

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environmental Management Department	Revision: Original	Prepared By: Waste Management Division	Approved By: William Moog
File Name: SRF-ESOP	Effective Date: 16 April 2007	Document Owner: Kevin McGuinness	

Title: Solid Waste Recycling Facility

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide guidelines for the management and collection of solid waste and recycled materials at solid waste facilities.

2.0 APPLICATION

This guidance applies to those individuals collecting and recycling solid waste and recyclable materials onboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- 40 CFR 243-258 (Code of Federal Regulations)
- 40 CFR 260-268
- 29 CFR 1910
- **MCO 5090.2A Ch 17 (USMC Compliance Manual and Protection Plan)**
- **Hazardous Material Business Plan**

Documents that are controlled by MCAS Miramar in accordance with *EMP-12, Document Control*, are shown in **bold**.

4.0 PROCEDURE

4.1 Discussion:

The collection and management of solid waste must be performed in a safe and efficient manner. Preparation of materials for recycling or for disposal in the landfill must be performed in a way that ensures that only non-hazardous wastes and other locally approved solid waste materials are collected for disposal at the landfill. It is critical that every precaution be taken to ensure that unauthorized items per the Quality Recycle Center are not taken to the landfill for disposal.

4.2 Operational Controls:

The following procedures apply:

1. Only approved and designated operators will operate vehicles as it applies to segregation of solid waste when utilizing the sorting table.
2. Only approved and designated operators will operate conveyer belt as it applies to segregation of solid waste when utilizing the sorting table.
3. Only approved and designated operators will operate baler as it applies to segregation of solid waste when utilizing the sorting table.
4. Ensure all solid waste is separated and placed into the appropriate collection bins.
5. Ensure all recyclable materials are separated.
6. Ensure applicable PPE (Personal Protective Equipment) is worn at appropriate times.
7. Place recyclable material in the proper containers.
8. Ensure surrounding area is cleaned after job is performed.
9. Ensure all baler operations are adhered to per the Permit to Operate (PTO).
10. Ensure trash containers are in good condition.
11. Police all trash collection areas daily.
12. Waste containers must be stored a minimum of 50 feet from occupied buildings to reduce fire hazards and pest infestation/disease-carrying vector problems.
13. Contact Environmental Management Division for prohibitions on waste that may be disposed of in trash containers, and/or if problems with solid waste collection containers exist.
14. If there are any specific situations or other concerns not addressed by this procedure, contact the appropriate base facilities.

4.3 Documentation and Record Keeping:

The following records must be maintained:

1. Inspection and training records.

4.4 Training:

All affected personnel must be trained in this Standard Operating Procedure and the following:

1. Hazard Communication training.
2. General Environmental Awareness training.
3. Biohazard Awareness Training

4.5 Emergency Preparedness and Response Procedures:

Hazardous Material Business Plan

4.6 Inspection and Corrective Action:

The Waste Management Division (WMD) shall designate personnel to perform inspections. The WMD shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

Solid Waste Recycling Facility Inspection	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Is personal protective equipment (PPE) provided and worn appropriately? <ul style="list-style-type: none"> a. Safety shoes b. Safety glasses c. Hard hat d. Coveralls e. Gloves (29 CFR 1910)			

<p>2. Are personnel provided and equipped with general emergency response equipment?</p> <ul style="list-style-type: none"> a. Appropriate fire extinguisher b. Fully equipped spill kit c. Phone or radio d. Portable eyewash or mounted eyewash station <p><i>(29 CFR 1910)</i></p>			
<p>3. Have applicable personnel received the appropriate level of training as it applies to the operation of the solid waste facility? <i>(29 CFR 1910.1200)</i></p>			
<p>4. Do applicable personnel who operate vehicles and machinery at the solid waste facility have the appropriate training and/or license? <i>(29 CFR 1910.1200)</i></p>			
<p>5. Are all solid waste recycling bins distributed and collected properly through out the installation? <i>(MCO 5090.2A Ch 17)</i></p>			

<p>6. Are solid waste containers free of the following items?</p> <ul style="list-style-type: none"> a. Recyclable materials b. Hazardous waste c. Ammunition d. MPPEH material e. Lead-acid batteries f. Liquids g. Tires h. Bulk items i. Metal items j. Unused MRE heaters k. Pressurized containers <p><i>(MCO 5090.2A Ch 17)</i></p>			
<p>7. Are all solid wastes stored so they do not pose a fire, health, or safety hazard? <i>(40 CFR 243.200-1(a))</i></p>			
<p>8. Are containers in good condition? <i>(40 CFR 243.200-1(a))</i></p>			
<p>9. Do all trash containers, with the exception of those in office spaces, have closed lids? <i>(40 CFR 243.200-1(a))</i></p>			
<p>10. Are training and inspection records maintained and readily available for inspection? <i>(MCO P5090.2A 9104.1(k)(5)- inspection only)</i></p>			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____