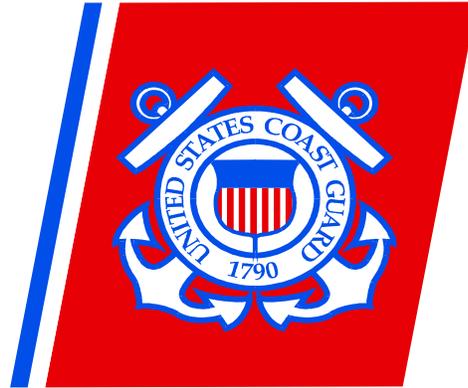


**U.S. Department
Of Transportation**

**United States
Coast Guard**



**Contractors Environmental
Guide
ISC Kodiak Complex**

December 2002

CONTRACTORS ENVIRONMENTAL GUIDE
INTEGRATED SUPPORT COMMAND
KODIAK, ALASKA

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TABLE OF CONTENTS

	<u>Page</u>
TABLE OF CONTENTS	i
LIST OF ACRONYMS AND ABBREVIATIONS	iv
CHAPTER 1 – EXECUTIVE SUMMARY	1-1
Introduction	1-1
Environmental Overview	1-1
Training Requirements	1-1
CHAPTER 2 – HAZARDOUS MATERIALS MANAGEMENT	2-1
Introduction/Overview	2-1
Definitions	2-1
Permits and Plans	2-1
Procedures and Practices	2-2
CHAPTER 3 –HAZARDOUS WASTE MANAGEMENT	3-1
Introduction/Overview	3-1
Definitions	3-1
Permits and Plans	3-1
Procedures and Practices	3-1
Commonly Generated Wastes	3-2
CHAPTER 4 – SOLID WASTE	4-1
Introduction/Overview	4-1
Definitions	4-1
Procedures and Practices	4-1
Procedural Flowcharts	4-2
CHAPTER 5 – CONTRACTOR PROCESSES	5-1
CHAPTER 6 – TRAINING REQUIREMENTS	6-1
Hazardous Materials	6-1
Hazardous Waste Management	6-1
Training Requirements	6-2
CHAPTER 7 – RECORDKEEPING REQUIREMENTS	7-1
Hazardous Materials	7-1
Hazardous Waste	7-1
Solid Waste	7-2
CHAPTER 8 – STORMWATER/WASTEWATER	8-1
Introduction/Overview	8-1
Permits and Plans	8-1
Procedures and Practices	8-1
Construction Projects	8-2
APPENDIX 1 - REFERENCES	9-1
Hazardous Materials	9-1
Hazardous Wastes	9-1
Recycling	9-2
Liquid Oily Waste	9-2
Storm Water Discharges	9-3
APPENDIX 2 – WASTE MANAGEMENT FLOWCHARTS	10-1
Aerosol Can - 1	10-2
Batteries - 3	10-3
Ozone Depleting Substances - 5	10-4
Fuel Filters- 6	10-5
Oil Filters - 9	10-6
Oil/Water Separator Residue – 10	10-7

Paint-Related Residue - 12	10-8
Paint Cleaner – Solvent - 13	10-9
PCB-Containing Waste - 14	10-10
Sandblast Grit - 15	10-11
Solid Waste - 16	10-12
Universal Waste - 17	10-13
Used Oil - 18	10-14
Waste Water - 19	10-15
Waste Water/Bilge Water – 19A	10-16
Antifreeze - 22	10-17
Hazardous Waste Packaging & Storage - 101	10-18
Hazardous Material or Non-Hazardous Waste - 103	10-19
DOT Labels USCG	10-20
Hazardous Waste Label USCG	10-21
Non-Hazardous Waste Label USCG	10-22
APPENDIX-3 -BLANK FORMS	11-1
Training Log	11-2
Spill Report	11-3
Waste Accumulation Area Job Description & Training	11-5
Waste Accumulation Area Protocol's (Waste, Used Oil, Universal Waste)	11-6
Waste Accumulation Area Manager Designations	11-10
Waste Accumulation Area Inspection Log	11-11
Waste Accumulation Log	11-12
Waste Accumulation Log Continuation Sheet	11-13
Field Inspection Report: Waste Accumulation Area	11-14
Hazardous Material Inventory Sheet	11-15
Used Oil & Related Material	11-16
Request Form For LOWS Fluid Disposal	11-17
Authorized Chemical Use List (ACUL)	11-21

LIST OF ACRONYMS AND ABBREVIATIONS

AAC	Alaska Administrative Code
ACUL	Authorized Chemical Use List
ADEC	Alaska Department of Environmental Conservation
ADF&G	Alaska Department of Fish & Game
ADNR	Alaska Department of Natural Resources
AIRSTA	Air Station
AST	Aboveground Storage Tank
BMP	Best Management Practices
BOD	Biological Oxygen Demand
BOSS	Base Operations and Support System Contractor
BTEX	Benzene, Toluene, Ethylene, Xylene
CESQG	Conditionally Exempt Small Quantity Generator
CEU	Civil Engineering Unit
CFC	Chlorofluorocarbons
CFR	Code of Federal Regulations
Cm ²	Square centimeter
CO	Commanding Officer
COD	Chemical Oxygen Demand
COMDTPUB	Commandant's Publication
COMDTINST	Commandant's Instruction
COMDTNOTE	Commandant's Note
COMMSTA	Communication Station
COTP	Captain of the Port
DC	Damage Control
DoD	Department of Defense
DOSH	Alaska Division of Occupational Safety and Health
DOT	Department of Transportation
DRMO	Defense Reutilization Marketing Office
DRMS	Defense Reutilization and Marketing Service
EEBD	Emergency Escape Breathing Device
ECE	Environmental Compliance Evaluation
EO	Executive Order
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-To-Know Act
EPPP	Emergency Planning, Preparedness, and Prevention
FD & CC	US Coast Guard Facilities Design and Construction Center
FIFRA	Federal Insecticide, Fungicide and Rodenticide Act
FOTW	Federally Owned Treatment Works
FRP	Facility Response Plan
gpd	Gallon per day
Gr/ft ³	Grams per cubic foot
HAZCOM	Hazardous Materials Communication
HAZMIN	Hazardous Material Minimization Center
HAZWOPER	Hazardous Waste Operations and Emergency Response
HHM	Household Hazardous Materials
HMMS	Hazardous Material Management System
HWSB	Hazardous Waste Storage Building

LIST OF ACRONYMS AND ABBREVIATIONS (Continued)

HWT	Hazardous Waste Technician
IERPP	Integrated Emergency Response and Preparedness Plan
ISC	Integrated Support Command
LBP	Lead-Based Paint
LDR	Land Disposal Restrictions
LEPC	Local Emergency Planning Committee
LORSTA or LORAN	Long Range Aids to Navigation Station
LOWS	Liquid Oily Waste System Facility
LQG	Large Quantity Generator
MBtu	Million British Thermal Units
mg	milligram
Mg/L	Milligram per liter
M _L	Mark, Large (version of PCB label)
MAA	Master at Arms
MARPOL	International Convention for the Prevention of Pollution from Ships
MCL	Maximum Contaminant Level
MCLG	Maximum Contaminant Level Goal
MLCPAC	Maintenance and Logistics Command Pacific
MLPACINST	Maintenance and Logistics Command Pacific Instruction
MPCD	Marine Pollution Control Device
MRDL	Maximum Residual Disinfectant Residual
MRDLG	Maximum Residual Disinfectant Residual Goal
MREM	Milliroentgen Equivalent in Man (measurement of radiation)
MSDS	Material Safety Data Sheet
MSGP	Multi-sector General Permit (EPA-stormwater)
MVAC	Motor Vehicle Air Conditioner
NESHAPS	National Emission Standards for Hazardous Air Pollutants
NFPA	National Fire Protection Association
ng/J	Nanogram per Joule
NMFS	National Marine Fisheries Service
NOV	Notice of Violation
NPDES	National Pollutant Discharge Elimination System
NPREP	National Preparedness for Response Exercise Program
NRC	National Response Center
NSPS	Air emissions New Source Performance Standards
NTU	Nephelometric Turbidity Units
OBA	Oxygen Breathing Apparatus
ODPCP	Oil Discharge Prevention and Contingency Plan
ODS	Ozone- Depleting Substance
OJT	On the Job
ORL	Owner Requested Limit
OSHA	Occupational Safety and Health Administration
P2	Pollution Prevention
PADS	Physical Agent Data Sheet
PAL	Pre-Approved Limit
PCB	Polychlorinated Biphenyls
PCI	picoCuries
POL	Petroleum Oil and Lubricants

LIST OF ACRONYMS AND ABBREVIATIONS (Continued)

POTW	Publically Owned Treatment Works
ppm	parts per million
psig	pounds per square inch gauge
RCRA	Resource Conservation and Recovery Act
SARA	Superfund Amendments and Reauthorization Act
SEALS	Navy Special Warfare Detachment
SHPO	State Historic Preservation Officer
SOP	Standard Operating Procedure
SPCC	Spill Prevention, Control, and Countermeasure
SPEM	Strategic Plan for Environmental Management
SQG	Small Quantity Generator
SWPPP or SWP3	Stormwater Pollution Prevention Plan
TDS	Total Dissolved Solids
TEAM Guide	The Environmental Assessment and Management Guide
TKN	Total Kjeldahl Nitrogen
TOC	Total Organic Carbon
TPH	Total Petroleum Hydrocarbons
TSCA	Toxic Substance Control Act
TSDF	Treatment, Storage, or Disposal Facility
TSS	Total Suspended Solids
TTHM	Total Trihalomethanes
UEG	Unit Environmental Guide
UIC	Underground Injection Control
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USFS	U.S. Forest Service
UST	Underground storage tank
USF&WS	U.S. Fish & Wildlife Service
WAA	Waste Accumulation Area

CHAPTER 1 - EXECUTIVE SUMMARY

Introduction:

This Contractors Environmental Guide (CEG) provides information to aid personnel with the Contractor to comply with applicable federal, state, local, and United States Coast Guard (USCG) environmental compliance requirements and management practices. Compliance with the policies and procedures outlined in this UEG should result in conformance with all applicable federal, state, USCG, and local environmental requirements. By following the CEG the Contractor will be complying with the Coast Guard Environmental Vision Statement, "Our Business Values the Environment."

Environmental Overview:

COMPLIANCE AREA	GENERAL REQUIREMENTS
Hazardous Materials	<ul style="list-style-type: none"> • Maintain and follow a hazard communications (HAZCOM) plan; provide copy to government COTR. • Train personnel in the use of the Material Safety Data Sheets (MSDS) and to recognize hazards of the materials they use. • Keep up-to-date MSDSs of products used by the Contractor. • Store hazardous material containers in approved lockers or secondary containment areas. • Promptly report and cleanup spills. • Provide copy to government COTR and Environmental Section.
Hazardous Waste	<ul style="list-style-type: none"> • Identify hazardous wastes generated by the contractor's activities. • Manage hazardous wastes in containers that are: <ul style="list-style-type: none"> – Made of materials compatible with the waste they hold, – In good condition, – Closed, except when adding waste, – Labeled with a red and white "Hazardous Waste" label that also identifies the container contents. • Manage hazardous waste containers within designated Waste Accumulation Areas (WAAs) and control access to waste containers in WAAs • Promptly contact your COTR you will be removing full containers from WAAs and notify the ISC Kodiak HWSB Operator to let them know the full containers are coming. • Sample and provide analytical of HW to ISC Kodiak HWSB Operator. • Promptly report and clean up spills.
Solid Waste	<ul style="list-style-type: none"> • Accumulate solid wastes to prevent litter and animal attraction. • Separate recyclable materials including office paper, cardboard, and scrap metals • Separate asbestos containing material and lead-based paint debris and chips and turn in with hazardous wastes.

Training Requirements:

TRAINING TYPE	FREQUENCY	CONTRACTOR SUPERVISOR	ALL HANDS
HAZCOM	On assignment	X	X
HAZCOM	When new chemicals are	X	X

TRAINING TYPE	FREQUENCY	CONTRACTOR SUPERVISOR	ALL HANDS
	introduced		
Hazardous Waste Management	Within six months of assignment and annual refresher	X	X
Job-specific Waste Management Training			X

CHAPTER 2 – HAZARDOUS MATERIALS MANAGEMENT

YOUR HAZARDOUS MATERIALS MANAGEMENT REQUIREMENTS

- Maintain Hazardous Communications (HAZCOM) plan
- Provide initial and refresher HAZCOM training.
- Maintain up-to-date copies of MSDS and PADS.
- Promptly report and clean up spills.
- Store hazardous materials properly.

Introduction/Overview:

This chapter addresses the proper storage and handling of hazardous materials and, to a limited extent, spill contingency and response requirements related to hazardous materials.

Definitions:

Hazard Communication (HAZCOM) – This is the OSHA requirement for employers to communicate chemical and physical hazards to their employees.

Hazardous Materials are substances or materials capable of posing an unreasonable risk to human health, safety, and property. Hazardous substances include but are not limited to flammable, combustible, corrosive, reactive, and poisonous materials.

Material Safety Data Sheet (MSDS) is printed material developed and written by chemical manufacturer or importer, which contains information on the characteristics of their hazardous chemical or product.

Physical Agent Data Sheets (PADS) printed material developed by the Alaska Division of Occupational Safety and Health, which explain physical hazards such as noise and heat stress.

Permits and Plans:

HAZCOM Plan - A Hazardous Materials Communications (HAZCOM) plan is required by OSHA. The general requirements for the plan are found in 29CFR1910.1200. The plan shall be developed and provided to the government COTR and Environmental Section at the pre-construction or pre-arrival conference. The plan must show how the following goals are met:

- Employees are taught how to recognize and use the information on Material Safety Data Sheets (MSDSs), hazardous materials labels, and other warning signs;
- Employees are made aware of the hazardous chemicals known to be present; and
- Employees are taught specific hazards of the chemicals the employee will be using.

HAZCOM Training Plan - The HAZCOM training plan, which is part of the HAZCOM plan must include:

- Location of MSDSs for each hazardous chemical the employees may be exposed to while working;
- Information on the labeling system;
- Information on precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies;
- The methods used to inform the employees of the hazards associated with non-routine tasks; and
- Handling requirements for materials once they become wastes (hazardous and universal waste training).

Procedures and Practices:

Hazardous Material Used - The Contractor will normally use the following hazardous materials:

- Paints (Latex, Oil based, Enamel's, Epoxy's, etc.);
- Lubricants;
- Oils;
- Greases;
- Solvents;
- Gasoline;
- Diesel;
- Thinners;
- Primers;
- Hydraulic fluids;
- Acids;
- Bases; and
- Other similar materials.

Hazardous Materials Activities - Personnel use the hazardous materials while conducting facility maintenance, construction activities, equipment maintenance, and general contract work.

MSDS and PADS - A current MSDS for each hazardous material present shall be available at the job site where the material is used or stored. A new MSDS for a product shall be obtained whenever a new chemical is introduced to the job site work area, or when the chemical composition of a hazardous material changes.

To obtain an MSDS, the Contractor should:

- Contact the product vendor or manufacturer and request the current MSDS for the product (a toll-free number often is provided on the product label);
- Search the Internet at:
 - Cornell University Planning, Design, and Construction (PDC):
<http://msds.pdc.cornell.edu/msdssrch.asp>;

- Vermont Safety Information Resources Inc. (SIRI):
<http://hazard.com/msds/index.html>; or
- Kansas State University:
<http://www.phys.ksu.edu/area/jrm/Safety/msds.html>

In addition to MSDSs, Alaska has eight physical agents for which the Alaska Division of Occupational Safety and Health (DOSH) requires physical agent data sheets (PADS) be available to personnel who may encounter these hazards. The eight physical agents are:

- Cold stress*;
- Hand-arm vibration*;
- Heat stress*;
- Ionizing radiation;
- Lasers;
- Noise*;
- Radio frequency/microwave radiation; and
- Ultraviolet radiation;

(* commonly apply to the Contractor)

Copies of these PADS should be available for personnel to consult and review. The Contractor supervisor also may want to have PADS on other physical agents available for review. All PADS are available on line at www.labor.state.ak.us/lss/pads/.

Hazardous Materials Inventory - The Contractor shall maintain an inventory of the types and quantities of hazardous materials stored at the work site for the job. The Contractor shall provide a complete Authorized Chemical Use List prior to bringing hazardous material onto the facility. Periodically, the Environmental and Fire Protection Branch will request an inventory of the Contractor's hazardous materials as part of the preparation of ISC Kodiak's annual community right-to-know reporting requirement.

Inventories of hazardous materials in Contractors storage lockers should not exceed a seven to ten day supply. Hazardous materials shall be placed in storage lockers and have secondary containment to contain spills of the material. Hazardous material shall not be stored outside and subject to the effects of weather. Damaged containers shall be immediately removed from the job site.

Hazardous materials are stored in materials lockers within the Contractor job site. Hazardous materials used by the Contractor must be stored in containers that are:

- In good condition;
- Compatible with the product they hold;
- Closed except when in use; and
- Labeled with the name of the product or chemicals they contain.

Weekly Hazardous Material Management Performance Directive - Weekly, the Contractor must ensure that:

- Hazardous material inventories are current;
- All MSDSs are current and in orderly condition;
- Containers of hazardous materials are properly labeled;
- Bulk hazardous material storage facilities are orderly; and
- Hazardous materials stored in lockers are compatible with one another and the lockers are clean and orderly.

The COTR and/or the Environmental and Fire Protection Branch personnel will inspect the Contractor's hazardous material storage areas for deficiencies. Noted deficiencies will become part of the project file and subject to penalties and credits back to the government.

Hazardous Materials Storage – All liquids and other materials that could cause harm to the environment must be stored with some sort of secondary containment (i.e.: a containment storage locker, a containment pallet, an overpack drum, an area diked off and lined with plastic, etc). Incompatible materials must be separated and stored in a manner that will prevent mixing.

Disposal of Hazardous Materials - The preferred option to dispose of a hazardous material is to use it for its intended purpose. If this is not possible and the material is still in useable condition, then the material should be removed from the work site by the Contractor and disposed of appropriately.

CHAPTER 3 – HAZARDOUS WASTE MANAGEMENT

YOUR HAZARDOUS WASTE MANAGEMENT REQUIREMENTS

- Properly identify hazardous waste and universal waste generated by Contractor activities.
- Meet the requirements for the operation of hazardous waste accumulation areas.
- Accumulate hazardous wastes and universal wastes in proper containers and inspect accumulation containers weekly.
- Track hazardous and universal waste generation and accumulation.
- Provide initial and annual refresher training for personnel with hazardous waste and universal waste management responsibilities.
- Meet emergency preparedness and contingency planning requirements.
- Report and clean up releases.
- Maintain required records.

Introduction/Overview:

This Chapter discusses the requirements related to the generation, accumulation, and disposal of hazardous wastes, universal wastes and used oil. Flowcharts for proper hazardous waste management and disposal procedures are provided in Appendix 2.

Definitions:

A **hazardous waste** is a material that Contractor personnel have decided to dispose of, and which is:

- Ignitable [a liquid with a flash point less than 140° F, Department of Transportation (DOT) oxidizer, or flammable compressed gas];
- Corrosive (pH 2 or less or pH 12.5 or greater);
- Reactive - unstable, explosive or spontaneously combustible at room temperature, emits poisonous fumes, water reactive, cyanide or sulfide bearing, or may explode when heated under confinement;
- Toxic - contains one or more of forty specific constituents above levels specified in the regulations (examples, lead, silver, chromium, methyl ethyl ketone); or
- A chemical specifically named in the hazardous waste regulations.

A **Universal waste** is a waste battery, lamp, pesticide or mercury thermostat. These wastes may be managed under the universal waste regulations instead of the hazardous waste regulations.

Used oil is any oil that has been refined from crude oil or synthetic oil that has been used and, as a result of use, has been contaminated by physical or chemical impurities.

Procedures and Practices:

Hazardous Waste Generator Status - Currently, ISC Kodiak, and therefore each unit and activity on the base, is regulated as Large Quantity Generator (LQG) of hazardous waste. Applicable LQG standards include requirements for:

- Accumulation of wastes in containers;
- Reporting and recordkeeping;
- Employee training; and
- Emergency preparedness and contingency planning.

Never mix waste streams of any kind.

Separate waste management requirements apply to universal wastes and used oil.

Commonly Generate Wastes:

Hazardous wastes, universal wastes, used oil, and associated wastes, which are routinely generated by Contractor's and are managed in Waste Accumulation Areas (WAAs), are shown below:

- Used Oil;
- Used synthetic oil;
- Empty containers;
- POL contaminated rags;
- Paint and paint slop;
- Used antifreeze;
- Aerosol cans (including empty cans);
- Asbestos debris;
- Lead-based paint chips and debris;
- PCB contaminated material, soils, and equipment;
- Florescent lamps;
- Batteries;
- Thermostats;
- Exit Signs and smoke detectors containing radioactive material;
- Spent solvents;
- Solvent contaminated rags; and
- Waste fuel.

Hazardous Waste Accumulation - Accumulation of hazardous wastes must be done at an appropriately managed Waste Accumulation Area (WAA). A WAA is a satellite accumulation point from a central waste storage area. At ISC Kodiak the central storage area is the Hazardous Waste Storage Building (HWSB) N48. The establishment of any WAA must be approved by the Environmental and Fire Protection Branch prior to beginning accumulation of any waste stream. A contractor may accumulate up to 55 gallons of hazardous waste (per waste stream) in containers at a WAA if the following conditions are met:

- Waste must be accumulated in containers at or near the point where the waste is generated; and
- The containers used must be:
 - Under the control of the people generating the waste;
 - In good condition and compatible with the waste it holds;
 - Closed, except when waste is added;
 - Placed in a form of secondary containment;
 - Marked with the words "Hazardous Waste" or other words that identify the contents; and

- Marked with the accumulation start date **when full**.
- Full containers must be transferred to the HWSB within 3 days (72 hours).
- A Contractor who exceeds the 55-gallon limit must transfer the excess waste to the HWSB within 3 days (72 hours).

When a container of hazardous waste is full, the Contractor or WAA manager shall promptly call their COTR or the HW Coordinator at 487-5588 to arrange for transfer of the container to the HWSB. Appropriate supporting waste management information, such as a log that shows the contents of the container or an MSDS for the material, must accompany the waste when it is transferred to Building N48. The Contractor is responsible for transporting the full container(s) to Building N48.

Universal Waste Accumulation - To meet the Universal waste rules, universal waste must be properly contained, marked, and dated.

Always store universal waste in containers that will prevent releases of hazardous constituents to the environment. Any universal waste containing free liquid must be stored with some sort of secondary containment. If a battery, thermostat, or pesticide container is broken or shows evidence of leakage, it must be placed in a container that is:

- In good condition;
- Structurally sound;
- Compatible with the waste; and
- Kept closed.

Broken lamps containing mercury must be managed as hazardous waste.

Containers holding used batteries must be appropriately marked as "Universal Waste – Battery(ies)," "Waste Battery(ies)," or "Used Battery(ies)." Containers holding waste pesticides must be marked with the words "Universal waste – Pesticide(s)", or "Waste – Pesticide(s)" and the manufacturer's label if possible. Containers holding waste thermostats must be clearly marked as "Universal Waste – Mercury Thermostat(s)", "Waste Mercury Thermostat(s)", or "Used Mercury Thermostat(s)". Containers holding waste lamps must be marked as "Universal Waste – Lamps", "Waste Lamps", or "Used Lamps".

A container holding any universal waste must be clearly marked with the accumulation start date (ASD). For universal wastes the ASD is the date when the first item was placed into the container. Transfer universal waste to the HWSB within 6 months of the ASD.

Waste Disposal - Hazardous wastes and some other wastes are sent off site for treatment and disposal or recycling with a contractor under a Defense Reutilization and Marketing Service (DRMS) contract. Hazardous wastes are moved from the job sites to Building N48 by the Contractor and must be accompanied by an accumulation log, and product MSDS (if appropriate). The Contractor shall also provide appropriate analytical data for the hazardous waste generated to the HW Coordinator at Building N48. The Contractor shall contact the HW Coordinator to ensure proper labeling and container tracking is followed while working onboard ISC Kodiak.

Flowcharts - To illustrate waste disposal requirements, flowcharts are provided in Appendix 2, which include step-by-step instructions. A list of hazardous waste flowcharts is provided for the Contractor is provided below.

WASTE DISPOSAL FLOWCHARTS

Waste Name	Flowchart
Aerosol Cans	1

Waste Name	Flowchart
Antifreeze	22
Batteries	3, 17
Used oil	18
Paint, Paint-Related Waste	12
Hazardous Waste Packaging and storage	101
Non-hazardous Waste and Hazardous Material Packaging and Storage	103
Spent Solvents	13
Universal Wastes	17

CHAPTER 4 – SOLID WASTE

YOUR SOLID WASTE REQUIREMENTS

- Reduce the amount of solid wastes produced and recycle solid wastes as much as possible.
- Manage solid wastes to prevent windblown litter, animal attraction, and other nuisances.
- Properly dispose of solid wastes to the Kodiak Island Borough Landfill, the Threshold Recycling Facility or through the HWSB, as directed for the specific waste.

Introduction/Overview:

This chapter discusses the collection, storage, recycling, and disposal of solid wastes. Recycling and resource recovery activities also are included in this chapter because they are considered a form of solid waste management.

Definitions:

Solid waste is any garbage or refuse from a domestic, industrial, or commercial activity. A solid waste can be solid, liquid, or semi-solid in form. Solid waste is considered to be non-hazardous trash, rubbish, garbage, bulky wastes, liquids, or sludge generated by Contractor activities.

Procedures and Practices:

General – All Contractors, with the exception of the Base Operations Support Services (BOSS) contractor, is responsible for all costs associated with solid waste management. This includes the collection, containerizing and disposal of all solid waste. To the extent indicated in the paragraph below, this excludes recyclable commodities. **Under no circumstances** is the contractor permitted to utilize base dumpsters or other containers. The contractor should provide adequately sized dumpsters for the project duration and should contract with local vendors for hauling debris.

Recycling – The Borough of Kodiak and ISC Kodiak collects & recycles corrugated cardboard, aluminum cans, office paper, paperboard, newspapers, magazines, plastics, scrap metal, and used lead-acid batteries for recycling. With the exception of scrap metal and lead-acid batteries, Contractors are encouraged to utilize the recycling dumpsters provided throughout the ISC Complex to recycle appropriate materials. Dumpsters are color coded according to the table below. Contractor personnel shall contact the Environmental and Fire Protection Branch to learn about how to participate in other recycling activities or to investigate recycling of other materials.

Bin Color	Recyclable Commodity
Red	Corrugated cardboard (broken down) and paper bags
Yellow	Aluminum Cans (no tin/steel cans)
Blue	Newspapers, Magazines, Paperboard, Junk Mail, Plastics (#1, 2, & 4 only)

Additionally, some types of used oils can be processed at the ISC's Liquid Oily Waste System (LOWS) and burned for fuel in the Central Heating System plant. Contractors desiring to utilize the LOWS facility will be required to submit a request form and required analytical to the ENVFP branch for approval or disapproval of the fluids the Contractor proposes to submit for processing. This request shall give ample time for the government to review the request and make a determination based on mission needs, operational constraints, or other factors that might impair the government's ability to perform its day-to-day operations. Refer to Appendix 3 for LOWS request form.

Collection and Storage of Solid Wastes - All solid wastes and all materials separated for recycling must be collected and stored so that:

- The wastes do not cause a fire, health, or safety hazard;
- Food wastes are stored in covered or closed containers which are nonabsorbent, leak proof, durable, easily cleaned, and designed for safe handling;
- Waste containers are of an adequate size and number to contain all waste generated between disposals;
- Bulky wastes are stored so as not to create a nuisance and to avoid the accumulation of solid waste and water in and around the bulky items; and
- Reusable waste containers are capable of being serviced without the collector coming into contact with the waste.
- Liquid wastes are stored within secondary containment.

Hazardous wastes, oily wastes, recyclable materials, and other types of wastes must be segregated from one another to facilitate their proper management and disposal. Solid wastes and materials separated for recycling must be collected according to the following minimum schedules:

- Food wastes must be collected at least once each week;
- Bulky wastes must be collected at least once every three months;
- All wastes must be collected with sufficient frequency to minimize the propagation or attraction of pests and the creation of nuisances.

Solid Waste Disposal - The Borough operates a baler and landfill that accepts most non-hazardous solid wastes from the Contractor. If there is any question about whether the landfill can or will accept a solid waste for disposal, the Contractor shall contact the landfill.

The landfill can accept typical domestic and commercial solid wastes for disposal, including paper, cardboard, wood, metals, plastics, rigid foams, and food wastes. The following wastes are NOT accepted by the landfill: and therefore you must contact the COTR or the hazardous waste coordinator at 487-5588 for disposal:

- Untreated sewage sludge;
- Liquid wastes;
- Oily wastes;
- Chemicals;
- Radiological wastes; or,

- Explosives.

Procedural Flow Charts (Located in Appendix 2):

Flowcharts 9,16,18, and 103 show solid waste management procedures.

CHAPTER 5 – CONTRACTOR PROCESSES*

*If provided as part of a service to the government under a services contract.

Process	Materials Used	Wastes Generated	Possible Disposal Methods
Painting	Enamel paints	Empty aerosol cans	HWSB
	Polyurethane paints		
		Waste paint	HWSB
	Electrical varnish	Empty containers	Solid waste Contractor
	Used paint brushes	Waste paint	HWSB
	Corrosion preventive compounds	Empty containers Aerosol cans	Solid Waste Contractor HWSB
Cleaning	Contact cleaner	Empty containers	Solid Waste Contractor
	Butane fuel	Empty cylinders	Vendor
Surface Preparation solvents	Adhesives	Empty containers	Solid Waste Contractor
	Silicon lube		
	Electrical lube		
		Spent solvents	HWSB
		Solvent contaminated rags	HWSB
Engine Lubrication	Greases and oils	Empty containers	Solid Waste Contractor
	Lubricating oils	Used oil	LOWS or local vendor
		Used oil filters	Solid Waste Contractor
	Greases	Empty containers	Solid Waste Contractor
		POL contaminated rags	HWSB
Engine fluid changes	Oil	Used oil	LOWS or local vendor
		Empty containers	Solid Waste contractor
		Used oil filter	Solid Waste contract
	Antifreeze	Used antifreeze	HWSB
		Empty containers	Solid Waste contractor
		Waste fuel	HWSB
Equipment Maintenance/Oil Changes	Lubricating oils	Used oil	LOWS or local vendor
		Oil filters	Solid Waste Contractor
		Empty aerosols	HWSB
	Lead acid batteries	Spent batteries	Vendor
		POL Contaminated rags	HWSB
		Waster Fuel	HWSB
	Greases	Empty containers	Solid Waste Contractor
		Rags	HWSB

	Diesel and gasoline fuel filters	Used diesel and gasoline filters	HWSB
	Starter fluid	Empty containers	Solid Waste Contractor
Housekeeping	Cleaning products	Empty containers	Solid Waste Contractor
	Light bulbs	Spent bulbs	HWSB
Building Maintenance	Replace asbestos materials	Asbestos containing materials	HWSB
	Fluorescent bulbs	Spent bulbs	HWSB

Note: Contractor may not utilize government services for their own maintenance process derived wastes. Only waste generated by work under contract will be accepted by the government. Refer to Section 2, 3, and 4.

CHAPTER 6 – TRAINING REQUIREMENTS

YOUR TRAINING REQUIREMENTS

- Hazcom Training.
- Hazardous and Universal waste handling.
- Spill response training.

Hazardous Materials:

HAZCOM - OSHA requires HAZCOM training for all employees who may come in contact with hazardous materials in the workplace. This training teaches employees how to read the MSDS, product labels, and other information so that they know how to protect themselves in the workplace. This training is required under 29 CFR 1910.1200, and COMTDINST M5100.47.

HAZCOM Training Plan - The HAZCOM training plan should be prepared as part of the HAZCOM Plan. It should include:

- Location of MSDSs for each hazardous chemical the employees may be exposed to while working;
- Information on the labeling system;
- Information on precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies;
- The methods used to inform the employees of the hazards associated with non-routine tasks; and
- Handling requirements for materials once they become wastes (hazardous and universal waste training).

Hazardous Waste Management:

WAA Managers - WAA managers are required to attend hazardous waste management training within six months from contract start date and at least annually thereafter. Contractors are required to have personnel trained to this level to manage hazardous waste accumulation areas. This training can be scheduled and given by the ISC Environmental staff for specific requirements at ISC Kodiak. Contact the COR to coordinate this training. This training is required under 40 CFR 265.16.

Used Oil Spill Response - Training is required for all Contractor personnel involved in managing used oil. Training must include procedures to follow when a spill occurs and include notification procedures, containment of the release, and safety practices. This training is included as part of the introductory hazardous waste training provided to WAA managers. The training topics to be covered are found in 40 CFR 279. 22 (d).

Hazardous Waste Training - All employees who have hazardous waste responsibilities (i.e., those who handle or otherwise manage hazardous wastes or related records) must receive initial hazardous waste management training, within six months of contract start date, and annual refresher training thereafter. The training must teach the employee how to comply with the EPA requirements that apply to their waste management duties and how to respond to waste-related emergencies that may occur. This training is not available through the ISC's Environmental Staff and is the Contractor's responsibility to arrange. This training is required under 40 CFR 265.16.

Universal Waste Training - All employees who handle or have responsibility for managing universal wastes (batteries, lamps, mercury containing thermostats) must be informed of the proper management and emergency response procedures for the universal wastes they handle. This training is required under 40 CFR 273.16. This training can be provided by the ISC's Environmental Staff and should be arranged by the Contractor's WAA manager and/or the COR.

Training Requirements:

Training Type	Frequency	WAA Managers	Personnel With Waste Duties	All Personnel	Supervisors
HAZCOM	On assignment			X	X
HAZCOM	When new chemicals are introduced			X	X
Introduction to Hazardous Waste	On assignment			X	X
Job-specific Waste Management	On assignment and annual refresher		X		
Hazardous Waste Management	On assignment and annual refresher	X			

CHAPTER 7 – RECORDKEEPING REQUIREMENTS

YOUR RECORDKEEPING REQUIREMENTS

- HAZCOM Training plan.
- Training records.
- Waste Analyses.
- Inspection records.

Hazardous Materials:

The following hazardous materials records must be maintained for three years and then placed in the inactive files unless otherwise noted: Reports of hazardous materials releases;

- MSDS Training Plan;
- HAZCOM training records; and
- Results of inspections, correspondence and other documentation relating to resolution of inspections.

Hazardous Waste:

The following records must be maintained for three years and then placed in the inactive files unless otherwise noted:

- Hazardous waste determination records (analytical reports and other documentation that show why wastes are or are not regulated as hazardous wastes);
- Job titles, job descriptions, and education or training requirements for personnel with hazardous waste management responsibilities;
- Hazardous waste training records for personnel with hazardous waste management responsibilities;
- Hazardous Waste Weekly Container Inspection Checklists; and
- Inspection checklists and maintenance records for emergency response equipment.

Solid Waste:

Laboratory analyses and other information used to determine whether a particular solid waste is regulated as a hazardous waste or not, must be kept for a period of three years after the waste was last generated.

CHAPTER 8 – STORM WATER/WASTEWATER

YOUR STORMWATER/WASTEWATER REQUIREMENTS

- Reduce the amount of wastewater produced as much as possible.
- Manage storm water run-off to prevent silting, and contamination to the waters of the United States.
- Properly manage these issues to ensure compliance with ISC Kodiak discharge permits.
- Properly dispose of wastewater as necessary for the specific waste.
- Provide initial and annual refresher training for personnel for stormwater pollution prevention practices.
- Maintain training records.
- Follow prescribed "Best Management Practices" (BMP'S)

Introduction/Overview:

This chapter discusses the issues related to possible impacts on storm water run-off, wastewater discharges, permitting and plan requirements, and disposal of storm water/wastewater. Controlling these activities is essential in preventing violations of ISC Kodiak discharge permits. Storm water runoff from specific industrial activities are regulated by EPA's National Pollutant Discharge Elimination System (NPDES) program. Wastewater and non-domestic wastewater is regulated and processed in accordance with Best Management Practices outlined in discharge permits issued by Federal and State Agencies.

Definitions:

Storm water - Runoff that results from rain falling on exposed surfaces such as parking lots, roads, runways, roofs, construction activities and ground surfaces. Pollutants may dissolve in the storm water, become suspended or float to the surface. Runoff is then discharged to receiving waters.

Wastewater - Domestic wastewater is produced from operation of residences, offices, buildings, and are discharged to sanitary sewer system. Non-hazardous industrial wastewater oily water mixtures and miscellaneous other sources, including storage tank decommissioning, and construction dewatering generated by contractors from projects.

Procedures and Practices:

Wastewater-Industrial wastewater exhibiting hazardous characteristics are regulated as hazardous waste under Chapter 3. Non-hazardous wastewater generated by contractor such as oily water mixtures are required to follow Best Management Practices. Contractors needing to utilize the LOWS facility will be required to submit a request form and required analytical to the ENVFP branch for approval or disapproval of the fluids the Contractor proposes to submit for processing. This request shall give ample time for the government to review the request and make a determination based on mission needs, operational constraints, or other factors that

might impair the government's ability to perform its day-to-day operations. Refer to Appendix 3 for LOWS request form.

Storm water - The Facility storm water pollution prevention plan describes measures, Best Management Practices (BMPs) and other controls which contractors will utilize to prevent pollution and contamination of storm water runoff. Larger construction projects disturbing soil are required to prepare a storm water construction plan for submittal to EPA. Contractors are required to employ BMP's while conducting work on ISC Kodiak. BMP's listed below are examples of the types of BMP's:

- Good Housekeeping Practices
- Minimizing Exposure through Proper Hazardous Materials Management
- Preventative Maintenance
- Spill Prevention and Response
- Filter Fabric and Hay Bales to Prevent Silting to Receiving waters
- Employee Education and Training
- Routine and Reoccurring Inspections

Construction Projects:

Construction Projects 1 acre or larger which will disturb the soil require a SWPPP for construction activities as prescribed by NPDES Phase II requirements. Submission of a Notice of Intent that includes general information 48 hours before construction to State and Federal agencies and a Notice of Termination when final stabilization of the site is achieved. A sample SWPPP checklist follows on the next page:

Date:

Reviewed By:

Construction SWPPP Checklist

SWPPP Requirement	Yes	No	N/A
Does the Plan describe the site and potential pollutant sources including:			
Nature of the construction activity			
Description of sequence of major activities on the site which would disturb soils for major portions of the site			
Estimates of total site area and total area to be disturbed by clearing, grubbing, or excavating			
Estimates of runoff coefficient of site for pre and post construction condition			
Existing data on soil or quality of discharge from site			
A site map indicating drainage patterns and anticipated slopes after grading and: <ul style="list-style-type: none"> — Areas to be disturbed and areas which will not be disturbed — Location of major structural and non-structural controls identified in the plan — Surface waters and wetlands — Locations where storm water discharges to a surface water 			
Locations and description of any discharge associated with industrial activity other than construction such as dedicated batch plants			
Name of the receiving waters and areal extent of wetland acreage at or near the site which will be disturbed by or receive discharges from the project.			
Does the SWPPP include a description of appropriate control measures (BMPs) that will be implemented as a part of construction activity to control pollutants in storm water discharges including:			
Controls (BMPs) that will be implemented and the sequence during the construction process that the measures will be implemented.			
Identifying which permit holder is responsible for implementing controls			
Erosion and sediment control goals and criteria should be explained in the plan: <ul style="list-style-type: none"> — Construction phase controls should be designed to retain sediment on site to the extent practicable — Controls are installed and maintained in accordance with specs and good engineering practices — Collection of sediment which may escape construction site — Sediment must be removed from ponds or traps when design capacity has been reduced by 50% — Litter and construction chemical controls — Protection of offsite stockpiles or borrow areas 			

SWPPP Requirement	Yes	No	N/A
Stabilization Practices to be used at the site should be detailed: <ul style="list-style-type: none"> — Methods used to protect exposed soils (mulch, hydroseed, plastic, fabric) — Requirement that areas not being actively worked will be stabilized within 7 days in May-September timeframe and within 2 days in October-April timeframe 			
Structural storm water controls to be used at the site should be described: <ul style="list-style-type: none"> — Temporary controls utilized during construction — Permanent controls which will be installed to control pollutants after construction is completed 			
Does plan include information on endangered species/critical habitat at the site and whether they are potentially affected by discharges or BMPs. If endangered species/critical habitat are potentially affected does SWPPP describe protective measures which will be taken.			
<u>Does the plan include a description of procedures to ensure timely maintenance of controls ?</u>			
<u>Does the SWPPP describe site inspection procedures?</u> <ul style="list-style-type: none"> — At least once per week — Within 24 hours of a storm which generated more than ½" of rain — That inspection reports will be signed and retained as a part of the SWPPP 			
<u>Are Non-Storm Water Discharges addressed in the SWPPP?</u> <p>If the project will generate non-storm water discharges which will combine with storm water, (water line flushing, dust control, ect.) the plan should identify appropriate pollution prevention measures for the discharges.</p>			
<u>Is a copy of the permit included as an appendix to the SWPPP?</u>			
<u>Is SWPPP signed with the appropriate certification required under the permit?</u>			

APPENDIX 1 – REFERENCES

Hazardous Materials

COMDTINST M5100.47, *Safety and Environmental Health Manual*. Sets USCG policy and assigns responsibilities for environmental health, discusses hazardous communications plans.

Integrated Emergency Response and Prevention Plan

COMDTINST 6260.21A, *Hazard Communication for Workplace Materials*. Outlines the requirements for collection and communication of workplace hazardous materials information

ISC Kodiak EMS Plan, Environmental Management System Plan. This document explains and describes the policy and procedures implemented at ISC Kodiak to maintain environmental compliance and documents the processes. This is a formalized environmental management system.

CGISCKODIAKINST 16455.1A, Hazardous Materials Consolidated Purchasing and Distribution Center. This instruction provides policies and procedures on how hazardous materials is handle, stored, and procured at ISC Kodiak.

Hazardous Wastes

COMDTINST M16478.1B, Hazardous Waste Management Manual. This instruction provides policies and procedures for compliance with federal hazardous waste regulations for all ship and shore facilities.

ISC Kodiak EMS Plan, Environmental Management System Plan. This document explains and describes the policy and procedures implemented at ISC Kodiak to maintain environmental compliance and documents the processes. This is a formalized environmental management system.

CGISCKODIAKINST 16478.1B, Hazardous Waste Management. This instruction provides ISC Kodiak policies and procedures for compliance with our RCRA permit and procedures implemented to ensure compliance with federal, state and local regulations.

17DINST M16478.1, *Hazardous Waste Handling and Disposal*. This instruction provides procedures to ensure hazardous waste are accumulated, sampled, packaged, labeled, and disposed of correctly.

Recycling

COMDINST 16477.5 Coast Guard Qualified Recycling Program.

Liquid Oily Waste

LOWS BMP Plan, ISC Kodiak Liquid Oily Waste System Best Management Practice Plan for accepting and processing liquid oil waste from different operations. The Plan provides the requirements for these fluids. Permit requirements in ISC Kodiak NPDEWS and Air ORL permits restrict what can be processed through the plant.

Stormwater Discharges

Stormwater Pollution Prevention Plan (SWP³), Provides the requirements and prevention methods to prevent discharges to the ISC Kodiak stormwater discharge system. Permit requirements from ISC Kodiak NPDES permit regulate these discharges.

APPENDIX 2 – WASTE MANAGEMENT FLOWCHARTS

Waste Name	Flowchart
Aerosol Cans	1
Batteries	3
Ozone Depleting Substances	5
Fuel Filters	6
Household Hazardous Waste	7
NALCOOL	8
Oil Filters	9
Oil/Water Separator Residue	10
Oxygen Breathing Apparatus Canisters	11
Paint-Related Waste	12
Spent Solvents	13
PCB Containing Waste	14
Sandblast Grit	15
Solid Waste	16
Universal Waste	17
Used Oil	18
Wastewater	19
Wastewater/Bilge water	19A
Medical Waste	21
Antifreeze	22
Hazardous Waste Packaging and Storage	101
Hazardous Material or Non-Hazardous Waste	103

APPENDIX 3 – BLANK FORMS

- Training Log
- Spill Report
- Waste Accumulation Area Job Descriptions & Training
- Waste Accumulation Area Protocol's (Waste, Used Oil, Universal Waste)
- Waste Accumulation Area Manager Designations
- Waste Accumulation Area Inspection Log
- Waste Accumulation Log
- Waste Accumulation Log Continuation Sheet
- Field Inspection Report: Waste Accumulation Area
- Hazardous Material Inventory Sheet
- Used Oil & Related Material
- Request Form For LOWS Fluid Disposal
- Authorized Chemical Use List (ACUL)

USED OIL ACCUMULATION AREA PROTOCOL

- **DESIGNATE RESPONSIBLE PARTY TO MANAGE AREA**
- **LOCKED OR CONTROLLED ACCESS**
- **KEEP CONTAINER LOG CURRENT**
- **DOCUMENT WEEKLY INSPECTIONS**
- **USE ONLY GOOD CONDITION CONTAINERS**
- **USE APPROPRIATE SIZE & MATERIAL CONTAINERS**
- **MARK/LABEL ALL CONTAINERS “USED OIL”**
- **DO NOT MIX WASTE STREAMS**
- **SEGREGATE SYNTHETIC FROM NON-SYNTHETIC**
- **PROVIDE SECONDARY CONTAINMENT**
- **PRACTICE GOOD HOUSEKEEPING**
- **3-DAY LIMIT FOR FULL CONTAINERS**
- **REPORT ALL SPILLS IMMEDIATELY**
- **MAINTAIN READY ACCESS TO SPILL RESPONSE KIT**

CONTACTS

- **ISC CUSTOMER SERVICE DESK 487-5444**
- **ISC ENVIRONMENTAL BRANCH 487-5320**
- **ISC OOD (AFTER HOURS) 487-5555**

REQUEST FORM FOR FLUID DISPOSAL
LIQUID OILY WASTE SYSTEM (LOWS)

Generator of fluids requesting disposal through the United States Coast Guard LOWS facility shall fill out the form completely and accurately; and submit the required documents for review and approval. **Please print clearly or type.**

Note: Read the Standard Operating Procedure document before proceeding with this request form.

1. Generator Name: _____
2. Generator Address: _____

3. Generator Phone Number: _____ Fax: _____
4. Generator Point Of Contact: _____
5. Describe the fluids that you are requesting to be disposed of: ***(Continue on back of form if necessary)***

6. Provide complete analytical with this form as required in the SOP. Analytical provided? _____ Yes/No
7. Quantity of fluids: _____ Gallons
8. Date Preferred to Deliver to USCG Facility: _____ 20__
9. Where did the fluids come from:

10. I certify the information above it accurate to the best of my knowledge. Please Sign and Date your request form and send to the address as follows.

Signature: _____ Date: _____ 20__

**Send To: Commanding Officer ISC Kodiak, P.O. Box 195025, Kodiak, Alaska 99619-5025 Attn: ENVFP
Branch OR Fax to (907) 487-5494**

For Official Use Only

Environmental Review:

1. Is the form completely filled out? _____ Y/N If No, explain briefly:

2. Have discussions with BOSS/Outside contractor or USCG Unit occurred reference this material? _____ Y/N.
Explain briefly:

3. Do fluids meet regulatory requirements/levels? _____ Y/N. If No, explain briefly:

4. Are the fluids allowed for disposal under USCG current permits? _____ Y/N. If No, which permit does not allow:

5. Do fluids meet LOWS BMP requirements? _____ Y/N. If No, briefly explain:

6. Approved: _____ Disapproved: _____
7. Reviewer Signature: _____

FMB Review:

1. Has BOSS contractor been notified? _____ Y/N
2. Is there capacity at the LOWS to accept? _____ Y/N
3. Has a PD been issued to BOSS Contractor? _____ Y/N PD# _____
4. Approved: _____ Disapproved: _____
5. Reviewer Signature: _____

BOSS LOWS Review/Acceptance: As indicated above, the Government has reviewed and accepted receipt of the product represented by the Generator. Please contact the Generator to coordinate the receipt. Complete this form and return to ENVFP Branch for filing.

1. Generator contacted: _____ 20__ Time: _____
2. Delivery date: _____ 20__ Time: _____
3. Quantity & Quality of fluids: _____
4. How were fluids processed? _____
5. Date Processed: _____ 20__
6. Signature: _____ Date: _____ 20__

LIQUID OILY WASTE RECEIPT CRITERIA

GENERAL INFORMATION: ISC Kodiak is able to receive, store, process, and dispose of limited quantities and flows of certain liquid oily wastes meeting specific physical standards. The quantity and rate of delivery depends upon ISC Storage and Process capacity, and the dynamic demands of numerous customers. Generators shall ensure that used oil and oily water delivered to the ISC for processing and disposal, meets the Criteria provided below. The scheduling of receipts and amounts accepted must be controlled by the ISC to ensure that the best possible service is provided to all customers. Due to storage and process capacity limitations, and/or regulatory considerations, the ISC may not be able to satisfy the demands of customers having large volumes and/or high flows that require immediate disposal. ISC Kodiak provides routine vacuum truck receipt of liquid oily wastes for ISC and Tenant customers, and may provide this service to other Government Agencies and approved customers on a case-by-case basis. The following table provides basic guidance:

No.	Waste Type/Volume Limitations	Generator Requirements	Analysis Required
1.	<p>Used Oil:</p> <ul style="list-style-type: none"> • 0-30k gallons • <5% water • Vehicle Maintenance Shops • Vessels • Aircraft Maintenance Shops • Storage Tanks 	<p>ISC Kodiak LOWS can receive and process Used Oils that are non-synthetic and on-specification. These used oils are processed and filtered by LOWS to remove small amounts of water, particulates and minor debris. Generators must take reasonable measures to ensure used oil has minimal water content (<5%) and solids/sludge (must be able to pass through a 100 mesh filter).</p> <p>It is blended with clean fuel and burned at the ISC Heating Plant for energy recovery. The generator must ensure used oils are properly managed to prevent contamination by:</p> <ul style="list-style-type: none"> • Gross particulates (e.g. mud, sand, gravel, metal filings, etc.) • Haz-Waste (e.g. chlorinated solvents, paints, brake fluids, etc.) • Trash and debris (e.g. sticks, plastics, paper, rags, etc.) <p>ISC and Tenant Commands Contact the ISC Customer Service Desk @ 5444 for Disposal. All others contact the ISC Env Branch for approval.</p>	See Table 2
2.	<p>Waste Fuel:</p> <ul style="list-style-type: none"> • 1,000-30k+ gallons • Storage Tank Maintenance and repairs • Spills to containments 	<p>Non-Contaminated waste fuels (e.g. Diesel and JP-5) may be recovered and directly burned in the ISC Central Heating Plant without prior processing via LOWS. Large quantities may require temporary storage in LOWS Storage Tanks. Smaller quantities (less than 1,000 gallons) may be more efficiently</p>	Process knowledge

LIQUID OILY WASTE RECEIPT CRITERIA

		disposed of via LOWS process tanks. ISC and Tenant Commands Contact the ISC Customer Service Desk @ 5444 for Disposal. All others, contact ISC Env Branch for approval.	
3.	<p>Oily Water</p> <ul style="list-style-type: none"> • 0-30k gallons • < 10%Oil • Ship Bilges • Storage Tank bottoms • Spills • Maintenance and Construction activities 	<p>The generator should minimize the generation of oily water whenever possible. Use properly maintained Oil Water Separators when provided. Generators must ensure oily water is properly managed to prevent contamination by:</p> <ul style="list-style-type: none"> • Gross particulates (e.g. mud, sand, gravel, metal filings, etc.) • Haz-Waste (e.g. chlorinated solvents, paints, brake fluids, etc.) • Trash and debris (e.g. sticks, plastics, paper, rags, etc.) 	See Table 1, 3, & 4
4.	<p>Large volumes, or high flows of bulk oily wastewater generated by on-shore construction and/or maintenance activities:</p> <ul style="list-style-type: none"> • 10,000 gallons+ • < 1% oil • Groundwater from excavations (emergency or otherwise) • Underground Storage Tank repairs and/or removal • Pipeline Utilidore repairs and maintenance • Storm drain and manhole cleaning • Oil Water Separator cleaning, maintenance, and repairs • Runoff from Contaminated soil piles • Spills • Flooding 	<p>The ISC LOWS Facility is not able to receive, store or process large volumes, and/or high flows of bulk oily waste waters that are generated during certain construction, emergency repair, and/or maintenance activities. This waste typically has less than 1% oil, or only a "sheen". It may be clear: to muddy, with sand, gravel and debris, or raw sewage. The LOWS facility cannot receive and process this type and volume of waste without pretreatment, and a controlled rate of intake. Unique, step-by-step procedures may be required on a case-by-case basis. ISC Environmental Branch should be consulted whenever bulk oily water is anticipated or encountered.</p> <p>Handling and disposal should be performed in the safest and most cost effective and efficient manner allowed by regulations. Often, basic on-site pretreatment may allow the bulk of this waste (water) to either be: directly discharged to the environment; or discharged to the sanitary sewer collection system.¹</p>	See Tables 1, 3 & 4

¹ See attachment 1

LIQUID OILY WASTE RECEIPT CRITERIA

Table 1 – Total RCRA Metals Analysis Parameters

Analyte	Analytical Method	Allowable Limit
Total Arsenic	EPA Method SW846-6020	5 ppm maximum
Total Barium	EPA Method SW846-6020	100 ppm maximum
Total Cadmium	EPA Method SW846-6020	2 ppm maximum
Total Chromium	EPA Method SW846-6020	10 ppm maximum
Total Lead	EPA Method SW846-6020	100 ppm maximum
Total Mercury	EPA Method SW846-6020	0.2 ppm maximum
Total Selenium	EPA Method SW846-6020	1 ppm maximum
Total Silver	EPA Method SW846-6020	5 ppm maximum

Table 2 - Used Oil Analysis Parameters

Analyte	Analytical Method	Allowable Limit
Total Arsenic	EPA Method SW846-6010	5 ppm maximum
Total Cadmium	EPA Method SW846-6010	2 ppm maximum
Total Chromium	EPA Method SW846-6010	10 ppm maximum
Total Lead	EPA Method SW846-6010	100 ppm maximum
Flash Point	EPA Method SW846-1020A	100° F – 400° F
Total Halogens	ASTM D808-95	4,000 ppm maximum
Total PCBs	EPA Method SW846-8082	2 ppm maximum

Table 3 - Water Analyses

Analyte	Analytical Method	Allowable Limit
Total Aromatic Hydrocarbons	EPA Method SW846-602 (BTEX) (each batch) EPA Method SW846-8260B (VOCs) (one batch/quarter)	RCRA Levels in 40 CFR 261.24
Total Petroleum Hydrocarbons	EPA Method 1664 AK 101, 102, 103	RCRA Levels in 40 CFR 261.24 18 AAC 70
pH	EPA Method SW846-9040	6.5 – 8.5

Table 4 - Treated Process Water Discharge Limitations

TAH (mg/L) ¹	TPH (mg/L) ²	Volume (gpd) ³
2.50	250	2,000
1.25	125	4,000
0.833	83.3	6,000
0.715	71.5	7,000
0.625	62.5	8,000
0.454	45.4	11,000
0.333	33.3	15,000

Notes:

- 1) Based on an allowable limit of 0.01 mg/L (10 ug/L) WWTP effluent
- 2) Based on a "no sheen" WWTP effluent (18 AAC 70) (1 mg/L detection limit)
- 3) Based on an average of 0.5 MGD WWTP discharge rate

STANDARD OPERATING PROCEDURE FOR DISPOSAL OF LARGE QUANTITY BULK OILY WATER RESULTING FROM CONSTRUCTION ACTIVITIES, EXCAVATIONS, SPILLS, AND SIMILAR NON-ROUTINE ACTIVITIES

1. **GENERAL INFORMATION:** Bulk oily wastewater is occasionally generated by various ISC activities and customers during construction, emergency repairs, and/or maintenance activities. This waste typically has less than 1% oil, and often has only a "sheen". It may be clear: to muddy, with sand, gravel and debris, or raw sewage. The LOWS facility may not be able to receive and process this type of waste without pretreatment, and a controlled rate of intake. Unique, step-by-step procedures may be required on a case-by-case basis. ISC Environmental Branch should be consulted whenever bulk oily water is anticipated or encountered during the activities mentioned below.
 - a. Sources and/or activities that can generate large quantities of bulk oily water which LOWS may not be able to process without prior treatment, include:
 - Groundwater from excavations (emergency or otherwise).
 - Underground Storage Tank repairs and/or removal.
 - Pipeline Utilidore repairs and maintenance.
 - Storm drain and manhole cleaning.
 - Oil Water Separator cleaning, maintenance, and repairs.
 - Runoff from Contaminated soil piles.
 - Spills.
 - b. Handling and disposal should be performed in the safest and most cost effective and efficient manner allowed by regulations. Often, basic on-site pretreatment may allow the bulk of this waste (water) to either be: directly discharged to the environment; or discharged to the sanitary sewer collection system. The much smaller quantities of separated sludge, debris; and oil, can be collected, sampled, packaged, and stored until it can be disposal in accordance with more stringent requirements. The following procedures are suggested as a guide.
2. **ANALYTICAL:**
 - a. Used Oil Acceptance Criteria: On-specification used oil fuel is used oil with constituents and properties within the allowable levels specified in 40 US Code of Federal Regulations (CFR) Part 279 *et al.* Furthermore, the used oil must meet specifications listed in 40CFR279.11, Table 1. No used oil containing total halogens exceeding 1,000 parts per million (ppm) as determined by ASTM Standard D808-81 (total chlorine) will be accepted by ISC Kodiak. This restriction is additionally covered in ISC Kodiak's Air Permit with the State of Alaska under permit number ORL000093 and specified in ISC Kodiak's Pollution Prevention and Best Management Practices Plan – LOWS Facility, Table 5.1. ISC Kodiak cannot accept any used oil identified as "synthetic oil". Synthetic oil is precluded from being burned in ISC Kodiak steam generation facility. Generators will ensure the used oil has minimal water content (<5%) and solids/sludge (be able to pass through a 100 mesh filter).
 - b. Sampling and Analysis: Used oil samples shall be collected for analysis using an appropriate sampling protocol as specified in 40CFR261, Appendix I and 40CFR279, Subpart B. Copies of analytical results for all used oil identified for transport to ISC Kodiak shall be provided to ISC Kodiak, in advance for review against acceptance criteria described previously in Used Oil Acceptance Criteria above. Levels of constituents and properties shall be determined by using appropriate analytical procedures found in Test Methods for Evaluating Solid Waste, Physical/Chemical Methods, EPA Publication SW-846. At ISC Kodiak's discretion, split samples may also be collected. Each portion of the split sample shall be sent to a different analytical

STANDARD OPERATING PROCEDURE FOR DISPOSAL OF LARGE QUANTITY BULK OILY WATER RESULTING FROM CONSTRUCTION ACTIVITIES, EXCAVATIONS, SPILLS, AND SIMILAR NON-ROUTINE ACTIVITIES

laboratory chosen by each respective party. Sample preservation and chain-of-custody requirements shall be followed for all samples.

- c. Water Acceptance Criteria: Water shall be decanted from all solutions to the extent possible and not bring up oil, sludge, debris, silt, mud, and other similar fluids or media. All water shall be filtered with a 5-micron filter media to remove solids/sludge. Water shall be sampled for pH, TPH, and VOC's using EPA Method 8260B, BTEX using EPA Method 602, and RCRA Total metals using EPA Method SW6010/7000. Should any constituent exceed regulatory levels, a full TCLP shall be performed utilizing EPA Method SW1311. Additional test methods may be required following procedures found in Test Methods for Evaluating Solid Waste, Physical/Chemical Methods, EPA Publication SW-846.

- d. Waste Volume and Characteristics Determination:
 - ISC Kodiak has numerous areas where sub-surface petroleum contamination is present. Whenever excavations are planned in advance, ground water and/or soil samples should be obtained and analyzed. An advanced dewatering plan should be prepared. Accomplish sampling and lab analysis in accordance with ISC Environmental Branch instructions.
 - If the emergency nature of the activity does not allow time for lab analysis, temporary storage may be required.
 - Estimate volume and or/flow.

- e. Removal of Particulates:
 1. Remove all particulates to less than 5 micron by gravity separation and/or filtration.

 2. Accomplish basic flow through or batch process pre-treatment as necessary.

SPILL INCIDENT REPORT

(33 CFR 154.1035(b)(1)(ii))
(40 CFR 112.20(h)(3)(iv))

Incident Information For National Response Center/Marine Safety Office (To be completed by person reporting the spill)

**Note: Any discharge to navigable waters MUST be reported as soon as possible.
It is not necessary to wait for all information before calling NRC.**

Type of incident:	Notification:	Phone Numbers:
Oil Spill <input type="checkbox"/>	National Response Center <input type="checkbox"/>	(800) 424-8802
Hazmat <input type="checkbox"/>	Alaska DEC <input type="checkbox"/>	(907) 465-5340
Other <input type="checkbox"/>	USCG MSO <input type="checkbox"/>	(907) 271-6700
	CGD17 ComCen <input type="checkbox"/>	(907) 463-2000
Date of incident: _____	EPA <input type="checkbox"/>	(206) 553-1263
Time of incident: _____	CEU Juneau <input type="checkbox"/>	(907) 463-2400
Spill ID number: _____	ALCOM/J-4 <input type="checkbox"/>	(907) 552-3031
Person reporting: _____		
Address: _____		(phone number)
Incident commander: _____		(phone number)

<p>Cause (select one):</p> <p>Transfer Ops: <input type="checkbox"/></p> <p>Structural failure: <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p>	<p>Spill Source:</p> <p>_____</p> <p>_____</p>
<p>Location:</p> <p>Latitude: _____ Longitude: _____</p>	
<p>Product spilled:</p> <p>gasoline <input type="checkbox"/></p> <p>aviation fuel <input type="checkbox"/></p>	<p>Diesel <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>
<p>Volume spilled (gal): _____</p>	

<p>Areas Impacted</p> <p>Near Shore: <input type="checkbox"/></p> <p>Shoreline: <input type="checkbox"/></p> <p>Streams/Rivers/Lakes: <input type="checkbox"/></p> <p>Wetlands: <input type="checkbox"/></p> <p>Land: <input type="checkbox"/></p> <p>On site: <input type="checkbox"/></p> <p>Off site: <input type="checkbox"/></p>	<p>Extent of spill:</p> <p>Location: _____</p> <p>_____</p> <p>_____</p> <p>Appearance of Spill:</p> <p>Rainbow Sheen: <input type="checkbox"/></p> <p>Gray Sheen: <input type="checkbox"/></p> <p>Gray Film: <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p> <p>Surface area of Spill: _____</p>
--	---

Spill containment:

Date Contained:	<input type="checkbox"/>	How contained:	
Time Contained:	<input type="checkbox"/>	Boom:	<input type="checkbox"/>
		Absorbents:	<input type="checkbox"/>
Spill Not Contained:	<input type="checkbox"/>	Lagoon/Basin:	<input type="checkbox"/>
		OWS:	<input type="checkbox"/>
		Dike/Weir:	<input type="checkbox"/>
		Berm:	<input type="checkbox"/>
		Other:	<input type="checkbox"/>

Spill removal:

Recovered Volume (gal): _____	Spill not removed:	<input type="checkbox"/>
	Skimmer Deployment:	<input type="checkbox"/>
	Sorbents?:	<input type="checkbox"/>

Disposal of recovered product/ contaminated materials:

Weather Conditions

Wind Direction: _____	Ceiling:	
Wind Speed: _____ (Knots)	Clear	<input type="checkbox"/>
Temperature: _____ (F/C)	Partly Cloudy	<input type="checkbox"/>
	Overcast	<input type="checkbox"/>
	Rain	<input type="checkbox"/>
	Snow	<input type="checkbox"/>

Lessons learned

Problem:

Solution:

FIELD INSPECTION REPORT: WASTE ACCUMULATION AREA (WAA)

ISC Kodiak Environmental Stewardship Inspection Program

WAA Location: _____

Month Of: _____

Inspected by: _____

1st Insp Date: _____

WAA Manager: _____

2nd Insp Date: _____

Acceptable WAA Management: YES NO

Monthly Inspection

1st	2nd
-----	-----

I. SECURITY

yes	no	yes	no		Reference
				Locked storage area or direct control of operator	[262.34(c)(1)]
				Operator accessible	
				Adequate space between containers for access and containment	
				Area neat and organized	
				Spill cleanup kit available	
				Adequate secondary containment	

II. CONTAINER MANAGEMENT

yes	no	yes	no		REFERENCE
				Containers kept closed	[265.173(a); 273.13]
				Containers marked "Hazardous Waste"	[262.34(c)(1)(ii)]
				Containers marked "Used Oil"	[279.22(b)]
				Batteries/containers marked "Universal Waste - Batteries"	[273.14(a)]
				Lamps/containers marked "Universal Waste -Lamps"	[273.14(e)]
				Universal waste accumulation start date evident	[273.15]
				Containers otherwise marked to identify contents	as applicable
				Containers in good condition	[265.171;273.13;279.22(b)]
				Containers storage prevents leaks and rupt	[265.173(b);273.13;279.22(d)]
				55 gallon limit per SAP	[262.34(c)(1)]
				Full containers moved to HWSB within 3 days	[262.34(c)(2)]
				Containers compatible with waste being stored	[265.172;273.13]

III. ADMINISTRATION

yes	no	yes	no	
				Inspection criteria posted
				Logs maintained recording container number, waste type, quantity added, initialed
				Operator performing weekly inspections

Score

Comments

- 1 Minimum acceptable performance goal is 90 points
- 2 **Core criteria for hazardous waste, used oil, and universal waste are in bold**
- 3 References: 40 CFR Parts 262 and 265 hazardous waste; Part 273 Universal waste; Part 279 used oil
- 4 Each core criteria counts 11 points
- 5 Other criteria: miss one, deduct 1 point, miss two or more, deduct 5 points each
- 6 Acceptable WAA management = both monthly inspections with a score of 90 or better

FIELD NOTES (use reverse side if needed)

WASTE ACCUMULATION LOG

Period Covered: _____ Bldg./Location: _____
MM/DD/YY - MM/DD/YY

Waste Accumulation Area Manager: _____

Container #: _____ Container Size/Type: _____

Hazardous Waste: Y/N Type: _____

Used Oil: Y/N Batteries: Y/N Other: Y/N Type: _____

Generating Process/Waste Stream Source: _____

<u>Date</u>	<u>Amount Added to Container/ Cumulative Total</u>	<u>Person Adding to Container</u>
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____

(Use Continuation Sheet as necessary)

Total Volume: _____

Date Container Filled: _____

Date Container Moved/Emptied: _____

Moved to/Disposition: HWSB - Y/N LOWS - Y/N Other - Y/N _____

Waste Accumulation Area Manager: _____
Signature

WASTE ACCUMULATION AREA
JOB DESCRIPTIONS & TRAINING

WAA MANAGERS (Alternatives)

JOB DESCRIPTION:

- Control and Manage WAAs in accordance with regulatory requirements and established policies and practices
- Know/understand waste streams and associated waste handling practices
- Control and manage waste streams/waste generation – waste minimization
- Educate/train users of WAAs on policies, practices and procedures for proper use of the WAA(s)
- Ensure adherence to proper waste turn-in and disposal procedures
- Know/Understand spill response procedures

TRAINING

- Receive indoctrination training/familiarization briefing on WAA(s)
- Receive HAZCOM briefing
- Attend Semi-Annual WAA Manager training

WASTE HANDLERS - GENERATORS

JOB DESCRIPTION:

- Know identification of WAA Manager (Alternative)
- Follow established WAA policies and procedures
- Know how to handle/process wastes generated
- Know/understand waste streams and associated waste handling practices

TRAINING

- Receive indoctrination training/familiarization briefing on WAA(s)
- Receive HAZCOM briefing
- Continuous On –the-Job Training (OJT)

WASTE ACCUMULATION AREA MANAGER DESIGNATIONS

DATE: _____

COMMAND/UNIT/DIVISION: _____

BUILDING: _____

AREA LOCATION: _____

TYPE (Circle): UNIVERSAL WASTE - BATTERIES UNIVERSAL WASTE - LIGHT TUBES

HW SAP USED OIL ASBESTOS OTHER: _____
(Describe)

PRIMARY AREA MANAGER (Phone #): _____

ALTERNATE AREA MANAGER (Phone #): _____

GENERATING PROCESS/WASTE STREAM SOURCE (s): _____

CONTAINER SIZE/TYPE

PRODUCT ACCUMULATED

<u>CONTAINER SIZE/TYPE</u>	<u>PRODUCT ACCUMULATED</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AUTHORIZED BY: _____
Name/Title

Signature

(Use Additional Sheets as necessary)

WASTE ACCUMULATION AREA PROTOCOL

- **DESIGNATE RESPONSIBLE PARTY TO MANAGE AREA**
- **LOCKED OR CONTROLLED ACCESS**
- **KEEP CONTAINER LOG CURRENT**
- **DOCUMENT WEEKLY INSPECTIONS**
- **USE ONLY GOOD CONDITION CONTAINERS**
- **USE APPROPRIATE SIZE & MATERIAL CONTAINERS**
- **MARK/LABEL ALL CONTAINERS**
- **DO NOT MIX WASTE STREAMS**
- **SEGREGATE INCOMPATIBLE WASTES**
- **KEEP CONTAINERS CLOSED**
- **PROVIDE SECONDARY CONTAINMENT**
- **PRACTICE GOOD HOUSEKEEPING**
- **55 GALLON HW LIMIT**
- **3-DAY LIMIT FOR FULL CONTAINERS**
- **REPORT ALL SPILLS IMMEDIATELY**
- **MAINTAIN READY ACCESS TO SPILL RESPONSE KIT**

CONTACTS

- **ISC CUSTOMER SERVICE DESK 487-5444**
- **ISC ENVIRONMENTAL BRANCH 487-5320**
- **ISC OOD (AFTER HOURS) 487-5555**

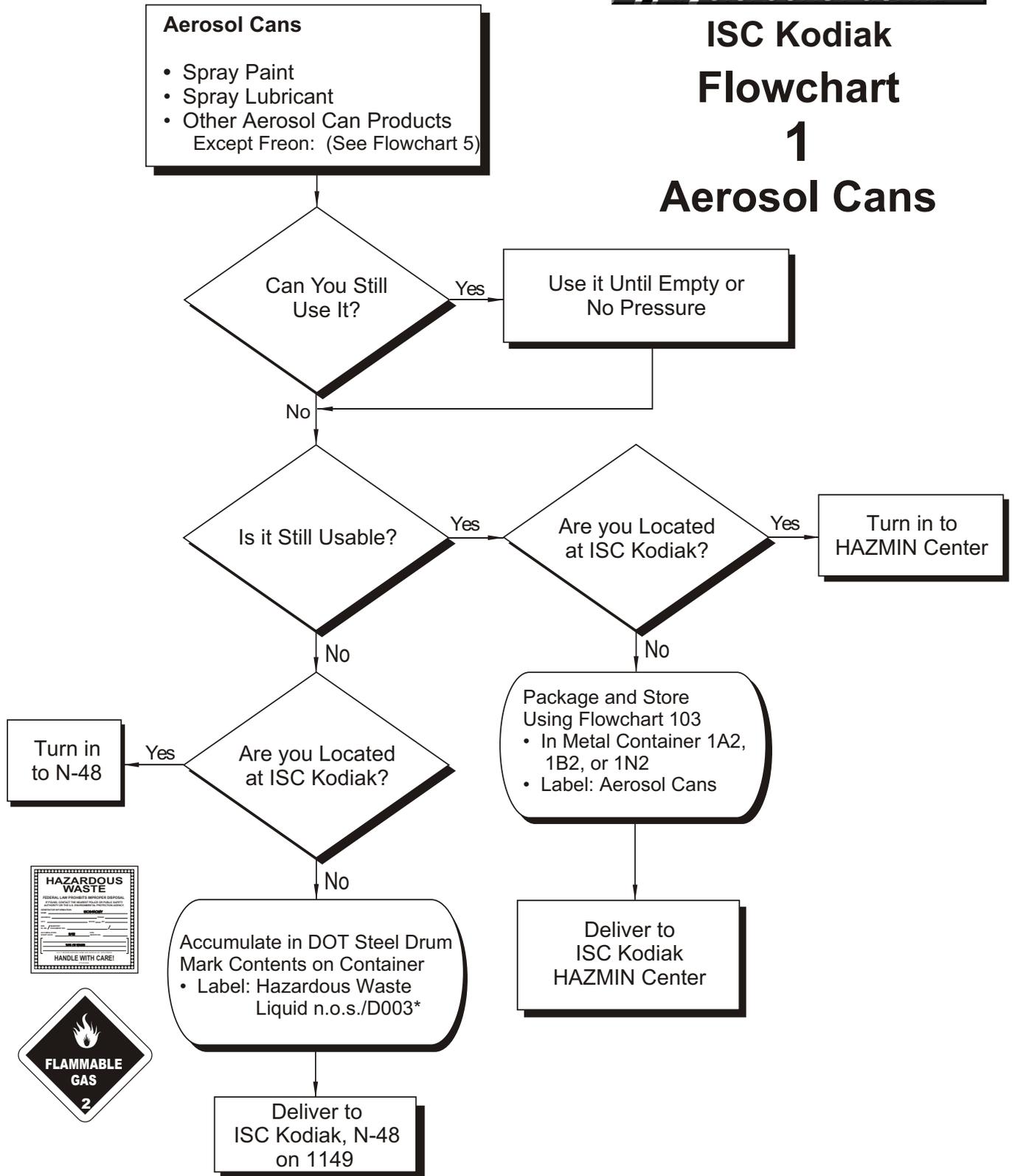
UNIVERSAL WASTE ACCUMULATION AREA PROTOCOL

- **DESIGNATE RESPONSIBLE PARTY TO MANAGE AREA**
- **LOCKED OR CONTROLLED ACCESS**
- **KEEP CONTAINER LOG CURRENT**
- **LABEL CONTAINERS WITH ACCUMULATION START DATE**
- **DOCUMENT WEEKLY INSPECTIONS**
- **USE ONLY GOOD CONDITION CONTAINERS**
- **USE APPROPRIATE SIZE & MATERIAL CONTAINERS**
- **MARK/LABEL ALL CONTAINERS**
- **DO NOT MIX WASTE STREAMS**
- **SEGREGATE INCOMPATIBLE WASTES**
- **KEEP CONTAINERS CLOSED**
- **PRACTICE GOOD HOUSEKEEPING**
- **3-DAY LIMIT FOR FULL CONTAINERS**

CONTACTS

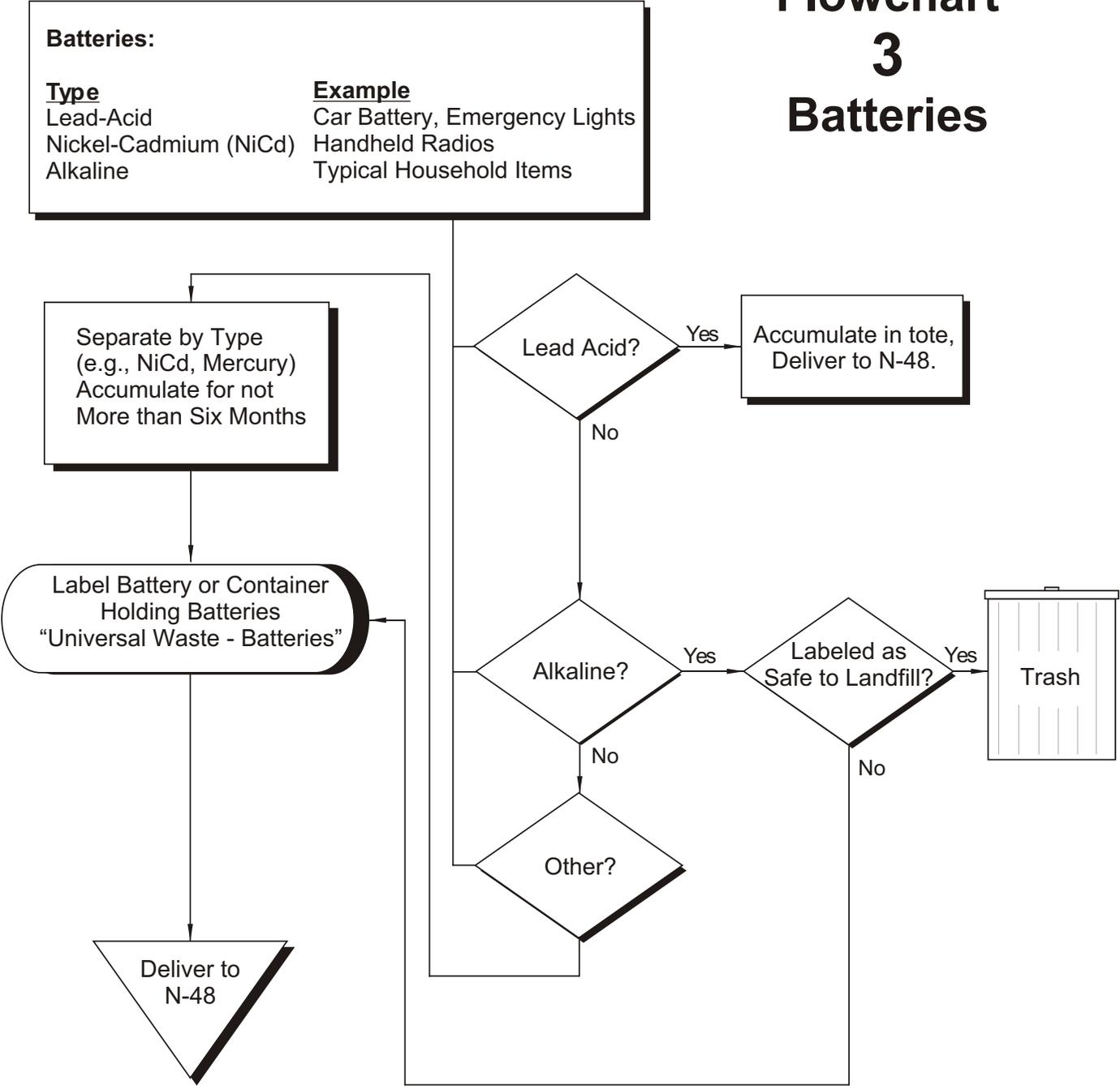
- **ISC CUSTOMER SERVICE DESK 487-5444**
- **ISC ENVIRONMENTAL BRANCH 487-5320**
- **ISC OOD (AFTER HOURS) 487-5555**

ISC Kodiak Flowchart 1 Aerosol Cans



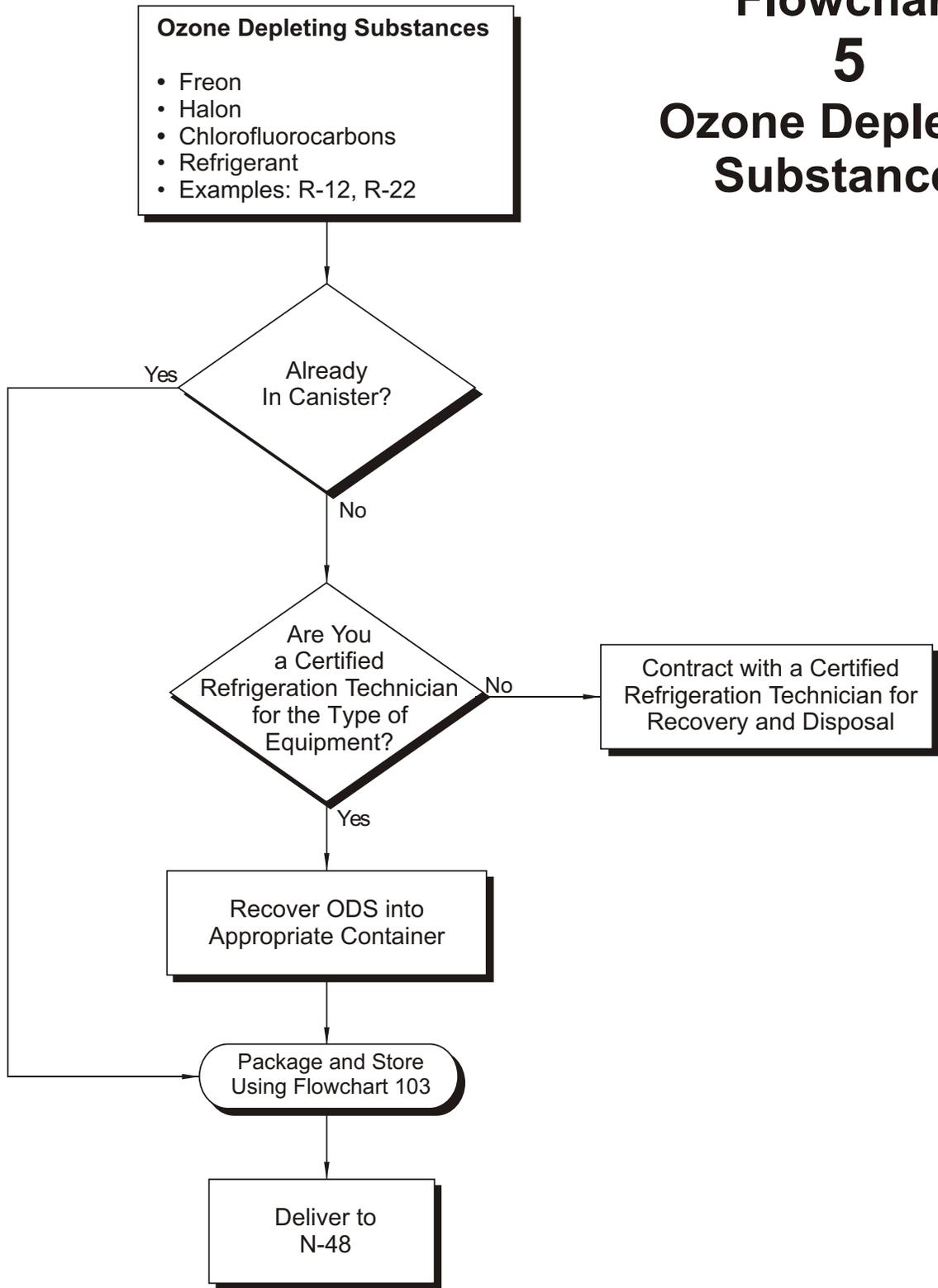
Aerosol Cans: To be truly empty, an aerosol can should be relieved of all pressure, punctured, and residual liquid drained. There are devices which puncture cans, and collect the liquids in a drum without allowing vapors to escape. These devices can be purchased by contacting CEU Juneau. Liquids may or may not be a hazardous waste depending on the type of liquid and whether it's ignitable.

ISC Kodiak Flowchart 3 Batteries



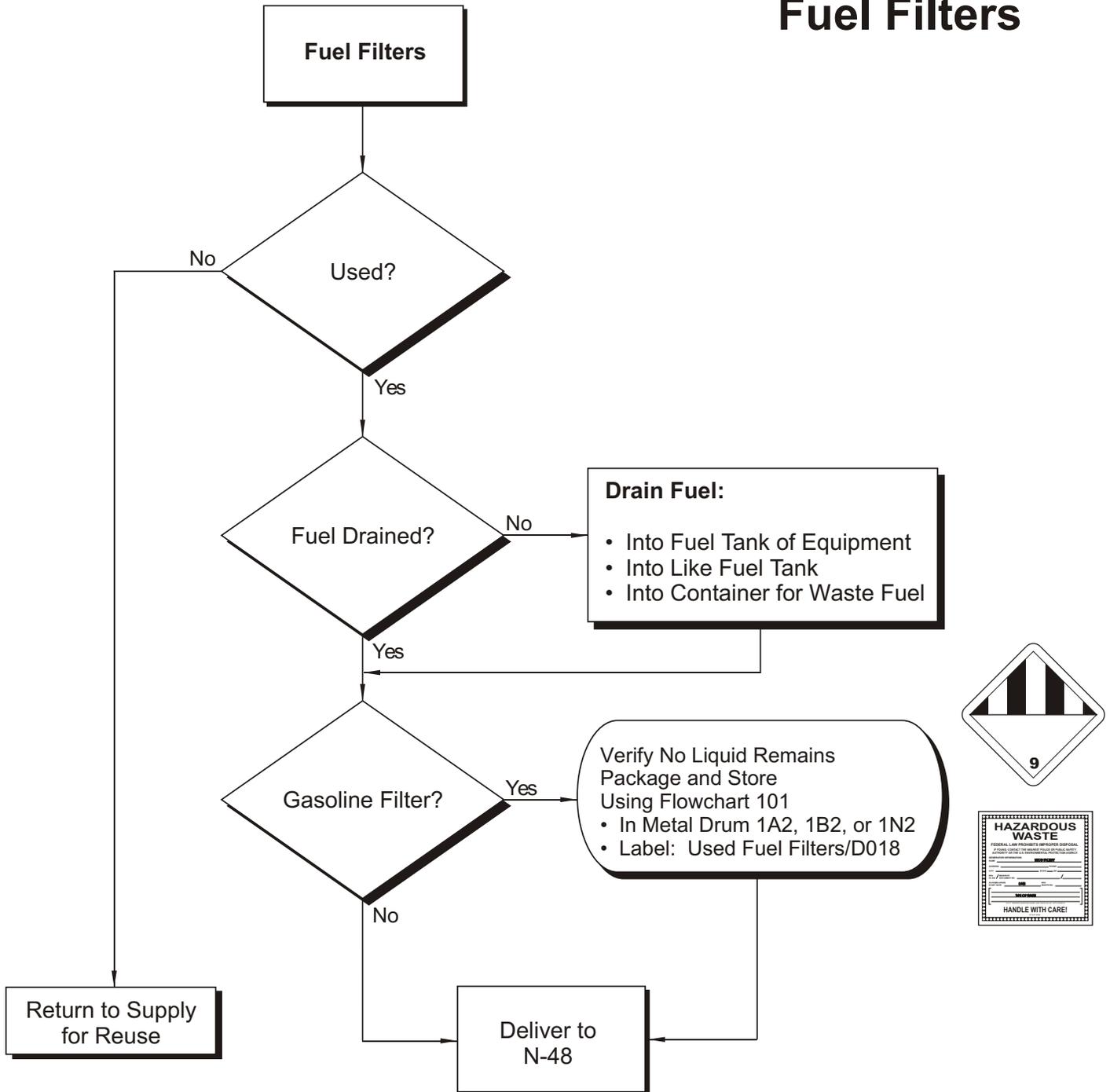
Batteries: Some types of batteries are considered hazardous waste because they contain toxic metals.

ISC Kodiak Flowchart 5 Ozone Depleting Substances



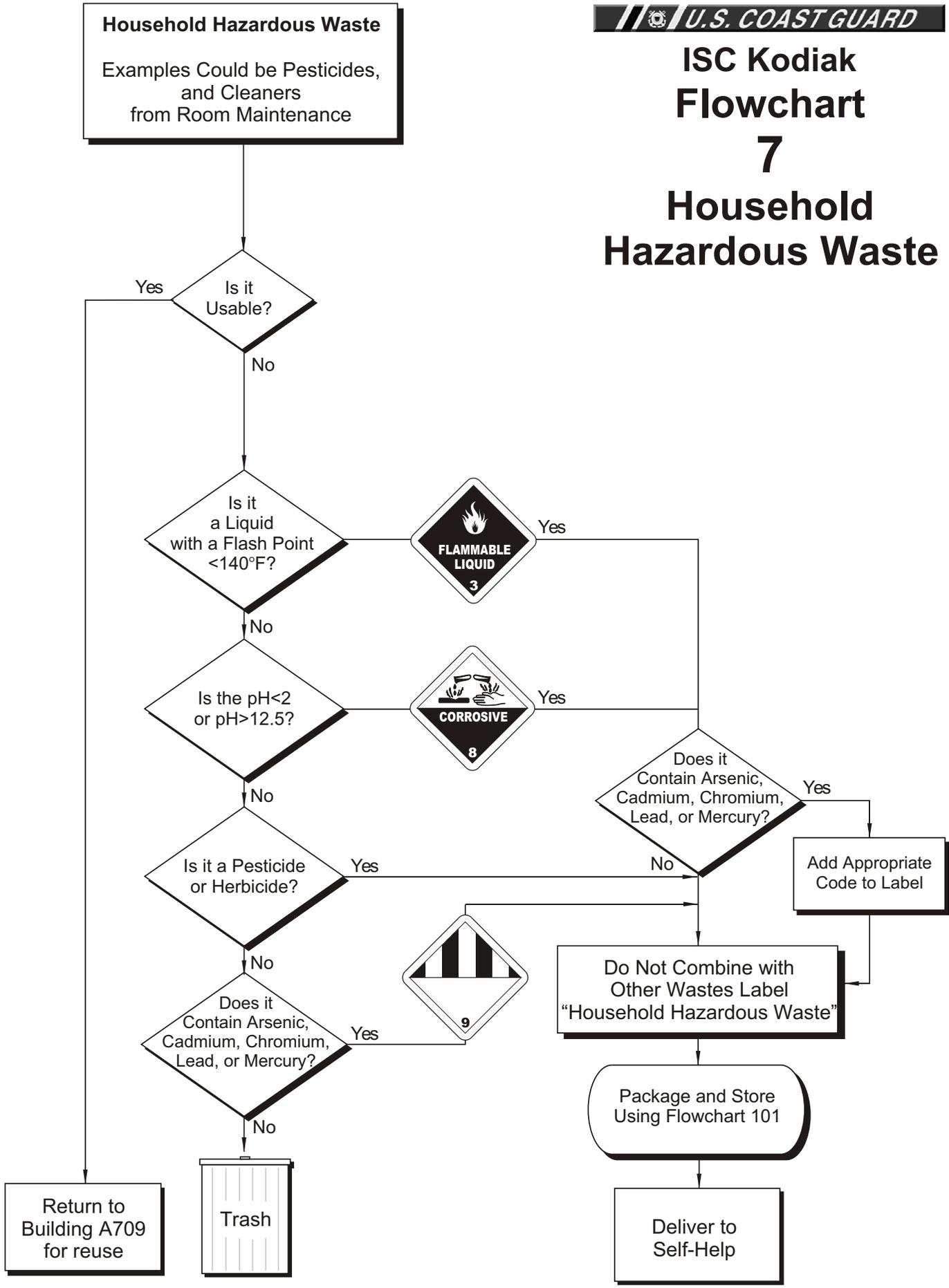
ODS: An ODS is a chemical which has caused, in part, the degradation of ozone in the earth's atmosphere. ODS are currently being phased out of production.

ISC Kodiak Flowchart 6 Fuel Filters



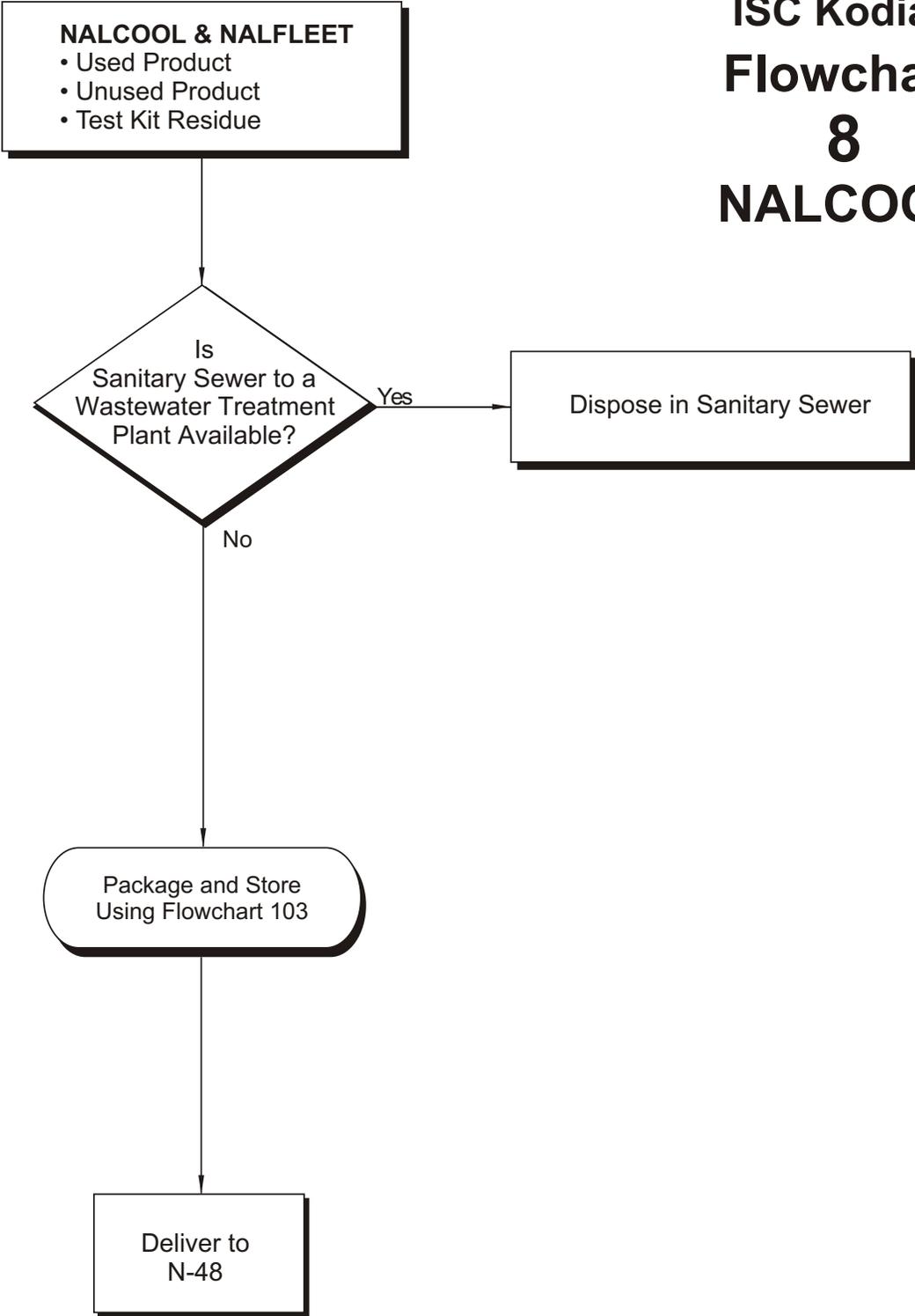
Fuel Filters: Used fuel filters should be drained. Because gasoline contains benzene, a “wet” gasoline filter should be considered a hazardous waste.

ISC Kodiak Flowchart 7 Household Hazardous Waste



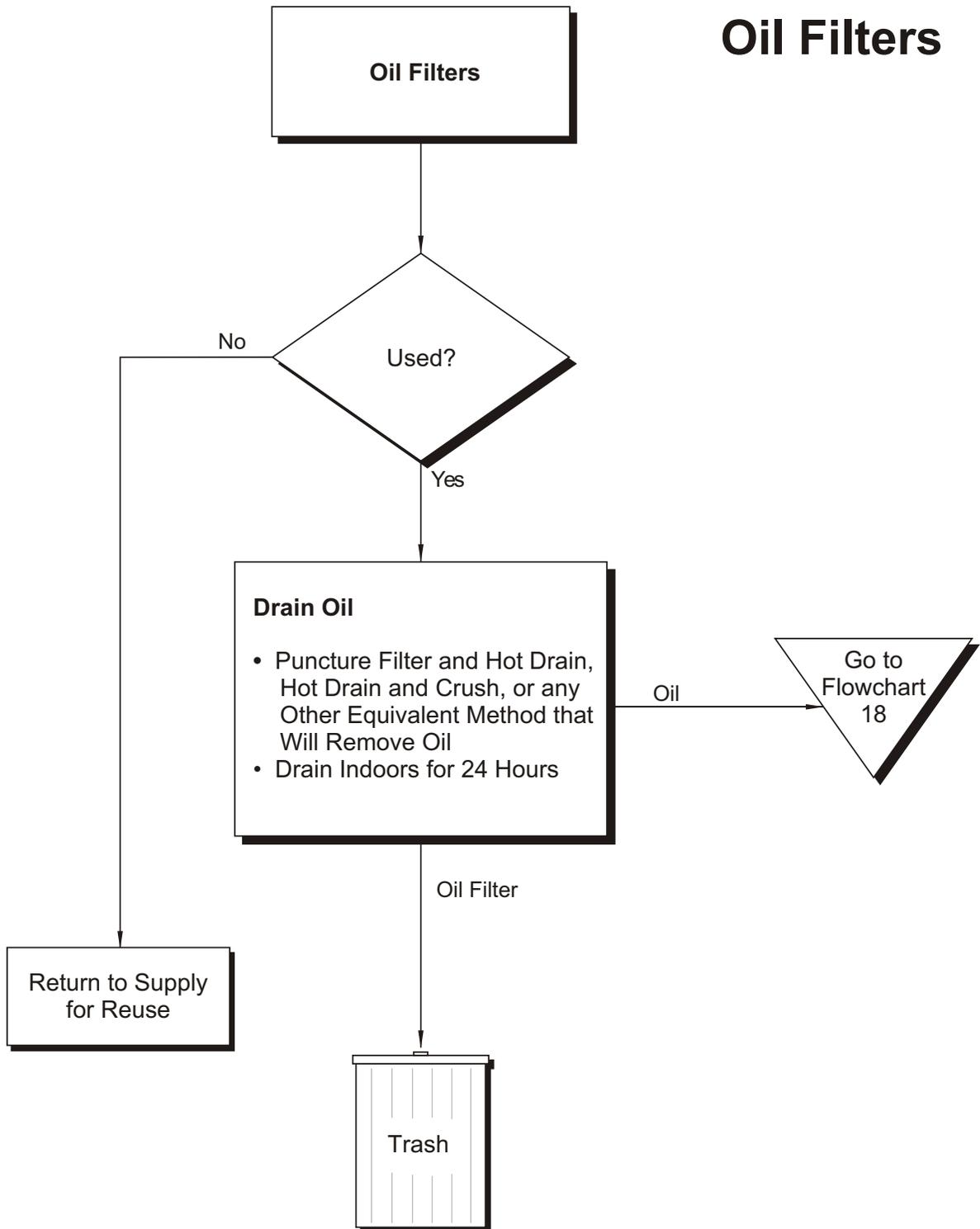
Household Hazardous Waste: Household products from the barracks may contain chemicals or be made of metals which, when discarded from other operations, would be regulated as a hazardous waste. It is a good practice to avoid disposing of these wastes in the trash.

ISC Kodiak Flowchart 8 NALCOOL

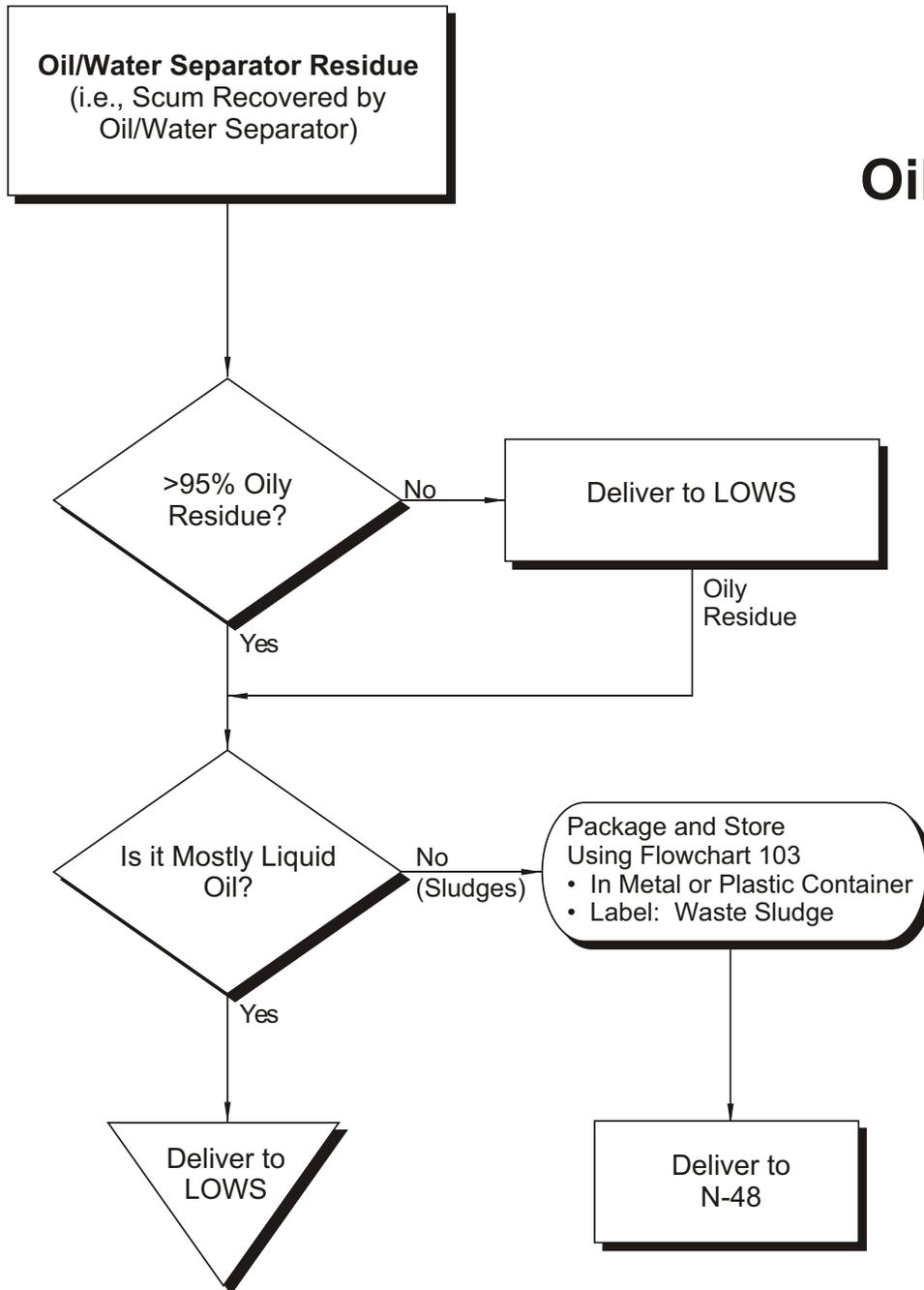


NALCOOL: Verify that local regulations permit discharge into the sanitary sewer.

ISC Kodiak Flowchart 9 Oil Filters

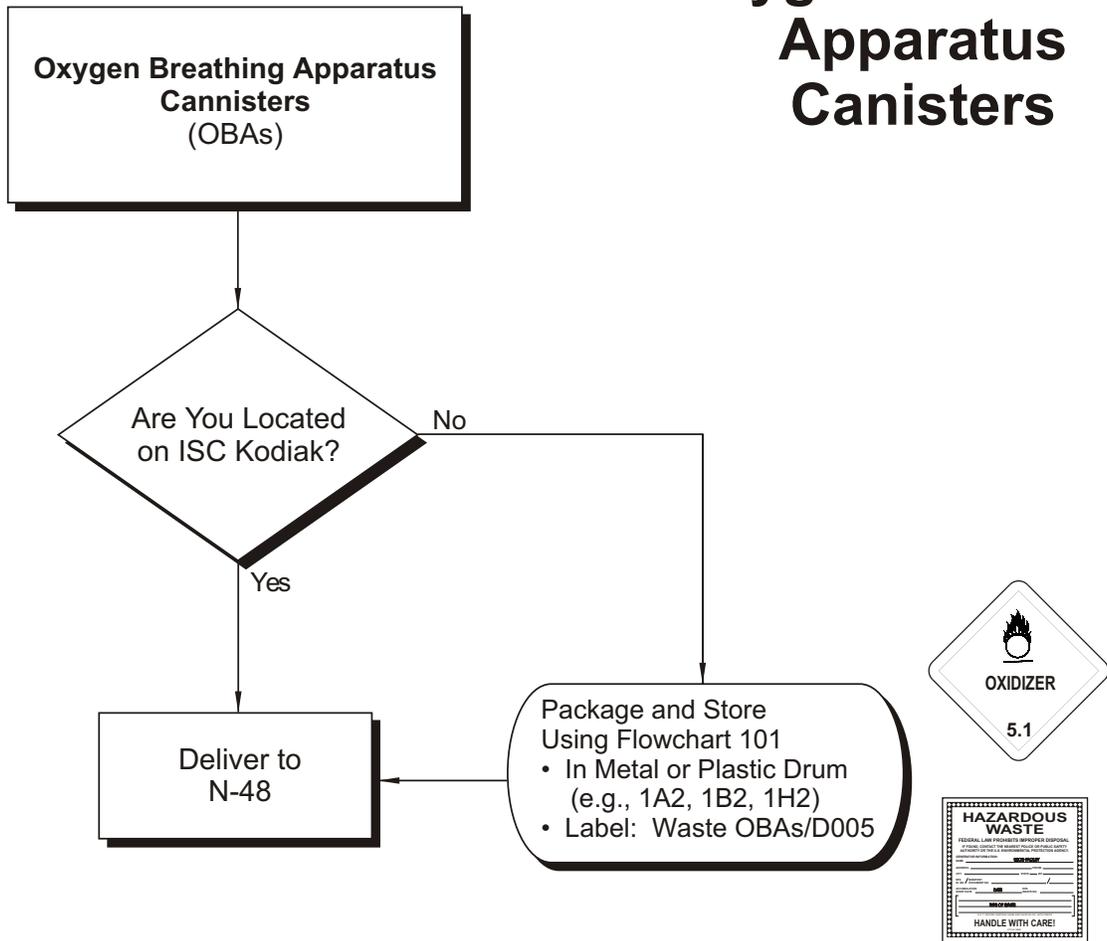


ISC Kodiak Flowchart 10 Oil/Water Separator Residue



Oil/Water Separator Residue: If the residue is mostly oil, it can be recycled. However, if it has water or non-petroleum liquids, then it should be managed as a waste.

ISC Kodiak Flowchart 11 Oxygen Breathing Apparatus Canisters

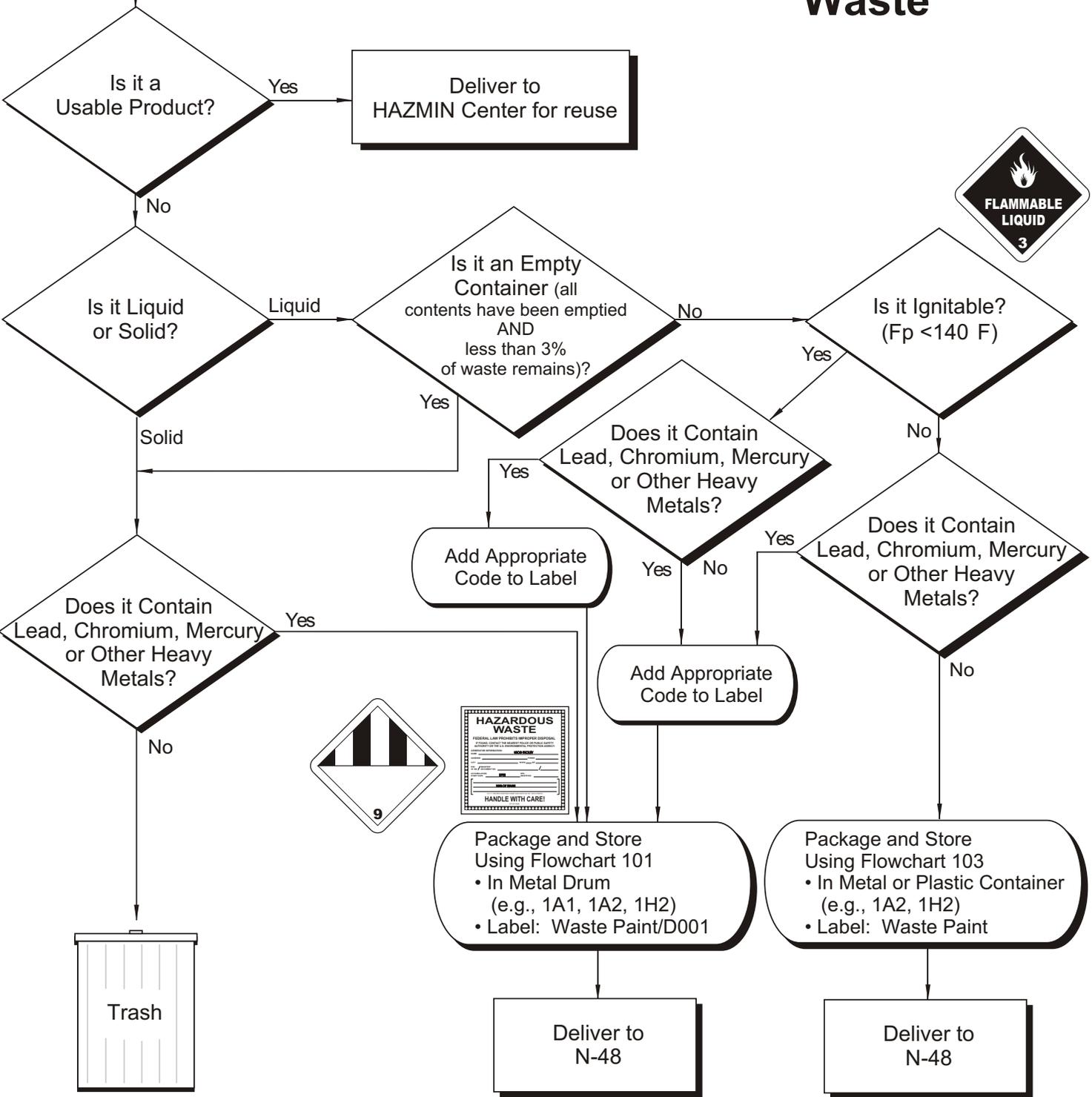


OBAs: OBAs contain barium and cadmium, metals which cause the OBAs to be a hazardous waste upon disposal.

ISC Kodiak Flowchart 12 Paint-Related Waste

Paint-Related Wastes

- Waste Paint
- Paint Chips
- Rags and Brushes with Paint
- Painted Objects (<200 lb)
- Large Painted Objects (See Note Below)



Paint-Related Waste: Liquid paint and lead-based paint (dry or liquid) can be a hazardous waste due to ignitability, lead, and other heavy metals. For large painted objects, chemical testing for lead is required. Call CEU Juneau for more information.

ISC Kodiak Flowchart 13 Parts Cleaner - Solvent

Used Parts Cleaner - Solvent

- Citrikleen Products
- Chlorinated Solvents
- Petroleum-Based Solvent

Contact
N-48

Has Waste Been Tested?

Is It a Listed Hazardous Waste?



Is It Ignitable?

Label Code: D001

Is It Ignitable?



Is It Corrosive?

Label Code: D002

Is It Corrosive?

Does it Contain Toxicity Characteristics?

Annotate all Appropriate Codes

Package and Store Using Flowchart 101

- In Plastic or Metal Drum (e.g., 1A1, 1B2, 1H1)
- Label: Waste Solvent

Deliver to N-48



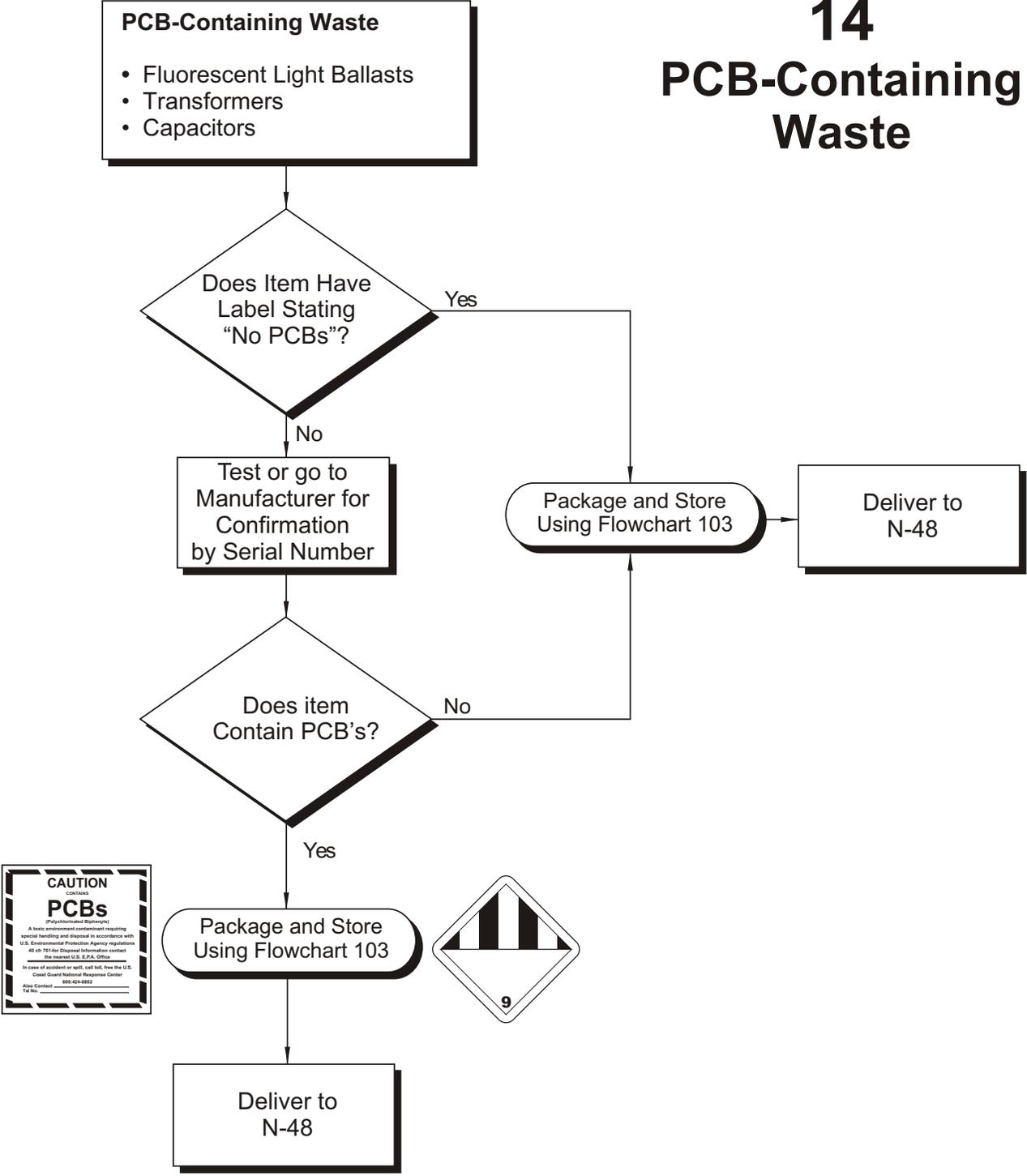
Does it Contain Toxicity Characteristics?

Package and Store Using Flowchart 103

Deliver to N-48

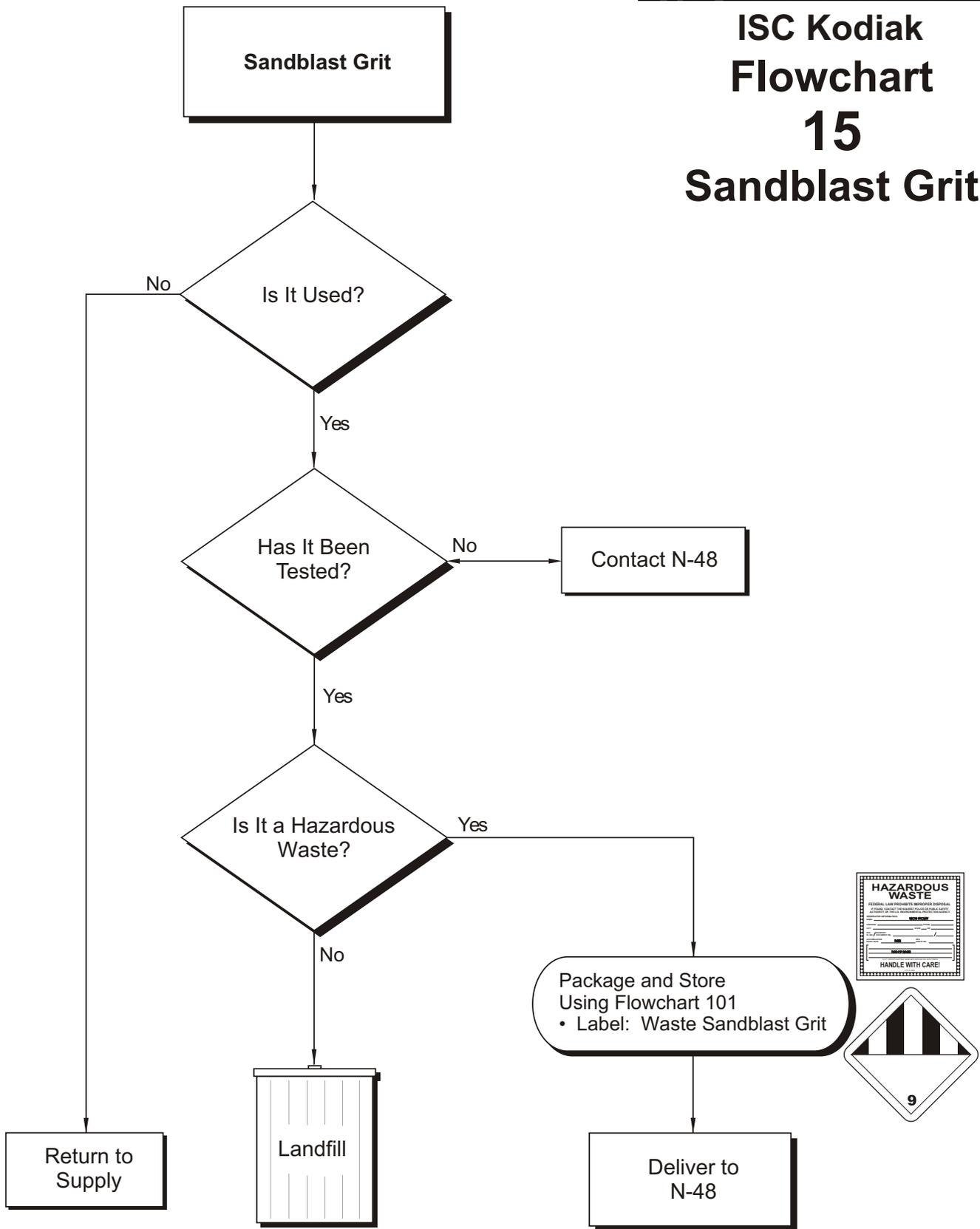
Parts Cleaner: Used parts cleaner may be a hazardous waste because it is specifically listed or contains metals, is ignitable or corrosive.

ISC Kodiak Flowchart 14 PCB-Containing Waste



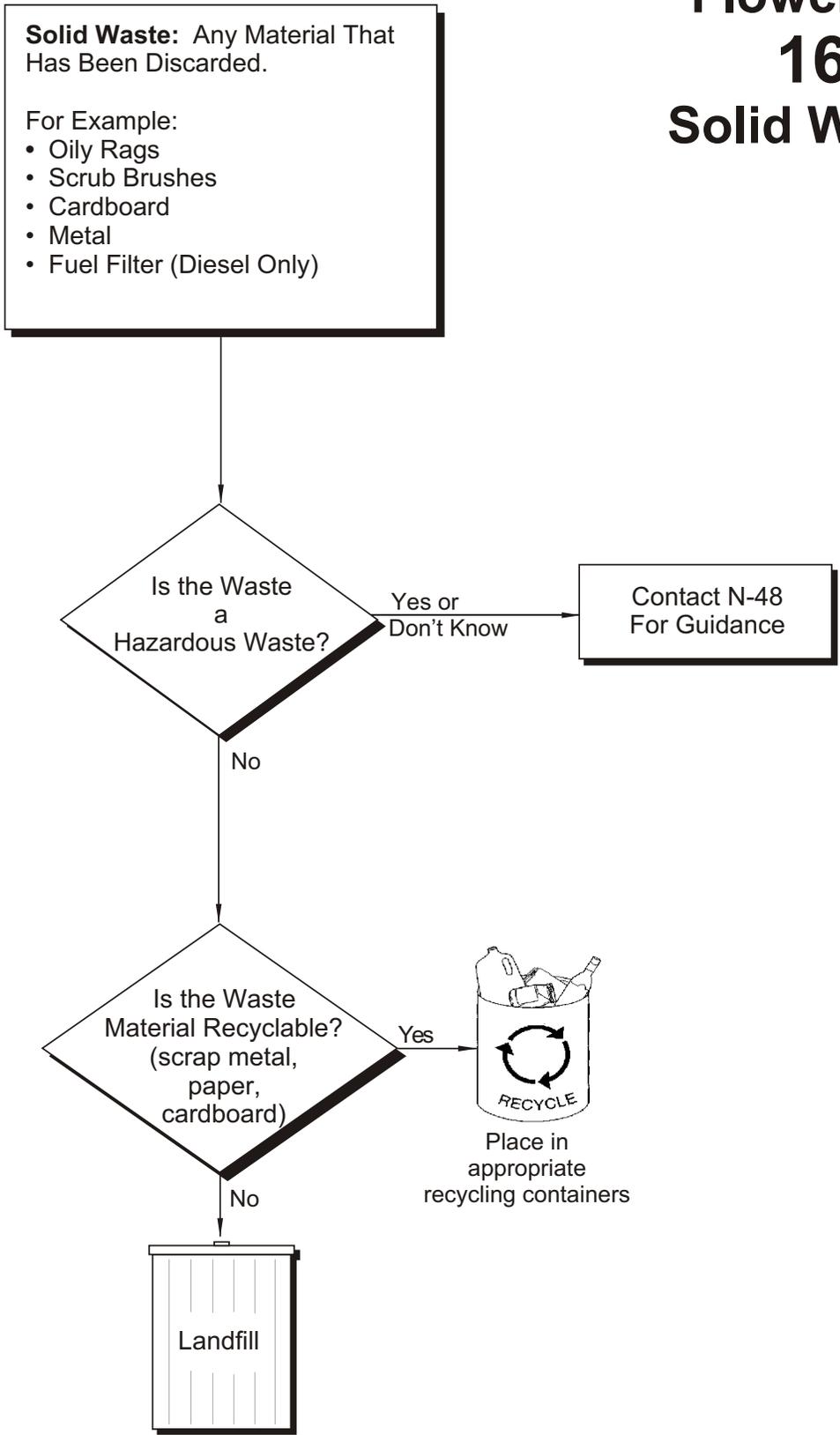
PCB-Containing Waste: PCBs are not a hazardous waste but are regulated as a toxic substance.

ISC Kodiak Flowchart 15 Sandblast Grit



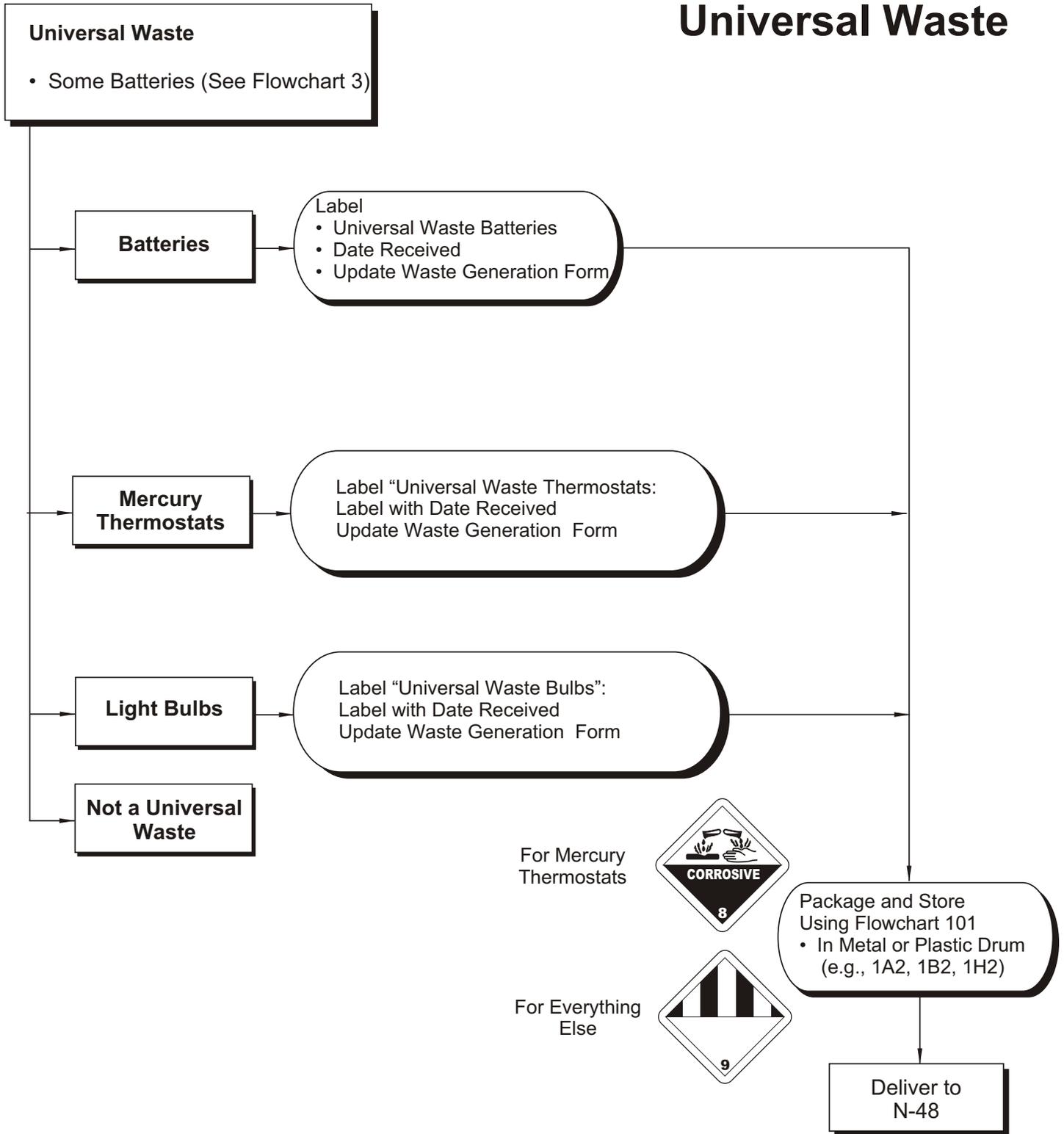
Sand blast Grit: Used grit may contain metals (from metal objects or paint) which may cause it to be a hazardous waste. Manage as a hazardous waste until testing shows otherwise.

ISC Kodiak Flowchart 16 Solid Waste



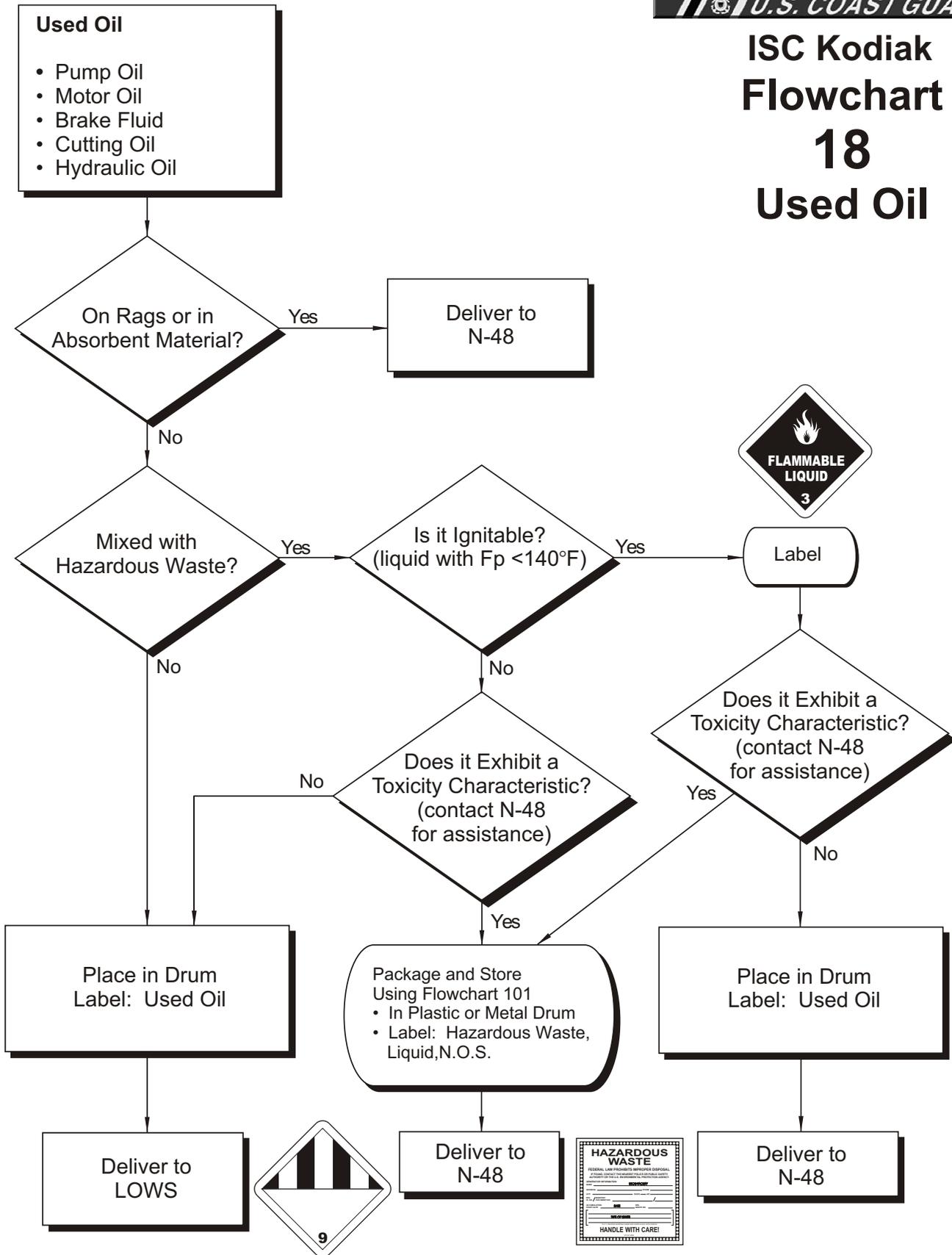
Solid Waste: Solid waste is generally anything that has been discarded. Some solid waste is a hazardous waste because it contains chemicals harmful to humans and the environment. Hazardous wastes require special disposal.

ISC Kodiak Flowchart 17 Universal Waste



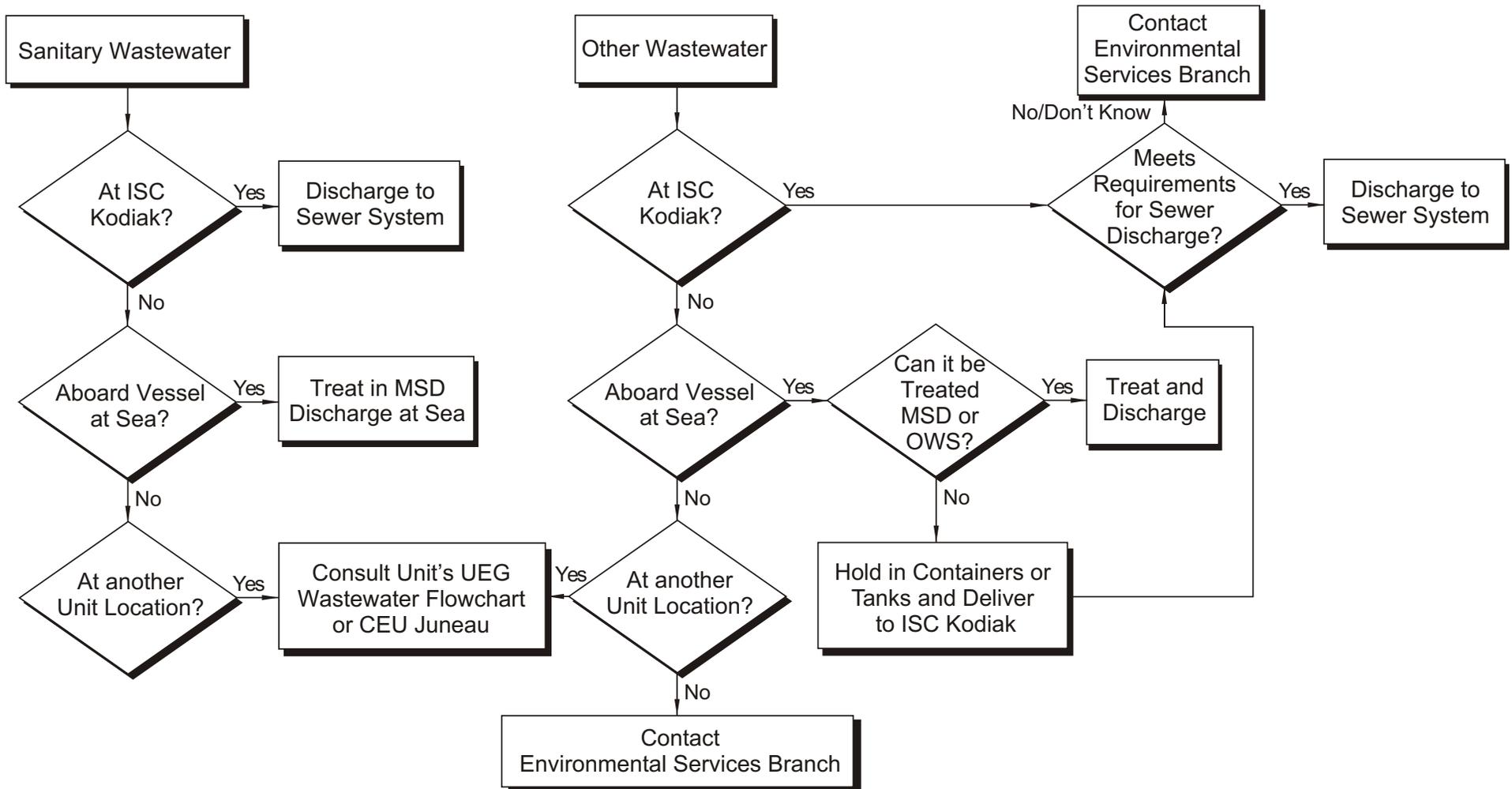
Note: Universal wastes may not be stored on site more than 1 year.

ISC Kodiak Flowchart 18 Used Oil



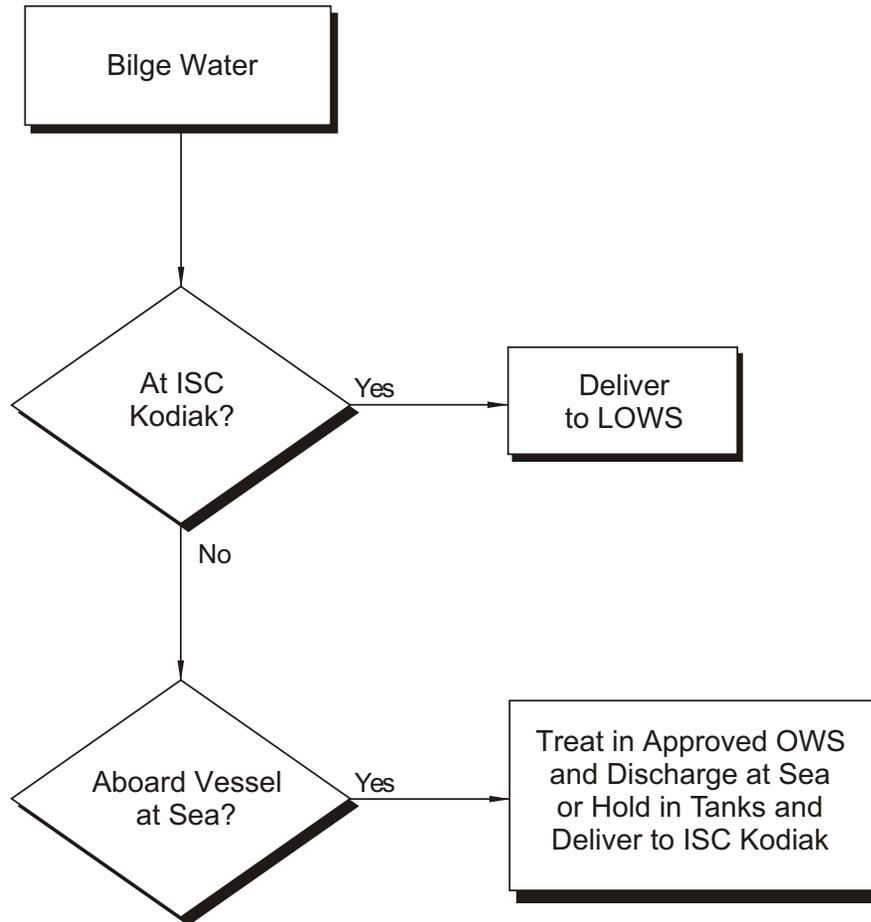
Used Oil: Used oil should be recycled whenever possible. However, if it is mixed with solvents, it usually will be a hazardous waste. Therefore, it's a bad idea to add solvents to used oil.

ISC Kodiak Flowchart 19 Wastewater



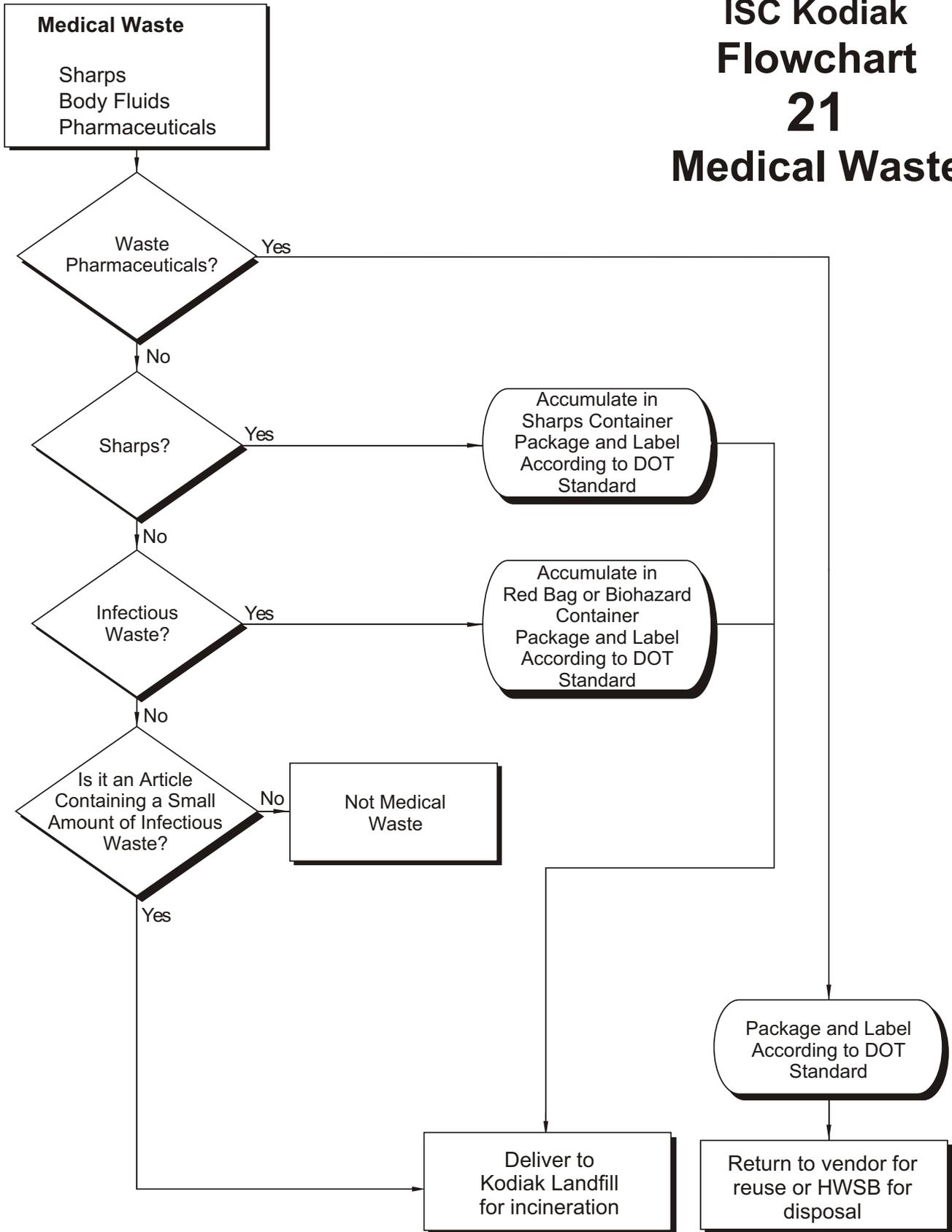
Wastewater: Generally, wastewater is not hazardous unless mixed with a hazardous waste.

ISC Kodiak Flowchart 19A Wastewater



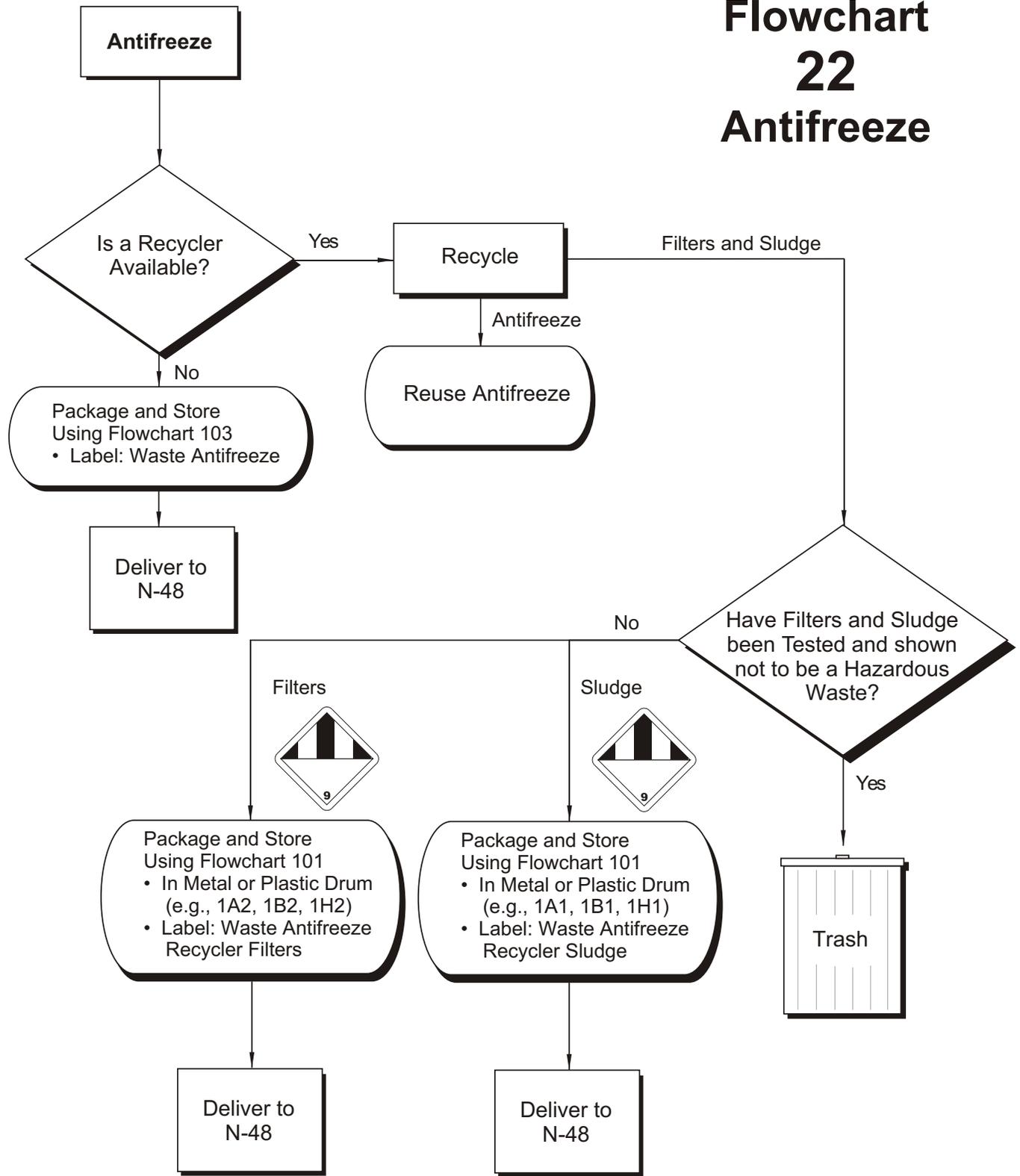
Wastewater: Generally, wastewater is not hazardous unless mixed with a hazardous waste.

ISC Kodiak Flowchart 21 Medical Waste



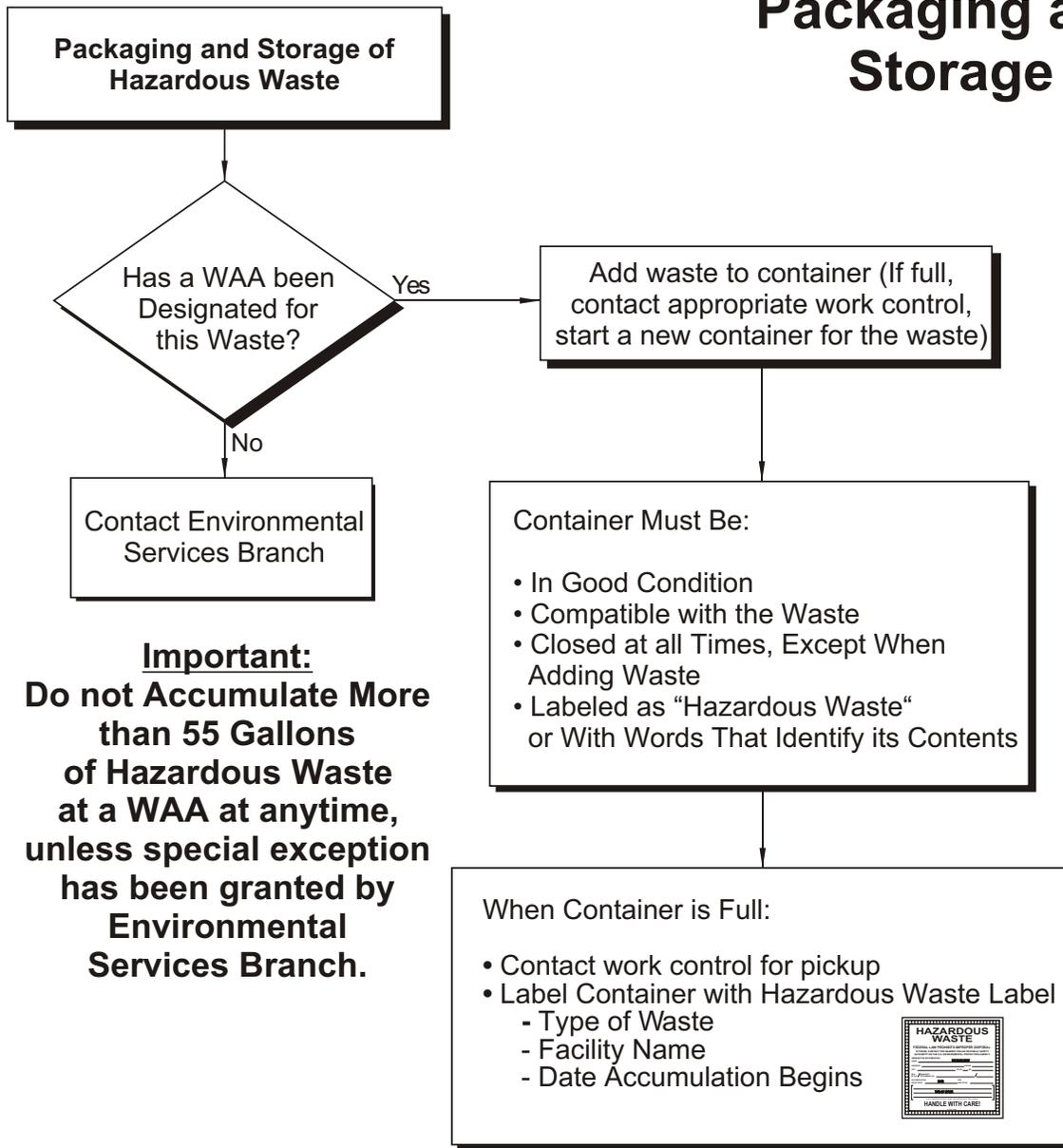
Medical Waste: Medical waste products may contain chemicals or bio-hazards.

ISC Kodiak Flowchart 22 Antifreeze



ISC Kodiak Flowchart 101

Hazardous Waste Packaging and Storage



ISC Kodiak Flowchart 103

Hazardous Material or Non-Hazardous Waste

