may affect HW generation before generating waste.
- j. Annually, review work processes for changes, modifications, or material substitutions and inform HWPM of any changes.

6.7 Contracting Officers and Project Managers. Personnel involved in issuing or managing contracts for projects or services on the installation are critical to ensuring contractor compliance.

- a. Provide copies of this HWMP to all contractors performing work onboard NSA Monterey.
- b. Require that contractors providing services to the government are aware of and comply with the requirements of this HWMP.
- c. Ensure that contracts and change orders specify that HW generated by contractors shall be disposed of in accordance with applicable federal, state, and local laws and regulations, and this HWMP. Specifically:
 - (1) The NSA Monterey EPA Identification Number must be used on all Uniform HW Manifests for HW leaving the installation.
 - (2) Prior to HW being removed from the installation, the contractor must provide documentation to the HWPM explaining how wastes were characterized.
 - (3) Uniform HW Manifests, including Land Disposal Restriction (LDR) forms, must be signed by an authorized NSA Monterey representative and copies of the manifests must be provided to the HWPM. The HWPM must be given two (2) working-days' notice to schedule inspections and signing of the manifest.
 - (4) All costs for disposing of HW generated by contractors are the responsibility of the contractor.
- d. Promptly notify the IEPD or PWO of any violations or suspected violations of the HWMP and fully cooperate with enforcement actions.

7. **Hazardous Material (HM) Management Procedures.** During internal and external HW compliance inspections, the inspector has the authority to inspect HM lockers for the following areas of compliance.

- a. Hazardous material labeling. HM that cannot be identified due to missing or inadequate labeling is considered to be HW unless the material is immediately identified and labeled. If disposed of as HW, costly analysis may be required to determine the material's properties and appropriate disposal process.
- b. Container condition. Material in damaged containers, whether rusted, dented, or otherwise structurally unsound must be re-packaged within four days of discovering the issue to avoid being classified as HW.
- c. Container closure. Hazardous Material containers must be properly closed and placed in properly segregated storage when the product is not being used.
- d. Retrograde HM. Hazardous Material is classified as "retrograde", and is considered by the State of California to be HW if the material is not used within one year after the material's expiration date. Not all HMs have expiration dates. The Navy allows for some types of HM to have the shelf life date extended by the end user. Guidance is found in Reference (I).

8. **General Hazardous Waste Management.**

8.1 **Hazardous Waste Determination.** Hazardous waste may be a HM that is no longer usable for its intended purpose, or the byproduct of a chemical process or experiment. See Reference (E) for specific definition.

The determination of when a HM is deemed to be a HW is the responsibility of the generator. Assistance in HW determination can be provided by the HWPM upon request.

The HW generator is any person whose process or experiment produces HW or whose act first causes a HW to become subject to regulation.

8.2 **Hazardous Waste Turn-in Procedure.** All HW generated on NSA Monterey will be turned in using the HW Turn-in Form and in accordance with Appendix C. Questions on the SOP or turn-in form should be addressed to the HWPM.

8.3 **Hazardous Waste Segregation.** Proper HW segregation ensures separation of incompatible chemicals that have the potential to produce heat, pressure, fire, explosion, violent reaction, toxic dust, mist or irritating or toxic vapor or gas. Waste segregation also ensures that spill response is not complicated by unintended chemical reactions between stored wastes that may endanger responders or complicate clean up. For information on proper segregation of HW, contact the HWPM.

8.4 Satellite Accumulation Areas (SAA). An SAA is used to store a byproduct of a process or experiment, must be located at the point of generation, and cannot be used to store waste longer than nine months. An SAA may be established only with the explicit approval of the HWPM. All SAAs shall be managed in accordance with Appendix F.

9. **Special Wastes**. A special waste is any hazardous waste listed in Title 22 of the California Code of Regulations section 66740 or classified as a special waste in section 66744. Special wastes have been granted a variance for the purposes of storage, transportation, treatment, or disposal by the Department of Health Services in accordance with Reference (B).

Special waste includes any solid waste which, because of its source of generation, physical, chemical or biological characteristics or unique disposal practices, is specifically conditioned in the solid waste facilities permit for handling and/or disposal. Special wastes generated at NSA Monterey include:

- Pressure treated lumber;
- Asbestos-containing material; and
- Contaminated soil.

Contact the HWPM for guidance on disposal of this waste category.

10. **Universal Waste.** Universal waste is a classification of HW that has been granted less stringent waste management and storage requirements than other types of HW in order to promote more effective recycling, treatment and disposal. A universal waste label or marking is required in lieu of the usual HW label. Allowable accumulation time for universal waste is one year. All universal wastes must be turned in to the HWPM using procedures in Appendix C. California recognizes several classification of universal waste.

a. **Batteries.** Dry cell batteries, regardless of size, are considered Universal Waste. Universal Waste batteries include: lithium, mercury, nickel-cadmium (Ni-Cad), nickel-metal hydride (NiMH), lead/acid gel cell, and alkaline (regular and rechargeable). Batteries of any type can be dangerous, especially if swollen, broken, leaking, or improperly vented. Certain battery types are incompatible and must be stored separately. Lead-acid automotive batteries are not considered Universal Waste and are managed as HW.

Specific instructions for battery accumulation at FLC are covered in Appendix J.

b. **Fluorescent lamps.** This category includes high intensity discharge, neon, mercury vapor, high-pressure sodium and metal halides lamps. If broken, the resulting waste must be managed as HW. The replacement and collection of these items may only be performed by the Public Works Department. Instructions for the management of used tubes/bulbs can be found in Appendix I.

c. **Mercury Containing Items.** All thermostats, dental amalgams, appliance switches, or other devices that contain mercury or ampoules of metallic mercury.

d. **Cathode Ray Tubes.** Intact computer monitors, vacuum tubes, television picture tubes or similar items that contain lead or any other regulated metal. Computer monitors should be returned to the Fleet Logistics Center (FLC, aka Supply). Broken monitors must be managed as hazardous waste.

e. **Consumer Electronic Devices.** Anything with a printed circuit board.

Note: California Department of Toxic Substance Control (DTSC) recently interpreted that Beryllium Oxide (BeO) heat sinks and components are CA non-RCRA HW items and may not be managed as universal wastes with the exception of mobile telephones.

f. **Aerosol Containers.** All aerosol containers, regardless of whether empty or not, shall be turned in to the HWPM.

11. **Pharmaceutical Wastes.** The Federal definition of waste pharmaceuticals is any expired, unused, or un-dispensed pharmaceutical or the container or dispensing instrument containing left-over material, except syringes. Under RCRA, pharmaceuticals may be further classified. See CNRSW Management of Pharmaceutical and Personal Care Products Guidance, Reference (J): http://www.cnrc.navy.mil/content/dam/cnrc/cnrsw/NAVFACSW%20Environmental%20Core/PPCP_Guidance_Jul_2013.pdf

12. **Record Keeping.** The HWPM shall maintain records pertaining to HW management and disposal for three years per Reference (E). These records must be made available to inspectors upon request. Specific records include:

- a. Disposal Receipts. Waste turn-in forms, copies of manifests, bills of lading, receipts from recycled oils or other substances, lead acid battery turn-ins or other items turned in or disposed of as HW, universal waste or special waste.
- b. Waste Analyses. Lab analysis, waste profile sheets, test results or other documentation regarding the waste sent for treatment, storage or disposal.
- c. Weekly HW accumulation area inspection forms shall be stored in the designated inspection binder and filled out in EMSWeb.
- d. All HM business plans, chemical inventories, site maps, and HW-related data must be provided to the Monterey County Certified Unified Program Agency (CUPA) via the California Environmental Reporting System.

13. **Permits and Hazardous Material Business Plans.** A copy of the CUPA “Unified Facility Permit” or other type of permit issued by an authorized agency shall be current and readily available.

- a. Hazardous Material Business Plans are required when an installation generates HW or stores HM at any time throughout the year in quantities greater than or equal to 500 pounds of solid, 55 gallons of liquid or 200 cubic feet of compressed gas. Business Plans identify HM and HW storage locations, emergency points of contact, emergency and safety procedures, site maps and other information to assist emergency personnel in the event of a spill or release.
- b. The HM Business Plan must be readily accessible in case of an emergency and must be updated within 30 days if:
 - (1) The emergency contact person or phone numbers change;
 - (2) There is significant increase or decrease (>50%) in the amount of HM or HW that is used or stored;
 - (3) Any HM or HW storage areas are relocated;
 - (4) Storage tanks for HW or HM are installed or removed; or
 - (5) There are other significant changes in the management of HM or HW.
- c. After initial submittal, annual certification of the HM Business Plan is required regardless of changes. A certification form is sent to the CUPA by the CO for all Business Plans under their area of responsibility.

14 Hazardous Waste Storage Requirements.

14.1 Hazardous Waste 90-Day Accumulation Area. The NSA Monterey Main Site generates more than 1,000 kilograms (2,200 pounds) of hazardous waste per month, and as such is permitted as a HW large quantity generator. All HW must be removed from the installation within 90 days of the accumulation start. Areas designated as 90-Day Accumulation Areas must meet strict federal and state specifications.

- a. A non-permeable, fenced containment area with a berm.
- b. Area must be locked and secure when not in use.
- c. Required signage.
 - (1) English and Spanish sign: “DANGER: HAZARDOUS WASTE ACCUMULATION AREA--UNAUTHORIZED PERSONNEL KEEP OUT. CUIDADO: ZONA DE RESIDUOS PELIGROSOS PROHIBITA LA ENTRADA A PERSONAS NO AUTORIZADAS”.
 - (2) “NO SMOKING”.
 - (3) Placards denoting the hazardous properties of material normally accumulated in area. For example, “FLAMMABLE”, “CORROSIVE”, “TOXIC”. These signs may stay in place even if the designated type of waste is not present in the accumulation area.
 - (4) Signage listing emergency contact information. At a minimum, the sign should state: “IN CASE OF SPILL OR EMERGENCY IMMEDIATELY CONTACT THE MONTEREY FIRE DEPARTMENT (911) AND PW ENVIRONMENTAL DIVISION” with the appropriate phone numbers (Appendix B). The sign must include the HWPM’s name and telephone number.
- d. A copy of the current NSA Monterey Oil & Hazardous Substance Spill Contingency Plan must be available.
- e. Spill clean-up materials must be available within 10 feet of the accumulation area. At a minimum, this includes an empty overpack drum, absorbent, push broom, and flat-head shovel. The absorbent can be stored in the overpack drum to keep it from weathering.
- f. An operable fire extinguisher located within the accumulation area. The HWPM will contact the NSA Monterey Fire Inspector to assess the site and determine the appropriate type of fire extinguisher. Portable fire extinguishers must be inspected monthly in accordance with fire department guidelines. Hazardous waste locker fire suppression systems shall be inspected every 2 years by the NSA Monterey Fire Inspector.
- g. HW areas equipped with a drain valve must have the valve closed at all times. If the berm fills with rain water, the Environmental Division will determine whether or not the water is contaminated. If the accumulated water is hazardous, then it must be pumped into appropriate containers and managed as HW.
- h. Aisle space within the accumulation area must be sufficient to allow unobstructed movement of personnel to all containers, or approximately 2 feet in width.
- i. All containers of HW shall be labeled correctly.
- j. All aboveground storage tanks (AST) used for accumulation of HW shall be approved by the Environmental Division prior to use. The HWPM shall inspect ASTs at a minimum

monthly for leakage, damage or corrosion. Tanks shall be kept closed and locked at all times except when waste is being added or removed.

k. Inspect weekly using the Weekly Hazardous Waste Accumulation Inspection Checklist (Appendix E).

14.2 Hazardous Waste 180-Day Accumulation Area. The NSA Monterey Navy Annex generates less than 1,000 kilograms (2,200 pounds) of HW per month and as such is permitted as a HW small quantity generator. All HW must be removed from the Navy Annex within 180 days of the accumulation start date. Areas for 180-day accumulation have the same requirements as 90-day accumulation sites (see Section 14.1) except they do not require a berm.

15. **Hazardous Waste Treatment.** Any method, process or technique that is designed to change the physical or chemical composition, remove or reduce the toxic or hazardous effects, properties or characteristics of a HW.

In rare instances, HW may be treated at the generator's location in lieu of or in conjunction with disposal. Environmental regulations require generators that treat HW at their location to apply for permits that specify the type, quantity, and toxicity of the HW to be treated.

Treatment permits are categorized in a process known as Tiered Permitting. Each tier has a very specific permit application, specific requirements, notifications, record keeping requirements, and operating procedures, in addition to those of HW generators. Refer all questions and provide notification prior to conducting any treatment process to the IEPD.

16. **Spill Response and Emergency Procedures.**

- a. If training is current and sufficient and equipment is available, contain and clean up spills immediately and safely in accordance with Appendix M. Report all spills to the Environmental Division at (831) 656-7746.
- b. Residues from spill cleanup efforts must be turned in to the HWPM for disposal as HW.
- c. For spills too large or toxic to handle or that pose a significant health or safety hazard to personnel or the environment, notify the City of Monterey Fire Department at 911 and Public Works at (831) 656- 2526.
- d. City of Monterey Emergency Services (911) is only responsible for the containment of spills. The clean-up of spills that pose a risk to human safety or the environment may be conducted under contract with certified licensed contractors.

17. Training Requirements.

17.1 Personnel Managing or Handling HW. Federal and state law requires that personnel handling HW, such as automotive mechanics and laboratory HW managers, have a minimum of 8 hours introductory and 8 hours of annual refresher training on environmental protection and proper handling and disposal of HW. Contact HWPM for specific requirements.

Current and previous personnel who handle or manage HW must retain copies of their environmental training records, letters of designation, job descriptions, diplomas, and environmental training documents. Copies of these documents must be uploaded into EMSWeb.

17.2 Hazardous Waste Program Manager. The HWPM must complete a minimum of 24 hours of introductory training and 8 hours of annual refresher training. Copies of all training certificates and records will be kept on EMSWeb. To meet this requirement, the HWPM shall attend:

- a. Initial Resources Conservation Recovery Act (RCRA) and California Code of Regulations Title 22 training within six months of appointment and annually thereafter.
- b. Department of Transportation (DOT) HM training within six months of appointment and every three years thereafter.
- c. Occupational Safety and Health Administration (OSHA) training within six months of appointment and annually thereafter.
- d. Forty-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) course, or a course designed specifically for hazardous materials technicians as defined by OSHA (29 CFR 1910.120). In general, individuals are to have competency in the following:
 - (1) Recognition of hazardous substances;
 - (2) Implementation of Spill Contingency Plans;
 - (3) Selection and use of PPE;
 - (4) Hazardous risk assessment;
 - (5) Spill containment and control;
 - (6) Decontamination technique; and
 - (7) Basic toxicological and chemical terminology.

APPENDIX A

Acronyms

AST- Aboveground Storage Tank
CCP- Commercial Chemical Product
CCR- California Code of Regulations
CFR - Code of Federal Regulations
CNRSW- Commander, Navy Region Southwest
CO - Commanding Officer
CUPA- Certified Unified Program Agency
DoD - Department of Defense
DoDI- Department of Defense Instruction
DOT - Department of Transportation
DTSC-Department of Toxic Substances Control (California)
EMS - Environmental Management System
EMSMR – Environmental Management System Management Representative
EPA – Environmental Protection Agency
EPR- Environmental Program Requirements
FNMOCC- Fleet Numerical Meteorology and Oceanography Center
HM – Hazardous Material
HW – Hazardous Waste
HWPM- Hazardous Waste Program Manager
HWMP- Hazardous Waste Management Plan
IEPD- Installation Environmental Program Director
LDR- Land Disposal Restriction
MSDS – Material Safety Data Sheet
NAVFAC SW- Navy Facility Command Southwest
NOSC- Navy On-Scene Coordinator
NSA- Naval Support Activity
NSAMINST- Naval Support Activity Monterey Instruction
OHS- Oil and Hazardous Substance
OPNAVINST- Chief of Naval Operations Instruction
OSHA – Occupational Safety and Health Administration
PPE – Personal Protective Equipment
PWO– Public Works Officer
RCRA – Resources Conservation and Recovery Act
SAA – Satellite Accumulation Area
SDS- Safety Data Sheet
SOP – Standard Operating Procedure
SQ- Small Quantity

APPENDIX B

Contact Information

City of Monterey Emergency Services.....	911
Public Works Officer.....	831 656-2261
Installation Environmental Program Director.....	831 656-7746
Hazardous Waste Program Manager.....	831 656-2841
Installation Safety Office.....	831 656-2822
Radiation Safety Officer.....	831 656-2181
Installation Police Department.....	831 656-2555
NSA Monterey Fire Inspector.....	831 656-7822



NSA Monterey

ENVIRONMENTAL MANAGEMENT

Standard Operating Procedure (SOP) for Turn-in of Hazardous Waste

Purpose: To ensure that all hazardous waste (HW) generated at NSA Monterey is disposed of in accordance with the NSA Monterey Hazardous Waste Management Plan and all applicable local, state, and federal regulations.

Ref: (a) NSA Monterey Hazardous Waste Management Plan

Enclosures

(1) Hazardous Waste Turn-in Form

Definitions

Hazardous Waste (HW): A hazardous material that is no longer usable for its intended purpose, or the byproduct of a chemical or industrial process that involves a hazardous material.

Hazardous Waste Determination: The determination of when a HM is deemed to be a HW is the responsibility of the generator. Assistance in HW determination can be provided by the Hazardous Waste Program Manager (HWPM) upon request.

Hazardous Waste Generator: Any person whose process produces HW or whose act first causes a HW to become subject to regulation.

Activity: Any individual, group of individuals, or specific Division or Department that use hazardous materials and may generate hazardous waste.

Activity Representative (AR): An individual designated by an Activity to be responsible for the turn-in of HW.

Procedure:

1. When HW is ready for disposal the HW Turn-in Form must be completed by the Hazardous Waste Generator or Activity Representative (AR). This form can be obtained from:
 - a. Hazardous Waste Program Manager (william.baier@navy.mil);
 - b. NSA Monterey website: <http://www.cnmc.navy.mil/Monterey/index.htm>
2. The HW Generator or AR electronically transmits the completed HW Turn-in form(s) **and** the **Material Safety Data Sheet(s) (MSDS) or supporting documents** to the HWPM, (william.baier@navy.mil).

3. The HWPM will review the electronically transmitted turn-in forms and contact the Hazardous Waste Generator or AR with further turn-in instructions. The HW will be turned in via one of the following methods:
 - a. The HWPM will pick up HW from the HW Generator or AR on an agreed upon day or,
 - b. The HWPM will arrange with the HW Generator or AR to have waste dropped off at the Bldg. 428 HW Accumulation Site, located in the Public Works Complex Yard at the end of Gardners Rd. This process is for turn-in of HW on the **Main Base ONLY**. **No HW will be dropped off at the Bldg. 428 HW Accumulation Site without an appointment.**
4. When the HW is received, the HWPM will confirm that the HW Turn-in form(s) accurately represent HW being turned-in and that all containers are properly labeled.
5. If all HW has been properly identified the HWPM will provide the HW Generator or AR a signed copy of the HW Turn-in Form.
6. An updated HW Turn-in Form will be provided to the HW Generator or AR which will include accurate weights within 15 business days.

Point of Contact: If you have any questions regarding this SOP please contact the Environmental Division Hazardous Waste Program Manager, William J. Baier, at 831 656-2841 or william.baier@navy.mil. Alternate POC is Johanna Turner at 831-656-7746 or johanna.turner@navy.mil.



HAZARDOUS WASTE TURN-IN FORM

This form is to be used for the turn-in of hazardous waste to the NSA Monterey Environmental Division. Please refer to the attached Standard Operating Procedure for additional guidance when filling out this form. The form must be filled out electronically and e-mailed along with appropriate MSDS as an attachment to william.baier@navy.mil.

Name: Phone Number

Organization Department

Waste Location Bldg. # Room # E-Mail

List of Wastes

Item #	*Chemical/Product Name	Estimated Weight in lbs	**Actual Weight	Container Size	Qty	MSDS Provided
1						<input type="checkbox"/>
2						<input type="checkbox"/>
3						<input type="checkbox"/>
4						<input type="checkbox"/>
5						<input type="checkbox"/>
6						<input type="checkbox"/>
7						<input type="checkbox"/>
8						<input type="checkbox"/>
9						<input type="checkbox"/>
10						<input type="checkbox"/>
11						<input type="checkbox"/>
12						<input type="checkbox"/>

*If waste is generated from a process include chemical components and percentages of the components in the waste.

** This form will be returned to the Hazardous Waste Generator with actual weights within 15 days.

Enclosure: HW Turn-in Form

Item #	*Chemical/Product Name	Estimated Weight (lbs)	**Actual Weight (lbs)	Container Size	Qty	MSDS Provi
13						<input type="checkbox"/>
14						<input type="checkbox"/>
15						<input type="checkbox"/>
16						<input type="checkbox"/>
17						<input type="checkbox"/>
18						<input type="checkbox"/>
19						<input type="checkbox"/>
20						<input type="checkbox"/>

Comments

1. Generator Certification: I certify that the information provided and the attached MSDSs accurately describe the waste being turned in to the best of my knowledge.

Signature: Date:

2. HWPM verification of pickup/waste acceptance: The waste submitted for turn-in has been inspected and determined to match the list above and is properly labeled.

Signature: Date:

3. HWPM verification of weights: All waste has been weighed and actual weights are provided above.

HWPM Date:

APPENDIX D

Sample
Hazardous Waste Label

HAZARDOUS WASTE

STATE AND FEDERAL LAW PROHIBIT IMPROPER DISPOSAL.
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY
AUTHORITY, THE U.S. ENVIRONMENTAL PROTECTION AGENCY
OR THE CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL.

GENERATOR INFORMATION:

NAME Naval Support Activity Monterey

ADDRESS 511 Gardeners Rd B- Rm- _____ PHONE 831-656-2841

CITY Monterey STATE CA ZIP 93943

MANIFEST TRACKING NO. _____

EPA ID NO. CA1170090194

EPA WASTE NO. _____ CA WASTE NO. _____ ACCUMULATION START DATE _____

CONTENTS, COMPOSITION: _____

PHYSICAL STATE: SOLID LIQUID | HAZARDOUS PROPERTIES: FLAMMABLE TOXIC
 CORROSIVE REACTIVITY OTHER _____

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

HANDLE WITH CARE!

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LABELMASTER® (800) 621-5808 www.labelmaster.com



NSA Monterey
ENVIRONMENTAL MANAGEMENT

Standard Operating Procedure (SOP)
for
90-Day Hazardous Waste Accumulation Area Management
NSA Monterey Public Works Yard, Building 428
8 May 2013

Purpose: To ensure that management of the 90-day hazardous waste (HW) accumulation area, Building 428 meets federal, state and local laws, DoD and Navy regulations, and the NSA Monterey Environmental Management System (EMS) goals.

Ref: (a) 40 Code of Federal Regulation (CFR) 260-265, Resource Conservation and Recovery Act (RCRA) Hazardous Waste Regulation
(b) Title 22, California Code of Regulations (CCR), Division 4, Chapter 16
(c) OPNAVINST 5090.1C, Navy Environmental and Natural Resources Program Manual

Scope: This procedure applies to the requirements to manage the 90-day HW accumulation area, Building 428 located with-in the Public Works Yard.

Enclosure:

(1) Weekly Hazardous Waste Accumulation Area Inspection Checklist*

Procedure:

1. Inspections: NSA Monterey Hazardous Waste Program Manager (HWPM) or approved Environmental Division personnel will complete the weekly HW Accumulation Area Inspection Checklist and upload information into EMSWeb [within 48 hours](#) (refer to **90-Day Hazardous Waste Accumulation Area Inspection Binder** for steps).
 - a. This checklist covers Federal, State, and Local Regulations as well as Best Management Practices (BMP).
2. Requirements for HW Accumulation Area
 - a. The fenced-in HW Accumulation Area must be kept locked at all times when authorized personnel are not present.
 - b. The key to the HW Accumulation Area will be kept in the office of the HWPM, Bldg. 426 (Office #22T). The key will be properly labeled and easily accessible. All Environmental Staff will be made aware of key location. A duplicate key will be kept with the Installation Environmental Program Director (IEPD).
 - c. The HW Accumulation Area will be properly posted in English and Spanish with the following language: **“Hazardous Waste Accumulation Area”**.
 - d. The HW Accumulation Area will be properly posted “Danger No Smoking”.
 - e. The HW Accumulation Area will have both emergency contact and accumulation area POC information clearly posted.
 - f. The HW Accumulation Area will have fire extinguishers properly located, be completely charged, and have a current monthly inspection tag attached to the

extinguisher. The HWPM will contact the NSA Monterey Fire Inspector to assess the site and determine the type of fire extinguisher needed. The fire extinguisher will be inspected weekly.

- g. Eye-wash station and shower will be inspected weekly for leaks, and flushed. Test logs will be kept current.
 - h. Spill kits will be located within the HW Accumulation area where they are not exposed to the weather. Spill response material will include:
 - A 55 gallon overpack drum;
 - Absorbent materials (Absorbent material can be stored inside the 55 gallon overpack to prevent weathering)
 - Flathead shovel
 - Broom
 - i. A copy of the current Oil and Hazardous Substance (OHS) Pollution Contingency Plan must be available and easily accessible.
 - j. The drain valve will be in the closed position at all times. If the bermed area fills with water the HWPM will determine if water is contaminated. If the accumulated water is contaminated it will be pumped into appropriate containers and managed as HW. If the water is free of contaminants it may be released.
 - k. The HW Accumulation area will be free of leaks, spills, and debris. All spills will be cleaned up immediately by the HWPM if determined safe to do.
3. Requirements for HW Accumulation Area Lockers
- a. The HW Accumulation lockers will be kept locked when not in use.
 - b. The keys to the HW Accumulation Area lockers will be kept in the office of the HWPM, properly labeled and easily accessible. All Environmental Staff will be made aware of key location. The IEPD will have duplicate keys of all lockers.
 - c. All HW Accumulation lockers will be labeled with the proper hazard class signage, as required.
 - d. Good housekeeping principals will be implemented for all HW accumulation lockers.
 - e. Aisle space within the HW Accumulation lockers will be sufficient to allow unobstructed movement of personnel to all containers, or about 2 feet wide.
4. Requirements for HW containers
- a. All HW containers containing HW will be in good condition. Containers not meeting this criterion will be overpacked in preparation for disposal.
 - b. All HW will be compatible with the container in which it is stored.
 - c. All HW containers will be kept closed or sealed unless waste is being added to the container. An overpack container is considered closed when the lid and retaining ring are in place. A bung drum or can is considered closed when the bung or cap is tightened sufficiently to prevent spillage.
 - d. When a HW is placed into the HW Accumulation lockers a completed HW label will be affixed to the container to include a start date.
 - e. HW will not be stored for more than 90 days

- f. All empty containers formerly holding HM, for the purpose of reuse, will be labeled “empty” and include the start date (“EMPTY- 5/10/2013”) and managed within one (1) year. Containers five gallons or less have the option of being placed into the trash or recycled. Containers >5 gallons must be sent off for recycle.
 - g. Incompatible wastes will not be stored in the same locker.
 - h. Hazardous materials will not be stored in the same locker as HW.
5. Requirements for container labeling
- a. All HW put into a HW accumulation lockers will have a completed HW label affixed to the waste container. HW labels will include:
 - Generators name clearly displayed
 - Name of the HW clearly displayed
 - Accumulation start date representing the date that the waste was first placed into the HW accumulation locker
 - b. All labels will be filled out with permanent ink.
6. Requirements for HM stored at accumulation area
- a. All HM will be stored safely and have the appropriate MSDS accessible
 - b. All HM will be labeled with contents
 - c. All HM will be added to the Authorized Users List (AUL) prior to being put in the storage area
 - d. A current inventory of all HM must be in or on the locker and must be updated monthly
 - e. HM may not be stored for reuse or redistribution
7. Requirements for Universal Waste (UW) stored at accumulation area
- a. All UW will be properly marked/labeled with contents.
 - b. All UW will have a start date located on the item or container.
 - c. All UW may not be accumulated for more than one (1) year.

Training: Federal and state laws require that all personnel managing or handling HW must be trained, either through classroom instruction, correspondence courses, or on-the-job-training. Training must be ongoing in order to respond to emergencies, protect the environment, and properly handle and dispose of hazardous wastes. Copies of training records will be provided to the IEPD and will be uploaded into the Environmental Management System (EMS) Website (EMSWeb).

Point of Contact: If you have any questions regarding this SOP please contact the Environmental Division Hazardous Waste Program Manager, William J. Baier, at 831 656-2841.

*** A “Weekly Inspection” is an inspection that is conducted at some point within every calendar week or about every 5-7 days.**

WEEKLY HAZARDOUS WASTE ACCUMULATION AREA INSPECTION CHECKLIST

<h3 style="margin: 0;">HW Accumulation Area Weekly Inspection Questions</h3>			For questions that do not apply provide an NA under the Comments section
INSPECTOR:	DATE:		
LOCATION:			
<h3 style="margin: 0;">General & Required Questions to Address When Inspecting</h3>	Yes	No	Comments- IF NO, please explain
Requirements for HW Accumulation Area			
Is the HW Accumulation Area secured?			
Is the HW Accumulation Area key easily accessible?			
Is the HW Accumulation Area properly posted "Hazardous Waste Area" in both English and Spanish?			
Is the HW Accumulation Area "Danger No Smoking" sign posted?			
Is the HW Accumulation Area emergency contact information clearly displayed?			
Is the HW POC contact information clearly posted?			
Are all fire extinguishers at the HW Accumulation Area properly located?			
Are all fire extinguisher at HW Accumulation Area fully charged?			
Are all fire extinguishers inspected monthly and tag is current?			
Was the eye wash/shower station flushed weekly?			
Is the eye wash/shower station weekly test log current?			

Is the eye wash/shower station free of leaks?			
Are spill kits located at a reasonable distance to HW Accumulation Area?			
Are spill kits properly stocked?			
Is spill response flat head shovel easily accessible?			
Is the spill response broom easily accessible?			
Is the HW Accumulation Area free of spills and debris?			
Requirements for HW Accumulation Area Lockers			
Are HW Accumulation Area lockers locked?			
Are HW Accumulation Area lockers labeled with proper hazard class sign, if required?			
Are HW Accumulation Area good housekeeping principals being implemented?			
Do HW Accumulation Area lockers have sufficient isle space to move throughout lockers?			
Are the HW Accumulation Area locker keys easily accessible?			
Are the HW Accumulation Area locker keys properly labeled?			
Requirements for HW Containers			
Are all HW containers in good condition?			
Are all HWs compatible with their respective container?			
Are all incompatible wastes separated?			
Are all containers properly closed/sealed?			
Waste is not accumulated more than 90/180 days (depending on location)?			
Are all empty containers for disposal properly labeled and managed within one (1) year?			
Are hazardous materials stored with HW?			

Requirements for HW Container Labeling		
Are all containers clearly and properly marked/labeled?		
Are HW labels properly filled out and affixed to all HW containers?		
Is permanent ink used on all labels and containers?		
Is the Generator Name clearly displayed on HW labels?		
Are accumulation start dates clearly marked on all waste containers?		
Requirements for Universal Waste		
Is universal waste accumulated less than one (1) year?		
Are all universal waste containers properly marked/labeled?		
Requirements for Hazardous Materials Storage		
Is all hazardous material properly stored?		
Are the Material Safety Data Sheets easily accessible for each HM on hand?		
Are all HM containers properly labeled?		
Are all HMs represented on approved Authorized Users List (AUL)?		



NSA Monterey

ENVIRONMENTAL MANAGEMENT

Standard Operating Procedure (SOP) for Hazardous Waste Satellite Accumulation Areas 13 May 2013

Purpose: To ensure that all Hazardous Waste Satellite Accumulation Areas (SAAs) are established in accordance with the NSA Monterey Hazardous Waste Management Plan and all applicable local, state, and federal regulations.

Ref: (a) NSA Monterey Hazardous Waste Management Plan
(b) Hazardous Waste Turn-in Form

Enclosure:
(1) HW SAA Biweekly Inspection Form

Definitions

Hazardous Waste (HW): A hazardous material that is no longer usable for its intended purpose, or the byproduct of a chemical or industrial process that involves a hazardous material.

Hazardous Waste Generator: Any person whose process produces HW or whose act first causes a HW to become subject to regulation.

Activity: Any individual, group of individuals, or specific Division or Department that use hazardous materials and may generate hazardous waste.

Activity Representative (AR): An individual designated by an Activity to be responsible for the turn-in of HW.

Satellite Accumulation Area (SAA): A hazardous waste generator may accumulate up to 55 gallons of a HW (or one quart of acutely or extremely hazardous waste) which is a byproduct of a process, at the point of generation no more than 9 months in accordance with the NSA Monterey Hazardous Waste Management Plan.

Waste Stream: The chemical byproduct of a process or experiment.

Requirements:

1. Satellite Accumulation Area (SAA)
 - a. The NSA Monterey Hazardous Waste Program Manager (HWPM) must approve all SAA prior to the commencement of any chemical waste producing process. Approval is required to confirm that the intended process meets all regulatory requirements. Additional input from the NSA Monterey Safety Office may be required dependent upon chemicals or process proposed. All chemicals used in a

process or experiment must be preapproved through the Authorized Users List approval process.

- b. To approve an proposed SAA the HW generator must provide to the HWPM:
 - i. A list of chemicals and percentages to be used as part of the process (waste stream)
 - ii. The location where the process will occur (point of generation)
- c. The HWPM will create a waste profile for each SAA waste stream.
- d. Conditions for SAA
 - i. The laboratory accumulation area is managed under the control of one or more designated personnel who have received training commensurate with their responsibilities and authority for managing laboratory HW.
 - ii. Department Heads must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal operations and emergencies.
 - iii. All training must be documented and records provided to inspectors upon request.
 - iv. The SAA is managed to ensure that incompatible laboratory HWs are not mixed, and are otherwise prevented from coming in contact with each other.
 - v. The amount of HW allowed to accumulate in the SAA is determined by space limitations and the ability to safely manage the containers.
- e. A list of all SAA locations will be maintained by the HWPM and updated as needed and reviewed annually. HW generators will inform the HWPM of proposed changes to the SAA.
- f. HW cannot be accumulated for more than 9 months at a SAA .
- g. HW accumulation is limited to 55 gallons or one quart of acutely or extremely HW per waste stream. When the limit of 55 gallons or one quart of acutely or extremely HW per waste stream is reached the HW generator has 72 hours to have the waste transferred from the SAA to the HW Accumulation Area managed by the HWPM.
 - i. Generators should begin the turn-in process when containers are approximately 90% full in order to avoid exceeding time restrictions.

- ii. The 72 hour time limit only applies to 55 gallons or one quart of acutely or extremely HW. Smaller quantities generated do not fall into this 72 hour category but should be turned in within 10 business days
- iii. The HW generator will use the SOP for the Turn-in of Hazardous Waste.

h. Container Labeling Requirements

- i. Each container must be labeled with:
 - 1. The initial date that HW is placed in the container
 - 2. The words “Hazardous Waste”.
 - 3. The composition and physical state of the waste (solid or liquid)
 - 4. The name and address of the generator
 - 5. The name of the chemicals being placed into the container
 - 6. The final date that HW is placed in the container and a determination is made that the container is full.

i. Container accumulating HW in a SAA must be:

- i.** Safe, non-leaking and in good condition
- ii.** Appropriate for the HW being accumulated
- iii.** Kept closed except when adding or removing HW

- 2. Each satellite storage area must be inspected on a bi-weekly basis to insure that:
 - a. containers are not leaking and are in good condition
 - b. containers are properly separated to avoid mixing of incompatible wastes or materials
 - c. containers are kept closed except when adding compatible waste to the container
 - d. incompatible wastes are not stored in the same container

Point of Contact: If you have any questions regarding this SOP please contact the Environmental Division Hazardous Waste Program Manager, William J. Baier, at 831 656-2841 or william.baier@navy.mil.

HW Satellite Accumulation Area Biweekly Inspection Questions				For questions that do not apply provide an NA under the Comments section
INSPECTOR:		DATE:		
LOCATION:				
General & Required Questions to Address When Inspecting		Yes	No	Comments- IF NO, please explain
Requirements for HW Satellite Accumulation Area (SAA)				
Are spill kits located within a reasonable distance to HW SAA?				
Are spill kits properly stocked?				
Are spill kits compatible to the chemicals being accumulated?				
Is the HW SAA free of spills and debris?				
Has the SAA been approved by the installation Hazardous Waste Program Manager?				
Is there more than 55 gallons of any one chemical waste stream?				
Is the accumulated HW appropriate for the space limitations to safely manage the waste container(s)?				
Requirements for HW Containers				
Are all HW containers in good condition?				
Are all HWs compatible with their respective container?				
Are all incompatible wastes separated?				
Are all containers properly closed/sealed?				

Has waste been accumulated more than 9 months?			
Are all SAA containers located near the point of generation?			
Requirements for HW Container Labeling			
Is the initial date that HW is placed in the container clearly marked and visible on all containers used for satellite accumulation?			
Are all HW containers labeled with the words "Hazardous Waste"?			
Is the physical state (solid or liquid) clearly labeled on each container?			
Are the names of the chemicals being placed into the container included on the container?			
Is the Generator Name and address clearly displayed?			
For full containers, is the final date HW was placed in the container clearly placed on container			
Is permanent ink used on all labels and containers?			
Requirements for Hazardous Materials Storage			
Is all hazardous material properly stored?			
Are the Material Safety Data Sheets easily accessible for each HM on hand?			
Are all HM containers properly labeled?			
Are all HMs represented on approved Authorized Users List (AUL)?			
Requirements for HW Satellite Accumulation Area Training			
Have all people working in the SAA completed required training?			

APPENDIX G

Terms & Definitions

Accumulation Start Date.

a. Accumulation Start Date at 90-day storage area:

- (1) The accumulation start date is the date the first drop or item is placed into a HW container,
- (2) The date that a container is moved from a satellite accumulation area (SAA) into a 90-day storage area.

b. Accumulation Start Date at a Satellite Accumulation Area:

- (1) The date that the total amount of HW exceeds the 55-gallon limit,
- (2) The date the HW is picked up from the SAA.

c. Accumulation Start date for Universal Waste: The date the first item is placed in the container.

Authorized Representative. The person responsible for the overall operation of a facility or part of a facility. An authorized representative is normally the Commanding Officer or persons of equivalent responsibility. The Commanding Officer may designate in writing an “authorized representative” to act on their behalf.

Bill of Lading. A bill of lading is generated by a shipper, details a shipment of merchandise, gives title to the goods, and requires the carrier to deliver the merchandise to the appropriate party.

Certified Unified Program Agency (CUPA). An agency certified by DTSC to conduct the Unified Program, which consists of hazardous waste generator and onsite treatment programs, aboveground and underground storage tank programs, Hazardous Materials Management and Business/Contingency Plans and Inventory Statements, and the Risk Management and Prevention Program. (The CUPA is generally a part of the county or city Fire Department or Environmental Health Department).

Characterization. Refers to the process of identifying waste components, their concentrations, and the work process from which HW is generated. Characterization is required to ensure the correct U.S. EPA waste codes or state waste codes are identified and for the proper handling, treatment, and disposal of HW.

Classification. It is the generator’s responsibility to determine whether the waste is a hazardous waste or not, to self-classify their waste as hazardous or non-hazardous waste, and to manage the waste according to applicable management standards. The generator has two options for classifying waste: using Analytical testing data or knowledge of the materials and processes used to generate the waste.

Container. Refers to any portable device in which a material is stored, transported, treated, or disposed.

Contingency Plan. A document that contains an organized, planned, and coordinated course of action to be taken in case of a fire, explosion, or release of a hazardous material or waste.

Corrosivity. A characteristic of acidic and alkaline hazardous wastes. e.g., alkaline battery fluid, that causes burns to the skin and damage to metal.

Disposal. The discharge, deposit, injection, dumping, spilling, leaking, or placing of any waste so that the waste or any constituent of the waste is or may be emitted into the air or discharged into the land or water. This includes the abandonment of any waste.

Emergency Contingency Plan (ECP). See Hazardous Material Business Plan

Empty Container. Any HM or HW container, except a compressed gas cylinder, aerosol cans or an acute HW container, that has had all wastes removed, that may be removed, using all commonly employed techniques for the type of container, e.g., pouring, pumping, and aspirating, or with the approval of the regulatory agency and the Installation:

- a. No more than 2.5 centimeters (one inch) of residue remains in the bottom of the container; or
- b. No more than 3 percent by weight of the total capacity of the container remains in the container if the container is less than or equal to 119 gallons in size; or
- c. A compressed gas is empty when the pressure inside the container approaches atmospheric pressure.
- d. A container with an inner liner shall have the liner removed.

EPA Hazardous Waste Codes. The specific alphanumeric sequence assigned by the U.S. EPA to specify type and characteristic of a HW.

EPA Identification Number. A unique number assigned by EPA to each hazardous waste generator, transporter, or treatment, storage, and disposal facility.

E-Waste. Electronic and electrical equipment which is unusable or unwanted devices with a plug or battery, e.g., television; cell phone; digital camera; computer monitor; printer or scanner.

Facility. Regulated site or business entity encompassing all contiguous land and structures, other appurtenances, and improvements on the land used for the treatment, transfer, storage, resource recovery, disposal, or recycling of hazardous waste.

Flammables. A class of compounds that ignite easily and burn rapidly.

Generator. Any person, by site, whose act first creates or produces a hazardous waste, used oil, or medical waste, or first causes such materials to become subject to regulation.

Hazard Communication (HAZCOM). The OSHA standard that requires workers be provided with information about the hazards and identity of the chemicals they are exposed to while working, as well as the measures they can take to protect themselves.

Hazardous Material (HM). Any material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a real hazard to human health or the environment.

Hazardous materials include the following categories: Flammable and Combustible Material; Toxic Material; Corrosive Material; Oxidizers; Aerosols; Compressed Gases; Mercury; Asbestos; Propellants; Bulk fuels; Ammunition; Medical Waste; Chemical; Biological; and Radiological materials. A new unused, unopened container of a hazardous substance is an example of hazardous material.

Hazardous Material Business Plan (HMBP) The document which identifies the organized plan and coordinated course of action to be followed for a fire, explosion or release of hazardous waste or hazardous waste constituents into the environment.

Hazardous Waste (HW). Substances which can pose a substantial or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Hazardous waste is unwanted or discarded material (liquid, solid or gaseous) that meets the definition of a hazardous material and possesses at least one of these four characteristics: ignitability, corrosivity, reactivity or toxicity; or appears on special U.S. EPA lists, e.g., oil-based paints; car batteries; weed killers; chlorine bleach; and electronic devices.

Hazardous Waste Constituent. Chemical(s) that cause the waste to be regulated.

Ignitability. A characteristic of hazardous waste which identifies wastes that can readily catch fire and sustain combustion.

Incompatible Waste. Wastes that, when in contact with one another, have the potential to produce heat or pressure; fire; explosion; violent reaction; toxic or flammable dusts; mists; fumes; or gases.

Lamp (Light Bulbs). The bulb or tube portion of electric lighting devices. Common universal waste (UW) lamps include fluorescent; high intensity discharge; neon; mercury vapor; high-pressure sodium; and metal halide.

Manifest. The shipping document EPA Form 8700-22 (including, if necessary, EPA Form 8700-22A), originated and signed by the generator, that accompanies and is used for tracking the transportation of HW.

Material Safety Data Sheet (MSDS). A written document provided by the manufacturer containing information and instructions on hazardous materials present in the workplace; MSDSs contain details about chemical and physical properties, hazards and risks relevant to the substance; requirements for its safe handling; actions to be taken in the event of fire, spill, or overexposure; and recommended disposal procedures.

Mercury-Containing Equipment. Any device or part of a device (excluding batteries and lamps) that contains elemental mercury.

Notice of Violation (NOV). Notice to a generator/facility written as part of an administrative action.

Permits. Certificates or other documents granted by local authorities to collect, accumulate and manage waste or to operate waste management facilities such as hazardous waste accumulation areas and recycling centers.

Pharmaceutical. A prescription or OTC human or veterinary drug not regulated pursuant to the Resource Conservation and Recovery Act (RCRA) or the Radiation Control Law.

Point of Generation. The date and location that a material first becomes subject to the HW regulations.

Profile Sheet. The DRMS DD-1930 or other forms that are used to document specific disposal information for each waste stream sent to the disposal facility.

Reactivity. The characteristic which identifies substances that can create a poisonous gas or readily explode when combined with other chemicals, e.g., would react violently when mixed with water and would generate a toxic gas.

Resource Conservation and Recovery Act (RCRA). A 1976 amendment to the first federal solid waste legislation, the Solid Waste Disposal Act of 1965. In RCRA, Congress established initial directives and guidelines for U.S. EPA to regulate and manage solid waste, including hazardous waste. RCRA established a regulatory system to track hazardous substances from the time of generation to final disposal.

Retrograde Material. Retrograde material means any hazardous material which is not to be used, sold, or distributed for use in an originally intended or prescribed manner; or for an originally intended or prescribed purpose and which meets any one or more of the following criteria:

- a. Has undergone chemical, biochemical, physical, or other changes due to the passage of time or the environmental conditions under which it was stored.
- b. Has exceeded a specified or recommended shelf life.
- c. Is banned by law, regulation, ordinance, or decree.
- d. Cannot be used for reasons of economics, health or safety, or as an environmental hazard.

Reuse. To use an item more than once for the same purpose, which helps save money, time, energy and resources.

Secondary Containment. A structure designed to capture spills or leaks, as from a container or tank. Construction of such containment must meet certain requirements, and periodic inspections are required.

Safety Data Sheet (SDS). The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) for each hazardous chemical to downstream users to communicate information on these hazards.

Solid Waste (SW). Any garbage, refuse, sludge from a waste treatment plant, water supply treatment plant or air pollution control facility, and other discarded material; including solid, liquid, semisolid, or contained gaseous material resulting from

industrial, municipal, commercial, mining, and agricultural operations, and from community and institutional activities.

Source Separation. The separation of recyclable materials at their point of generation by the generator.

Spill. The accidental or intentional leaking, pumping, emitting, emptying, or dumping of a HM, SW, or HW into or on any land or surface waters.

Storage. Holding hazardous waste for a temporary period, after which the hazardous waste is treated, disposed of, or stored elsewhere.

Toxicity. Ability to harm human health or environment, such as injury, death or cancer. One of the criteria used to determine whether a waste is a hazardous waste.

Transportation. The movement of HM/HW by air, rail, highway, or water.

Transporter. Any person engaged in the off-site transportation of hazardous waste, used oil, universal waste, or medical waste which requires the use of a manifest. Regulated off-site transportation includes shipments of hazardous waste by highway, air, rail, or water.

Treatment. Any method, technique, or process designed to change the physical, chemical, or biological character or composition of any HW so as to neutralize such waste; or so as to recover energy or material resources from the waste; or so as to render such waste non-hazardous, or less hazardous; safer to transport, store, or dispose of; or amenable for recovery, amenable for storage, or reduced in volume. Treatments include but are not limited to, either physical or chemical extractions, chemical or thermal destruction. The residues from these treatments shall be managed in accordance with regulations.

Universal Waste (UW). Commonly recycled wastes with special simplified management provisions intended to facilitate recycling. There are four categories of universal wastes: hazardous waste batteries; hazardous waste pesticides that have been recalled or collected in waste pesticide collection programs; hazardous waste lamps, e.g., fluorescent light tubes; and hazardous waste mercury-containing equipment such as thermostats.

Used Oil. Any oil, refined from crude oil or synthetic oil that, as the result of use, is contaminated with physical or chemical impurities. Used oil does not include oil water mixtures that are mostly water.

Volatile. Describes substances that readily evaporate at normal temperatures and pressures, e.g., common solvents.

Waste Profiling. A method that identifies and classifies waste streams based on analytical testing and/or user knowledge of the specific process.

APPENDIX H

Hazardous Waste Program Manager Designation Letter



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY MONTEREY
271 STONE ROAD
MONTEREY, CA 93943-5189

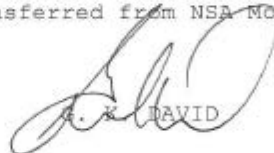
IN REPLY REFER TO:
4600
Ser N00/056
7 Aug 13

From: Commanding Officer, Naval Support Activity Monterey
To: Mr. William Baier

Subj: DESIGNATION AS HAZARDOUS WASTE PROGRAM MANAGER AND
DELEGATION OF SIGNATURE AUTHORITY FOR UNIFORM HAZARDOUS
WASTE MANIFESTS

Ref: (a) 40 CFR section 260-279
(b) California Code of Regulations (CCR) Title 22,
Article 21
(c) OPNAVINST 5090.1C, Chapters 15 and 28
(d) NSA Monterey Hazardous Waste Management Plan

1. Per reference (a) through (d), you are designated as the Hazardous Waste Program Manager and delegated signature authority for Uniform Hazardous Waste Manifests.
2. Designation as hazardous waste program manager and delegation of signature authority is dependent on meeting the training requirements of 40 CFR 262.34 (RCRA), and 22 CCR Title 22 and subsequent annual refreshers, and maintaining appropriate training records.
3. You will ensure the hazardous waste program at NSA Monterey is established, implemented, maintained and reviewed in accordance with the requirements set forth in reference (d).
4. You will ensure that hazardous waste at NSA Monterey is accurately manifested and signed for the purpose of shipping.
5. Hazardous waste program management will be effectively integrated into the Environmental Management System (EMS) and meet the standards set forth in the installation environmental policy.
6. Your appointment will remain in effect until either you are specifically relieved or transferred from NSA Monterey.


G. K. DAVID



NSA Monterey

ENVIRONMENTAL MANAGEMENT

Standard Operating Procedure (SOP) For the Accumulation of Used Fluorescent Tubes/Light Bulbs Public Works Building 426

Purpose: To ensure that the collection and preparation for disposal of used tubes/bulbs is accomplished in accordance with federal, state and local regulations, and Navy policy. This SOP addresses certain types of tube/bulbs that are considered Universal Waste.

Ref: (a) California Code of Regulations (CCR) Title 22, Division 4.5, Chapters 10-51
(b) OPNAVINST 5090.1C Chapter 15
(c) Naval Support Activity Monterey Hazardous Waste Management Plan

Scope: This procedure applies to all used tubes/bulbs accumulated at Bldg. 426.

Enclosures:

- 1) Accumulation Flowchart

Procedure: Tubes/bulbs covered under this procedure include Fluorescent (tubes and compact) and High Pressure (Mercury and Sodium bulbs). Incandescent and LED (Light emitting diodes) can be discarded in to solid waste containers. Each tube/bulb must be separated for packaging and disposal. The following outlines the process for disposing these types of tube/bulbs.

- A. Fluorescent tubes are placed into an appropriately sized disposal container based on tube length. Four foot long tubes shall be placed in 4' containers and tubes greater than 4' in containers marked 5' - 8'. Containers are provided by the PW Environmental Division Hazardous Waste Manager.
- B. Fluorescent compact bulbs are placed into the container labeled "COMPACT FLUORESCENT BULBS ONLY". Liners are provided for each container. Insert the provided liner into the container before adding bulbs. Containers and liners are provided by the PW Environmental Division Hazardous Waste Manager
- C. High Pressure bulbs are placed into one of two containers. One container is for Mercury bulbs and labeled "HIGH PRESSURE MERCURY BULBS ONLY". The other container is for Sodium bulbs and labeled "HIGH PRESSURE SODIUM BULBS ONLY". These two containers contain a liner which must be used. Containers and liners are provided by the PW Environmental Division Hazardous Waste Manager.

- D. Fluorescent “U” and “O” shaped tubes are to be placed back into their original containers for disposal. Each container will be labeled with either “U SHAPE FLUORESCENT TUBES” or “O SHAPE FLUORESCENT TUBES”.
- E. **When the first tube/bulb is added to a container the start date will be recorded** on the container. This start date represents the beginning of the 9 month accumulation period.
- F. When the container is full or accumulation period has reached the 9 month limit, contact the Hazardous Waste Program Manager at extension x-2841 to arrange a pick-up.
- G. All containers will accumulate in the exterior Hazardous Material locker, located south of Bldg 426.
- H. For additional direction on any other type of tubes/bulbs not mentioned in this SOP, please contact the Hazardous Waste Program Manager at extension x-2841.

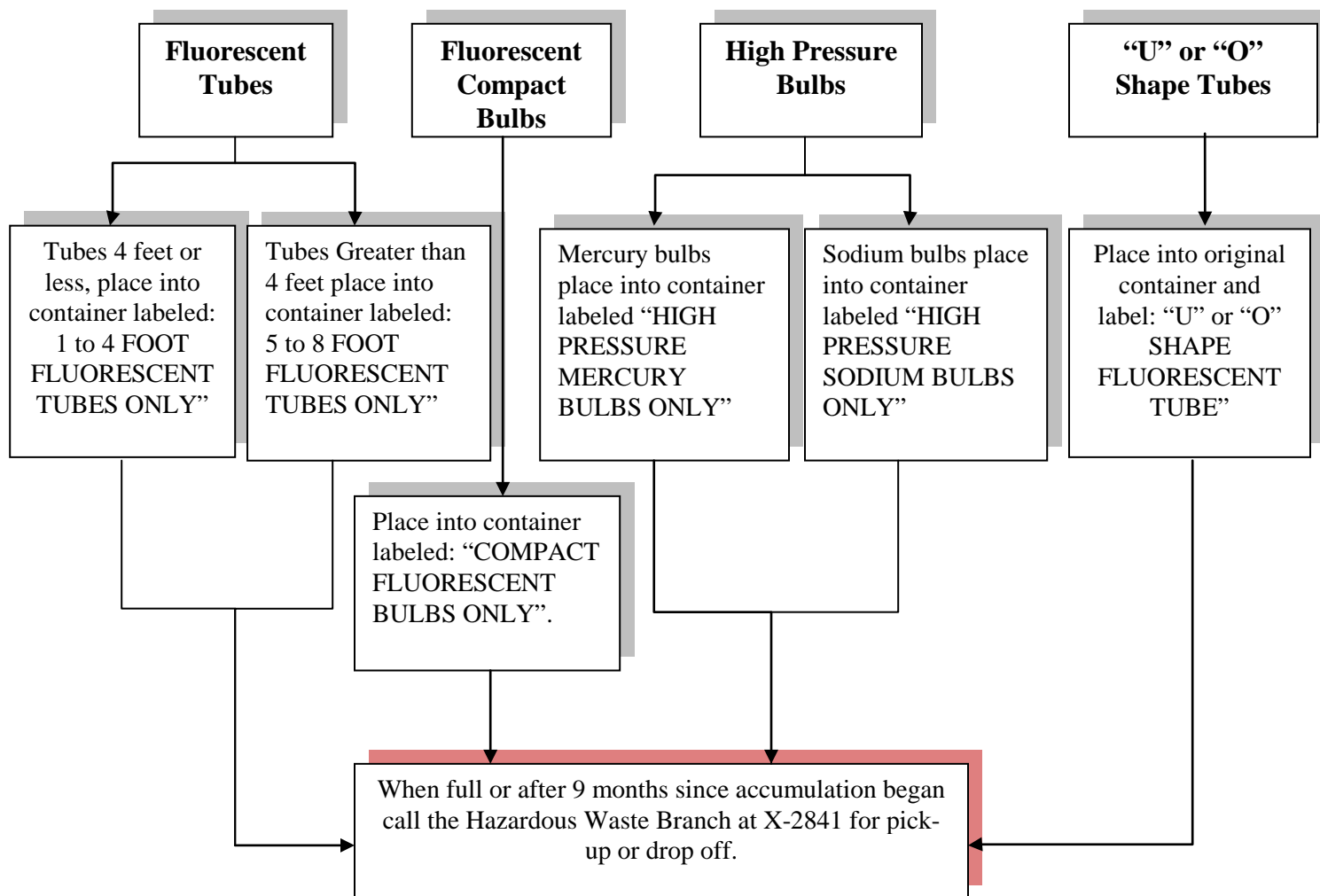
Training: All personnel dealing with tubes/bulbs must be trained on the proper handling, accumulation and disposal process on an annual basis. Annual training will be provided by the Hazardous Waste Program Manager. All training records will be maintained by the PW Department and a copy provided to the Hazardous Waste Manager to be uploaded into EMSWeb. The NSA Monterey Safety Office (X-2822) may provide additional information on proper handling upon request.

Point of Contact: If you have any questions regarding this informational document please contact the PW Environmental Division Hazardous Waste Program Manager, William J. Baier, at 831 656-2841

Dated: Oct 11

Version 1

**Accumulation Flowchart
NAVFAC PW – NSA Monterey
Building 426**



- Keep containers in designated accumulation locker with lids closed when not in use.
- The 9 month accumulation start date begins when the first tube/bulb is added to a container and should be recorded on the container.



NSA Monterey

ENVIRONMENTAL MANAGEMENT

Standard Operating Procedure (SOP) for Accumulation of Batteries Fleet Logistics Center Building 349

Purpose: To ensure that the collection and preparation of batteries for disposal is accomplished in accordance with federal, state and local regulations, and Navy policy.

Ref: (a) OPNAVINST 5090.1C Chapter 15
(b) Naval Support Activity Monterey Hazardous Waste Management Plan

Scope: This procedure applies to all batteries generated and accumulated at the Naval Supply System, Building 349, Naval Support Activity Monterey.

Enclosure:

Accumulation Flowchart

Procedure: Batteries covered under this procedure include: alkaline, zinc carbon, mercury, lead-acid, lithium, Ni-Cad, NiMH and button types. The type of battery should be clearly marked on the battery except for lead-acid and segregated as outlined below in sections A and B. Batteries that are not clearly identifiable should be kept separate until they can be identified. The following outlines the process for the disposal of three groups of batteries.

- A. Battery types **D, C, AA, AAA, 9-volt**, and **button** may be accumulated in the same container. These batteries can be alkaline, lithium, zinc carbon etc. Lead acid batteries may also be accumulated in this container with special handling as outlined in section 5 below:
1. A 5-gallon pail will be provided by the Hazardous Waste Branch for the accumulation of these batteries. The pail will be placed in a designated accumulation area. Batteries may only be accumulated for 9 months before being turned in for disposal.
 2. Labeling/Marking with the words "USED BATTERIES" and a start date are required on the 5-gallon pail. **When the first battery is added to the container the start date will be recorded.** This start date represents the beginning of the 9 month period.
 3. The Container lid must remain secured except when batteries are being added.
 4. When the container is full or accumulation has reached the 9 month limit contact the Hazardous Waste Program Manager at extension x-2841 to arrange a pick-up.

5. Lead acid batteries are disposed of in the same way as other batteries in this Section except **lead acid batteries must have the terminals taped** (plastic covering, electrical, duct, or masking tape) prior to being placed in the 5 gallon container. If a lead acid battery cannot fit into the 5 gallon container call the Hazardous Waste Manager at extension x-2841 to arrange for pick-up or drop off.

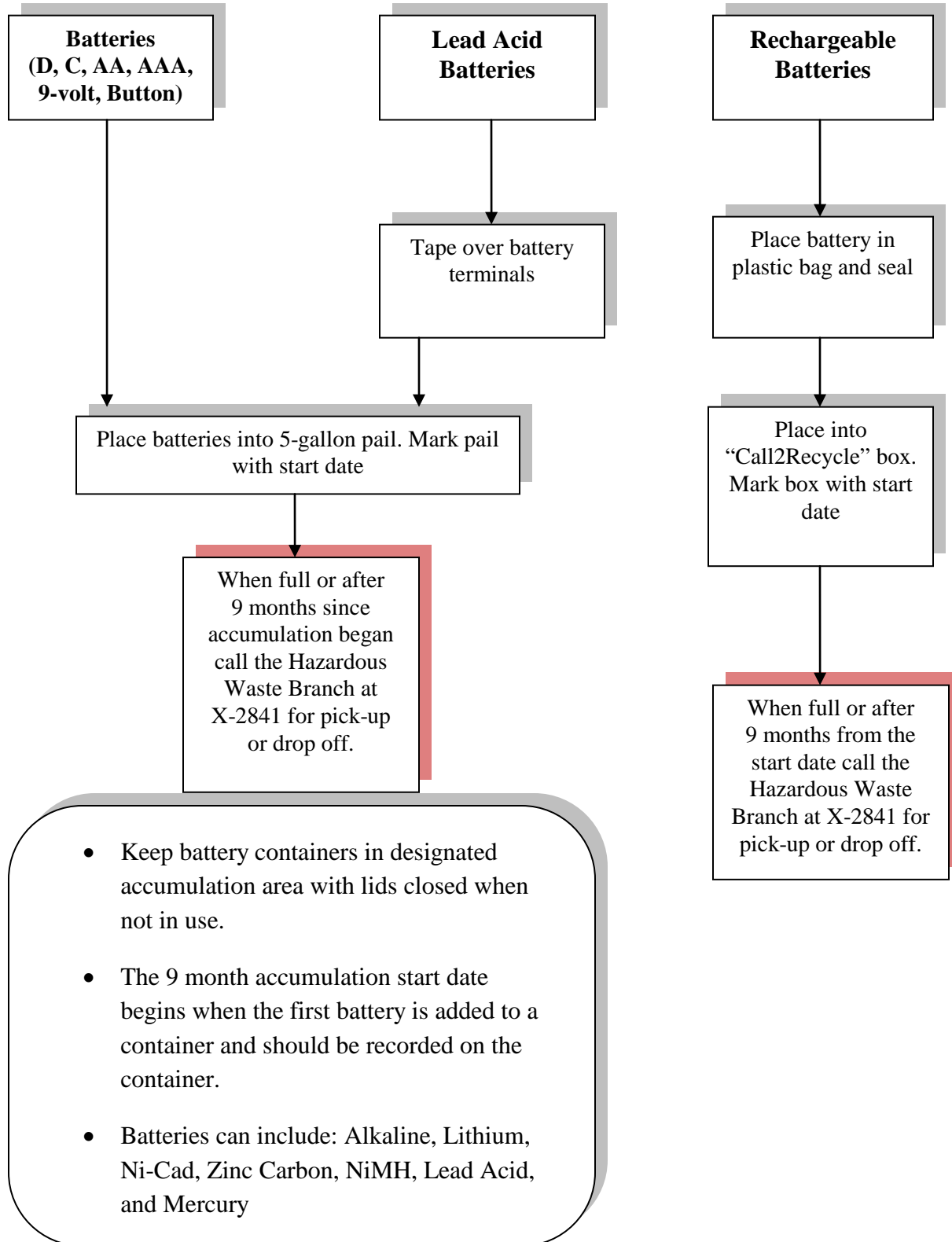
B. Rechargeable batteries must be collected separately from the batteries in section A. Procedures for collecting rechargeable batteries are outlined below:

1. A “Call(2)Recycle” box will be provided by the Hazardous Waste Manager for the accumulation of rechargeable batteries. The box will be placed in the designated collection area. Rechargeable batteries can only be accumulated for 9 months. When the 9 month accumulation time has been reached the batteries must be turned in for disposal.
2. Each rechargeable battery must be placed into one of the plastic bags provided with the “Call(2)Recycle box”. The plastic bag **must be sealed** before the battery is placed into the 5 gallon box. If plastic bags are not available contact the Hazardous Waste Program Manager at extension x-2841 for further instructions.
3. The **box lid must remain closed** *except* when batteries are being added.
4. Labeling/Marking is preprinted on the “Call(2)Recycle” box **When the first battery is added to the container the start date should be recorded on the Call(2)Recycle box**. This start date represents the beginning of the 9 month period.
5. When the box is either full or has reached the 9 month accumulation end date, contact the Hazardous Waste Program Manager at extension x-2841 to arrange a pick-up or drop off.

Training: All personnel dealing with batteries must be trained on the proper handling, accumulation and disposal process for batteries on an annual basis. Annual training will be provided by the Hazardous Waste Program Manager. All training records should be maintained by the Supply Department and a copy provided to the Hazardous Waste Branch. The NSA Monterey Safety Office (X-2822) may provide additional information on proper handling upon request.

Point of Contact: If you have any questions regarding this informational document please contact the Environmental Division Hazardous Waste Program Manager, William Baier, at 831 656-2841.

SOP for Accumulation of Batteries
Naval Supply System
Building 349



APPENDIX L

Sample Universal Waste Label

**UNIVERSAL
WASTE**

CONTENTS _____

ACCUMULATION START DATE _____

SHIPPER _____

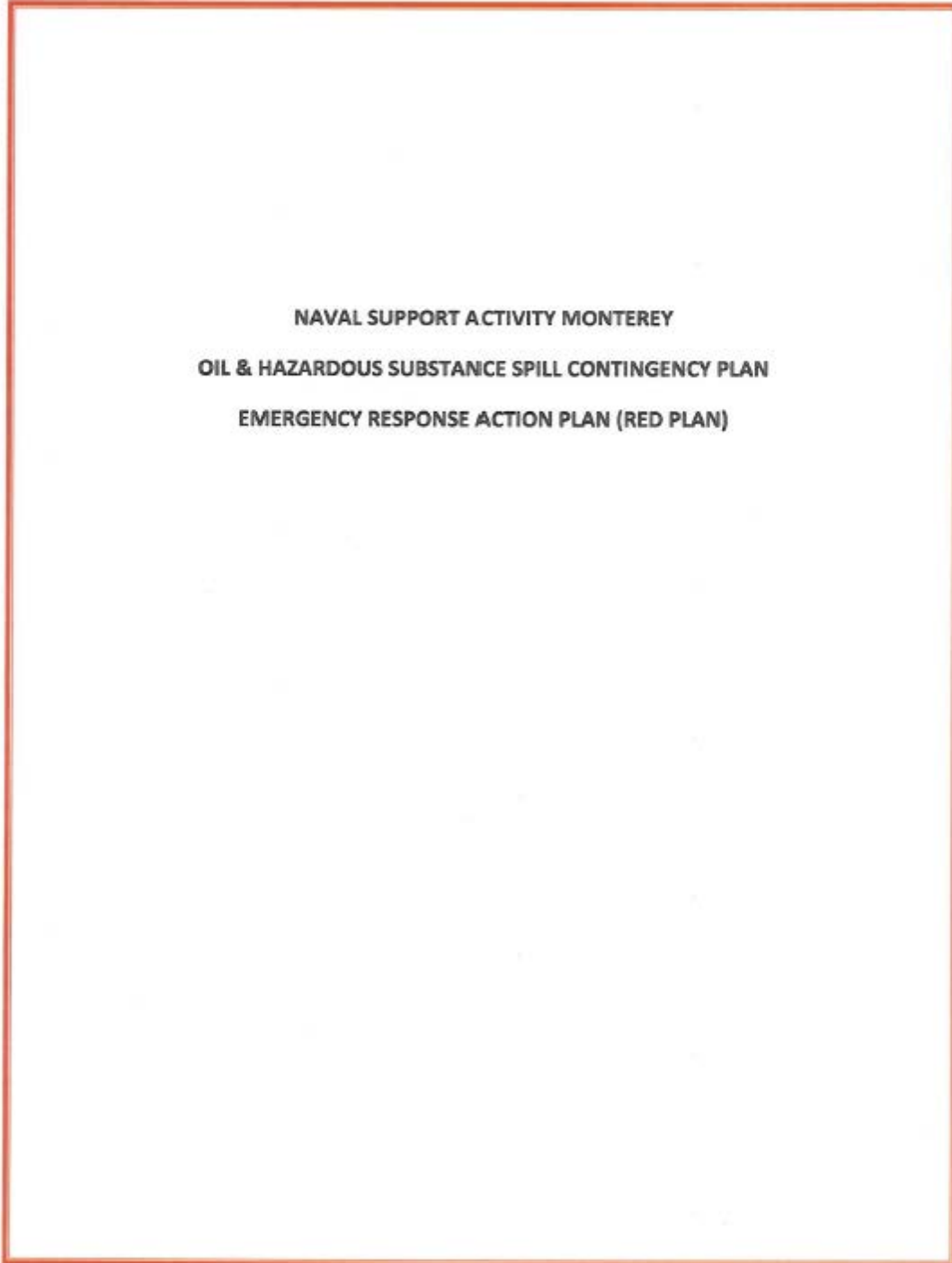
ADDRESS _____

CITY, STATE, ZIP _____

HCL® 800/421-6710 WWW.HCLCO.COM SHL-0012-VN-0066

APPENDIX M

NSA Monterey Emergency Response Action Plan (RED Plan)



RED PLAN

In the event of an Oil or Hazardous Substance (OHS) spill at Naval Support Activity (NSA) Monterey, the **Emergency Response Action Plan (RED PLAN)** serves as a guide for the initial response, notifications, and reporting that is required per Navy instruction and Federal regulation.

When a spill occurs or is discovered the responsible person or discoverer will take immediate action to make notifications as noted on the following page.

Once the NSA Monterey Staff Duty Officer has notified the Qualified Individual (QI) and Facility Incident Commander (FIC) they will be expected to use and be thoroughly familiar with the references listed in table 1.1 to manage the Navy's response to the incident.

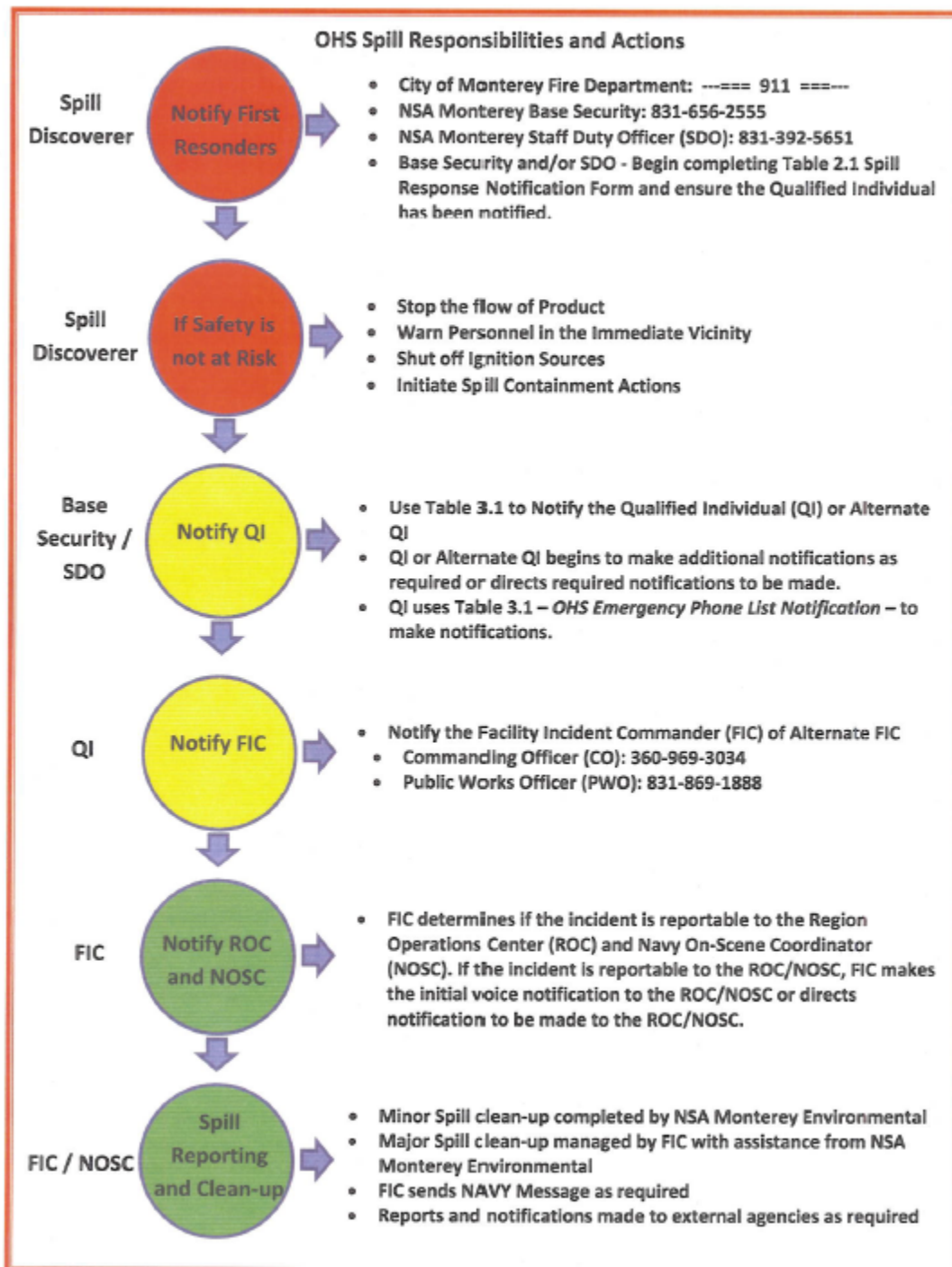


Table 1.1 – REFERENCES REQUIRED FOR OHS SPILL INCIDENT MANAGEMENT

- NSA Monterey Oil and Hazardous Substance (OHS) Spill Contingency Plan (SCP)
- NSA Monterey Spill Prevention Control & Countermeasures Plan
- NSAMINST 3440.1A (NSA Monterey Emergency Management Plan)
 - Entire document may be required for incident management and response
 - Section IV applies specifically to Hazardous Materials Spill/Release
- COMNAVREGSWINST 5090.1D (OHS Pollution Contingency Plan)
- OPNAVINST 3100.6J (Special Incident Reporting Procedures)
- OPNAVINST 5090.1C (Environmental Readiness Program Manual)
 - Entire document may be required for incident management and response
 - Chapter 12 applies specifically to OHS Spill Preparedness and Response
- OPNAVINST 5100.23G (Navy Safety and Occupational Health (SOH) Program Manual)
- Central Coast Area Contingency Plan – Area 3/National Contingency Plan
 - Required for major spills for which response is beyond the capabilities of the Navy and extends beyond the boundaries of NSA Monterey. Enactment of these plans will be initiated by authorities from the National Response Center

Table 1.2 – NSA MONTEREY PUBLIC WORKS HEAVY EQUIPMENT AVAILABLE FOR EMERGENCY OHS SPILL INCIDENT MANAGEMENT

Use of NSA Monterey heavy equipment for spill incident management shall be at the direction of the Facility Incident Commander and Public Works Officer and shall not place the operator into unsafe conditions.

- 5 cubic yard dump truck
- Front end loader with back hoe
- 1500 gallon vector truck

Table 2.1 - Spill Response Notification Form

(Do NOT delay spill notification to the Qualified Individual pending collection of all information)

Reporter Information

Name (Last, First, MI)		
Position		
Daytime Phone		
Evening Phone		
Company	U.S. Navy	
Organization Type	Military	
Address	1 University Circle, Monterey CA 93943	
Were Materials Discharged?	Yes	No
Confidential?	Yes	No
Meeting Federal Obligations to Report?	Yes	No
Calling for Responsible Party?	Yes	No
Date Called		
Time Called (24-hour time)		
<i>Incident Description</i>		
Source and/or Cause of Incident		
Date of Incident		
Time of Incident (24-hour time)		
Incident Address/Location		
Nearest City	Monterey	
State	California	
County	Monterey	
Zip	93943	
Distance from City (include units)	Located in City	

Direction from City	N/A
Container Type	
Tank Oil Storage Capacity (include units)	
Facility Oil Storage Capacity (include units)	
Facility Latitude	36° 35' 48.12" N
Facility Longitude	121° 52' 25.55" W
CHRIS Code	GAS (Unleaded Gasoline)
	GAT (MOGAS)
	GAV (AVGAS)
	OHY (Hydraulic Oil)
	OMT (Motor Oil)
	OTF (Transformer Oil)
	JPV (JP-5)
	JPE (JP-8)
	ODS (Diesel)
	OWA (Waste Oil)
	Other: _____
Discharged Quantity (include units)	
Material Discharged in Water?	Yes No
Quantity Discharged in Water (include units)	
<i>Response Actions</i>	
Actions Taken to Correct, Control or Mitigate Incident	

<i>Impact</i>		
Number of Injuries		
Number of Deaths		
Were there Evacuations?	Yes	No
Number Evacuated		
Was there any Damage?	Yes	No
Damage in Dollars (approximate)		
Medium Affected		
Description		
More Information about the Medium		
<i>Additional Information</i>		
Any information about the incident not recorded elsewhere in the report		
<i>Caller Notifications</i>		
EPA?	Yes	No
USCG?	Yes	No
State?	Yes	No
Other?	Yes	No

Table 3.1 – OHS EMERGENCY PHONE LIST NOTIFICATION

Organization	Phone Number	Notification	
		Date	Time
Local Emergency Response	911		
National Response Center:	800-424-8802 www.nrc.uscg.mil		
Facility Incident Commander (FIC): Commanding Officer (CO)	O: 831-656-2273 C: 360-969-3034		
Alternate FIC: Public Works Officer (PWO):	O: 831-656-2261 C: 831-869-1888		
Qualified Individual (QI): Environmental Director (IEPD)	O: 831-656-7746 C: 831-869-9881 C: 831-869-8412		
Alternate QI: Public Works Officer (PWO)	O: 831-656-2261 C: 831-869-1888		
Alternate QI: Deputy Public Works Officer (DPWO)	O: 831-656-6263 C: 831-869-1237		
Regional Qualified Individual (RQI): Navy On-Scene Coordinator (NOSC) Program Manager	O: 619-556-6232 C: 619-954-3147		
Alternate RQI	619-524-1197 619-524-1198		
NSA Monterey Base Security	831-656-2555		
NSA Monterey Staff Duty Officer (SDO)	831-392-5651		
NPS Command Duty Officer (CDO)	831-901-6649		
FNMOOC Duty Officer	831-656-4325		
Emergency Management Officer (EMO)	559-904-5699/ 559-924-8072		
SECO	831-214-7537		
Region Operations Center (ROC)	619-524-1197/ 619-524-1198		

Table 3.2 – ADDITIONAL NOTIFICATIONS FOR SITUATIONAL AWARENESS

Organization	Phone Number	Notification	
		Date	Time
POM Incident Operations Center	831-242-3921		
POM Police Department	831-242-7851/ 831-242-7852		
POM Fire Department	831-242-7701		
City of Monterey Emergency Operations Center (EOC)	831-656-3974/ 831-656-3466		
City of Monterey Police Department	831-646-3824/ 831-646-3914		
City of Monterey Fire Department	831-646-3900		
Monterey County EOC	831-796-1920/ 831-796-1930		
Seaside Dispatch Center	831-769-8888		
California Highway Patrol (Salinas)	831-455-1822		
US EPA Region IX	(415) 947-8000		
CA Office of Oil Spill Prevention & Response	(916) 445-0045		
CA Department of Fish & Game	(831) 649-2870		
Coastal Commission	(831) 427-4863		
CA Dept. of Toxic Substance Control	(800) 852-7550		
Regional Water Quality Control Board (Region 3)	(805) 542-4630		
CUPA (Monterey County Environmental Health)	(831) 647-7654		