

**BY ORDER OF THE COMMANDER
22D AIR REFUELING WING**

**MCCONNELL AIR FORCE BASE
INSTRUCTION 32-7002**



29 MAY 2014

Civil Engineering

HAZARDOUS WASTE PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 22CES/CEAN

Certified by: 22 ARW/CC (Col Rupp)

Pages: 30

Supersedes: MCCONNELLAFBI32-
7002, 1 April 2000

This instruction serves as a basis for building strong Hazardous Waste (HW) management and related environmental programs. Further information may be required to solve more in-depth problems. This information is available through the 22d Civil Engineer Squadron Haz-waste Office. This instruction implements AFPD 32-70, *Environmental Quality* and applies to all McConnell AFB personnel, tenant organizations and contractors. References to Squadron Environmental Managers should be changed to Unit Environmental Coordinators; references to SEM should be changed to UEC; references to Environmental Protection Committee should be changed to Environmental Safety & Occupational Health Council; references to EPC should be changed to ESOHC; references to Group Environmental Manager should be changed to Unit Environmental Coordinator; references to Environmental Flight should be changed to Haz-waste Office. Updates for using Share Point as storage location for documents required by SAP folders. Adoption of requirements of the new AFI 90-803 (*Environmental, Safety, and Occupational Health Compliance Assessment and Management Program*.) Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Rewriting Sections 3 and 4; Unit Environmental Coordinator (UEC) duties and Satellite Accumulation Point (SAP) Manager duties respectively.

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Chapter 1

APPLICABLE LAWS AND REGULATIONS

1.1. Scope. This section reflects the statutory origins of the HW Program.

1.2. The Solid Waste Disposal Act of 1965. Directed at the management of municipal solid wastes; such as mining residues and ash from power plants.

1.3. The Resource Conservation and Recovery Act (RCRA). RCRA was passed in 1976 and established the statutory requirements that are the basis of the HW regulations.

1.4. The Hazardous and Solid Waste Amendments of 1984. This law is applicable to underground storage tanks used to store petroleum and toxic chemicals.

1.5. The Federal Facility Compliance Act of 1992. This law requires all Department of Defense (DoD) facilities to comply with all federal, state, and local environmental regulations in the same manner as private facilities.

1.6. The Land Disposal Flexibility Act of 1996. This law limits the application of land disposal standards when certain characteristic HW is managed under Clean Water Act or Safe Drinking Water Act governed facilities.

1.7. Kansas Administrative Regulations. The Kansas Annotated Statute (HW Act) was amended to provide statutory equivalency, enabling Kansas to pursue authorization from the Environmental Protection Agency (EPA) to operate the RCRA HW program. The Kansas HW Management Regulations are codified in the Kansas Administrative Regulations, Title 28, Kansas Department of Health and the Environment (KDHE) Article 31-Hazardous Waste Management Standards and Regulations.

1.8. AFI 32-7042, Waste Management. This Air Force Instruction implements Air Force Policy Directive 32-70 *Environmental Quality*. This Instruction identifies compliance requirements for all solid and HW, except radioactive waste.

1.9. AFP 32-7043, HW Management Guide. This pamphlet provides guidance for managing HW at Air Force installations to meet Federal, state and local environmental regulations, workers' safety, Department of Transportation (DoT) and DoD requirements.

1.10. MAFBI 32-7002, Hazardous Waste Procedures. This Instruction provides base personnel with the proper procedures and guidelines relating to a variety of HW and related environmental issues. The intent is to provide guidance to personnel and facilitate quality environmental compliance in the areas covered in the selected topics. (Can you refer to the AFI that you are reading?)

1.11. AFI 90-803 (*Environmental, Safety, and Occupational Health Compliance Assessment and Management Program*) requires a three tier approach to environmental compliance. Requirements of UECs, the Environmental Element and base ESOHC are outlined in this document.

Chapter 2

TRAINING REQUIREMENTS & DOCUMENTATION

2.1. Scope. This section provides a framework for complying with environmental standards applicable to solid waste and HW per 40 Code of Federal Regulations (CFR) 261.16 and training requirements as outlined in AFI 32-7042, Solid and HW Compliance.

2.2. Requirements. All personnel whose job involves handling HW and their supervisors must receive and successfully complete the HW management training provided by 22 CES/CEAN before working with HW.

2.2.1. Flight Commander/Flight Chief or shop supervisors will ensure that HW training overview is reflected in their initial Hazardous Communication Training. The Haz-waste Office will provide a HW training template to assist shop supervision in implementing these training requirements.

2.3. Training Frequency: All required personnel must successfully complete initial and annual refresher HW management training. All supervisors of personnel performing HW activities must successfully complete HW management training before they supervise HW operations. They must also complete an annual refresher thereafter.

2.4. The Haz-waste Office will be responsible for ensuring HW training is available. Training will be scheduled monthly as needed. Dates and times of training will be posted on the Environmental Element's Share Point page.

2.5. Training Schedule: The Unit Environmental Coordinator (UEC) will schedule applicable personnel for the initial and annual training through the Haz-waste Office in coordination with the Unit Training Manager.

2.6. Record-Keeping: The base HW Manager will maintain training records as long as the individual is associated, or for three years after the individual is no longer working, with HW. A copy of the training certificate will be maintained in the Satellite Accumulation Point (SAP) Manager's Folder for the current primary and alternate managers.

2.7. Training Information: At a minimum, training records will include the following:

2.7.1. Student's Name:

2.7.2. Job Title/Description: Each job is defined in its own section.

Table 2.1. Job Title/Description

Job Title	Job Description
HMP	90-Day Storage Area Personnel
PM	HW Satellite Accumulation Point Manager (primary)
PA (alternate)	HW Satellite Accumulation Point Alternate
UEC	Unit Environmental Coordinator

BEE	Bioenvironmental Engineer
HWG	HW Generator
TECH	Technician

2.7.3. Previous HW training

2.7.4. Dates of training

2.7.5. Instructor's name

2.8. Training records are available from the Haz-waste Office, Bldg. 1096.

Chapter 3

UNIT ENVIRONMENTAL COORDINATOR (UEC) DUTIES

3.1. Scope. This section describes the duties and responsibilities of the UEC as identified by the HW Subcommittee in conjunction with the Environmental, Safety & Occupational Health Council (ESOH). UECs must be qualified to evaluate processes or facilities for environmental compliance and must therefore attend the UEC training offered annually. This qualification will be documented using AF Form 55, AF Form 623 or other approved record keeping system. Organizations are required to appoint one UEC and a minimum of one alternate to perform the following duties.

3.1.1. Serve as the focal point for all environmental issues in the organization as relates to Hazardous Materials, Hazardous Waste, waste reduction, and recycling initiatives. The UEC will act as a focal point for all authorizations pertaining to EESOH-MIS Chemical/Hazardous Materials Request Authorization. They will ensure that all authorized personnel are thoroughly familiar with the authorization process.

3.1.2. Report to the Group Commander and/or Squadron Commander on Hazardous Waste/Hazardous Materials (HM) management issues (including administration, education, and regulatory issues).

3.1.3. Prepare briefings, memos, and reports for squadron/group/wing commander(s) as required, on environmental issues affecting their unit's mission.

3.1.4. Maintain high degree of proficiency concerning knowledge of environmental policies pertaining to McConnell AFB's mission and activities.

3.1.5. Meet with the Haz-waste Office to discuss environmental compliance issues when required. Meetings will occur quarterly, unless circumstances require more frequent meetings.

3.1.6. Notify the Haz-waste Office of all new waste streams, changes to current waste streams or processes and change of SAP managers. The Haz-waste Office will make the final waste decision and determine if a new SAP is needed.

3.1.7. Serve as the focal point for recycling and pollution prevention initiatives within the organization. The base Pollution Prevention Program Manager is located in Bldg. 1096, the Hazardous Waste Office.

3.1.8. Attend quarterly HM/HW & P2 Subcommittee meetings chaired by the Maintenance Group Commander. The Haz-waste Office will notify all UECs or their designated representative of the time and place of the meeting.

3.1.9. Maintain a UEC Folder (see Section 3.2).

3.1.10. Provide SAP Environmental Management Folders for each shop in the organization that generates HW.

3.1.11. Schedule and ensure SAP Managers attend initial and annual refresher training for HW management. This training will be scheduled as needed through the Haz-waste Office.

3.1.12. Ensure Tier I assessments of all work centers with HAZMAT or SAPs are conducted at least once per quarter. Checklist for Tier I assessments are located on Environmental's E-Dash site or from the List builder web site. List builder web address and password will be provided by the Hazardous Waste Office.

3.1.12.1. Tier 1 assessments are routine facility and workplace process reviews intended to ensure compliance with federal, state, and local laws or regulations and conformance with DoD, Air Force or installation instructions, policies, or other requirements. Assessment documentation serves as a record of compliance/noncompliance and can be used to identify areas for corrective action, lessons learned, or best practices.

3.1.12.2. Documentation of instances of noncompliance and/or nonconformance found during Tier 1 assessments must identify corrective and preventive actions, even when the problem is immediately eliminated. Elimination of the immediate problem may not necessarily address the underlying root cause, which may only be properly addressed through corrective action. Significant findings must be immediately reported to the Unit Commander and to the appropriate installation-level functional office. For more complex issues (i.e., problems that cannot be immediately corrected), workplace personnel should contact the installation ESOH functional for assistance in identifying the root cause and appropriate corrective/preventive actions to ensure future compliance.

3.1.12.3. Records of assessments must be maintained for one calendar year. Tier 1 assessments will be reviewed during Tier 2 and Tier 3 assessments.

3.1.13. Ensure that all applicable Waste Profile Sheets (WPS) are current and supported by current documentation [e.g., lab analysis or Material Safety Data Sheet (MSDS)]. The expiration date on a WPS is located in the upper left-hand corner (see Attachment 4).

3.2. Maintain a UEC folder either by hardcopy or electronically. This folder will include, at a minimum, these tabs:

Table 3.1. UEC Folder Tabs.

TAB	Contents
TAB A	Appointment letter from the commander
TAB B	A current list of all primary and alternate SAP managers for all of the shops in the organization that generates HW
TAB C	A record of all individuals in the organization who have completed the required training for HW management
TAB D	Records of Tier I assessments
TAB E	A current copy of the base HW Management Plan
TAB F	A current copy of McConnell AFB Instruction 32-7002

3.3. Units with small HAZMAT accounts or little Hazardous Waste activities may, with consent of the Hazardous Waste Office, combine management duties and folders of the UEC and SAP Manager.

Chapter 4

SAP MANAGER'S DUTIES

4.1. Scope. This section provides requirements for the SAP Managers and their alternates whose work center generates HW.

4.2. Maintain a SAP folder with the following tabs:

Table 4.1. SAP Folder Tabs.

TAB	Contents
TAB A	SAP Manager's (Primary and Alternate) Appointment letter
TAB B	Waste Profile/Analysis
TAB C	Training Records
TAB D	Turn-in Documents
TAB E	Weekly SAP Inspection
TAB F	Training Plan
TAB G	Current MAFBI 32-7002
TAB H	Hazardous Waste Management Plan and; Miscellaneous (used by SAP manager to keep examples of turn-in document, labels and other general information useful to the SAP manager)

4.2.1. Copies of MAFI 32-7002, Training Plan, Waste Profiles, Appointment letters and HW Management Plan may be kept in Share Point or E-Dash. If they are, their location will be annotated in the appropriate tab.

4.2.1.1. Turn-in documents (i.e. AF form 2005 and/or DD form 1348-1A) may be kept electronically. If this option is used a note in Tab D must list the location the forms are kept.

4.2.1.2. Weekly SAP Inspection may be stored, with the consent of the HW Office, in alternate locations. If stored outside of the SAP folder the location must be annotated in the SAP folder.

4.2.2. Waste Profile sheets are available on the Environmental Element's E-Dash site. If these Profiles are being used by a UEC or SAP manager there is not a requirement for them to be signed but they must be current.

4.2.3. The UEC or SAP manager must ensure the analytical they have on hand is current. This can be done by matching the sample ID numbers found on both the analytical report and the WPS.

4.2.4. If E-Dash is being used, all members of the work center must be able to demonstrate the ability to retrieve the document in a reasonable amount of time.

- 4.2.5. Responsible for knowing the source of all waste streams and contents of all waste containers.
- 4.2.6. Whenever a new waste stream is generated, or changes occur to a current waste stream or process, the SAP Manager must notify the organization's UEC.
- 4.2.7. Maintains copy(s) of the current WPS for each waste stream, in a SAP, with attached documentation.
- 4.2.8. Ensures that SAP signs are posted at all HW accumulation points and that the primary and alternate points of contact, including phone extension, are current. Signs must be posted at eye level directly above the accumulating container. If the accumulating container is in a metal locker (flammable cabinet or conex), the SAP sign must be posted on the exterior door.
- 4.2.9. If the SAP is an accumulation area (more than one HW stream), the containers must be organized evenly beneath the SAP sign with HW labels facing out.
- 4.2.10. SAP managers must ensure that container labeling meets all the requirements IAW Section 6.3.2. Pre-printed labels may be obtained from the Haz-waste Office.
- 4.2.11. The SAP Manager is responsible for the turn-in of all HW and will follow turn-in procedures outlined in Section 7.
- 4.2.12. Responsible for conducting weekly self-assessments on hazardous waste accumulation containers and SAP folder contents. These inspections are kept in the SAP folder under Tab E. See attachment 5 for inspection criteria.

Chapter 5

CONTAINER MANAGEMENT

5.1. Scope. This section includes the proper container selection for the accumulation; storage, proper handling, and transport of HW (see Attachment 8).

5.2. Container Distribution. The Haz-waste Office is the sole supplier for HW containers. Pick-ups from SAPs are a one-for-one swap, with a new drum replacing the drum being removed. A HW label will be affixed to the container with all but the last three lines completed. SAP managers will be responsible for annotating the POC, organization, building number and POC phone extension.

5.3. Weight. The maximum allowable weight of a filled 55-gallon container is 500 pounds.

5.4. Container Condition. Waste accumulation containers must be kept in good physical condition (e.g., no rust, dents, deformations, holes, or extraneous markings) and must meet Department of Transportation (DoT) approval per 49 CFR Part 271, 273 & 279. Containers must also be kept sealed except when adding wastes. To prevent accidental release the container must be tightly sealed. **Note:** [Drum lids must be secured with the locking ring or bung plug and must be wrench tight].

5.5. Corrugated Fiber. The use of corrugated fiber containers may be employed when applicable. The most cost effective containers will be used to store HW when waste conditions meet the container criteria for waste type accumulation (e.g., caustic in plastic containers). The WPS will also recommend the appropriate container for that specific waste stream. Consult the Haz-waste Office for questions relating to container type.

5.6. Day Containers, formerly known as Transfer Containers. A container used to transport HW from the point of generation to the SAP. For example, a 5-gallon container used to collect sludge from an anti-freeze reclaimer and then transport it to the HW container.

5.6.1. Day containers will not exceed 5 gallons in capacity and will be labeled with the words "Day Container" and the name of the waste on the container. Day Containers will be emptied at the end of each shift per 40 CFR 261.7(b)(1).

5.6.2. **Approval must be obtained** from the Haz-waste Office, Bldg 1096, before Day Containers can be used in a work center. As of Nov 2011 no work centers have approval for Day Containers.

5.6.3. Triple rinsing of HW containers at McConnell AFB is prohibited without approval from the Hazardous Waste Office.

5.6.4. Spill cleanup/containment materials will be readily available near all liquid HW accumulation. Spill pallets are recommended for 55-gallon drums.

5.6.4.1. Corrosive HW will also have a neutralizing agent available in the event of a spill, in addition to cleanup/containment materials.

Chapter 6

WASTE TURN-IN PROCEDURES

6.1. Scope. This section applies to all individuals who manage HW containers at a SAP.

6.2. When the container is deemed full ensure the full container is moved to the 90-Day Hazardous Waste Storage Facility (HWSF) within 3 days with the appropriate label affixed to the upper third of the container (see Attachment 7).

6.2.1. If a new container is placed into service before the full container is removed. The date the container became full must be annotated on the Haz-Waste label. This date will be placed in the upper right hand corner of the label and read: FULL DATE: _____

6.2.1.1. When the container is full, immediately notify the Haz-waste Office at 759-5347 and give your name, organization, extension and a brief description of the waste and WPS number.

6.2.2. During the pick-up, shop personnel must be available with a completed AF 2005 or have an electronic version that can be e-mailed to the Haz-Waste Office. In order to reduce paperwork AF form 2005 and DD form 1345-1A may be completed, transferred, and stored electronically. All information (Waste Description, Waste Code) needs to be annotated on the HW label from the profile and must be verified by the Haz-waste Office. If the waste is not removed from the shop within 48 hours from the initial contact, call the Haz-waste Office immediately at 759-5345 or 759-5346.

6.2.3. After the pick-up has been made, the work center is responsible for maintaining the processed document AF Form 2005 (see Attachment 5) for one year from the date of the pick-up.

6.2.4. For non-regulated waste, it is the responsibility of the generator to transport the waste to Bldg. 1096 for processing on Thursdays from 0800-1100. The turn-in procedure will be the same as for regulated waste in terms of required documents.

6.2.5. The same turn-in procedures will apply to the Kansas Air National Guard (KANG) 184 Intelligence Wing. SAP Managers will notify the Haz-waste Office at 759-5347 to coordinate the transport of HW containers to the 90-Days HWSF, Bldg 1096.

6.3. Waste labels. The following describes the requirements for labeling wastes generated on McConnell AFB.

6.3.1. Requirements. All labels will be placed on the upper one-third portion of the container and facing out so that it is clearly visible.

6.3.2. Hazardous Wastes (HWs). All HW containers must be labeled (see Attachment 6). Enter your shop or organization phone extension; and for the accumulation start date, *leave it blank*. The EPA Waste number is obtained from the WPS under "RCRA Characterization." On the three bottom lines, the SAP manager will annotate the point of contact, phone extension, unit, and building number or location.

6.3.3. Non-Regulated Wastes. All non-regulated wastes must be labeled with a non-regulated waste label (see Attachment 7). The top three fields will be the same on all non-

regulated wastes. The two lines at the bottom of the label will vary depending on the POC and waste type.

6.4. Unknown Wastes. Any wastes that have not been declared to be non-regulated by the Haz-waste Office will be managed as HW.

Chapter 7

ABANDONED WASTE PROCEDURES

7.1. Scope. This procedure will be followed for all waste containers found on MAFB that are not properly labeled. If the owning organization can be identified by the Haz-waste Office, the container will be returned to that organization for proper disposal and Sections 7.2-7.5 will not apply.

7.2. Procedure and Initial Response. Any individual who notices a container of waste that is unlabeled must do the following:

7.2.1. Assume the waste is hazardous.

7.2.2. If the container is unknown or leaking, immediately notify the MAFB Fire Department, extension 911.

7.2.3. Even if the container is in good condition the Fire Department must be called if the content is unknown.

7.2.4. Keep the area secure until the appropriate personnel respond.

7.2.5. Upon notification of an “abandoned waste container,” the Haz-waste Office will respond to the site to determine the course of action to be taken. Based on the suspected contents of the container and the location, the Haz-waste Office will determine if an investigation needs to take place.

7.3. Storage and Disposal. Once the container has been properly secured, the Haz-waste Office will transport the container to the 90-Day HWSF for sampling and final disposition.

7.4. Return to Organization. If at any time during this process the organization responsible for the abandoned waste container is determined, the owning organization will be contacted and will be required to handle/process the container in the appropriate manner.

7.5. Investigation and Enforcement. If an investigation is determined to be necessary, the Haz-waste Office will notify the Air Force Office of Special Investigation. Enforcement will be determined based upon the result of the investigation, in coordination with the 22 ARW/JA, the Haz-waste Office, and the base commander.

Chapter 8

HEALTH AND PERSONNEL SAFETY

8.1. Scope. To protect the health and safety of Air Force personnel when working with HW.

8.2. Health.

8.2.1. The health effects of HW can be categorized into: acute and chronic affects.

8.2.2. Acute affects are reactions that are immediate and can include dizziness, nausea, light-headedness, burns, and tightness of chest, incapacitation, and death. An example of an acute effect would be burnt skin from contact with an acid.

8.2.3. Chronic affects are due to multiple exposures over a period time before symptoms occur. Some examples of chronic affects are: cancer, cirrhosis of the liver, and skin sensitivity.

8.2.4. BEE is responsible for conducting a yearly base-line survey for HW work center evaluation. It is their responsibility to set exposure limits and determine what Personnel Protective Equipment (PPE) is required.

8.2.5. The Haz-waste Office is responsible for characterizing waste streams generated in each work center and creating a WPS where appropriate.

8.3. Personnel Safety.

8.3.1. Certain chemicals may react when exposed to various elements or other chemicals. The resulting reactions range from combustion to hazardous polymerization. For this reason it is important not to mix incompatible wastes.

8.3.2. Examples of incompatible waste are: Oxidizers and Flammables, or Corrosives and Flammables. If the compatibility of waste or container is unknown, contact the Haz-waste Office, Bldg 1096 and provide them with all information available (which should be, at a minimum, the MSDS).

8.3.3. Flammable HW must be protected from spark and ignition sources.

8.3.4. Before adding waste to a flammable HW container, the container that is being poured must be bonded to the waste container.

8.3.5. Flammable HW will be stored in a metal container, unless otherwise directed by the Haz-waste Office.

8.3.6. HW must be stored in a compatible container, for example corrosive waste will not be stored in a metal drum.

8.3.7. The proper PPE will be worn when handling HW. PPE requirements are established by BEE and/or the MSDS.

8.4. AFOSH Standards: All Air Force personnel must follow AFOSH Standards in order to protect their health.

8.4.1. AFOSH Standard 91-68 applies primarily to chemical storage, handling, use, and disposal.

8.4.2. AFOSH Standard 91-501 contains requirements for the use of protective clothing and equipment for protection against the chemical and physical hazards of chemicals.

RICKY N. RUPP, Colonel, USAF
Commander, 22d Air Refueling

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 90-803, *Environment, Safety, and Occupational Health Compliance Assessment and Management Program*, 24 March 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 32-70, *Environment Quality*, 20 July 1994

Prescribed Forms/IMT's:

No Forms or IMT's prescribed by this publication

Adopted Forms/IMT's:

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instructions

AFOSH—Air Force Occupational Safety and Health

ARW—Air Refueling Wing

BEE—Bioenvironmental Engineering Flight

CFR—Code of Federal Regulations

DOD—Department of Defense

DOT—Department of Transportation

EPA—Environmental Protection Agency

ESOHC—Environmental Safety Occupational and Health Committee

HMP—90-day Storage Area Personnel

HW—Hazardous Waste

HWG—Hazardous Waste Generator

HM—Hazardous Materials

HWMP—Hazardous Waste Management Plan

HWSE—Hazardous Waste Storage Facility

IAW—In Accordance With

KDHE—Kansas Department of Health and Environment

KANG—Kansas Air National Guard

MAFB—McConnell Air Force Base

MAFBI—McConnell Air Force Base Instruction

MSDS—Material Safety Data Sheet

PA—Hazardous Waste Satellite Accumulation Point Alternate (Alternate)

PM—Hazardous Waste Satellite Accumulation Point Manager (Primary)

PPE—Personal Protection Equipment

RCRA—Resource Conservation and Recovery Act

SAP—Satellite Accumulation Point

TECH—Technician

UEC—Unit Environmental Coordinator

USAF—United States Air Force

WPS—Waste Profile Sheet

Terms

Best Management Practice— A measure or practice used to reduce the amount of pollution entering surface water, air, land, or ground waters. Best management practices also include treatment requirements, operating procedures, and practices to control runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Container— Any portable device, in which material is stored, transported, treated, disposed of, or otherwise handled.

Containment— The safe and correct procedure of isolating, containing, and preventing a HW spill from spreading to the surrounding environment. Any such spread could cause environmental pollution and/or extreme degradation to human health and the environment.

Contingency Plan— A document prescribing an organized, planned, and coordinated course of action to be followed in case of a fire, explosion, or release of HW or HW constituents that could threaten human health or the environment.

Discharge— The accidental or intentional spilling, leaking, pumping, pouring, emitting, emptying, or dumping of waste into or onto any land, water or air.

Disposal Turn—in Document - A government form, DD Form 1348-1; issue receipt document used to provide internal control.

Empty Container— A container from which all HW has been removed, using practices commonly employed to remove materials from that type of container and that meets the requirements of 40 CFR 261.7.

EPA HW Number— The number assigned by the EPA to each listed HW and to each characteristic identified in 40 CFR 261, Subpart C. An example is D001 for lighter fluid.

EPA Identification Number— The number assigned by the EPA to the generator, transporter or to the treatment, storage and disposal facility. The number assigned to McConnell AFB is KS 1571924140.

Generator— Any person, by site, whose act or process produces HW identified or listed in 40 CFR 261. McConnell AFB, as the holder of the EPA identification number, is the “generator” of HW for the installation.

Ground water— Water below the land surface in a zone of saturation.

Hazardous Material— Any solid, liquid, or gaseous substance that poses a unique or categorical hazard to human health or the environment. Many common materials in daily use in the home or the workplace are hazardous materials. The most comprehensive list of hazardous materials is presented in the DOT Hazardous Materials Table in 49 CFR 172.101.

Hazardous Substance— A material (included in a specific list of chemicals designated by EPA in 40 CFR 302) that poses a threat to the environment when discharged or spilled. Hazardous substances are regulated only when they are discharged in certain quantities (called reportable quantities). In addition, all materials meeting the definition of HW have been defined by the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as hazardous substances with a reportable quantity as listed in 40 CFR 302.

Hazardous Waste— A solid waste or combination of solid wastes that displays one or more identifying characteristics of ignitability, corrosivity, reactivity, or toxicity. The waste may: cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, incapacitating, or reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Incompatible Waste— A HW which is unsuitable for: 1) placement in a particular device or facility because it may cause corrosion or decay of containment materials; or 2) commingling with another waste or material under uncontrolled conditions because the commingling might produce heat or pressure, fire or explosion, violent reaction, toxic dusts, mists, fumes or gases, or flammable fumes or gases.

Ninety—day Storage Area - A non-permitted storage/consolidation facility that provides a centralized facility for receiving, containerizing, and storing HW. Storage of waste is limited to 90 days, with the 90-day period starting when waste is first placed in the storage area.

Noncompliance— Violations of this HWMP and applicable federal and state regulations. Noncompliance with the law is both a federal and state offense.

Oil water separator— Wastewater treatment equipment used to separate oil from water consisting of a separation tank, which also includes the fore bay and other separator basins, skimmers, weirs, grit chambers, and sludge hoppers. Note: Oil water separators can only handle trace amounts of oil.

Operator— The person(s) responsible for the overall operation of a facility.

Recyclable Material and Recycled Material— A material that is used, reused, or reclaimed. A used or reused material is either: 1) used in an industrial process to make a product; or 2) employed in a particular function or application as an effective substitute for a commercial product. A material is “reclaimed” if it is processed to recover a usable product or if it is regenerated.

Satellite Accumulation Point— HW may be accumulated at or near the point of origination without a HW permit, provided that no more than 55 gallons of HW, one quart of acutely hazardous, or one quart of extremely HW are stored.

Solid Waste— Any garbage, refuse, or 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, commercial, mining, and agricultural operations and from community activities, not including solid or dissolved material in domestic sewage or solid or dissolved material in irrigation return flows or industrial discharges that are point sources subject to permits under the Federal Water Pollution Control Act, or special nuclear or by-product material as defined by the Atomic Energy Act of 1954, or as defined in 40 CFR 261.2.

Spill— The accidental leaking, pouring, pumping, emitting, or dumping on or into any land or water of controlled industrial waste, recyclable materials, or hazardous materials that, when spilled, become uncontrolled industrial waste.

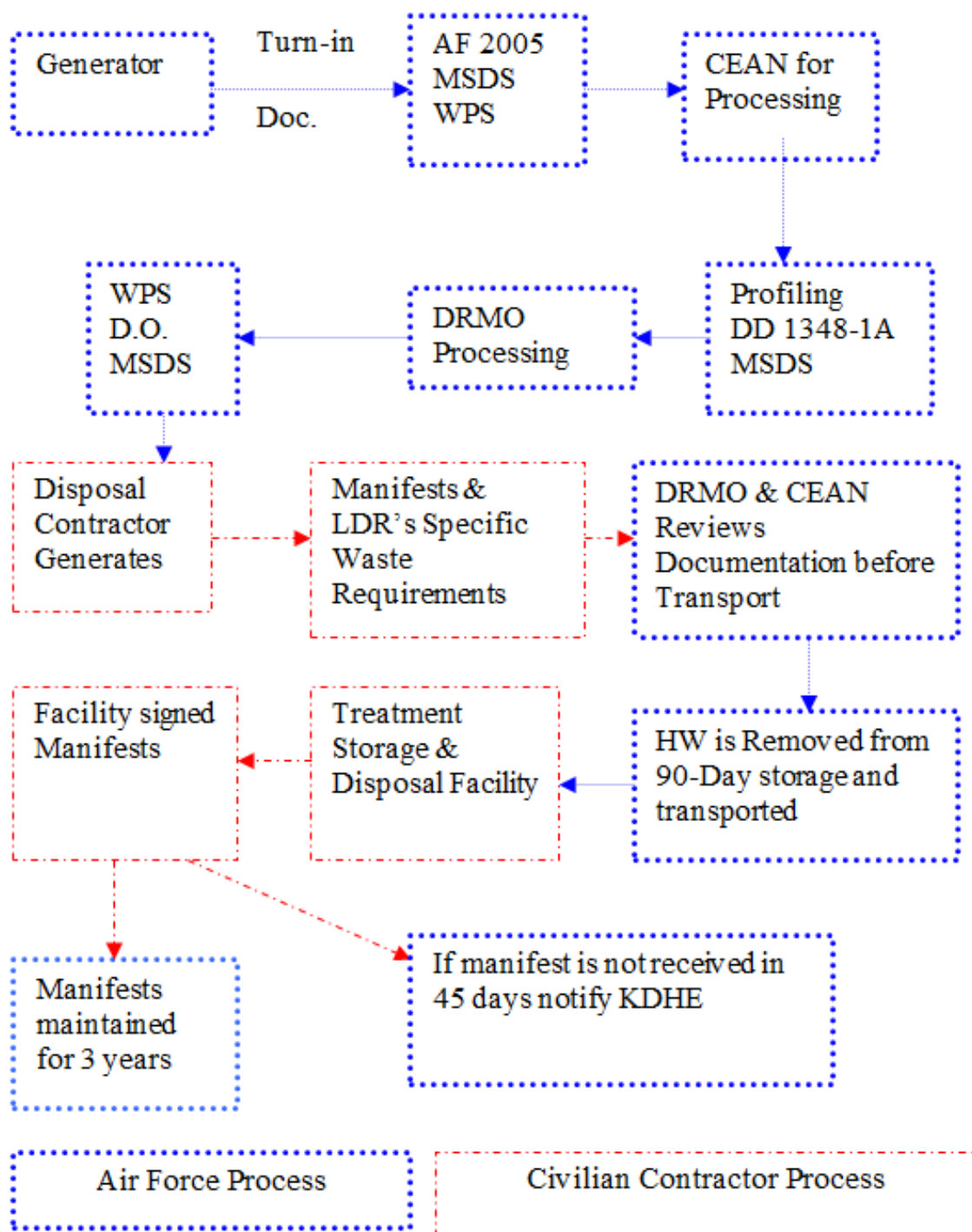
Storage— The holding of HW for a temporary period, at the end of which the HW is treated, disposed of, or stored elsewhere.

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

Transporter— A person engaged in the off-site transportation of HW.

Treatment— Any method, technique, or process, which changes or is designed to change the physical, chemical or biological character or composition of any HW or any material contained therein, or removes or reduces its harmful properties or characteristics for any purpose, including, but not limited to, energy recovery, material recovery, or reduction.

Attachment 2
HW FLOW CHART



Attachment 3

HAZARDOUS WASTE PROFILE SHEET

Waste Profile Sheet

Profile: FB4621 05131H

Expiration: 05-Dec-10

Generators Name: McConnell AFB KS
 Facility Address: 53000 Hutchinson, St.
 McConnell AFB KS 67221
 Facility Contact (CEAN): Mr. Pat O'Brien
 Facility Contact (BIO): Lt. Gifford
 EPA ID Number: KS1571924140

GENERAL INFORMATION

Shop Name	Building Number	SAP Number	Sample Number	Waste Number
22 CES Asset Mgt Flight	1096	42		
22 CES GOCESS	697	84	MC09765	03119H

Item Name: Lead acid batteries

 User Knowledge With Supporting Documents? ☒ Chemical Results Attached: ☐

Process Generating Waste: Replacing spent batteries

Projected Annual Volume: CLIN: 9204

Manufacturer: Various

Comments: Lead calcium, lead gel-cell, batteries are included in this profile sheet.

Recommended Container: CF DF

 Federal Stock Number: FSC: 6140, NIN: -00F032925,
 -004220005, -006101401, -007826840,
 -012405893, -012916488, -012949072,
 -013581359, -011747249, -013469336,
 -010625151, -010891070

Avoid: See MSDS

 HMIS Serial Number: BTBJF, BKTBK, BKJMR, BQSXC,
 BQKTZ, BQKVM, BMDXQ, BRNYZ,
 BSFSW, BQDVI, BQFCT, BPRNS

RCRA CHARACTERIZATION

 Physical State: Solid
 Treatment Group: Nonwastewater
 EPA Codes: D002, D008
 pH: see MSDS Flashpoint: N/A
 electrolyte
 pH is < 2.0

 Restricted from Land Disposal? ☒ A Dioxin Listed Waste? ☐

Origin Code: 1 Form Code: B309

Source Code: A55 System Type: M141

Composition	Regulatory
Lead 60-65%	5 mg/l
Sulfuric acid 6-34%	pH < 2.0
Calcium 0.2-1%	
Water 12-20%	
Inert materials, plastic, rubber, etc...	10-26%
Antimony 0-2%	
Tin 0-1%	
Aluminum 0-1%	
Lead dioxide 20-31%	5mg/l
Lead Sulfate 0-1%	

DOT INFORMATION

DOT Hazardous Material: Yes

Proper Shipping Name: Waste batteries, wet, filled with Acid, 8 UN2794 PG III

Container Type: CF DF

Reportable Quantities: D008 (10 lb)

GENERATOR CERTIFICATION

I, _____, certify that all information submitted is an accurate representation of the waste turned in to DRMO. Date: _____

Attachment 4

SATELLITE ACCUMILATION POINT SELF-CHECK LIST

Date:_____ Name:_____ Shop:_____

Task #	Task	Yes	No	Remarks
1	Are the containers free of damage and rust?			
2	Are all containers UN approved?			
3	Are all containers sealed?			
4	Hazardous Waste labels?			
5	Are the labels legible?			
6	Are containers afforded adequate space to permit container inspection?			
7	Are the containers located at or near the point of generation?			
8	Containers are no larger than 55 gal.			
9	Extraneous markings, labels, decals have been removed from containers.			
10	Are the containers clean and free of debris?			
11	Is the SAP sign properly displayed and list the current Pri. and Alt. Managers?			
12	If a liquid waste, is a spill kit or spill material readily available?			
13	If a liquid waste, are there any signs of leaks or spills?			
14	Do both Pri. and Alt. SAP Managers have current training documentation?			
15	Is the appointment letter up to date?			
16	Is the current version of MAFBI 32-7002 on file?			
17	Is the current version of the Hazardous waste manager's guide on file?			
18	Are the waste profile sheets current?			
20	Are UECs Training Certificate Current?			
21				
22				
23				
24				
25				

Month	Week #1	Week #2	Week #3	Week #4	Week #5
Jan.					
Feb.					
Mar.					
Apr.					
May					
Jun.					
Jul.					
Aug.					
Sep.					
Oct.					
Nov.					
Dec.					

HOW TO FILL OUT AF 2005

1 – 3	Write “TIN” for turn-in
A	Requester’s name, rank, unit/section, duty phone, building number
8 – 11	Federal Stock Class (First four digits of the stock number)
12 – 14	Write “PHW” for hazardous waste or “NRW” for non-regulated waste
15 – 18	Enter the primary waste code (e.g., F005 for Listed Waste, Methyl Ethyl Ketone)
19 – 22	Enter the CLIN
23 & 24	Write “LB” for pounds
25 – 29	Enter the total weight of the container in pounds
1.	Write “R” for routine
31 – 35	Enter your organizational shop code, three numeric, two alpha characters
36 – 39	Enter the Julian date
C	Enter the waste profile number for the waste being turned in
D	Enter a brief description of the waste

Julian Date. 1 Jan = 001, 1 Feb = 032

AF 2005

[illegible]

Attachment 6

EXAMPLES OF LABELS

CONTENTS: **Lead Acid Batteries**

HAZARDOUS WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL.
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY
AUTHORITY OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY.

GENERATOR INFORMATION:
NAME McCONNELL AFB
ADDRESS 2801 SOUTH ROCK ROAD PHONE 9876
CITY WICHITA STATE KS ZIP 67221
EPA ID NO. / MANIFEST DOCUMENT NO. KS1571924140 /
ACCUMULATION START DATE _____ EPA WASTE NO. D002

POC: Mr. Wright
UNIT: 22 MXS Fuel Cell
BLDG. 1169 X6666

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

HANDLE WITH CARE!

STYLE WM6P

Printed by Labelmaster, An American Labelmark Co., Chicago, IL 60646 (800) 621-5808

NON-REGULATED Waste

THIS WASTE IS NOT
REGULATED BY THE
U.S. ENVIRONMENTAL
PROTECTION AGENCY

GENERATOR INFORMATION (optional)
SHIPPER McConnell AFB
ADDRESS 2801 So. Rock Rd.
CITY, STATE, ZIP KS 67221
PROPER D.O.T. SHIPPING NAME Waste Description
UN OR NA NO. POC / Exd.
CONTENTS _____

NON-REGULATED WASTE

Printed By: Lab Safety Supply Inc., Janesville WI 53547-1368

Recorder No. 484

Attachment 7

EXAMPLES OF CONTAINERS



CF 70

CF 35

Corrugated fiberboard (CF) used to store dry waste or drip free absorbent pads. Not to exceed 250 lbs. and is available in 70 & 35 gallons. Not for liquids.



DM 55

DM 20

DM 15

Metal drums (DM) used to store liquid waste, such as paint thinner, flammable solvents, part washer baths, and wastewater. Corrosives and batteries containing electrolytes are prohibited from this type of container.



DF 55

DF 20

Fiberboard or plastic (DF) drums are used to store non-flammables and liquid toxics. Ideal for batteries, corrosives, and wastewater.



DF 5

DF 2.5

DF 1.5

Fiberboard or plastic drums are used to store non-flammables and liquid toxics. Ideal for small quantity turn-ins.

Attachment 8**MCCONNELL AFB HW CONTINGENCY PLAN**

A8.1. PURPOSE: The purpose of this plan is to establish policies and procedures if the HW 90-Day HWSF management contractor fails to perform due to default, termination, strike action or national crises. This Plan applies wholly or in part to the transport of waste from the Satellite Accumulation Points and waste management at the 90-Day HWSF, Bldg. 1096. It is the responsibility of the commander to coordinate the requirements of this Contingency Plan.

A8.2. ASSIGNMENT OF TASKS: The 22d Civil Engineer Squadron Commander is responsible for the successful implementation of this plan. The Commander should review the plan annually to ensure the requirements are still valid. The Squadron Commander will:

A8.2.1. Keep the 22d Mission Support Group Commander, Wing Commander and MAJCOM aware of any difficulties with the contractor or with implementation of this plan.

A8.2.2. Determine if in-house civilian personnel is the most effective approach for continued performance in lieu of military personnel.

A8.2.3. Coordinate the requirements of this contingency plan with all base organizations affected, including the Kansas Air National Guard in advance.

A8.2.4. Direct Quality Assurance Evaluator (QAE) to assume supervisory position during interim of this contingency operation.

A8.2.5. If required, request the contracting office to solicit bids or negotiate a new 90-Day Hazardous Waste Storage Facility management contract.

A8.2.6. Direct QAE to adjust working schedule to accommodate HW turn-ins during the extended duty shifts.

A8.2.7. Advise comptroller of the estimated operational cost if applicable. Primarily overtime would be charged to O&M appropriation.

A8.3. QAE and/or Program Manager will:

A8.3.1. Review the contents of the Contingency Plan for accuracy and applicability.

A8.3.2. Ensure work schedule of personnel meets the contract performance requirements for maintaining a level of compliance.

A8.3.3. Instruct UECs that this contingency plan is activated.

A8.3.3.1. UECs will notify Satellite Accumulation Managers to follow routine turn-in procedure by calling x5347. CEAN's HW personnel will respond and conduct all regulated waste pick-ups for transport to the 90-Day HWSF. All other waste (non-regulated) will be transported to Bldg. 1096 by the generator for processing.

A8.3.3.2. Discarded aerosol cans, at accumulation points, will be the responsibility of the SAP managers, who will transport them to Bldg. 1096 for depletion.

A8.3.4. Ensure that weekly inspections of the 90-Day HWSF are conducted and logs maintained.

A8.3.5. Ensure all records are generated having compliance implications such as signed manifest facility generator's copy; Treatment Storage & Disposal Facilities will be notified to submit documents electronically.

A8.3.6. Request from the Kansas Department of Health and Environment, Bureau of Waste Management a 30-day extension for containers that will exceed the 90-Day storage limits.

A8.4. Defense Logistics Agency (DLA) will:

A8.4.1. Cancel or reschedule all pending site waste removals.

A8.4.2. Develop removal options; transport waste to the base perimeter if waste requires immediate transport to a Treatment Storage and Disposal Facility.

A8.4.3. In the event that a transporter of HW is on base during a crisis that prevents its departure, the truck will be secured at a designated area until released by base security.

A8.5. Bioenvironmental Engineering Flight will:

A8.5.1. Upon request by the QAE and/or Program Manager, be responsible for sampling waste streams and submit to a certified KDHE laboratory for analytical testing.

A8.6. Operational Contracting Officer will:

A8.6.1. Contact the contractor and request in writing circumstances for work stoppage or default.

A8.6.2. Keep Mission Support Group Commander and Civil Engineering Commander informed on the status of disputes or contracting actions.

A8.6.3. Act to procure a contract if the current contractor defaults.

A8.6.4. Seek advice from the base Judge Advocate on contract matters.