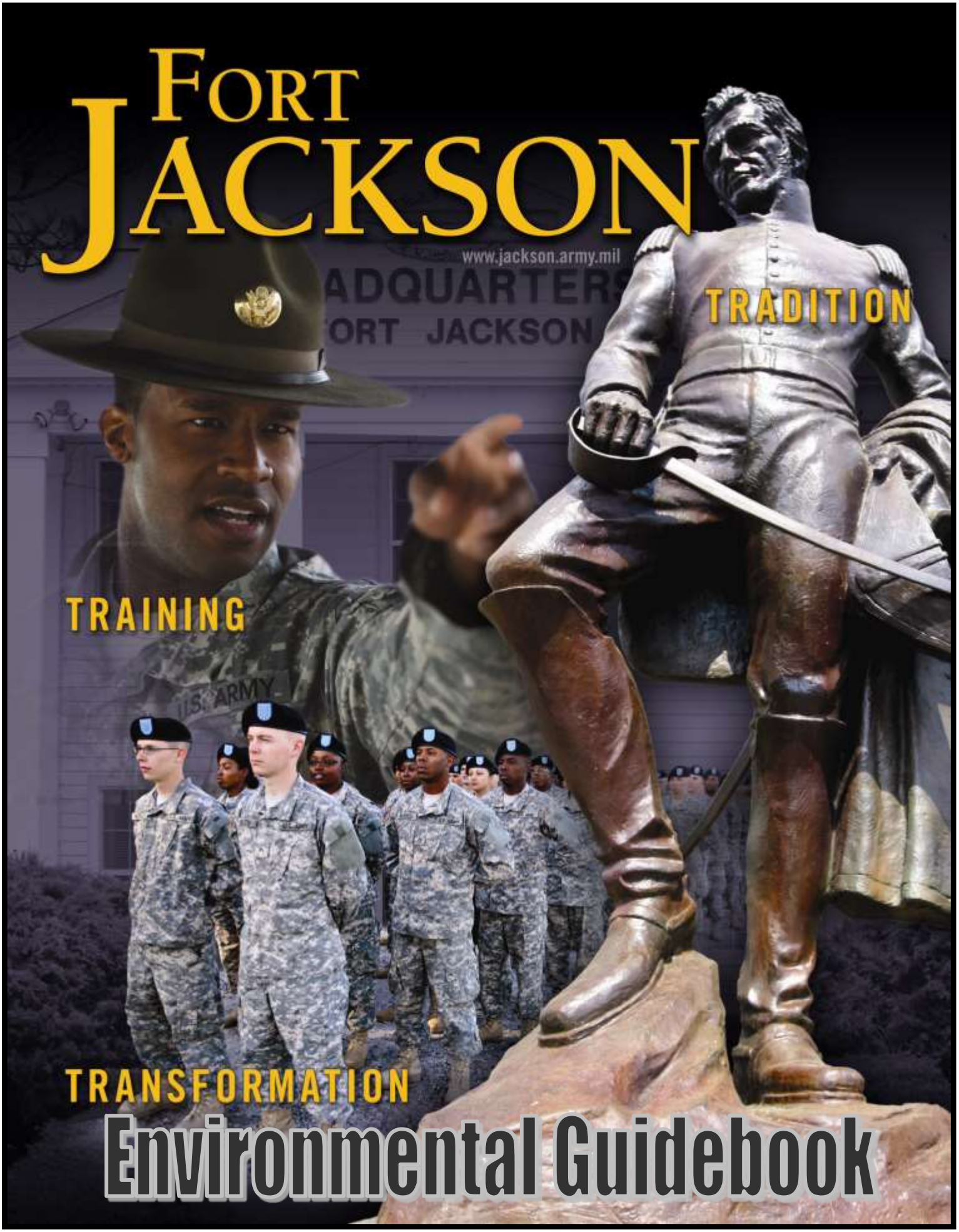
Fort Jackson

www.jackson.army.mil



TRADITION

TRAINING

TRANSFORMATION

Environmental Guidebook

INTRODUCTION

This Environmental Guidebook prescribes responsibilities, policies, and procedures for managing environmental issues at Fort Jackson in accordance with applicable Federal, State, and local laws and regulations, Army Regulation 200-1, Fort Jackson Regulation 200-8, and Fort Jackson Regulation 200-9.

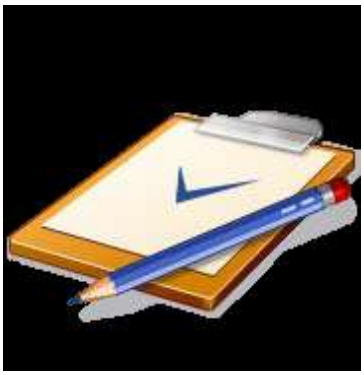
The most recent regulation, Fort Jackson Regulation 200-9, came into effect on 8 August 2014. This regulation sets installation policies and procedures and assigns responsibilities for operation of a mandatory Qualified Recycling Program (QRP). Fort Jackson installation recycling objectives include: recover all qualified recyclable materials, protect national/natural resources, conserve scarce and valuable landfill space, minimize environmental pollution, maximize net dollars returned to Fort Jackson, save energy and water by using recyclables in the manufacturing process, and meet or exceed goals set by Executive Order 13514 and Department of Defense.

Oftentimes, environmental issues and regulations are looked at as an inhibitor to mission objectives. However, protecting the environment and complying with environmental regulations are essential in accomplishing the mission. These guidelines are designed to enhance and support our mission here at Fort Jackson while protecting and preserving our cultural and natural resources and the environment.

This guidebook was produced with the unit level user in mind to simplify and provide a succinct source of information and guidance for commonly encountered environmental issues and situations. This guidebook also provides the necessary information needed to properly dispose of waste. It is not intended to be an all-encompassing document and questions outside of the scope of this guidebook should be directed to the Fort Jackson Environmental Division 751-5971.

The Fort Jackson Environmental Division will review this guidebook annually. All Environmental Compliance Officers (ECOs), as well as other Fort Jackson personnel directly involved in environmental issues, are encouraged to provide comments and suggestions to improve this guidebook.

To make the most of this Guidebook, it is suggested that you complete an inventory of all materials within your area. These areas include not only motor pools, but also supply and administrative areas as well. It is also mandatory that environmental training be conducted with all soldiers/personnel annually to inform them how to manage their areas in accordance with the regulations. ECO's are required to manage the Environmental Compliance "green" Binder, to include the Fort Jackson Environmental Guidebook, and assist leadership and subordinates by providing applicable guidance when in the cantonment area or down range. The Environmental Compliance Checklist is also available and is a mandatory document that must be completed monthly and maintained for three years. The information contained within this book is the same information that the Directorate of Public Works (DPW) Environmental Division uses when conducting environmental assessments on the installation. Contact the Environmental Division Environmental Awareness Training and Outreach Program Manager to obtain the most current copy of the checklist and other environmental documents at 751-5971.



ABOUT SUSTAINABILITY MANAGEMENT SYSTEM (SMS) ON FORT JACKSON

Sustainability ensures that environmental, social, and economic needs of the installation are available for current missions, as well as planned for operations that will impact future generations. Fort Jackson's Sustainability Management System (SMS) integrates environmental controls into overall planning and business decisions. Its purpose is to address mission requirements, environmental accountability, and community concerns in a sustainable way. Sustainability encompasses various aspects, including the following: Air Quality, Water Quality and Conservation, Solid and Hazardous Management, Energy Conservation, Sustainable Procurement, Land-Use Planning, Natural and Cultural Resources, and Transportation. SMS identifies those activities, products, or services that do or can have a serious impact on the environment if not addressed and managed. These are called Significant Environmental Aspects. Examples include: disposal of hazardous wastes, sediment erosion, removal of floor and ceiling tiles, and, construction activities.

Fort Jackson SMS Policy

"Fort Jackson will execute the mission while promoting continual improvement through established objectives and targets, committing to compliance with legal and other requirements that relate to environmental aspects, working towards the prevention of pollution, managing sustainable programs that can control environmental aspects, and sustaining natural and cultural resources that are Identified on the installation"

Promote continual improvement
Always be in compliance
Look to prevent pollution
Manage sustainable programs
Sustain natural and cultural resources

ABOUT NET ZERO ON FORT JACKSON

Net Zero is a force multiplier, enabling the Army to appropriately steward available resources, manage costs and provide our soldiers, families and civilians with a sustainable future. In an era of persistent conflict, a true stabilizing factor can be that of appropriate resource management. The Net Zero strategy ensures that sustainable practices will be instilled and managed throughout the appropriate levels of the Army, while also maximizing operational capability, resource availability and well-being. By utilizing the Environmental Guidebook, personnel on Fort Jackson are helping to achieve our Net Zero goals for energy, water, and waste.

ENVIRONMENTAL CONTACT LIST

Andy Poppen	Environmental Division Chief	751-7702
Pearline Jackson	Office Administrative Assistant	751-5011/7334
Environmental Division	Environmental Division Fax	751-6821
Barbara Williams	Environmental Management Branch Chief	751-6858
John Maitland	Forestry Branch Chief	751- 4622
Douglas Morrow	Wildlife Branch Chief	751-4793
Patrick Green	Environmental Compliance Inspections/ EPAS Program Manager	751-5904
Heather Thomas	Hazardous Waste / Used Oil/Fuel filters/ Contaminated Soil	751-4231
Christy Pollock	Air Quality Program Manager	751-6629
Mark Merritt	UST/SPCC Program Manager	751-9511
Ricky Walker	Erosion Control/ Storm Water/ Soil Conservationist Specialist	751-9504
LaVaughn Berry	Asbestos/Lead Based Paint/PCB's	751-3838
Lisa McKnight	Solid Waste/Illegal Dumping	751-9507
Patrick Metts	NEPA Analyst (REC's)	751-4078
Sherri Robinson	NEPA Analyst Support (REC's) / Used Batteries /Used Lamps	751-6853
Zachary Tice	Restoration IRP	751-7332
Tameria Warren	Sustainability Management System (SMS) / Pollution Prevention / Green Procurement/EPAS	751-9505
Chan Funk	Cultural Resources (Archaeologist)	751-7153
Lisa McKnight	Environmental Awareness Training and Outreach Coordinator /ECOC Facilitator/EPAS	751-5971
Nichole Hawkins	Wildlife Biologist (Endangered species) Wildlife Tech (Endangered species)	751-3735
Stanley Rikard	Wildlife Biologist	751-5376
Ernest Dicks	Recycling Branch Chief	751-4208
Bob Stephens	Roads & Grounds Manager/ Mulch Site	751- 6094
Shelly Keller	(Acting) Pest Management	751–6722
Vacant	GIS Coordinator (Maps)	751-3836
Malcolm McCallum	Reuse Center, HCIF, Paint Turn-in	751-5121
Daniel Dresch	DLA-DSJ	751-1849
Safety Office	Safety Hotline (SAFE)	751- 6004
DPW Maintenance	Service Orders	751- 7684/7685

LEADER RESPONSIBILITIES

Every organization is required to appoint a primary and alternate ECO on official duty orders IAW Army Regulation 200-1. They are required to attend the Environmental Compliance Officer Course within 90 days of appointment. The course is held bi-monthly at the Safety Center. To register, contact the Environmental Division at 751-5011. ECO's are the first line of defense in ensuring environmental compliance and a sustainable installation. With proper training, these individuals are critical components in maintaining compliance with local regulations, along with state and federal laws.

ECO's RESPONSIBILITIES

As an ECO, you are required to:

- Maintain records; Monthly Environmental Compliance Checklists, Training Certifications, Hazardous Chemical Inventory Forms, etc.
- Provide annual Environmental Awareness Training and Sustainability Management System (SMS) Training to all personnel. Log attendance and date the training took place.
- Prepare and utilize an environmental standard operating procedure for your organization.
- Procure and store materials in accordance with established Hazardous Substance and SMS requirements.
- Complete a DA 4283 (Work Order) and Record of Environmental Consideration (REC) prior to beginning any renovation or construction projects. **NOTE – You must wait for approval.
- Keep all environmental documents, to include items above, in your green binder for three (3) years.
- Remind your Commander/Supervisor to fill your ECO position if you leave your organization,
- Renew ECO certification every 3 years by attending ECO course or by taking the online administrative version.
- Follow Fort Jackson Regulation 200-8 and 200-9.

For more information on the ECO course or Fort Jackson Environmental requirements, contact the Environmental Division at 751-5971/5011.

TABLE OF CONTENTS

ABSORBENTS, RAGS, & SOIL 10/11
ADHESIVES AND SEALANTS……..12
AEROSOL CANS 13
AMMUNITION/BRASS……...14
ANTIFREEZE 15
APPLIANCES……...16
ASBESTOS AND LEAD BASED PAINT (Building Remodeling/Maintenance/Demolition)…17
ASBESTOS (Disposal of Unserviceable Brake Shoes)……18
ASBESTOS (Floor Tile and Mastic Removal)…… 19
ASBESTOS (Disposal of Asbestos Safes, Fire Rated Doors and Clothing)…… 20
ASBESTOS (Stripping Wax from Floor Tile That May Contain Asbestos)……21
BALLASTS, CAPACITORS, AND OTHER EQUIPMENT CONTAINING PCBS 22
BATTERIES, LARGE LEAD ACID (>11 LBS) 23
BATTERIES (other than large lead-acid)..... 24
CARDBOARD…….25
CONCERTINA WIRE……..26
CONTAMINATED SOIL (NON-HAZARDOUS)……..27
COOKING OIL/GREASE……28
CULTURAL RESOURCES…….29
CYLINDERS……30
DIG PERMIT/UTILITY LOCATE……...31
DRIP/DRAIN PANS…….32
ELECTRONIC WASTE (E-WASTE)……..33
FILTERS (Oil, Diesel, and Gasoline)..... 33
FIRE EXTINGUISHERS……..35
FURNITURE 36
GAS MASK FILTERS 37
GREASE TRAPS……..38

HAZARDOUS MATERIAL STORAGE.....39/40
ILLEGAL DUMPING……...41
LAMPS (i.e. Light Bulbs).....42
CLEANUP AND DISPOSAL OF BROKEN LIGHT BULBS……...43/44
LEAD CONTAINING PAINT/SURFACE PREPARATION 45
MATTRESSES/BOX SPRINGS……...46
MOP WATER.....47
MRE HEATERS/PACKAGING 48
OIL/GREASE (COOKING)…….49
PAINT & PAINT RELATED MATERIAL 50
PARTS WASHERS/WEAPONS CLEANING TANKS.....51
PERSONAL IDENTIFIABLE INFORMATION (PII)…….52
PETROLEUM, OIL, AND LUBRICANTS (POL).....53
RECYCLABLES 54
RIFLE BORE CLEANING PATCHES……55
SCRAP METAL…… …...56
SPILLS AND RELEASES……57
TIRES 58
WASH RACKS/OIL WATER SEPARATORS.....59
YARD WASTE 60/61
SPILL RESPONSE PLAN……62
REUSE-RECYCLE-DISPOSAL GUIDE 63/64
LOCATION MAPS……...65

ABSORBENTS, RAGS, & SOIL

POSSIBLE AREAS OF CONCERN

Absorbent contaminated with a hazardous substance (HS) may be a hazardous waste (HW).

CHARACTERIZATION

Inorganic absorbents include pads, pillows, and booms. These items are usually made with polypropylene, a type of plastic. Organic absorbents include peat moss, dry sweep, kitty litter, soil, sand, and clay.

HANDLING PROCEDURES

Step 1 Determine the level of saturation. If you squeeze a handful of the absorbent and liquid drips out, it is considered to be "saturated". If no liquid drips out, it is "not saturated".

Step 2 Determine if the waste is a non-HW, controlled waste (CW), or a HW using the chart on the next page. If the absorbent is not saturated and will be used again, it is a material, not a waste.

Step 3 If the absorbent will not continue to be used and may be thrown away, throw it away immediately. Otherwise, place the absorbent in a container, seal the container, and label the contents. The label must identify the type of absorbent, the level of saturation, and the type of HS (example: "Dry sweep saturated with used motor oil"). If the absorbent will continue to be used, label the contents as follows: "Partially saturated *identify the type of absorbent* with *identify the HS* - still usable".

Step 4 Prior to disposal, manage all containers and storage areas in accordance with the Hazardous Substance Management Plan (HSMP).

Step 5 Dispose as specified on the chart and in accordance with the HSMP.

Inorganic Absorbents

GENERAL INFORMATION

Gasoline contaminated absorbent or soil is always a HW. Whenever possible, use absorbents with a high absorbency ration to reduce the total weight of HW. For assistance with ground stains contact the Environmental Division at 751-4231.

ABSORBENTS, RAGS, & SOIL (continued)

Hazardous Substance	Type of Absorbent	Level of Saturation	Type of Waste	Disposal
Motor oil or diesel	Inorganic	Not saturated	Material or Non-HW	Continue to use until saturated or throw away.
Motor oil or diesel	Inorganic	Saturated	CW	Call 751-4231 to initiate disposal through DLA Disposition Services Jackson.
Motor oil or diesel	Organic	Not saturated	Material or Non-HW	Continue to use until saturated or throw away.
Motor oil or diesel	Organic	Saturated	CW	Call 751-4231 to initiate disposal through DLA Disposition Services Jackson.
Gasoline or other HW	Organic or inorganic	Not saturated	Material or HW	Continue to use until saturated or call 751-4231 to initiate disposal through DLA Disposition Services Jackson.
Gasoline or other HW	Organic or inorganic	Saturated	HW	Call 751-4231 to initiate disposal through DLA Disposition Services Jackson.
Other Non-HW or CW (such as antifreeze)	Organic or inorganic	Not saturated	Non-HW	Continue to use until saturated or throw away.
Other Non-HW or CW (such as antifreeze)	Organic or inorganic	Saturated	CW or Non-HW	Will depend on type of HS. Contact 751-4231 for disposal guidance.

Dry Sweep with POL

GENERAL INFORMATION

All personnel who manage HW or CW must attend a Hazardous Substance Management class conducted by the Environmental Division. Call 751-4231 to register for this class.

ADHESIVES AND SEALANTS

POSSIBLE AREAS OF CONCERN

Adhesives, sealants, caulking, epoxy part A & B are made of combinations of chemicals suspended in a solvent that partially evaporates during use. Refer to the Safety Data Sheet (SDS) for specific hazards.

CHARACTERIZATION

Adhesives and sealants that are still usable are a hazardous material. Unusable adhesive and sealants may be a hazardous waste (HW) or a non-hazardous waste, depending on their chemical constituents and physical properties.

HANDLING PROCEDURES

Step 1 Before purchasing these materials, check your Hazardous Chemical Inventory Form (HCIF), the Reuse Center (Building 2558), and other organizations to see if the material is available on post.

Step 2 Purchase only what you need and avoid items that cannot be returned.

Step 3 Use the oldest material first.

Step 4 Save any leftover material for future use or turn it in to the Reuse Center if you cannot use it before the expiration date located on the material. Make sure containers are sealed tight to preserve the contents and prevent spills.

Step 5 Take empty containers to the Environmental Division (Building 2563) for disposal.

GENERAL INFORMATION

All personnel who manage HW or controlled waste (CW) must attend a Hazardous Substance Management class conducted by the Environmental Division. Call 751-4231 to register.

AEROSOL CANS

POSSIBLE AREAS OF CONCERN

Aerosols are under pressure and may be flammable, reactive, corrosive, and/or toxic depending on the contents of the cans and the propellant involved.

CHARACTERIZATION

Aerosol cans that have been punctured are not a hazardous waste (HW).

HANDLING PROCEDURES

Step 1 Aerosol cans must be emptied as much as possible prior to puncturing. If the can is not empty, but no longer sprays, try replacing the nozzle with one from another can.

Step 2 Place empty or unserviceable cans in container, seal the container and label the container "Aerosol cans to be punctured."

Step 3 Take the cans to the Environmental Division (Building 2563).

Note: LRC/DPW organizations can take their cans to the puncturing area of Building 2603. ECS-124, DPTMS, and TSC have their own aerosol can punctures'.

Step 4 After puncturing, recycle the cans as scrap metal.

GENERAL INFORMATION

Aerosol cans for personal use, such as hairspray, deodorant, or air fresheners, should be emptied as much as possible and then thrown away.

AMMUNITION/BRASS

POSSIBLE AREAS OF CONCERN

Trash that becomes contaminated with ammunition, simulators, brass, and/or smoke grenade residue can be harmful to human health and the environment. Training exercises generate live and expended ammunition. This ammunition and residue must be returned for the safety of all Fort Jackson personnel. Ammunition/Brass/Unexploded ordnance (UXO) cannot be discarded in dumpsters or other receptacles.

CHARACTERIZATION

Brass and other ammunition is made from metals. Metals are recyclable and are collected on Fort Jackson.

HANDLING PROCEDURE

Step 1 Ammunition and/or UXO found should not be moved, but instead marked and reported to Range Operations immediately for proper removal.

Step 2 All ammunition related items that are no longer dangerous or are considered safe to handle must be returned to the Ammunition Supply Point (ASP),(i.e., brass, packaging, used smoke grenades, etc).

Note: Found brass or other similar related items should be turned in through the amnesty program. A drop-off point is located at the ASP and an amnesty box is located at each range. The amnesty program is not designed to be an ammunition turn-in process.

GENERAL INFORMATION

All brass received from range operations is ultimately recycled on Fort Jackson. For more information on recycling, contact the Fort Jackson Recycling Center at 751-4208.

ANTIFREEZE

POSSIBLE AREAS OF CONCERN

Antifreeze typically contains ethylene glycol. However, other formulations have been developed recently using less toxic chemicals. Used antifreeze may contain low concentrations of toxic metals such as copper, zinc, lead, cadmium and chromium. Refer to the Safety Data Sheet (SDS) for specific hazards.

CHARACTERIZATION

Used antifreeze is considered a controlled waste (CW).

HANDLING PROCEDURE

Step 1 Place used antifreeze in a container. Container must be closed unless adding or removing antifreeze.

Step 2 Mark the container with the words "Used Antifreeze".

Step 3 Prior to disposal, manage all containers and storage areas in accordance with the Hazardous Substance Management Plan (HSMP).

Step 4 There are several established pickup points on-post for used antifreeze. Call 751-4231 if your organization needs to be added to the list. For disposal instructions on small quantities (less than 5 gallons), call 751-4231.

Note: If your antifreeze is contaminated with another hazardous substance that might cause it to be a hazardous waste, call 751-4231 for a hazard determination.

GENERAL INFORMATION

All personnel who manage hazardous waste (HW) or CW must attend a Hazardous Substance Management class conducted by the Environmental Division. Call 751-4231 to register for this class.

APPLIANCES

POSSIBLE AREAS OF CONCERN

It is illegal to throw appliances into a dumpster. Government appliances require special handling and disposal procedures. Many appliances contain Freon and other chemicals that are considered to be Ozone Depleting Substances (ODSs). Overexposure to chlorofluorocarbons (CFCs) may cause dizziness, loss of concentration, central nervous system depression, and or cardiac arrhythmia. Vapors displace air and can cause asphyxiation in confined spaces.
Storage of these items is prohibited due to safety and human health hazards.

CHARACTERIZATION

Appliances include refrigerators, ranges, water heaters, freezers, dishwashers, trash compactors, washers, dryers, air conditioners, and commercial large appliances.

CFCs have been widely used as refrigerants, propellants (in aerosol applications), and solvents.

HANDLING PROCEDURES

Step 1 Appliances cannot contain ODS upon disposal and therefore must be drained prior to turn in at DLA-DSJ or the Recycling Center. For more information call 751-4208 or 751-7698.

Step 2 DPW-Kitchen Equipment, building 2601 (corner of Washington and Lee Road), staff remove/evacuate refrigerants from appliances on Thursdays 0730-0900. No appointment necessary and items cannot be dropped off.

Note 1: Appliances shall be stored in a manner to protect human health, safety and the environment.

Note 2: Storage of bulky wastes shall include removing all doors from large household appliances and covered to reduce the problems of nuisance vectors (i.e. mosquitoes and rodents).

GENERAL INFORMATION

For issues related to appliances, contact the Environmental Division at 751-5971 or DLA-DSJ at 751-7698.

ASBESTOS AND LEAD BASED PAINT (Building Remodeling/Maintenance/Demolition)

POSSIBLE AREAS OF CONCERN

Asbestos & Lead Based Paint may be found on any building on the installation. There may be increased health risks associated by not following the recommended work precautions. Noncompliance may result in non-occupational exposure and regulatory fines and penalties.

CHARACTERIZATION

Asbestos containing materials (ACM) has been found to cause chronic and potentially fatal lung diseases. Lead based paint (LBP) is a toxic material that may damage the nervous and reproductive systems. These two wastes are regulated by EPA and must not be disposed of as regular waste. Special previsions, under RCRA, are required.

HANDLING PROCEDURES

Step 1 To determine if the buildings/area contains asbestos, contact the Environmental Division Toxic Substance Manager at 751-3838.

To determine if lead-based paint (LBP) is present, contact the Environmental Division Toxic Substance Manager at 751-3838.

Step 2 Submit a DA Form 4283 (Work Order) to the DPW Work Order Desk (751-5926/5505) and a Record of Environmental Consideration (REC) to the Environmental Division (751-4078). This process can take up to 3 weeks or longer depending upon the nature and complexity of the work involved.

Step 3 The Business Operation & Integration Division (BOID) and Engineering Division will review all proposed projects involving disturbance of toxic materials and coordinate them for contracted services.

GENERAL INFORMATION

Activities such as sanding, grinding, drilling, or sawing of any ACM and LBP are **prohibited.** Self-Help projects requiring the disturbance of any type of asbestos containing materials (i.e., floor tile, ceiling tiles, joint compound, etc.) is also **prohibited.** Only contractors that are EPA certified and SCDHEC licensed may remove, handle and transport ACM. For additional information please contact your Toxic Substance Manager at 751-3838.

ASBESTOS
(Disposal of Unserviceable Brake Shoes)

POSSIBLE AREAS OF CONCERN

Miscellaneous materials such as brake shoes, pads, and clutch disks may contain asbestos. Wet methods for the removal of these items should be the common work practice.

CHARACTERIZATION

Asbestos-containing brake equipment must be managed as a Special Waste. These items may be handled by non-certified workers but specific work precautions pertaining to asbestos brake removal should be followed and documented as a part of the job specific HAZCOM Program.

HANDLING PROCEDURES

Step 1 Wet brake shoes, pads or clutch disks with amended water and then wrap in two layers of 6 mil plastic. Seal with duct tape for disposal. Do not exceed 20 pounds per package.

Step 2 Label package as follows:
a) "Danger. Contains Asbestos Fibers. Avoid Creating Dust. Cancer and Lung Disease Hazard."
b) Generator's Information (e.g. Unit, POC, Phone)

Step 3 Place sealed packages in a closed container that is separated and secured from normal waste storage.

Step 4 Complete DD Form 1348-1A for each National Stock Number (NSN) turned in. Contact the Environmental Division Toxic Substance Program Manager (751-3838) to determine proper disposal requirements.

GENERAL INFORMATION

Proper brake shoes, pads and clutch disk removal may be done by different approved techniques. Contact Preventive Medicine / Industrial Hygiene (751-5220) or Environmental Branch, Toxic Substance Program Manager (751-3838) for details on these techniques.

ASBESTOS (Floor Tile and Mastic Removal)

POSSIBLE AREAS OF CONCERN

Asbestos containing floor tile is common on Fort Jackson. The black adhesive (mastic) used to hold the tile in place may also contain asbestos. Any combination of the two is considered asbestos containing. Activities such as sanding, grinding, drilling, sawing, and in some cases buffing will render the material to become friable. Performing any of the aforementioned acts will result in asbestos exposure.

Self-Help flooring replacement projects are PROHIBITED.

CHARACTERIZATION

Asbestos-containing materials are managed as a Special Waste. Proper disposal of these materials must be in compliance with Federal and State regulation.

HANDLING PROCEDURES

Step 1 To determine if the buildings/area contains asbestos, contact the Environmental Division Toxic Substance Program Manager at 751-3838.

Step 2 If the floor tile has detached from the floor, contact your unit Environmental Compliance Officer (ECO) to determine root cause. If there is excessive loose tile, call 751-3838.

Note: If there are only one or two loose tiles in the problem area, the ECO is the only person to handle and dispose of floor tiles.

Step 3 Place floor tile in a 6 mil poly bag and call 751-3838 to schedule material pick-up, or bring the material to Building 2563, DPW Environmental Division for disposal.

Step 4 If the floor tile is significantly deteriorated, damaged or otherwise is in poor condition, unit should submit a DA Form 4283 (Work Order) to the DPW Work Order Desk for removal/replacement actions.

GENERAL INFORMATION

Knowingly disturbing asbestos containing materials for the purpose of conducting self-help renovation activities may result in human health exposure and individual fines and penalties per Federal, State, and military regulations. For additional information, refer to the Asbestos Hazard Management Plan or contact the Toxic Substance Program Manager at 751-3838.

ASBESTOS (Disposal of Asbestos Safes, Fire Rated Doors, and Clothing)

POSSIBLE AREAS OF CONCERN

Some safes and fire rated doors maybe lined with asbestos containing materials. There also may be some asbestos containing clothing (i.e. gloves and coats) used in fire protection and the handling of hot items (weapons barrels).

CHARACTERIZATION

Asbestos containing materials are managed as a Special Waste. Some manufacturers of safes and fire doors used asbestos as a fireproofing insulation. If the safe or door becomes damaged, it may present a health risk to the user(s). The U.S. Navy has identified the Remington Rand manufactured safes (mostly "old First Sergeant Safes" or "Field Safes") as potential asbestos hazards; Diebold safes are also suspect. Testing for the presence of asbestos must be accomplished prior to disposal of these and others like items. Fire Rated Doors should not be sampled if they are currently still in use. Sampling is destructive and will void the existing fire rating.

HANDLING PROCEDURES

For Safes and Clothing

Step 1 Complete DD Form 1348-1A for each national stock Number (NSN) turned in.

Step 2 Contact DLA/DSJ (formerly known as DRMO) at 751-7698 for turn in requirements and packing instructions for safes and clothing. If through laboratory analysis or manufacturer's labeling, DLA/DSJ determines that the safe(s) or suspect gloves contain asbestos, it will need to double wrapped in 6 mil or thicker plastic and sealed with duct tape for disposal.

Step 3 Label package as follows:
a) "Danger. Contains Asbestos Fibers. Avoid Creating Dust. Cancer and Lung Disease Hazard."
b) Generator's Information (e.g. Unit, POC, Phone)

Step 4 Prior to disposal, keep it in a secured covered area. Transport to DLA/DSJ on scheduled turn-in day.

For Fire Doors - Coordinate with the construction project manager.

GENERAL INFORMATION

For additional information contact the Environmental Division at 751-3838.

ASBESTOS (Stripping Wax from Floor Tile That May Contain Asbestos)

POSSIBLE AREAS OF CONCERN

Asbestos may be found on any building on the installation. There may be increased health risks associated by not following the recommended handling procedures.

CHARACTERIZATION

The Environmental Division has surveyed installation buildings to identify those tiles that contain asbestos. The only way to determine if the floor tile contains asbestos is to sample the tile and have it analyzed by a certified laboratory. South Carolina Department of Health and Environmental Control (SCDHEC) requires any negative Polarized Light Microscopy (PLM) sample to be reanalyzed using Transmission Electron Microscopy (TEM) laboratory analysis. Current asbestos building surveys (surveys within 3 year) are managed within the Environmental Division, Toxic Substance Program.

HANDLING PROCEDURES

Step 1 Plan to strip wax build-up on floor as little as once or twice a year.

Step 2 Keep floor tile wet during stripping of old floor wax. You are allowed to use the black pad during this step on NON-ACM floor tile. See the Toxic Substance Manager for floor tile identifications.

Step 3 Mop floor dry and apply wax. Non-buffering wax is preferred.

Step 4 If using wax that requires buffering, use the less abrasive, light brown or tan buffing pads.

Step 5 Do not dry strip, scrape, or sand asbestos containing floor tile. Material will become friable causing an inhalation health hazard.

GENERAL INFORMATION

If asbestos containing floor tile is in good condition, floors may be stripped of wax build-up by using the appropriate stripping pad. If the asbestos containing floor tile is not in good condition, i.e., broken or badly worn, then floors should not be stripped. For additional information pertaining to asbestos containing materials restrictions, go to previous pages of this Guidebook or contact the Toxic Substance Program Manager at 751-3838.

BALLASTS, CAPACITORS, AND OTHER EQUIPMENT CONTAINING PCBS

POSSIBLE AREAS OF CONCERN

Polychlorinated Biphenyls (PCBs) are a major type of toxic chemical. This material has been labeled as a suspect human carcinogen and has also been shown to be teratogenic (capable of inducing mutations in the offspring of affected organisms).

CHARACTERIZATION

PCBs are most commonly found in electrical transformers and capacitors, air conditioning equipment, and lighting ballasts.

HANDLING PROCEDURES

Step 1 Remove the ballasts and/or capacitors from the piece of equipment. Check the label or data plate for indications that read "No-PCBs".

Step 2 If "PCB", place item in a sealed container and contact the Environmental Division Toxic Substance Program Manager at 751-3838 for disposal.

If not PCB, dispose of material as scrap metal.

Note: If PCB content cannot be determined, then testing is required. Please contact the Environmental Division Hazardous Substance Program Manager at 751-4231 to coordinate.

Note: Routine operation and maintenance activities may require removal of PCB containing parts and equipment. PCB items must be turn-in to the Toxic Substance Manager at Building 2563. PCB storage is located behind Building 2563 in the Waste Storage Facility.

Ballasts and Capacitors may contain PCB's

GENERAL INFORMATION

Ballasts must be visually checked for PCB content prior to disposal or recycling. *Contractors are not authorized to sign disposal manifests.* For more information contact the Environmental Division at 751-4231. Refer to the Fort Jackson PCB Management Plan for additional information.

BATTERIES, LARGE LEAD ACID (>11 LBS)

POSSIBLE CONTAMINANTS OF CONCERN

The cells of a lead-acid battery contain lead and lead dioxide and an acidic electrolyte solution of sulfuric acid. The electrolyte is a strong corrosive agent. Batteries may also vent explosive hydrogen gas. Caution should be used when using jumper cables to avoid sparks near the battery.

CHARACTERIZATION

Spent large lead-acid batteries, greater than 11 pounds, are exempt from hazardous waste regulations if they are recycled.

HANDLING PROCEDURES

Step 1 New and used batteries must be stored in areas that provide spill containment and protection from rain/snow. They should not be stored in metal lockers. Prior to disposal, manage all containers and storage areas in accordance with the Hazardous Substance Management Plan.

Step 2 The storage area must be identified with the words "Used Batteries", "Battery Storage Area", or something similar.

Step 3 If your organization has an arrangement with a battery recycler for a 1:1 exchange, follow their packaging instructions. After each exchange, call the Environmental Division at 751-6853/4231 with the quantity (volume or weight) picked up.

Step 4 If your organization routinely generate lead-acid batteries weighing greater than 11 pounds, but does not have an agreement with a battery company, the used batteries must be turned in to DLA- DSJ. Batteries must be stacked on a pallet no more than three (3) high and banded with non-metallic banding. If non-metallic banding is not available, insulate the batteries with a layer of cardboard and then band with metallic banding. Store the batteries in a covered area until there is enough for at least one pallet. Call 751-7698 for more information.

Note: If your organization rarely generates a large waste battery, it can be taken to the Environmental Division.

Note: Battery electrolyte should not be drained from the battery and caps must be in place.

Batteries emit hydrogen gas and could leak acid. Secondary containment and ventilation is required.

GENERAL INFORMATION

POV batteries should be turned in to the Environmental Division building 2563.

BATTERIES (other than large lead-acid)

POSSIBLE AREAS OF CONCERN

Batteries have chemicals that are a concern during routine use and disposal.

CHARACTERIZATION

All lithium, nickel cadmium, nickel metal hydride, magnesium, nickel zinc, and mercury batteries are universal waste (UW). Alkaline and carbon zinc batteries are a non-hazardous waste but are recyclable.

HANDLING PROCEDURES

Step 1 Store the batteries in a cardboard box or other container and seal the container. Mark the container with the words "Used Batteries" and the date. This must be done immediately when the first battery is placed in the container. Prior to disposal, manage all containers and storage areas in accordance with the Hazardous Substance Management Plan (HSMP).

Step 2 Rechargeable batteries, including nickel cadmium (NiCd), nickel metal hydride (NiMH), nickel zinc (NiZn), lithium ion (Li+), and small (<11 lbs) lead-acid (Pb), must individually bagged and turned in to the Environmental Division (Building 2563) within 6 months from the start date.

Step 3 Batteries are accepted at the Environmental Division. Monday-Friday 1000-1400. Call 751-4231/6853 for a hazard determination and recycling/disposal instructions.

GENERAL INFORMATION

Environmental Compliance Officers (ECOs) should provide UW training to their organization.

CARDBOARD

POSSIBLE AREAS OF CONCERN

Cardboard cannot be recycled if it is contaminated with other types of trash.

CHARACTERIZATION

Cardboard is a solid waste recycled on Fort Jackson. Fort Jackson's Qualified Recycling Program (QRP) 200-9, mandates that all installation activities, contractors, and tenant organizations participate in the recycling program.

HANDLING PROCEDURES

Step 1 Place flattened cardboard in green dumpsters marked with "Cardboard Only" signs. If the dumpster is full and needs to be emptied, if you need to schedule a pickup, or if your organization needs a cardboard dumpster, call 751-4208 for assistance.

Step 2 Keep lids closed to avoid collecting water in the bottom and compromising the cardboard.

Note: Cardboard can also be taken to the Recycling Center.

Note: Do not place anything other than cardboard in these containers and do not stack other debris outside the container, as it will cause delays in the pickup process.

Note: Is your unit a part of the Unit Incentive Program? You can receive money for recycling if you drop it off instead of having it picked up. For more information contact Recycling Center at 751-4208.

GENERAL INFORMATION

Fort Jackson Recycling Center is located at 5671 Lee Road, behind Popeye's. Hours of operation are Monday-Friday 0700-1500 and Saturday 0830-1530.

CONCERTINA WIRE, BARBED TAPE, WIRE

POSSIBLE AREAS OF CONCERN

Concertina wire is used to form military wire obstacles, barriers, etc. and can cause serious injuries to personnel, wildlife, equipment, and vehicles when left unmanaged.

CHARACTERIZATION

Concertina wire is a type of barbed wire or razor wire that is formed in large coils, which can be expanded and twisted and consists of a single wire with metal spur barbs periodically along its length.

HANDLING PROCEDURES

Step 1 The Environmental Division is now facilitating the cleanup of concertina wire and other abandoned recyclable items. To schedule a pickup or obtain a roll-off for your area, call 751-5971 or email lisa.a.mcknight11.ctr@mail.mil.

Note: Concertina wire is being processed as is. You do not need to cut, band or palletize.

GENERAL INFORMATION

For issues related to concertina wire, barbed tape, wire disposal, contact the Fort Jackson Environmental Division at 751-5971.

CONTAMINATED SOIL (NON HAZARDOUS)

POSSIBLE AREAS OF CONCERN

Non-hazardous contaminated soil is typically generated by spills or leaks from containers, equipment, or aboveground storage tanks.

CHARACTERIZATION

Non-hazardous contaminated soil can contain chemicals, oils, fuel, heavy metals, or other hazardous constituents, so testing may be needed to ensure proper disposal.

HANDLING PROCEDURES

Step 1: Soil must be excavated until the ground is clean of the contamination.

Step 2: The excavated soil must be placed into a container with a tightly secured lid. A label must be attached stating the date in which it was placed into the container and a description of the contents.

Step 3: Contact the Environmental Division at 751-4231 for further instructions.

GENERAL INFORMATION

Contaminated soil should be cleaned up immediately to prevent it from spreading to nearby water bodies.

COOKING OIL/GREASE

POSSIBLE AREAS OF CONCERN

Cooking oil and grease cannot be poured into the sanitary sewer, storm water system, dumpsters, or other trash receptacles. Dumping cooking oil or grease down the drain can clog sewer lines, causing sewage back-ups and is against environmental regulations.

CHARACTERIZATION

Cooking oil and grease is regulated by the Clean Water Act.

HANDLING PROCEDURES

Step 1 Food service operations on Fort Jackson must dispose of cooking oil and grease in containers provided specifically for this purpose.

Step 2 Use caution when transferring cooking oil and grease into containers. Secondary containment and spill cleanup materials must be available. All spills must be cleaned up immediately. If the spill is greater than 5 gallons you must notify the Fort Jackson Fire Department at 751-9111.

Step 3 Cooking oil and grease are recycled by an off-post contractor and is repurposed into bio-fuels.

Note: Individuals working or living on Fort Jackson can also bring their cooking oil and grease to the Recycling Center for disposal. Containers are located around the back of the building.

Note: Only cooking oil/grease can be placed in these containers.

GENERAL INFORMATION

For additional information or service related questions, contact the Recycling Center at 751-4208.

CULTURAL RESOURCES

POSSIBLE AREAS OF CONCERN

Damage to archaeological sites and/or historic structures caused by training actions or planned construction.

CHARACTERIZATION

Archeological sites are found all over the installation in many environmental settings. Sites eligible for the National Register of Historic Places are signed as RESTRICTED and no ground disturbance is permitted within 50 meters of these signed areas. Any proposed training actions should take into account these site locations and note the potential for additional sites to be located nearby.

HANDLING PROCEDURES

Step 1 When archeological sites are located or identified within your immediate training area and cannot be avoided:

A. Leave artifacts in place.
B. Mark the site area with tape or flagging to keep training Soldiers away.
C. Contact Range Operations at 751-4732 or ENV at 751-4793/7153.

Note: Artifacts are Federal property and should not be removed from the installation.

GENERAL INFORMATION

Report suspected looting activity to DES at 751-9111. Metal detectors are prohibited on the installation. Contact the Cultural Resources Program staff for further information at 751-7153/4793.

CYLINDERS

POSSIBLE AREAS OF CONCERN

Cylinders can pose a risk to human safety and the environment if managed, stored, or emptied improperly.

CHARACTERIZATION

Cylinders are a solid waste. Demilitarized cylinders can be recycled.

HANDLING PROCEDURES

Step 1: Cylinders must be marked to indicate their contents.

Step 2: Empty cylinders must have "Empty" tags attached to distinguish them from cylinders that are available for use.

Step 3: Cylinders must be stored/secured in a way to prevent them from tipping over or discharging their contents.

Step 4: Cylinders must be turned in to DLA-DSJ for disposal. Contact 751-7698 for instructions and to make a turn in appointment.

Note: There is a cost associated with disposal.

Note: The best solution is to turn them back in to the manufacturer.

GENERAL INFORMATION

It is illegal to dump or dispose of items in an undesignated collection area.

DIG PERMIT/UTILITY LOCATE

POSSIBLE AREAS OF CONCERN

Failure to locate underground utilities (water/sewer, electric, gas, phone, steam/chill water, control cables, storm drains, petroleum/POL, cable TV, and solid waste management units) can cause dangerous interruptions, hazardous situations, and potential violations and fines.

CHARACTERIZATION

Digging permit and utility locate are required before any digging, excavation, or earthwork is performed. The organization/entity doing the digging shall take every precaution to prevent damage and shall be responsible for the repair or replacement of utility systems damaged during the performance of the work. See Fort Jackson Regulation 420-1 for more information.

PROCEDURES

Step 1 This requirement applies to Military, civilian, tenants, contractors, utility operators, or any other entity performing excavation of soil within the Fort Jackson cantonment area and/or any road and utility right-of-ways, training facilities/complexes on the ranges and training areas.

Step 2 A Digging Permit application (Eng Form 194) must be submitted to the DPW, Operations and Maintenance Division at least 10 days before the start of any project that has the potential to require excavation or digging. The digging permit office is located in Building 2601 (RM 125), phone 751-1602. Depending on the nature and magnitude of the project, additional time may be required to complete the application review. A map must be included with the application that shows the location of the project and the limits of disturbance.

Step 3 Anyone proposing to excavate, dig, bore, blast, tunnel, or disturb earth in any manner in which buried utilities may be damaged is required to call s between the hours 0730 and 1730, Monday through Friday, at least 72 hours before starting the proposed work.

Note: Prior to start of any project, submit a DA Form 4283 (Work Order) to the DPW Work Order Desk (751-5926/5505) and a Record of Environmental Consideration (REC) must be submitted to the Environmental Division (751-4078) to initiate the environmental review process. This process can take up to 3 weeks or longer depending upon the nature and complexity of the work involved. Once the review is complete the REC will be returned to the proponent and will list any environmental conditions and restrictions. You will then be asked to complete a liability form and provide a photograph of the area.

Note: Any soil disturbance creates the potential for erosion and storm water pollution. Refer to the project REC to determine if a storm water permit is required. At a minimum, disturbed soil should be re-established in permanent vegetation and nearby storm drains should have inlet protection. For information contact Environmental Division at 751-4078.

DRIP/DRAIN PANS

POSSIBLE AREAS OF CONCERN

Petroleum, oils, and lubricants (POLs) can contaminate storm water and ground water. All vehicles and equipment should be inspected for fluid leaks and drips as called for in appropriate technical manuals and motor pool Standing Operating Procedures (SOPs).

CHARACTERIZATION

POLs and pans used to contain POLs are in most cases a non-hazardous waste. In some cases, metals have been detected in the draining process. If you are unsure, contact the Environmental Division for assistance at 751-4231.

HANDLING PROCEDURES

Step 1 All tactical vehicles, or other government vehicles that are leaking, should have drip pans placed under the motor.

Step 2 Drip pans must be emptied into appropriate container(s) to prevent contamination of storm or ground water.

Step 3: Do not pour POL mixed with water into used oil or antifreeze containers. For containers with large amounts of water and POL or oil mixed with antifreeze, contact the Environmental Division at 751-4231 for assistance.

Note: Rinsing and cleaning of drip pans can be done only at an approved wash rack; do not rinse in parts washers.

Note: Drip pans should not be left on the ground and unattended when the vehicle has been moved.

GENERAL INFORMATION

For more information, contact the Environmental Division at 751-9504 or 751-5904.

ELECTRONIC WASTE (E-Waste)

POSSIBLE AREAS OF CONCERN

Effective July 2011, e-waste was banned from landfilling. This waste stream provides a challenge as the e-waste contains metals and other materials that can be hazardous to human health and the environment, if not properly managed.

CHARACTERIZATION

Includes, but not limited to, unwanted electronics such as computers, printers, televisions, cell phones and other devices. E-waste is one of the nation's fastest growing waste streams.

HANDLING PROCEDURES

Step 1 Government electronic waste, including non-hand receipt items, must be turned into DLA-DSJ, with appropriate documentation and appointment. For more information, call 751-7698.

Step 2 Personal electronic waste can be turned in to the Environmental Division, building 2563 or disposed off-post at a recycling or reuse facility.

GENERAL INFORMATION

For issues related to electronic waste, contact the Environmental Division at 751-5971.

FILTERS (Oil, Diesel, and Gasoline)

POSSIBLE AREAS OF CONCERN

Gasoline, diesel & oil contain volatile organic compounds in varying levels. Refer to the Safety Data Sheet (SDS) for specific hazards.

CHARACTERIZATION

Diesel and oil filters are a controlled waste (CW). Gasoline filters are a hazardous waste (HW).

HANDLING PROCEDURES

Step 1 Drain the filter while at or near normal operating temperature using one of the following gravity, hot drain methods:

a) Puncture filter anti-drain back valve or filter dome end and hot drain for a minimum of 12 hours, or

b) Hot drain for a minimum of 12 hours and crush the filter, or

c) Dismantle the filter and hot drain for a minimum of 12 hours, or

d) Hot drain using any other equivalent method that will remove the used fluid.

Step 2 Transfer the fluid drained from the filter to the appropriate container.

Note: Never mix oil or diesel with gasoline. Gasoline should always be placed in a separate container.

For Gasoline Filters

Step 3 Place drained gasoline filters in a container, seal the container, and then follow the HW management, disposal, and transportation requirements of the Hazardous Substance Management Plan (HSMP).

For Oil and Diesel Filters

Step 4 Place drained oil/diesel filters in a container, seal the container, and mark with the words "Used Oil Filters" or "Used Diesel Filters" or other appropriate terminology. There are several established pickup points on-post for used oil filters.
Call 751-4231 if your organization needs to be added to the list.

GENERAL INFORMATION

All personnel who manage HW or CW must attend a Hazardous Substance Management class conducted by the Environmental Division. Call 751-4231 to register for this class.

FIRE EXTINGUISHERS

POSSIBLE AREAS OF CONCERN

Halon fire extinguishers pose a risk to air quality if they are discharged. All other fire extinguishers pose minimal risk to the environment if emptied and recycled properly. Halon fire extinguishers contain an ozone depleting chemical that cannot be discharged to the environment.

CHARACTERIZATION

Fire extinguishers can become a solid waste and ultimately end up in landfills . However, once emptied are recyclable items if proper recycling procedures are followed.

HANDLING PROCEDURES

Step 1: Fire extinguishers can be turned in to the Fort Jackson Fire Department or Environmental Division for recycling and repurposing.

Note: If you have questions concerning the servicing of a fire extinguisher, contact the Fire Prevention Office at 751-5239.

Note: If a fire extinguisher containing halon is found, contact the Environmental Division at 751-4231.

GENERAL INFORMATION

Only certified technicians can open and repair halon fire suppressant systems. Contact the Installation Safety Office for specific management procedures at 751-6004. Contact the Fort Jackson Fire Department at 751-9111 for questions concerning the proper type of fire extinguishers to be used in your facility.

FURNITURE

POSSIBLE AREAS OF CONCERN

Furniture is often extremely heavy, making it costly to dispose of and manage in landfills.

CHARACTERIZATION

Unusable furniture is a solid waste. However, it may be recyclable if the furniture consists of mainly metal.

HANDLING PROCEDURES

Furniture shall not be thrown in dumpsters or illegally dumped/abandoned on Fort Jackson. Contact other organizations for reuse opportunities or contact the Reuse Center at 751-5151 or the Recycling Center at 751-4208 for further assistance.

Step 1: Serviceable government furniture should be reused or turned in to DLA-DSJ with appropriate documentation. Contact them at 751-7698 to schedule an appointment.

Step 2: Broken non-serviceable government furniture shall be disposed in the designated roll-off bin at the Mulch Site.

GENERAL INFORMATION

For issues related to furniture, contact the Environmental Division at 751-9507 or DLA-DSJ at 751-7698.

GAS MASK FILTERS

POSSIBLE AREAS OF CONCERN

The protective mask filters that contain ASC Whetlerite charcoal contain chromium, a toxic heavy metal.

CHARACTERIZATION

The M-17 and M-40 C2 (black) gas mask filters are hazardous waste (HW). The M-40 C2 A1 (green) gas mask filter is a non-HW.

HANDLING PROCEDURES

Step 1 Place gas mask filters in a container, seal the container, and then follow the HW management, disposal, and transportation requirements of the Hazardous Substance Management Plan (HSMP).

Note: The M-40 C2 A1 (green) gas mask filters are non-HW and should be thrown away.

Note: If you questions or concerns call the Environmental Division at 751-4231.

GENERAL INFORMATION

All personnel who manage HW must attend a Hazardous Substance Management class conducted by the Environmental Division. Call 751-4231 to register for this class.

GREASE TRAPS

POSSIBLE AREAS OF CONCERN

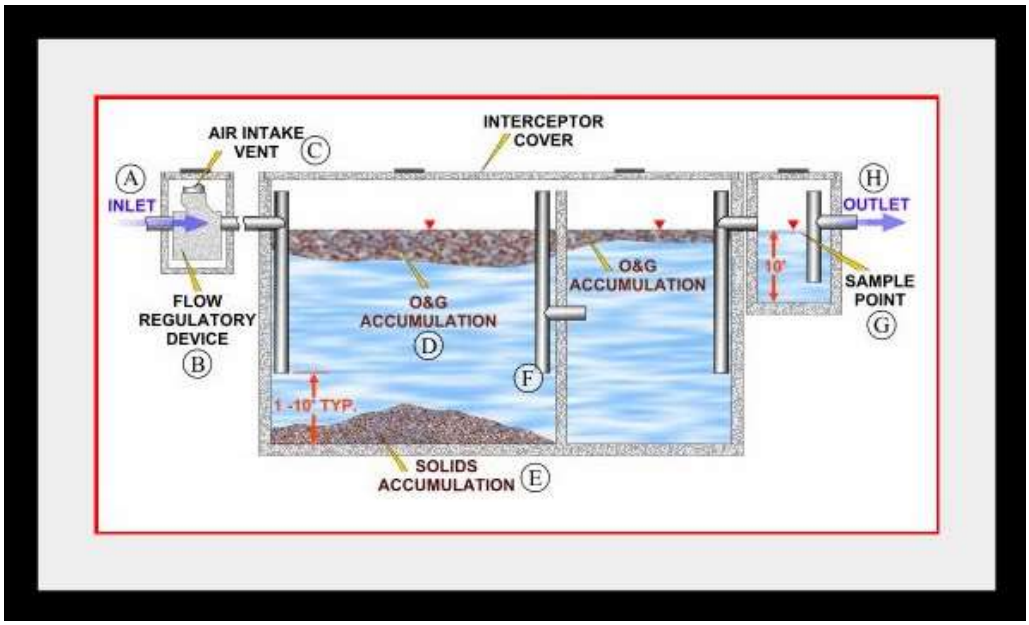
Grease traps are designed to intercept greases and solids before they can enter a wastewater disposal system. If not properly maintained they can become clogged and form blockages in drain pipes. Grease traps are located at all dining facilities (DFACs), fast food restaurants, NCO and Officers Club, and the Food Court at the PX.

CHARACTERIZATION

Grease traps are designed for fats, oils, and grease.

HANDLING PROCEDURES

For questions, concerns, or issues with clogs or odors contact Palmetto State Utility Services (PSUS) 24/7 at 790-7288.



HAZARDOUS MATERIAL STORAGE

POSSIBLE AREAS OF CONCERN

Improper storage of hazardous materials is a fire, safety, and environmental concern.

CHARACTERIZATION

Improper storage of hazardous materials can cause unnecessary generation of hazardous wastes due to spoilage, leaks, or shelf-life expiration.

HANDLING PROCEDURES

Step 1 Keep the storage area neat and clean.

Step 2 Store hazardous materials in containers that are in good condition, clean, and compatible with contents. If a container is in poor condition, the contents must be transferred to a new container or the damaged container must be over packed (i.e. placed in a larger container). **Hazardous substances cannot be placed in a container that previously held food or drink**.

Step 3 Label all containers. Label must be legible and accurately describe the contents.

Step 4 Tightly seal containers when not in use.

Step 5 List hazardous materials on the Hazardous Chemical Inventory Form (HCIF) and keep the HCIF up-to-date. A copy must be turned in to the Reuse Center by the 10th of each month.

Step 6 Store the hazardous materials in a protected, secure area away from floor drains, storm drains, or hazards that might lead to a spill. Storage must also comply with Fire and Safety regulations.

Step 7 Maintain a Safety Data Sheet (SDS) for each item. SDSs must be located near all hazardous substance storage and handling areas, and must be easily accessible by all employees and personnel.

Step 8 Provide secondary containment adequate to hold volume of largest container in case of leaks or spills.

Step 9 Separate incompatible substances, using the SDS for guidance. Call the Safety Office at 751-6004 for assistance.

Step 10 Manage shelf-life items to avoid expiration. Maintain a log or calendar indicating when shelf-life items will expire.

Step 12 Inspect storage areas, including aboveground storage tanks, at least weekly. The area should be free of ground stains, spills, odors, or fumes. Containers should be in good condition, clean, marked or labeled, tightly sealed, and not expired.

Note: If you are storing your flammable locker outside, you must keep it off the ground by placing it on a concrete slab or wooden pallet to avoid rust and erosion on the bottom of the locker.

Note: Ensure the vent caps are removed from the flammable locker to allow for proper air flow.

GENERAL INFORMATION

A hazardous material is a usable hazardous substance that poses a threat to human health or the environment when improperly treated, stored, transported, or otherwise managed.

ILLEGAL DUMPING

POSSIBLE AREAS OF CONCERN

Illegal dumping is a major problem throughout the installation. It is unsightly, a potential health hazard, and an economic burden. It is the illegal deposit of any waste on to land; waste dumped on a site with no license/permit to accept the waste.

Illegal dumping is: bringing trash from off-post and putting it in on-post dumpsters, dumping trash and recyclable items outside of dumpsters and on to the ground, dumping trash and hazardous materials in ranges, dumping hazards materials inside dumpsters, and dumping trash and recyclables from housing in to unit area dumpsters.

CHARACTERIZATION

Illegal dumps are made up of discarded waste (tires, electronics, appliances, yard waste, etc.) in an improper or illegal manner, where it doesn't belong and/or where environmental damage is likely because of improper disposal. This is a violation of the South Carolina Pollution Control Act 48-1-90 and the Solid Waste Management Regulation 61-107.

HANDLING PROCEDURES

If illegal dumping is witnessed within the cantonment area, contact the Directorate of Emergency Services (DES) at the MP Desk 751-3113**.** If illegal dumping is witnessed in the ranges, contact Range Operations at 751-9650**.**

GENERAL INFORMATION

For other questions or issues related to Illegal Dumping or the clean up an area, contact the Environmental Division at 751-9507.

LAMPS (i.e. Light Bulbs)

POSSIBLE AREAS OF CONCERN

Small quantities of mercury, antimony, cadmium, barium, and lead are used to manufacture lamps.

CHARACTERIZATION

All used lamps, except incandescent, are considered universal waste (UW). Incandescent lamps are non-hazardous waste and can be thrown away.

HANDLING PROCEDURES

Step 1 Carefully pack used lamps in the original box or an alternate container. Box must be able to be closed (do not cut end out of box). Do not tape lamps together and do not mix different sized/types of lamps in the same box.

Step 2 Do the following:

a) Mark the box with the phrase "Used Lamps".
b) Date the box with the date the first used lamp is put in the box/container (used lamps must be turned in within 6 months from the accumulation start date).
c) Seal the box after adding a lamp.
d) Store in an area protected from the weather and potential breakage.
e) After the box is full, mark the number of lamps on the end of the box.

Step 3 Turn in small quantities of lamps (≤ 8 boxes) to Environmental Division (Building 2563). Large quantities will be dealt with on a case-by-case basis (call 751-6853 for more information).

Note: LRC/DPW organizations can take their lamps to the DPW Supply area in Building 2601.

Note: The easiest way to collect lamps is to use the same box as the new ones. After you pull out a new one, put the used lamp in the empty spot and mark an "X" on the end of the lamp. If the box contains both good lamps and used lamps, mark the box with the phrase "Good Lamps & Used Lamps" and the accumulation start date.

GENERAL INFORMATION

It is against the law to throw away or mismanage UW lamps.

Note: See next page for proper cleanup and disposal of broken light bulbs.

CLEANUP AND DISPOSAL OF BROKEN LIGHT BULBS

Most light bulbs contain a small amount of mercury sealed within the glass bulb. When a light bulb breaks, some of this mercury is released as mercury vapor, and can continue to be released until the broken bulb is cleaned up. The one exception is incandescent light bulbs; they do not contain mercury.

To minimize exposure to mercury vapor, it is recommended the following cleanup and disposal steps be followed.

Before Cleanup

- Have people leave the room, and avoid the breakage area on the way out.
- Open a window or door to the outdoors and leave the room for 5-10 minutes.
- Shut off the heating & air conditioning system (H&AC).
- Collect materials you will need to clean up the broken bulb:
    - Stiff paper or cardboard
    - Sticky tape (e.g., duct tape)
    - Damp paper towels or disposable wet wipes (for hard surfaces)
    - Sealable container such as a steel can or plastic pail

Cleanup

- Carefully scoop up glass fragments and powder using stiff paper or cardboard, and place debris and paper/cardboard in the container.
- Use sticky tape, such as duct tape, to pick up any remaining small glass fragments and powder. Place the used tape in the container.
- Wipe hard surfaces clean with damp paper towels or disposable wet wipes. Place the towels in the container.
- Vacuuming of carpet or rugs during cleanup is <u>not</u> recommended unless broken glass remains after all other cleanup steps have been taken. If vacuuming is needed to ensure removal of all broken glass, keep the following tips in mind:
    - Keep a window or door to the outdoors open
    - Use the vacuum hose, if available
    - Remove the vacuum bag (or empty and wipe the canister) and seal the bag, vacuum debris, and any materials used to clean the vacuum in a plastic bag.
- Promptly place all bulb debris and cleanup materials, including vacuum cleaner bags, in a sealed container, such as a 5 gallon bucket with a lid, and call the Environmental Division at 751-4231/6853 for disposal.
- Wash your hands with soap and water after disposing of the container containing bulb debris and cleanup materials.
- Continue to air out the room where the bulb was broken and leave the H&AC system shut off for several hours if possible.

CLEANUP AND DISPOSAL OF BROKEN LIGHT BULBS (continued)

Actions You Can Take to Prevent Broken Light Bulbs

- Always allow the light bulb to cool before handling.
- If possible, screw/unscrew the light bulb by holding the base, not the glass.
- Screw in light bulbs gently. Do not over tighten.
- Consider using a drop cloth when changing a light bulb in case breakage should occur. The drop cloth will help prevent mercury contamination of nearby surfaces and can be bundled with the bulb debris for disposal.

LEAD CONTAINING PAINT/SURFACE PREPARATION

POSSIBLE AEAS OF CONCERN

Lead paint is common on many types of surfaces across the installation. There may be increased health risks if the recommended handling procedures are not followed.

CHARACTERIZATION

Lead is often used in paint to enhance durability. When preparing areas for resurfacing/repainting, appropriate work procedures need to be followed. Lead paint can only be removed by workers using EPA "Lead Safe Work Practices" during scraping, sanding, sawing, grinding, and chipping activities. Implementation of approved work practices will reduce lead dust exposure.

HANDLING PROCEDURES

Step 1 Prior to starting, contact the Environmental Division at 751-3838 for an initial assessment. Sampling and analysis may take up to 14 calendar days for receipt of results.

Step 2 Submit a DA Form 4283 (Work Order) to the DPW Work Order Desk (751-5926/5505) and a Record of Environmental Consideration (REC) to the Environmental Division (751-4078).

Step 3 If materials are lead-containing, lead safe work practices must be implemented. Contact the Environmental Division Toxic Substance Program Manager (751-3838) for proper work precautions and PPE.

Note: Contact the Environmental Division at 751-4231 for lead-based paint waste disposal requirements.

GENERAL INFORMATION

For additional information, contact the Environmental Division Toxic Substance Program Manager at 751-3838.

MATTRESSES/BOX SPRINGS

POSSIBLE AREAS OF CONCERN

Mattresses and box springs are bulky items and due to the size and design of the items are problematic to landfills. Landfilling mattresses and box springs take up 28 cubic feet of landfill space and tend to float to the top where they tangle up in machinery used for compaction purposes.

CHARACTERIZATION

Mattresses and box springs are a solid waste. Fort Jackson purchases mattresses for barrack and lodging facilities and is currently working on a recycling avenue.

HANDLING PROCEDURES

Step 1 Government owned mattresses and box springs are to be transported and placed into the bulky containers located in the DPW maintenance shed, behind Building 2574. Contact

Step 2 Housing residents can leave their mattresses on the curb for disposal only on scheduled trash pickup days.

GENERAL INFORMATION

For issues related to mattress/box spring disposal, contact the Engineering Division at 751-3364.

MOP WATER

POSSIBLE AREAS OF CONCERN

Mop water has the potential, if disposed of improperly, to contaminate storm drains and other surface waters.

CHARACTERIZATION

Mop water is generated from routine housekeeping operations and may have contaminants that could harm the environment if not properly handled.

HANDLING PROCEDURES

Step 1 Mop water from building and floor cleaning should be discharged in an appropriate drain that goes to the sanitary sewer, such as a mop or utility sink.

Step 2 Mop water should never be poured into the storm drain or on the ground. Storm drains discharge into the nearest creek or pond.

GENERAL INFORMATION

An illicit discharge is defined an intentional or unintentional discharge of pollutants to the storm drain system. These discharges can contain pathogens, nutrients, surfactants (soap), litter/debris, and other toxic pollutants that can threaten human and wildlife health. A few examples of illicit discharges include:

- Improper disposal of household chemicals, including mop water
- Sanitary Sewer Overflows (SSOs)
- Car wash wastewaters
- Improper POL disposal
- Laundry wastewaters
- Spills or leaks from vehicles
- Paint and other construction materials

Personnel are encouraged to report any illicit discharges, such as those described above, to the Environmental Division at 751-9504.

MRE HEATERS/PACKAGING

POSSIBLE AREAS OF CONCERN

Meals Ready-to-Eat (MRE) that contain Flameless Ration Heaters (FRHs) consist of a plastic bag containing a piece of fiberboard and powdered magnesium or magnesium alloys along with other materials which are water reactive chemicals. Improper disposal could cause inadvertent fires.

CHARACTERIZATION

Used FRHs should be disposed of as a non-hazardous solid waste. MRE packaging items, such as the plastic bag (#4) and cardboard, can be recycled.

HANDLING PROCEDURES

Step 1 Activate the FRH as instructed to eliminate the fire hazard.

Step 2 Used FRHs can go in the trash.

Note: FRHs must be activated before discarding to avoid possible reactions and fires.

Note: FRH's can pose a tactical risk if the enemy gets access to them.

GENERAL INFORMATION

For other questions or issues related to MRE disposal, call the Environmental Division at 751-4231.

OIL/GREASE (COOKING)

POSSIBLE AREAS OF CONCERN

Cooking oil and grease cannot be poured into the sanitary sewer, storm water system, dumpsters, or other trash receptacles. Dumping cooking oil or grease down the drain can clog sewer lines, causing sewage back-ups and is against environmental regulations.

CHARACTERIZATION

Cooking oil and grease is regulated by the Clean Water Act.

HANDLING PROCEDURES

Step 1 Food service operations on Fort Jackson must dispose of cooking oil and grease in containers provided specifically for this purpose.

Step 2 Use caution when transferring cooking oil and grease into containers. Secondary containment and spill cleanup materials must be available. All spills must be cleaned up immediately.

Step 3 Cooking oil and grease are recycled by an off-post contractor on a periodic basis.

Note: Individuals working or living on Fort Jackson can also bring their cooking oil and grease to the Recycling Center for disposal. Containers are located around the back of the building.

GENERAL INFORMATION

For additional information or service related questions, contact the Recycling Center at 751-4208.

PAINT & PAINT RELATED MATERIAL (Paint, spray paint, stain, varnish, primer, sealer, paint thinner, and paint stripper)

POSSIBLE AREAS OF CONCERN

Paint related material can contain chemicals that may be combustible, toxic, or flammable. Refer to the Safety Data Sheet (SDS) for specific hazards.

CHARACTERIZATION

Paint and paint related materials that are still usable are hazardous material. Unusable paint or paint related materials may be a hazardous waste or non-hazardous waste, depending on their chemical constituents and physical properties.

HANDLING PROCEDURES

Step 1 Before purchasing paint related materials, check your Hazardous Chemical Inventory Form (HCIF), the Reuse Center (Building 2558), and other organizations to see if the material is available on post.

Step 2 Purchase only what you need and avoid items that cannot be returned, such as custom colored paint.

Step 3 Use the oldest material first.

Step 4 Save any leftover material for future use or turn it in to the Reuse Center if you cannot use it before the expiration date located on the material. Make sure containers are sealed tight to preserve the contents and prevent spills.

Step 6 Take empty containers to the Reuse Center (Building 2558).

Note: Paint materials/brushes/rollers cannot be cleaned in parts washers/weapons cleaning tanks.

Note: For disposal of paint stripper and thinner, see the Hazardous Substance Management Plan or contact the Environmental Division at 751-4231.

Note: If a thin film has developed on top of the paint, remove the film before stirring. The film may be thrown in the trash after it has dried. Tarps, rollers, brushes, gloves and stir sticks that have dried may also be placed in the trash.

GENERAL INFORMATION

The Reuse Center carries a large variety of paint and paint related materials. The inventory changes frequently, so make sure to check often. Empty cans are reused, if possible, or recycled.

PARTS WASHERS/WEAPONS CLEANING TANKS

POSSIBLE AREAS OF CONCERN

Weapons cleaning tanks and parts washers use a variety of solvents and cleaning fluids which may be combustible, toxic, or flammable. Refer to the (Safety Data Sheet) SDS for specific hazards.

CHARACTERIZATION

Used solvent from parts washers or weapons cleaning tanks are a potential hazardous waste (HW).

HANDLING PROCEDURES

Step 1 Register your tank with the Environmental Division Hazardous Substance Program Manager at 751-4231. Provide the location, type of tank, type of fluid (include SDS), type of equipment being cleaned, POC, phone number, and e-mail address.

Step 2 Manage tanks in accordance with the Hazardous Substance Management Plan (HSMP). This includes adding secondary containment, labeling the tank, and having a SDS and spill plan. Manage as any other HS container.

Step 3 Pre-clean equipment or parts before using the parts washer to prevent unnecessary dirt and grease from entering the tank.

Step 4 Clean only parts/weapons in these tanks. Do not contaminate parts washer/weapons cleaning tank fluid with other chemicals such as paint, paint cleaning materials, or POL.

Note: Close lid when not in use.

Step 5 Call 751-4231 prior to servicing to set up a sampling appointment. A sample must be analyzed prior to servicing, or on a periodic basis, for waste identification.

Step 6 Service tanks regularly. This may be done in-house or through a contractor. If tanks are being serviced by a contractor, you must first call 751-4231. The Fort Jackson Hazardous Substance Program Manager is the only person on Fort Jackson with the authority to sign hazardous waste manifests.

GENERAL INFORMATION

BCT Companies are no longer using weapons cleaning tanks, but instead using rifle bore patches/swabs and CLP (Cleaner, Lubricant, Preservative). CLP is the only approved product that may be used with rifle bore patches/swabs.

All personnel who manage HW must attend a Hazardous Substance Management class conducted by the Environmental Division. Call 751-4231 to register for this class.

PERSONAL IDENTIFIABLE INFORMATION (PII)

POSSIBLE AREAS OF CONCERN

PII is any information which can be used to distinguish or trace an individual's identity. It is any personal information which is linked or linkable to a specified individual. It can be hard copies or electronic records stored within data bases or other applications on computers, laptops, and personal electronic devices such as cell phones.

Sensitive PII that may cause harm to an individual if lost or compromised: financial information, bank account information, credit card numbers, medical data, SSN (full or last four digits), personnel ratings, pay pool information, place of birth, mother's maiden name, passport number and security clearance information, Defense travel forms, personal resumes, and recall rosters.

CHARACTERIZATION

PII is being discarded in dumpsters/recycling containers and left in file cabinets and safes that are turned in to DLA-DSJ.

HANDLING PROCEDURES

Step 1 Do not throw away.

Step 2 Disposal methods may include burning, melting, shredding, chemical decomposition, etc.

Note 1: It is important to safeguard PII for the following reasons: unauthorized recipients may fraudulently use the information (identity theft); damage to the victim can affect their good name, credit, and job opportunities; and failure to protect PII could result in criminal or civil charges and penalties. Employees of Government Contractors working for a Federal Agency are subject to the Privacy Act as far as working with Government information is concerned, and must comply with all of its provisions.

GENERAL INFORMATION

Refer to Army Regulation 200-1 for issues related to PII.

PETROLEUM, OIL, AND LUBRICANTS (POL)

POSSIBLE AREAS OF CONCERN

Oil and diesel have a flash point above 100 degrees Fahrenheit. Oil potentially contains traces of metals such as chromium, cadmium, and lead. Gasoline has a flash point below 100 degrees Fahrenheit and contains benzene.

CHARACTERIZATION

Used oil is a controlled waste (CW). Diesel and gasoline that can be used as fuel are materials, not waste.

HANDLING PROCEDURES

Step 1 Whenever possible, store unused diesel and gasoline (in separate containers) for future use. Small quantities (less than 5 gallons) may be taken to the Environmental Division (Building 2563).

Step 2 POL that cannot be used (i.e. used oil, contaminated diesel, or contaminated gasoline) should be placed in separate containers, if possible, in accordance with the hazardous materials storage instructions. Contact the Environmental Division at 751-4231 for more information.

Step 3 Containers and aboveground storage tanks containing used oil must be labeled or marked clearly with the words "Used Oil". For other POL, the containers must be labeled or marked clearly with the contents, and, in the case of mixtures, the percentage of each.

Step 4 There are several established pickup points on-post for used oil, diesel, and gasoline. Call 751-4231 or 751-1849 if your organization needs to be added to the list. For disposal instructions on small quantities, less than 5 gallons, call 751-4231.

Note: Do not mix any other wastes or materials with the used oil, diesel, or gasoline. This can alter the chemical characteristics and change the disposal procedures.

Note: All oil handling personnel must take annual Spill Prevention Control and Countermeasure (SPCC) training. Contact the Environmental Division at 751-9511 to schedule on-site training.

GENERAL INFORMATION

Used oil includes hydraulic fluid, transmission fluid, rear end oils and greases, and transaxle oils.

All personnel who manage Hazardous Waste (HW) or CW must attend a Hazardous Substance Management class conducted by the Environmental Division. Call 751-4231 to register for this class.

RECYCLABLES

POSSIBLE AREAS OF CONCERN

Recyclables contaminated with trash may have to be thrown away.

CHARACTERIZATION

Many items can be recycled on Fort Jackson. Recyclable items include plastics #1-7, glass, cardboard, metal, paper, pallets, and cooking oil. See the Reuse-Recycle-Disposal Guide in the back of the Guidebook for a more complete list of recyclable items.

HANDLING PROCEDURES

Step 1 Set up recycling containers in strategic locations, usually near trash containers.

Step 2 Mark or label recycling containers appropriately.

Step3 Deliver recyclables to the appropriate location (refer to the Reuse-Recycle-Disposal Guide for detailed information) or arrange for pickup by the Recycling Center (see note).

Note: Organizations are responsible for obtaining their own recycling containers. There are some available at the Recycling Center. For assistance, call the Recycling Center at 751-4208.

Note: Organizations may have their recyclables picked up by Recycling Center employees on a regular schedule or as-needed basis. They will only pick up recyclables accepted at the Recycling Center.

Note: Units that wish to participate in the Unit Incentive Program must deliver their own recyclables to the Recycling Center. This program rewards units with monetary funds for participating in recycling.

GENERAL INFORMATION

Recycling is mandatory for all military and civilian personnel and contractors. For more information on recycling call 751-4208. The Recycling Center is located at 5671 Lee Road, behind Popeye's. Hours of operation are Monday-Friday 0700-1500 and Saturday 0830-1530.

RIFLE BORE CLEANING PATCHES

POSSIBLE AREAS OF CONCERN

Rifle bore cleaning patches have the potential to generate a hazardous waste, especially when used with solvents and cleaners other than CLP.

CHARACTERIZATION

In most cases, rifle bore cleaning patches are a solid waste and can be thrown in the trash.

HANDLING PROCEDURES

Step 1: CLP and Cleaning Compound are the only approved weapons cleaners/solvents when using rifle bore cleaning patches.

Step 2: Rifle bore cleaning patches must be sent for testing to ensure proper disposal methods.

Step 3: Contact the Environmental Division at 751-4231 for questions, concerns or further instructions.

GENERAL INFORMATION

For sampling information, contact the Environmental Division at 751-4231.

SCRAP METAL

POSSIBLE AREAS OF CONCERN

Scrap metal is being discarded in trash cans and abandoned at illegal dump sites.

CHARACTERIZATION

Scrap metal is considered to be a solid waste but can also be recycled.

HANDLING PROCEDURES

Step 1 Drop off scrap metal at the Recycling Center during normal business hours. You must stop by the office before unloading.

Usable Items

Step 2 Contact DLA-DSJ at 751-7698 to set up a turn-in appointment. .

Step 3 Fill out DD Form 1348 turn-in documents in accordance with DLA-DSJ guidance.

Step 4 Turn in usable items or scrap metal to DLA-DSJ at the appointed time.

GENERAL INFORMATION

Scrap metal can be turned in to the Recycling Center or DLA-DSJ. Usable items are not considered scrap and must be saved for future use, given to another organization for use, or turned in to DLA-DSJ.

SPILLS and RELEASES

POSSIBLE AREAS OF CONCERN

Hazardous substances, when spilled, pose a risk to individuals and the environment.

CHARACTERIZATION

Spills may result in the generation of controlled or hazardous wastes. This will depend upon the type of substance spilled.

HANDLING PROCEDURES

Step 1 Maintain site-specific spill response plans, spill kits, and Safety Data Sheet (SDS) files and display these items prominently near all hazardous substance storage and handling areas. These items must be easily accessible by all employees and personnel.

Step 2 Train personnel in spill response procedures and how to use the spill kit. Training should emphasize "safety first."

Step 3 Maintain spill kits that are sufficient to handle the volume of the largest container. Spill kits can be made from locally purchased items and will vary depending on the type and quantity of hazardous substances stored or handled.

Step 4 If a spill/release occurs; follow the Spill Response Plan (located on page 62 of this Guidebook).

Step 5 Clean up small, incidental spills, if it can be done safely.

Step 6 Refer to the Absorbent Fact Sheet for the proper disposal of used absorbents or contaminated soil.

Step 7 Replace any used or missing spill kit items.

Note: When transporting materials, ensure all containers are safely and adequately loaded and secured to the vehicle.

GENERAL INFORMATION

The Spill Response Plan provided in this Guidebook may be suitable for your organization "as is" or may be used as a go-by to create your own more specific to your organization.

TIRES

POSSIBLE AREAS OF CONCERN

Tires are not permitted in landfills. Tires cannot be thrown into dumpsters or roll-off bins.

CHARACTERIZATION

Tires may be recycled and used for many purposes.

HANDLING PROCEDURES

Step 1 Scrap tires must be protected from the weather to prevent rainwater accumulation. Tires with rainwater accumulation are breeding grounds for disease carrying rodents and mosquitoes.

Step 2 Government tires must be turned in to DLA-DSJ in accordance with their procedures. Call 751-7698 for turn-in assistance and to make an appointment. See Reuse-Recycle-Disposal Guide at the back of the Guidebook for more information.

Note: Personally owned tires must be taken off post for disposal. In most cases you can turn them in to the location where you bought your tire replacements.

Note: Tires found abandoned on post can be brought to the Environmental Division. Call 751-5971 for more information.

GENERAL INFORMATION

Recycled whole tires are used for artificial reefs and playground equipment; split tires for floor mats, belts, and dock bumpers; crumb rubber for mudguards, carpet padding, tracks and athletic surfaces and rubberized asphalt; and shredded tires for road embankment or roadfill material.

WASH RACKS/OIL WATER SEPARATORS

POSSIBLE AREAS OF CONCERN

Disposal of oil, other POL products, and pollutants via the sanitary sewer is illegal and a violation of environmental regulations.

CHARACTERIZATION

All wash racks on Fort Jackson have drains that lead to oil water separators and then to the sanitary sewer. Oil water separators (OWS) serve as the primary pretreatment device for vehicle wash water prior to being discharged into the sanitary sewer system.

HANDLING PROCEDURES

Step 1 Wash racks have drains that lead to oil water separators and then to the sanitary sewer.

Step 2 Accumulated mud and grit in wash racks will be periodically removed for proper disposal by DPW. Contact the work order desk, at 751-5926/5505, for site evaluation.

Step 3 Intentional dumping of pollutants down floor drains or into wash racks is illegal.

Oil Water Separator

GENERAL INFORMATION

Oil water separators are designed to prevent waste oil from entering the sanitary sewer. Oil water separators are not to be used to dispose of oil or other POL products. Oil and other POL products should never be intentionally discharged into the wash rack.

Signs are posted at wash racks that provide guidance in their use and management. Specifically:

- No fuel transfers shall be performed on any wash racks.
- No defueling shall take place on any wash racks.
- No oil changing of any vehicles or equipment shall take place on any wash racks.
- No detergents are allowed in wash racks.

For more information contact the Environmental Division at 751-5904.

YARD WASTE

POSSIBLE AREAS OF CONCERN

Yard waste cannot be thrown into dumpsters or roll-off bins. Inorganic materials, including plastic bags, cannot be mixed with yard waste.

CHARACTERIZATION

It is against the law to put yard waste into a trash can, dumpster, or roll-off bin.

HANDLING PROCEDURES

Take yard waste to the Mulch Site located on Golden Arrow Road, approximately a half mile from Hartsville Guard Road and the Hilton Field Softball Complex. It is open Tues-Thur from 0730-1130 and 1245-1500, except for holidays. Do not put yard waste in the roll-off bins, trash cans, or dumpsters located at the Mulch Site and around post. Authorized POVs allowed.

Yard Waste Collection

Step 1 The only acceptable items are yard waste (i.e. leaves, tree limbs, grass clippings, pine straw, etc.) and wooden pallets **(no painted pallets)** that are broken or a non-standard size. If pallets cannot be ground, they should be thrown in the roll-off bin. All other waste is PROHIBITED.

Step 2 If bagged, empty the bag and then reuse, recycle, or throw away the bag.

Roll-Off Bin

Step 1 The only acceptable items are bulky trash (i.e. broken furniture) that will not fit into a regular dumpster. **Note**: This does not include government mattresses and box

YARD WASTE (CONTINUED)

springs. Government mattresses and box springs should be taken to the roll-off bin located under the DPW Shed, behind Building 2574.

Step 2 Prohibited items include chemicals, including but not limited to, gasoline, antifreeze, oil and oil filters; paint & paint related products; pesticides & herbicides; unused MRE heaters; light bulbs; batteries; mercury containing equipment; electronic waste; rifle bore patches; usable furniture; aerosol cans; tires; standard sized pallets (48x42 or 48x40) in good condition; yard waste; recyclables, including cardboard, newspaper, magazines, paper, metal, plastic, glass, inkjet cartridges; miscellaneous construction and demolition waste; rocks; sand; dirt; and liquids.

Step 3 No waste may be placed on the ground. Discarding waste on the ground is open dumping and is PROHIBITED.

Borrow-Pit

Step 1 The only acceptable items are earthen material (clay, sand and soil), rocks, and gravel.

Step 2 All other waste is PROHIBITED.

GENERAL INFORMATION

Yard wastes include leaves, pine straw, tree limbs, tree stumps, grass clippings, etc. Yard waste generated on-post must be taken to the Mulch Site by organization personnel. The DPW, Operations and Maintenance Staff will transport yard waste to the Mulch site during Spring Cleanup, Fall Cleanup, and upon special request. Housing occupants' yard waste is picked up independently by a refuse contractor and taken to the Mulch site.

Spill Response Plan

The goal of the spill response plan is to reduce safety, health, and environmental risks associated with a hazardous substance incident. In the event of a spill, the following actions should be implemented:

SECURE AND EVACUATE THE AREA - Keep unauthorized persons out of the area.

REPORT THE SPILL - All spills >5 gallons must be immediately reported to the Fire Department at 911. Spills that are ≤5 gallons must be reported if the spill enters a storm drain, creek, lake, or other body of water, or cannot be safely contained and cleaned up by organization personnel. Provide any pertinent information, including:

- Substance spilled.
- Location of spill.
- Nature and extent of injuries.
- Extent to which spill traveled.
- Estimated amount spilled.
- Time spill occurred.

PROTECT YOURSELF - Extinguish smoking material and ignition sources. Identify the substance spilled and obtain appropriate personal protective equipment, such as:

- Protective Goggles.
- Protective Apron.
- Rubber Overboots.
- Compatible Rubber Gloves.
- Respirators.

STOP THE FLOW - Stop or slow flow of hazardous substance if it can be done safely.

- Plug or patch punctured container(s).
- Upright overturned or tipped container(s).
- Close appropriate valve(s).

CONTAIN THE SPILL - The spilled substance should be contained within the immediate area. Prevent flow to drains, drainage ditches, and sewer systems if it can be done safely.

- Place nonreactive absorbent material such as sand, earth, straw, vermiculite, absorbent pillows or booms on the spill.
- Block the spill from entering storm drains or sewers by constructing a dike around all points of entry.
- If the spill is on the ground, clean it up immediately by digging up the contaminated soil, placing it in proper containers, and disposing of it properly.

REUSE-RECYCLE-DISPOSAL GUIDE

<u>The Recycling Center (Bldg 5671 Lee Road) accepts:</u>
Cardboard – includes corrugated cardboard, brown or white boxboard, and brown paper (ex. brown envelopes and brown paper bags).
Exceptions: Waxed and grey cardboard should be thrown away or shredded and composted.
Newspapers – includes newspaper inserts.
Telephone books - only during January, February, and March**.**
Magazines
High-grade white paper – includes white copier, printer, or plotter paper.
Note: white index cards, white envelopes, and any other white paper that is not the same texture and weight as copier paper should be recycled with high-grade mixed paper.
High-grade mixed paper – includes all paper not included in one of the other paper categories.
Exceptions: Carbon paper, wrapping paper, tissue paper, construction paper, glossy paper, waxed paper (for peel-off labels), cellophane windows, and blueprints should be thrown away.
Glass – includes glass food and drink containers.
Steel – includes steel cans, steel lids, and other steel items.
Exceptions: The Recycling Center does not accept steel clothes hangers; however, they can be taken to the Post Laundry, Clothing Issue Point, Clothing Alterations Shop, and charitable organizations for reuse.
Aluminum – includes aluminum cans, aluminum foil, aluminum food containers, and other aluminum items.
Scrap Metal – this includes non-government items such as scrap dryers, file cabinets, office trash cans, desks, chairs, tools, refrigerators with Freon removed, pipes, signs, etc.
Plastic #1, 2, 3, 4, 5, 6, and 7 – includes any item marked with the numbers "1-7" inside the recycling symbol.
Exceptions: The Recycling Center does not accept Styrofoam; however, local grocery stores accept Styrofoam egg cartons, meat trays, and other food & drink containers.
Plastic Bags – includes clean, usable bags for reuse by Harvest Hope Food Bank.
Note: Unusable plastic #2 bags are accepted for recycling by many local stores.
Wooden pallets – Standard sized pallets (48"x42" or 48"x40") in fair/good condition. All other pallets should be taken to the Mulch Site.
Exceptions: Pallets with blue paint belong to Wal-Mart and should be returned to the Recycling Center for proper return.
Note: All pallets should be reused or returned to the manufacturer or distributor whenever possible.
Inkjet Cartridges
Cooking Oil
Christmas Trees -during the holiday season.

Note: All drink containers should be emptied and the lids removed. All food containers should be rinsed or wiped off and the lids removed (steel lids are recyclable).

<u>The Mulch Site (Golden Arrow Road) accepts:</u>
Yard waste – includes leaves, pine straw, tree limbs, tree stumps, grass clippings, etc.
Broken wooden pallets

Note: Bulky trash that is too large to fit in a regular dumpster should be disposed in the roll-off container located at the Mulch Site

The Reuse Center (Bldg 2558 Essayons Way) accepts:
Plastic buckets – includes 5-gallon buckets or pails in good condition.
Office supplies – includes items such as binders, folders, pencils, and paper.
Cleaning supplies – includes items such as glass cleaner, furniture polish, or floor wax.
Paint related materials – includes full and partially full, containers of paint related materials such as paint, spray paint, stain, varnish, paint thinner, and paint remover that are still useable.
Building supplies – includes items such as joint compound, sealant, and wall base adhesive.
Household hazardous materials – includes items such as 2-cycle engine oil or craft supplies.
Cell phones (can also be dropped off at the Army Family Advocacy Office, Bldg 5450, Rm 218).
Tyvek envelopes & CD holders – includes FedEx, Express Mail, and Priority Mail envelopes.
Overhead transparencies

DLA-DSJ (Ewell Road) accepts (*with appropriate paperwork*):
All government property – includes furniture, office equipment, and appliances.
Large (>11 lbs) Lead-Acid (Pb) batteries - must be palletized.
Government Tires
Scrap Metal

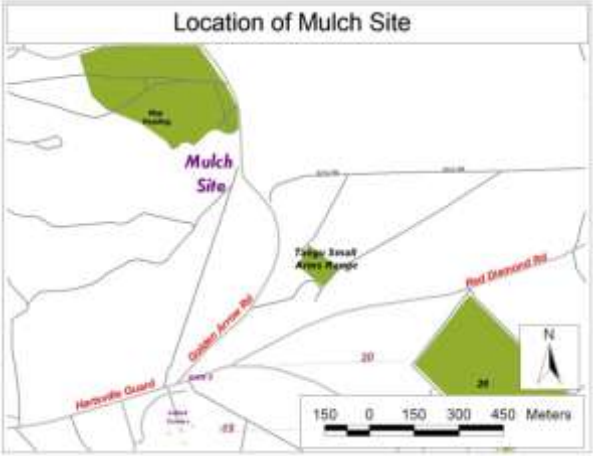
LC Incorporated (2522 Essayons Way) accepts:
Toner cartridges (can also be returned to the manufacturer in most cases).

The Thrift Shop in the Mini Mall (Bldg 4711 Lee Road) accepts:
Clothes, furniture, toys, books, appliances, and other household items.

Environmental Division (Bldg 2563 Essayons Way) accepts:
All batteries – Rechargeable Nickel Cadmium (NiCd), Nickel Metal Hydride (NiMH), Nickel Zinc (NiZn), Lithium Ion (Li+), and small (≤11 lbs) Lead-Acid (Pb) batteries are considered UW and must be managed IAW the HSMP prior to taking them to the Environmental Division.
Alkaline and carbon-zinc batteries are non-hazardous waste but can be recycled at the Environmental Division. Call 751-6853 for information.
Mercury-containing products - includes thermometers, thermostats, switches, and relays.
Light bulbs (lamps) – Light bulbs are considered Universal Waste (UW) and must be managed IAW the Hazardous Substance Management Plan (HSMP) prior to taking them to the Environmental Division. *Exception: Incandescent light bulbs do not contain mercury and may be thrown away.*

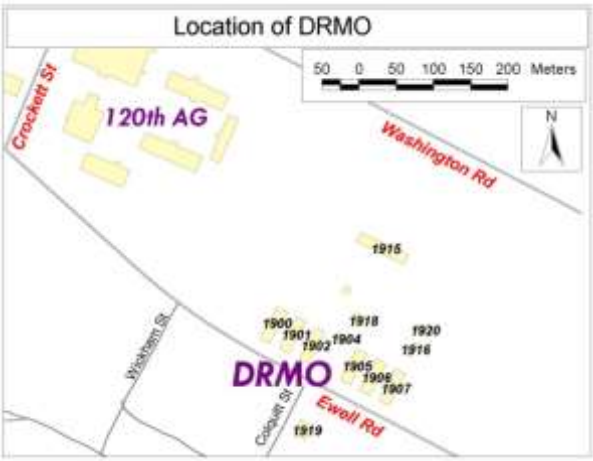
For additional disposal guidance, contact Lisa McKnight at 751-5971 or lisa.a.mcknight11.ctr@mail.mil. For questions concerning hazardous substances, contact Heather Thomas at 751-4231 or heather.s.thomas8.civ@mail.mil.

LOCATION MAPS



The **Mulch Site** is open Tues-Thur, 0730-1130 & 1245-1500. POC: Bob Stephens, 751-6094.

The **Thrift Shop** is open Wednesday from 0900-1730 & Tuesday and the first Saturday of the month from 0900-1430. Phone: 787-2153.



The **DLA-DSJ** (formerly DRMO) accepts turn-ins by appointment only. Call 751-7698 for more information.

The **Recycling Center** is open Monday-Friday, 0700-1500 and Saturday, 0830-1530. POC: Ernest Dicks, 751-4208.

The **Auto Craft Shop** is open Monday, Thursday, and Friday from 1300-2100; and Saturday, Sunday, and holidays from 0900-1700. POC: Ken Fletcher, 751-5755.

The **Reuse Center** is located in Building 2558, Essayons Way. It is open Monday-Friday, 1000-1400. Call 751-5121.

LCI is located at Building 2522, Essayons Way. It is open Monday-Friday, 0800-1600. POC: Chris Graham, 751-1967.