

New Jersey Army National Guard
Support NCO – Unit Environmental
Compliance Officer Training
January 2016



Prepared by:

 **Green Reviews**

169 Ames Avenue

Leonia, NJ 07605

GSA Contract No: GS-10F-0223J

Unit Environmental Compliance Officer [UECO] Duties

All supply NCOs at the company level will receive EMB UECO training

One supply NCO per Facility along with the shop supervisor (if applicable) will take the UECO online training as well as the EMB UECO training

At the completion of the EMB training the UECOs/Supply NCOs will backbrief their respective Station Commanders on the UECO Appointment and Training Plan (**Appendix A**).

Army Regulation 200-1, paragraphs 1-27.a.(15) and 1-32.f., requires installation and tenant Commanders and directors to appoint and train Unit Environmental Compliance Officers (UECO) at appropriate organizational levels to ensure required environmental compliance actions are taking place

The level of UECO appointment is at the discretion of the Station/Unit Commander

Supply NCOs will be UECO trained in order to provide proper oversight to the M-Day additional duty UECOs

UECOs (full time and M-Day) are critical to the commander's environmental program

CFMO-EMB Contacts:

- Mr. Chuck Appleby (Branch Chief): 609-530-7135
- Mr. Bill McBride (Asbestos/Air): 609-530-7136
- Ms. Abigail Zorn (Water Quality): 609-530-6917
- Ms. Anjelica Sinigaglio (Spill Plans): 609-530-7133
- CPT Gus Tascon (Training/Mil Liaison): 609-530-6902

References :

NJARNG Environmental Compliance Desktop Guide

<http://www.state.nj.us/military/installations/docs/envirocompguide.pdf>

Environmental Compliance Documents

<http://www.nj.gov/military/installations/>

Appendix A
UECO Appointment Memo

(OFFICE SYMBOL)

DATE:

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment as Unit Environmental Compliance Officer (UECO)

1. The following individual is appointed as Unit Environmental Compliance Officer

NAME	
LAST 4 SSN	
RANK/GRADE	
DUTY PHONE NUMBER	
E-MAIL ADDRESS	
ORGANIZATION	
OFFICE SYMBOL	
EFFECTIVE DATE	

2. Authority for this appointment is Army Regulation 200-1, paragraphs 1-27.a.(15) and 1-32.f., which require installation and tenant commanders/directors to appoint and train Unit Environmental Compliance Officers's (UECO) at appropriate organizational levels to ensure required environmental compliance actions are taking place.

3. Purpose: To perform duties as Unit Environmental Compliance Officer (UECO).

4. Period: Until reassigned or relieved of these duties.

5. Special Instructions: UECO appointee must complete the on line UECO Course within two months of being appointed. <http://www.state.nj.us/military/installations/index.html>

Date UECO Course completed: _____

POC NAME:

RANK:

UNIT:

PHONE:

FAX:

COMMANDER'S/DIRECTOR'S
SIGNATURE BLOCK

DISTRIBUTION:

UNIT CDR/DIRECTOR

CURRENT UNIT UECO

NEWLY APPOINTED INDIVIDUAL

G-4-CFMO-EO

**New Jersey Army National Guard
UNIT ENVIRONMENTAL COMPLIANCE OFFICER (UECO)
APPOINTMENT AND TRAINING PLAN**

1. Requirement for UECO Appointment

Army Regulation 200-1, paragraphs 1-27.a.(15) and 1-32.f., requires installation and tenant Commanders and directors to appoint and train Unit Environmental Compliance Officers (UECO) at appropriate organizational levels to ensure required environmental compliance actions are taking place.

UECO are needed to assist commanders in compliance with environmental laws and regulations, as well as, ensuring environmental problems or liabilities do not interfere with the mission. It is therefore necessary to have a point of contact with the unit or organization to provide necessary guidance and oversight. Therefore, all UECOs shall be appointed using the form provided at Appendix A of this plan. A copy of every units UECO appointment order will be faxed to the Environmental Office at commercial (609) 530-6880 within 30 days of this published notice initially and within 30 days of appointment for all follow on appointees.

2. Levels of UECO Appointment

Army Regulation 200-1 leaves the level of UECO appointment to the discretion of the Commander or Director, because he/she would best be able to determine if one UECO could serve for the entire organization or if subordinate UECOs are necessary to ensure compliance. Responsibility should be divided appropriately to ensure each UECO can effectively oversee operations to ensure compliance. In units where there is a staff officer with similar responsibilities, he/she will usually be given UECO duties. In company-sized units, this duty will generally translate into an extra duty. While this position of responsibility is not a formal staff position, the UECO is critical to the commander's environmental program.

3. Organizations Requiring a Trained UECO

All ground and air maintenance facilities will appoint and train at least one UECO. Additionally, every command company-size and above will appoint and train at least one UECO. Commanders or Directors may appoint additional UECOs as they determine necessary. Many of these organizations, such as the FMSs, already have one or more trained UECOs—for these organizations, the only requirement will be to submit official appointment letters.

4. UECO Responsibilities

The UECO manages environmental issues within the unit level and ensures environmental compliance. UECOs may conduct training for unit level personnel. However, some training must be conducted by a more qualified trainer, depending on the subject matter. For more guidance, refer to the NJARNG Environmental Compliance Desktop Guide, Introduction, Table 1-3 (Training Requirements Summary). This document can be found on the following website: <http://www.state.nj.us/military/installations/index.html>. Specific UECO duties include:

- ❑ Serves as the commander's eyes and ears for environmental matters.

**New Jersey Army National Guard
UNIT ENVIRONMENTAL COMPLIANCE OFFICER (UECO)
APPOINTMENT AND TRAINING PLAN**

- ❑ Advises the unit on environmental compliance during training, operations, and logistics functions.
- ❑ Manages the unit's environmental training and certification records. Identifies all unit and directorate positions that require environmentally mandated training, such as hazardous waste management, determines the level of training that is required, and ensures that the training is received and that proper records are maintained.
- ❑ Conducts unit environmental compliance inspections under the supervision of the Environmental Performance Assessment Manager (EPAS).
- ❑ Performs environmental risk assessments (when required for mission readiness).
- ❑ UECOs may conduct training for shop-level personnel
- ❑ Performs hazardous waste determinations and requests sampling and analysis, if necessary.
- ❑ Works with the Environmental Office to implement the Environmental Management System (EMS), and follow-up on Impacts for assigned units/facilities.

5. Training

All UECOs will receive environmental management training as discussed below. Additional environmental training topics may be provided based on the needs of the organization as requested by commanders, directors, training officers, or the UECOs.

a. Unit Environmental Compliance Officer Training Course. An on line Unit Environmental Compliance Officer Training Course is mandatory for all newly appointed UECOs and must be completed within one months of the UECOs appointment. The URL is <http://www.state.nj.us/military/installations/index.html>. The two links are the "Environmental Compliance Officer Course and the Environmental Compliance Officer End of Course Test". Both are web-based training and pop-ups must be permitted to launch the training modules. This training vehicle was selected to allow for flexibility and to promote more soldiers the opportunity to receive environmental training without taking them away from their units. The fulltime workforce will be receiving additional training from the environmental office i.e. initial hazardous material handling training.

b. Formal Classroom Training. The J Environmental Office is available to conduct formal classroom training for UECOs or selected personnel within the unit upon the request of the UECO or unit commander. These sessions can be scheduled to accommodate the specific unit/directorate mission essential requirements.

c. Training Completion Certificates. Once the UECO has completed the on-line training, they are to fax the completion certificate to the Chief Environmental Office, attention CFMO at commercial 609 530-6880.

APPENDIX B

FACILITY NAME:

ADDRESS:

Check √ = Yes Or NA	Type of Inspection	Page in Guide	Frequency	Roles/Responsibility
	Weekly Hazardous Waste Inspection Log		Weekly	UECO/Shop Chief
	AST/UST Inspection Checklist - Chapter 10		Weekly	UECO/Shop Chief
	Secondary Containment Inspection Checklist		Weekly	UECO/Shop Chief
	AST/UST Inspection Checklist - Chapter 14		Weekly	UECO/Shop Chief
	Paint Booth Compliance Checklist		Monthly	Shop Chief
	Fueling Facility Checklist		Monthly	UECO/Shop Chief
	Universal Waste Checklist	NA	Monthly	UECO/Shop Chief
	AST/UST Inspection Checklist - High Level Alarm & Interstitial Monitoring		Monthly	UECO/Shop Chief
	Recycling Report		Monthly	UECO/Shop Chief
	Oil/Water Separator Checklist		Every 30 days for major users. Every 60 days for moderate users. Every 90 days for minor users.	UECO/Shop Chief
	Paint Booth Usage Log		While in use	User
	Spill & Overflow Checklist		As needed	UECO/Shop Chief
	ODC Compliance Checklist		As needed	UECO/Shop Chief
	Paint Booth Filter Removal Log		As needed	Shop Chief
	Observation of Suspect ACM		As needed	FTSS/UECO
	Hazardous Material Storage Unit Inspection Checklist		As needed	UECO
	Rainwater Release Log		As needed	UECO/Shop Chief
	Oil Delivery Tickets – Generator and/or Boiler (Fuel Usage Log)	NA	As needed	UECO/Shop Chief
	Grease Trap Checklist		As needed	FTSS/UECO

Toolbox Talk: recycling

What?

- all New Jersey counties **REQUIRE** the NJARNG to recycle. This is the **LAW**.
- each county has different requirements – see the attached sheets
- the NJARNG is **COMMERCIAL**



Why?

- avoid environmental harm: minimize the environmental effects of disposing wastes to landfills
- conserves resources: used materials are converted into new products
- have a positive impact on the world

Questions

1. What is our facility required to recycle?
2. Where are our recycling containers?

DO

- ✓ Designate recycling areas
- ✓ Obtain collection containers
- ✓ **Train all units and personnel in recycling requirements**
- ✓ Inspect trash and recycling containers regularly
- ✓ Give units and personnel feedback on inspection results

RECYCLE

- ✓ What your county requires you to: _____
See attached sheets & list here

DON'T

- ✓ Put recyclables in the wrong container
- ✓ Mix different types of recyclables
- ✓ Mix trash and recyclables
- ✓ Leave recyclables where they are exposed to weather

DESIGNATED RECYCLABLES BY COUNTY
-as of June 2015

County	Aerosol containers	Aluminum cans	Antifreeze	Asphalt	Asphalt roofing	Auto/Truck bodies	Batteries	Bimetal cans	Block	Brick	CFC refrigerants	Concrete	Consumer electronics
Atlantic		R/C					R						
Bergen		R/C		C				R	C	C		C	
Burlington		R/C	R/C				R/C						
Camden		R/C		C	C		R/C	R/C	C	C		C	
Cape May		R/C	R/C			R/C	R/C	R/C					R/C
Cumberland	R/C	R/C						R					C
Essex		R/C						R/C					
Gloucester		R/C											
Hudson		R/C	R/C	R/C	R/C		R/C	R/C	R/C	R/C		R/C	C
Hunterdon		R/C	R/C				R/C	R/C					
Mercer		R/C				R/C	R/C	R/C					
Middlesex		R/C		R/C			R/C	R/C	R/C	R/C	R/C	R/C	C
Monmouth		R/C		R/C	R/C		R/C				R/C	R/C	
Morris		R/C						R/C					
Ocean		R/C		C			R/C	R/C	C	C		C	
Passaic		R/C		R/C				R/C	R/C	R/C		R/C	
Salem		R/C						R/C					
Somerset		R/C		R			R/C	R/C				R/C	C
Sussex		R/C		C			C	R/C		C		C	C
Union		R/C		C	R/C		R/C	R/C	C	C		C	C
Warren		R/C		R/C			R/C	R/C				R/C	R/C

R= Residential
C= Commercial

DESIGNATED RECYCLABLES BY COUNTY
-as of June 2015

County	Cooking grease	Corrugated cardboard	Ferrous scrap	Fluorescent bulbs	Food waste	Glass containers	Grass	HDPE/PET E plastic	Latex paint	Magazines	Mixed paper	Newsprint	Non-ferrous scrap
Atlantic		R/C				R/C		R/C				R/C	
Bergen		R/C	R/C			R/C	R	R/C		R/C	R/C	R	R/C
Burlington		R/C		R/C		R/C		R/C				R/C	R/C
Camden		R/C	R/C			R/C		R/C		R/C	R/C	R/C	R/C
Cape May	R/C	R/C	R/C			R/C		R/C		R/C	R/C	R/C	R/C
Cumberland		R/C			C	R/C		R/C			R/C	R/C	
Essex		R/C	R/C			R/C		R/C		R	R	R/C	
Gloucester		C				R/C						R/C	
Hudson		R/C	R/C	C		R/C	R/C	R/C		R/C	R/C	R/C	R/C
Hunterdon		R/C				R/C		R/C			R/C	R/C	
Mercer		R/C	R/C			R/C		R/C		R	R/C	R	
Middlesex		R/C				R/C		R/C		R/C	R/C	R/C	
Monmouth		C				R/C						R/C	
Morris		R/C				R/C		R/C		R/C	R/C	R/C	
Ocean		C	C			R/C		R/C			R	R/C	C
Passaic		R/C	R/C			R/C		R/C		R/C	R/C	R/C	R/C
Salem		R/C				R/C		R/C		R/C	R/C	R/C	
Somerset		R/C	C			R/C		R/C		R/C	R/C	R/C	
Sussex		R/C	C			R/C		R/C		R/C	R/C	R/C	
Union		R/C	R/C			R/C	R/C	R/C			R/C	R/C	
Warren		R/C	R/C			R/C		R/C	R/C	R/C	R/C	R/C	R/C

R= Residential

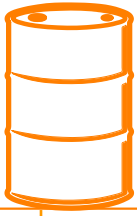
C= Commercial

DESIGNATED RECYCLABLES BY COUNTY
-as of June 2015

County	Office paper	Oil-contam. soil	Oil filters	Polystyrene	Propane tanks	Telephone books	Textiles	Tires	Tree parts/Yard trimmings	Used motor oil	White goods	Wood waste
Atlantic	C			C		R/C						
Bergen	C								R/C		R/C	
Burlington	R/C						R/C	R/C	R/C	R/C	R	
Camden	R/C		R/C					R/C		R/C	R/C	C
Cape May	R/C		R		R/C	R/C		R/C	R/C	R/C	R/C	R/C
Cumberland	C								R	R/C	R	
Essex	C									R/C	R/C	
Gloucester	C									R/C		C
Hudson	R/C		R/C					R/C	R/C	R/C	R/C	R/C
Hunterdon	R/C	R						C		R/C	C	
Mercer	C							R/C		R/C	R/C	C
Middlesex	R/C					R/C	R/C	R/C	R/C	R/C	R/C	C
Monmouth	C									R/C	R/C	
Morris	R/C	R/C						R/C		R/C	R/C	
Ocean	C							R/C	C	R/C	R/V	
Passaic	R/C							R/C	R/C	R/C	R/C	
Salem	R/C							R/C	R/C		R/C	
Somerset	R/C					R	C	C		R/C	C	R/C
Sussex	R/C				C		R/C	R/C	R/C	R/C	C	C
Union	R/C							R/C		R/C	R/C	R/C
Warren	R/C		R/C		R/C		R/C	R/C		R/C	R/C	R/C

R= Residential
C= Commercial

WEEKLY INSPECTIONS



WEEKLY HAZARDOUS WASTE INSPECTION LOG

Check hazardous waste accumulation areas weekly. Use this checklist as a guide for completing your inspection. When finished, sign and date the form in the space provided. *Should you note a deficiency (next page), forward a copy of the form to CFMO-EMB.*

Facility _____ **Yr** _____

- A. Is holding area marked as such? Yes _____ No _____
- B. Is holding area at least 50 feet from property line? Yes _____ No _____
- C. Are containers located in designated storage areas properly labeled? Yes _____ No _____
- D. Are outdoor containers in good condition (no rust, dents, gaskets in place, etc.)? Yes _____ No _____
- E. Containers compatible with waste stored? Yes _____ No _____
- F. Are hazardous waste labels visible and legible? Yes _____ No _____
- G. Are containers in all areas kept securely closed when not in use? Yes _____ No _____
- H. Is waste stream in satellite accumulation 55 gallons or less? Yes _____ No _____
- I. Are satellite containers properly labeled? Yes _____ No _____
- J. Are satellite containers in good condition (no rust, dents, gaskets in place, etc.)? Yes _____ No _____
- K. Are all containers located away from ignition source? Yes _____ No _____
- L. Are satellite containers moved to designated storage area within three days of being filled? Yes _____ No _____

Initial weekly inspections in spaces provided below.

Month	Week 1	Week 2	Week 3	Week 4	Week 5
January	_____	_____	_____	_____	_____
February	_____	_____	_____	_____	_____
March	_____	_____	_____	_____	_____
April	_____	_____	_____	_____	_____
May	_____	_____	_____	_____	_____
June	_____	_____	_____	_____	_____
July	_____	_____	_____	_____	_____
August	_____	_____	_____	_____	_____
September	_____	_____	_____	_____	_____
October	_____	_____	_____	_____	_____
November	_____	_____	_____	_____	_____
December	_____	_____	_____	_____	_____



AST/UST INSPECTION CHECKLIST

Check ASTs and USTs weekly. Use this checklist as a guide for completing your inspection. When finished, sign and date the form in the space provided. *Should you note a deficiency, send a copy of the inspection form to the ID-OEC.*

Check tanks and tank-to-piping connections:

- 1. Apparent drip marks? Yes _____ No _____
- 2. Apparent discoloration? Yes _____ No _____
- 3. Any visible corrosion? Yes _____ No _____
- 4. Apparent localized dead vegetation? Yes _____ No _____
- 5. Puddles containing material? Yes _____ No _____

Check piping:

- 6. Visible droplets of stored material? Yes _____ No _____
- 7. Apparent discoloration? Yes _____ No _____
- 8. Visible corrosion? Yes _____ No _____
- 9. Pipe bowing between supports? Yes _____ No _____
- 10. Evidence of stored material on valves or seals? Yes _____ No _____
- 11. Localized dead vegetation? Yes _____ No _____

Check secondary containment (ASTs Only):

- 12. Relief valve closed? Yes _____ No _____
- 13. Cracks or other penetrations apparent? Yes _____ No _____
- 14. Visible seepage at joints? Yes _____ No _____
- 15. Excessive ponded water?* Yes _____ No _____
- 16. Product residue in secondary containment? Yes _____ No _____

* Use the Rainwater Discharge SOP for instructions on discharging ponded water.

DATE	INSPECTOR'S INITIALS	DEFICIENCIES?	DATE CORRECTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



SECONDARY CONTAINMENT INSPECTION CHECKLIST

Check secondary containment at the mobile refueler parking pad weekly. Use this checklist as a guide for completing your inspection. When finished, sign and date the form in the space provided. *Should you note a deficiency, send a copy of the inspection form to the ID-OEC.*

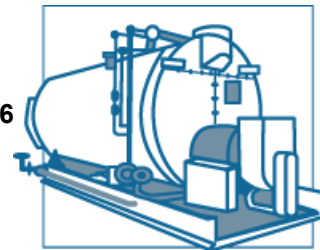


Check Localized Secondary Containment(s):

- 1. Excessive ponded water? ** Yes _____ No _____
- 2. Depressions or cracks on the containment surface? Yes _____ No _____
- 3. Outside of the containment discolored? Yes _____ No _____
- 4. Stored material visible in the containment? Yes _____ No _____
- 5. Drainage control closed? Yes _____ No _____
- 6. Any parked motor vehicles leaking? Yes _____ No _____

***Complete the Rainwater Release Inspection Log before discharging excessive ponded water.*

DATE	INSPECTOR'S INITIALS	DEFICIENCIES	DATE CORRECTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



**AST/UST INSPECTION CHECKLIST
(PERFORMED WEEKLY)
(Page 1 of 2)**

Check ASTs and USTs weekly. Use this checklist as a guide for completing your inspection. When finished, sign and date the form in the space provided. ***Should you note a deficiency, send a copy of the inspection form to the ID-OEC.***

Check Tanks and Tank-to-Piping Connections:

Apparent drip marks?	Yes _____	No _____
Apparent discoloration?	Yes _____	No _____
Any visible corrosion? (Pitting?)	Yes _____	No _____
Apparent localized distressed/dead vegetation?	Yes _____	No _____
Puddles containing material?	Yes _____	No _____

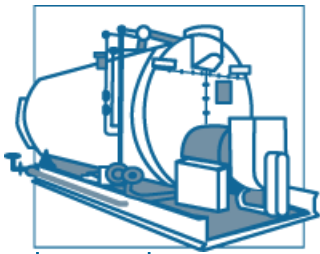
Check Piping:

Visible droplets of stored material?	Yes _____	No _____
Apparent discoloration?	Yes _____	No _____
Visible corrosion?	Yes _____	No _____
Pipe bowing between supports?	Yes _____	No _____
Evidence of stored material on valves or seals?	Yes _____	No _____
Localized dead vegetation?	Yes _____	No _____

Check Secondary Containment (For ASTs Only):

Relief valve closed?	Yes _____	No _____
Cracks or other penetrations apparent?	Yes _____	No _____
Visible seepage at joints?	Yes _____	No _____
Excessive ponded water? *	Yes _____	No _____
Product residue in secondary containment?	Yes _____	No _____

* Use the Rainwater Discharge SOP for instructions on discharging ponded water.



**AST/UST INSPECTION CHECKLIST
(PERFORMED WEEKLY)
(Page 2 of 2)**

Perform visual inspection of UST spill catchment basins before and after each delivery and a visual inspection of; dispenser sumps and piping sumps to keep them clean of product, water and debris.

Check Spill Catchment Basin (For USTs Only):

- | | | |
|--|-----------|----------|
| Evidence of cracks? | Yes _____ | No _____ |
| Any holes? | Yes _____ | No _____ |
| Any loose fittings? | Yes _____ | No _____ |
| Any accumulation of debris or liquid? | Yes _____ | No _____ |
| Any other deficiency, which may compromise the integrity of the spill containment equipment? | Yes _____ | No _____ |

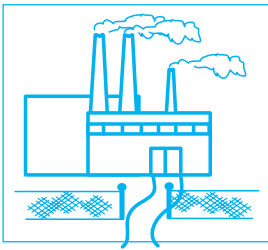
All UST systems equipped with cathodic protection systems shall be inspected for proper operation within six months of installation and at least every three years thereafter by an individual certified in accordance with NJAC 7:14B-13.

Cathodic Protection (For USTs Only):

- | | | |
|--|-----------|----------|
| Has the cathodic inspection system been initially inspected within six months of installation? | Yes _____ | No _____ |
| Has the cathodic inspection system been inspected at least every three years thereafter? | Yes _____ | No _____ |

DATE	INSPECTOR'S INITIALS	DEFICIENCIES?	DATE CORRECTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MONTHLY INSPECTIONS



**PAINT BOOTH COMPLIANCE CHECKLIST
(PERFORMED MONTHLY)**

Facility Name: _____ Equipment ID: _____
Date: _____

Check paint booth equipment and records monthly. Use this checklist as a guide for completing your inspection. When finished, sign and date the form in the space provided.
Fax form monthly with a cover sheet to ID-OEC at 609 530 6880.

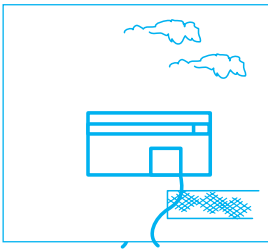
Facility Operational Information:

- Does the facility have an operational permit? Yes _____ No _____
- Is the permit, current, or has anything changed since the last inspection? Yes _____ No _____
- Is a copy of equipment manufacturer's specifications and instructions manual maintained on site for the booth, spray guns, and filter material? Yes _____ No _____
- Is there a maintenance SOP for replacing filter material? Yes _____ No _____
- Are lids being used to cover buckets or pales of opened thinner/cleaner? Yes _____ No _____

Recordkeeping:

- Are all other records maintained on site for a period of five years, in either a permanently bound logbook or readily accessible computer memory including:
 - Paint and Thinner usage Log (Paint Booth Procedure 2)
 - Emissions inventories and PTE calculations
 - Records of equipment repairs and corrective actions/preventative measures
- Is the permit displayed and current? Yes _____ No _____

DATE	INSPECTOR'S NAME	DEFICIENCIES?	DATE CORRECTED
------	------------------	---------------	----------------



**FUELING FACILITY CHECKLIST
(PERFORMED MONTHLY)**

Facility Name: _____ Equipment ID: _____
Date: _____

Check fueling equipment and records monthly. Use this checklist as a guide for completing your inspection. When finished, sign and date the form in the space provided. ***Fax form monthly with a cover sheet to ID-OEC at 609 530 6880.***

Chapter 1 Air Emissions/Permits

Facility Equipment:

- Is the AST/UST >2,000 gallons? Yes _____ No _____
- Is the vapor recovery system operational (gasoline ASTs)? Yes _____ No _____
- Is there more than six million gallons of throughput documented for any tank? Yes _____ No _____
- Are all AST's >2,000 gallons painted white? Yes _____ No ____ NA____
- Are all tanks >10,000 gallons equipped with a conservation vent? Yes _____ No ____ NA____

Personnel Training:

Have facility personnel received general awareness training on gasoline storage and refueling procedures? Yes _____ No _____

Recordkeeping:

- Are all other records maintained on site for a period of five years, in either a permanently bound logbook or readily accessible computer memory including:
 - Fuel throughput Log (Equipment Usage Log)
 - Fuel delivery records and invoices
 - Records of equipment repairs and corrective actions/preventative measures
 - Stage II CARB vapor recovery test results
- Is the permit displayed and current? Yes _____ No _____

DATE	INSPECTOR'S NAME	DEFICIENCIES?	DATE CORRECTED
_____	_____	_____	_____

UNIVERSAL WASTE HANDLING/STORAGE/DISPOSAL CHECKLIST

BATTERIES

RECYCLE Rechargeables ONLY –

- Nickel Cadmium (Ni-Cd)
- Nickel Metal Hydride (Ni-MH)
- Lithium Ion (Li-ion)
- Nickel Zinc (Ni-Zn)
- Small Sealed Lead Acid



Alkaline batteries can be disposed of in the regular trash.

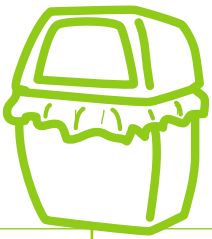
- Tape all battery leads to prevent fire or sparking OR Individually bag
- Date all used battery containers when the first battery is placed in the container
- Label the container with the words: “Universal Waste – Batteries ”or “Waste Batteries “ or “Used Batteries”
- Recycle within a year

NOTE: Vehicle batteries are recycled by the used oil recycler!

USED FLUORESCENT LAMPS OR COMPACT FLUORESCENT LAMPS OR HIGH INTENSITY SODIUM LAMPS

- Date all used lamp(s) containers when the first lamp is placed in the container
- Label the container with the words: “Universal Waste – Lamp(s)” or “Waste Lamp(s)” or “Used Lamp(s)”
- Protect from breakage
- Recycle within a year





NEW JERSEY ARMY NATIONAL GUARD MONTHLY RECYCLING REPORT

FAX THIS FORM WITHOUT A COVER SHEET TO ID-OEC

Fax (609) 530-6880

Location: _____ (Armory, OMS, CSMS, AASF)

Month _____ **County:** _____

Product Recycled (Type)	Weight (Actual or Est.)	Where Recycled Location	Proceeds Received (All)
White Paper			
Newspaper			
Aluminum Cans			
Tin Cans			
Glass			
Cardboard			
Plastic			
Scrap Metal			
Batteries			
Tires			

Use only one form per facility. For example, if you were collocated with an Armory and an OMS this would count, as **two** facilities and a form **must** be completed for each.

Report any proceeds from the sale of recycled items to ID-OEC.

FACILITY POC (Print) _____

PHONE NUMBER: (_____) _____

SIGNATURE: _____ DATE: _____



**OIL/WATER SEPARATOR INSPECTION CHECKLIST
(PERFORMED EVERY 30, 60, OR 90 DAYS)**

Inspect each OWS for build up of sand, trash, sludge, and oil IAW the inspection schedule stated in Section D of this chapter and after heavy rainfall events. Over a period of time, the sediment, oil, grease will build up on the walls of the separator. Dirt and heavy oil may build up on the parallel plates and the build-up will reduce the unit's efficiency. In addition, the skimmer mechanism becomes "gummy." This causes partial clogging of the mechanism and the formation of a continual oil slick of increasing depth.

Follow the directions below for inspecting the OWS. Inspect each OWS at your facility every **30 days for major users** (AASFs, CSMSs, UTES and those OMSs with four bays), **60 days for moderate users** (those OMSs with three bays), and **90 days for minor users** (those OMS with two bays or less). When finished, sign and date the form and indicate whether the OWS was cleaned out in the space provided. **Should you note that the OWS is not functioning properly, send a copy of the inspection form to the ID-OEC.** It is recommended that the OWS be cleaned **at least once a year**. Annual cleaning consists of removing the oil build-up on surfaces of the OWS walls and coalescer plates with steam or high-pressure wash.

Location: _____ **Type of OWS:** _____ **Age:** _____

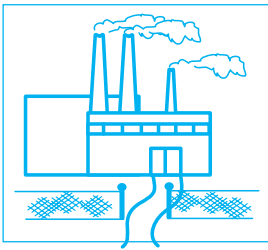
1. Determine the depth of oil in the OWS: _____ inches or centimeters
 2. Inspect for excessive sediment, grease, and trash.
 3. Date OWS last cleaned: _____
 4. Amount of oil recovered at cleaning: _____ gallons
 5. Method of disposal of recovered oil: _____
 6. Determine depth of water in waste oil tank: _____ inches or centimeters
 7. Has OWS outflow backed-up into drains since the last inspection: _____
- Comments: _____

DATE	INSPECTOR'S INITIALS	CLEANED?	DEFICIENCIES?	DATE CORRECTED
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

WHILE IN USE INSPECTIONS

AS NEEDED INSPECTIONS



**ODC COMPLIANCE CHECKLIST
(PERFORMED AS REQUIRED)**

Facility Name: _____

Check ODC equipment and records as required. Use this checklist as a guide for completing your inspection. When finished, sign and date the form in the space provided. *Should you note a deficiency, send a copy of the inspection form to ID-OEC.*

Chapter 1 Air Emissions/Permits

Facility Equipment:

Are all of the pieces of equipment used to recycle or recover refrigerant EPA approved? Yes _____ No _____

Are all pieces of equipment containing ODCs properly maintained and free of leaks? Yes _____ No _____

Personnel Training:

Does an EPA-approved Program certify the technicians servicing MVAC equipment? Yes _____ No _____

Have all facility personnel received ODC general awareness training? Yes _____ No _____

Recordkeeping:

Is there a copy of the technicians EPA-approved MVAC certification on-site? Yes _____ No _____

Is there a logbook being maintained of the amount and type of MVACs serviced each year? Yes _____ No _____

Is there a logbook being maintained of the amount and type of ODC that is recovered and being sent off-site, and name and addresses of sites receiving ODCs? Yes _____ No _____

Are records being maintained for at least three years? Yes _____ No _____

Is there a copy of the MVAC Compliance Statement (ODC Procedure 1) on-site? Yes _____ No _____

DATE	INSPECTOR'S NAME	DEFICIENCIES?	DATE CORRECTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



OBSERVATION OF SUSPECT ACM

Check building for ACM, damage, and signs during the routine work day. Use this checklist as a guide for completing your inspection. *Building occupants/workers should be aware of the following conditions and report immediately to the APM upon observation.*

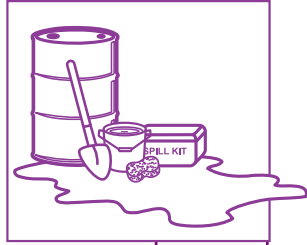
Visual damage to or loose debris from the following suspect ACM:	Problem/Deficiency?	
Fireproofing	Yes _____	No _____
Attic or wall insulation	Yes _____	No _____
Acoustical materials	Yes _____	No _____
Insulation on piping	Yes _____	No _____
Insulation on HVAC ducts and mechanical equipment	Yes _____	No _____
Ceiling tiles and wall tiles	Yes _____	No _____
Floor penetration packing	Yes _____	No _____
Floor tiles	Yes _____	No _____
Plaster materials	Yes _____	No _____
Cementitious asbestos materials (piping, siding, wallboard, roofing, etc.)	Yes _____	No _____
Roofing materials (shingles, felt, etc.)	Yes _____	No _____
Window glazing and caulking	Yes _____	No _____
Any other suspect ACM	Yes _____	No _____

Signs, disturbances, and other:

Damaged or missing asbestos warning signs	Yes _____	No _____
Breeches or openings in the existing suspended ceiling system if ACM is located above the ceiling	Yes _____	No _____
Performance of any work involving potential disturbances of ACM which is not in accordance with the work procedures described in this plan	Yes _____	No _____
During building renovation or demolition operations, possible disturbances of hidden or inaccessible ACM (sealed pipe chases, above fixed plaster ceiling, inside wall partitions, etc.) such as fireproofing or insulation material or debris	Yes _____	No _____
Entry into crawl spaces where soil may have been contaminated with asbestos debris	Yes _____	No _____

DATE	INSPECTOR'S INITIALS	DEFICIENCIES?	DATE CORRECTED
------	----------------------	---------------	----------------

_____	_____	_____	_____
_____	_____	_____	_____



RAINWATER RELEASE INSPECTION LOG				
Copy and complete this form before discharging rainwater from secondary containment				
Containment Area	Water quality/ Visible Contamination *	Name of person who determined the water quality	When the release began	When the release ended
	<ul style="list-style-type: none"> ● Sheen? ● Color? ● Other (explain)? 			
	<ul style="list-style-type: none"> ● Sheen? ● Color? ● Other (explain)? 			
	<ul style="list-style-type: none"> ● Sheen? ● Color? ● Other (explain)? 			
	<ul style="list-style-type: none"> ● Sheen? ● Color? ● Other (explain)? 			

* If Yes, Contact the ID-OEC for further direction. DO NOT DISCHARGE STORM WATER!!



**GREASE TRAP INSPECTION AND CLEAN-OUT CHECKLIST
(PERFORMED AS NEEDED)**

Inspect the grease trap as needed for grease accumulation after each heavy use; however, the grease trap should be checked no less than annually. Follow the directions below for cleaning the grease trap if should you note that grease has accumulated in the grease trap. When finished, sign and date the form and indicate whether the grease trap was cleaned out in the space provided. *Should you note that the grease trap is not functioning properly, send a copy of the inspection form to the ID-OEC.*

Cleaning Operation:

1. Run a full stream of hot water in the sink. It is preferable to have this water at 140 degrees or higher, running for a period of at least two minutes.
2. Turn off the hot water and allow the unit to cool for a period of three minutes.
3. Close the line control valve.
4. Open the automatic draw-off valve at the top of the interceptor and place a container underneath this valve. Run hot water through the interceptor at a rate of approximately two gallons per minute.
5. The unit will fill. Turn off hot water. Accumulated liquefied grease will be raised into cone and draw-off piping.
6. Allow accumulated liquefied grease to flow out of draw-off valve until clear water appears.
7. When clear water appears, shut off flow of hot water into sink, turn line control valve to open position. Close automatic draw-off valve at top of grease trap.
8. Grease trap is now ready for normal use.

DATE	INSPECTOR'S INITIALS	GREASE TRAP CLEANED?	DEFICIENCIES?	DATE CORRECTED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

