



New Jersey Army National Guard

Supply NCO

(Unit Environmental Compliance Officer [UECO] Oversight)


Training

JAN 2016

Learning Objectives

- Understand UECO Duties
- Review Environmental Compliance Desktop Guide
- Review EMS Goals and Objectives

New Jersey
Army National Guard
**Environmental
Compliance
Desktop Guide**

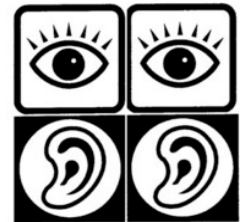


June 2003

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UECO Duties

- **Advises unit on environmental compliance**
- **Coordinates between unit and environmental staff**
- **Manages the unit's environmental training**
- **Commander's eyes and ears for environmental compliance**



UECO Duties

- **Conducts unit environmental compliance inspections**
- **Performs environmental risk assessments (when required for mission readiness)**
- **Determines if waste is hazardous**
- **Requests sampling and analysis, if necessary**



UECO Duties

- **Does shop-level personnel environmental training**
- **Implements the Environmental Management System (EMS)**



UECO Duties

Implementation Plan

- All supply NCOs receive EMB UECO training
- One supply NCO per Facility and shop supervisor takes UECO online training and EMB UECO training
- UECOs/Supply NCOs backbrief their respective Station Commanders



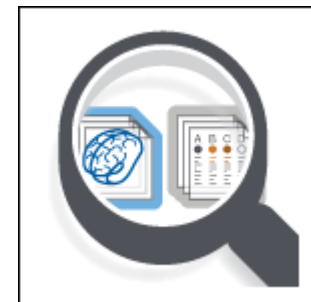
Backbrief to Station Commanders

- UECO Appointment and Training Plan
- Army Regulation 200-1, paragraphs 1-27.a.(15) and 1-32.f., requires appointment and training of UECO to ensure required environmental compliance actions



Backbrief (Continued)

- **UECO appointment is done by Station/Unit Commander**
- **Supply NCOs will provide oversight for the M-Day additional duty UECOs**
- **UECOs (full time and M-Day) are critical to environmental program**



Environmental Regulations

- **TAG Policy Letter 12-15 Environmental Protection and Compliance Policy**
- **FM 3-34.5 Environmental Considerations, Headquarters, Department of the Army**
- **AR 200-1 through 4, Environmental Protection and Enhancement**
- **NJARNG Environmental Compliance Desktop Guide**
<http://www.state.nj.us/military/installations/docs/envirocompguide.pdf>



Environmental Compliance Desktop Guide

- **Air Emissions/Permits**
- **Asbestos Management**
- **Cultural and Historical Resources Management**
- **Hazardous Material Management**
- **Hazardous Waste Management**
- **Natural Resource Management**
- **National Environmental Policy Act**
- **Noise Management**
- **Pesticide Management**

Environmental Compliance Desktop Guide

- **Spill Planning and Response/POL Management**
- **Pollution Prevention**
- **Solid Waste (Recycling) Management**
- **Wastewater Management**





Environmental Compliance Desktop Guide

- **Radon Management**
- **Storage Tank Management**
- **Toxic Substances Management**
- **Water Quality Management**

- Training Requirements
- Inspection Checklists



Recycling **REQUIRED**



Recycling Steps

- Ensure all personnel understand and comply with recycling requirements
- Designate recycling areas
- Obtain collection containers
- Ensure that recyclable material is not taken to or collected by a private contractor without written approval
- Conduct periodic inspections

Recycling Tool Box Talk

RECYCLE THESE ITEMS:

PAPER, CARDBOARD and JUNK MAIL TOO!
Includes newspaper, phone books, junk mail, magazines, catalogs, paperback books, brown grocery bags, gray paperboard (such as cereal and flour boxes), shredded paper, school and office paper.

METAL CANS
Including EMPTY non-hazardous aerosols

GLASS BOTTLES & JARS

PLASTIC BOTTLES & JARS
3/4 & 1/2 gallon

NEW ITEMS TO PUT IN YOUR BUCKET:
For example, soup and sauce cartons

PUT RECYCLING CURBSIDE BY 6AM

BOTTLES, CANS AND BEVERAGE, SOUP & SAUCE CARTONS

PLEASE RINSE
LABELS ARE OKAY
NO CAPS OR LIDS
DO NOT USE PLASTIC BAGS

REMEMBER
One truck collects paper – another collects bottles & cans

Set cart at least 3 FEET from buckets, mailboxes, basketball systems, cars, etc.

DO NOT RECYCLE:

NO PLASTIC BAGS
They jam up our sorting equipment. Recycle at grocery stores.

NO HARBOR BOOKS, FROZEN FOOD OR FOOD-CONTAMINATED BOXES


NO PLASTIC PAILS, TUBS, TRAYS, FOOD CONTAINERS OR FOIL ITEMS
IMPORTANT: DO NOT RECYCLE #11, #12, TUBS, AND TUBS & LIDS ARE #2 PLASTICS. We reuse or send them to the landfill!

NO MUGS, GLASSES, VASES, BULBS, BAKEWARE, DISHES OR WINDOW GLASS

NO PLASTIC, STYROFOAM, LIDS OR CAPS

NO MOTOR OIL, LUBRICANTS, PAINT OR PESTICIDE CONTAINERS

Chapter 13
Solid Waste (Recycling) Management



NJARRNG Environmental Compliance Desktop Guide

NEW JERSEY ARMY NATIONAL GUARD MONTHLY RECYCLING REPORT

FAX THIS FORM WITHOUT A COVER SHEET TO ID-OEC

Fax (808) 630-8880

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

Month: _____ County: _____

Product Recycled (Type)	Weight (Actual or Est.)	Where Recycled Location	Process 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: _____

Recycling Inspections

DUMPSTERS & TRASH CANS


LOOK FOR

- Copper
- Paint
- Cardboard, paper
- Aluminum cans
- Glass and plastic bottles



Recycling

- Check County requirements
- Track monthly recycling amounts
- Complete monthly recycling report



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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: _____

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Chapter 13 Solid Waste (Recycling) Management

Air Emissions/Permits



- Ozone Depleting Substances
- Heaters
- Emergency generators
- Fueling facilities
- Other Sources
 - Diesel vehicle idling
 - Architectural coatings
 - Open burning

Ozone Depleting Chemicals (ODCs)

ODCs =
Chlorofluorocarbons
(CFCs) and halons



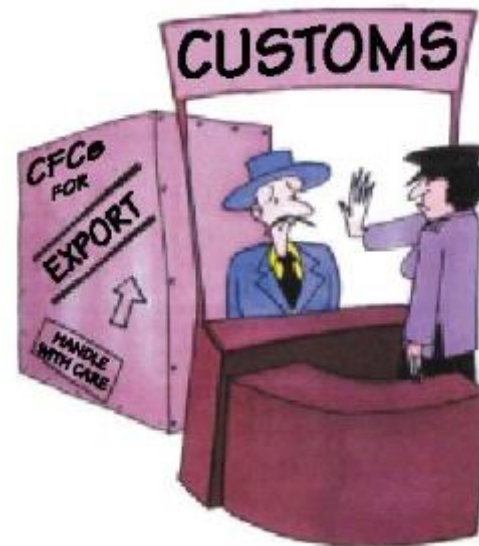
FOUND IN

- Building fire suppression systems
- Air conditioning and refrigeration equipment
- Motor vehicle air conditioners (MVAC)
 - ODC Compliance Checklist



Refrigerant Management

- It is illegal to intentionally release any refrigerants, including alternatives like R-410A and other HFCs, into the atmosphere.
- Never discard old ODC-containing equipment or products in the general refuse container.



Boiler Permits Overview

- Stationary boilers, hot water heaters, and furnaces over 1,000,000 btu/hr heat input capacity
- 46 boiler/furnace permits statewide
 - One permit for multiple boilers (Freehold)
 - Multiple permits for multiple boilers (Lawrenceville)
 - Burner adjustment requirements (Teaneck, Lawrenceville, AC, and CLTF only)



Boiler Permits Overview

- Source labeling and record keeping requirements
- Fuel oil standards
- Visual and odor emission standards
- Emission and consumption limits and burner adjustment requirements (Teaneck and Jersey City only).

Recordkeeping

- Done by Contractor

- Boiler Compliance Checklist
- Equipment Visual Monitoring Log
- Equipment Usage Log
- Records of Equipment Repairs

- Done by Facility

- Permit Displayed
- Copies of delivery tickets with sulfur content



Recordkeeping

- Maintain records for 5 years
- Meet visual and odor emission standards





Emergency Generator Overview

- Over 1,000,000 btu/hr heat input capacity requires a permit
- Over 37kW output but less than 1,000,000 btu/hr don't require permit but have operational limitations
- Less than 37kW output must comply with sulfur in diesel fuel requirements only
- Mobile military generators are exempt

Air Quality Regulations

- DO NOT RUN Emergency Generators on days when the NJDEP forecasts air quality anywhere in New Jersey to be "unhealthy for sensitive groups," "unhealthy," or "very unhealthy" (i.e. ozone action days)
- EPA's Air Quality Index <http://airnow.gov>

Recordkeeping

- Done by Contractor

- Generator Compliance Checklist
- Equipment Visual Monitoring Log
- Equipment Usage Log
- Emergency Generator Usage Log

- Done by Facility

- Copies of delivery tickets with sulfur content



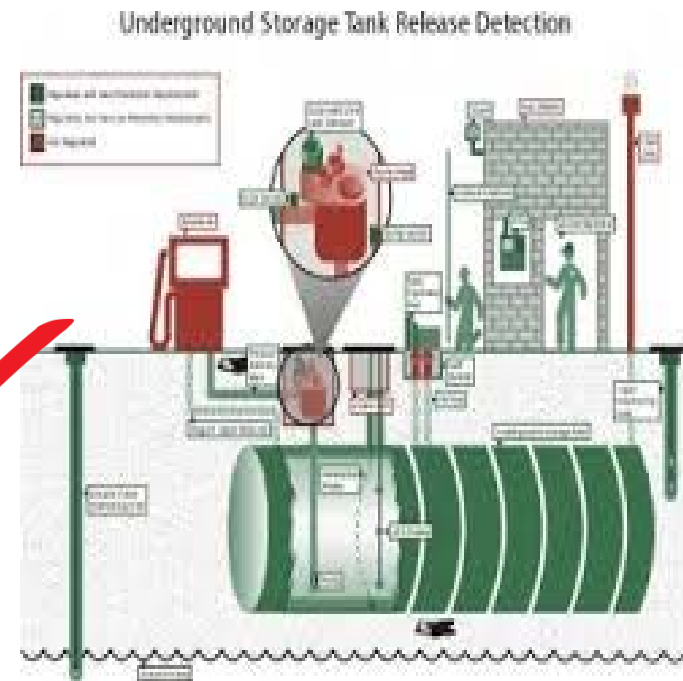
Recordkeeping

- Maintain records for 5 years
- Meet visual and odor emission standards



Fueling Stations Overview

- Westfield, Picatinny, Lawrenceville, and any location using an MFT as fueling station
- Review and comply with all permit conditions
- Submit MONTHLY:
 - Fueling Facility Checklist ✓
 - Fueling Facility Throughput Log ✓
 - Copies of delivery tickets with diesel fuel sulfur content ✓



Other Air Pollution Issues

- Diesel Truck Idling Law – 3 Minutes
- Open Burning Prohibition
- Architectural Coatings
- Paint Booths
 - Paint Booth Compliance Inspection ✓
 - Paint Booth Usage Log ✓
 - Paint Booth Filter Removal Log ✓



Asbestos

- Naturally occurring mineral fiber
- Once widely used in building materials and products for fire resistance
- Intact, undisturbed asbestos-containing materials generally do not pose a health risk



Common Uses in NJARNG Buildings



Floor Tiles



Boiler, Breech, and Pipe Insulation



Plaster Ceiling



Window Caulking

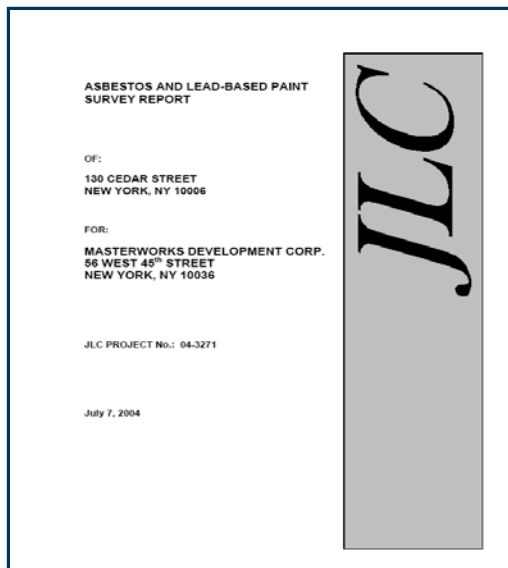


General Information

- Present in most of NJARNG buildings
- For remodeling, contact the facility armorer or regional maintenance manager
- Summary asbestos management plan: http://www.nj.gov/military/installations/all_facilities.pdf.
- Asbestos laws require maintenance not removal

Management In-Place

Asbestos Management Plan



- Outlines general responsibilities, notification and labeling, training, work practices, requesting work, emergency response, inspections, and documentation requirements
- Work in progress and may not reflect actual conditions

Check with facility armorer or regional maintenance manager
Observation of Suspect ACM Checklist





Weekend Projects



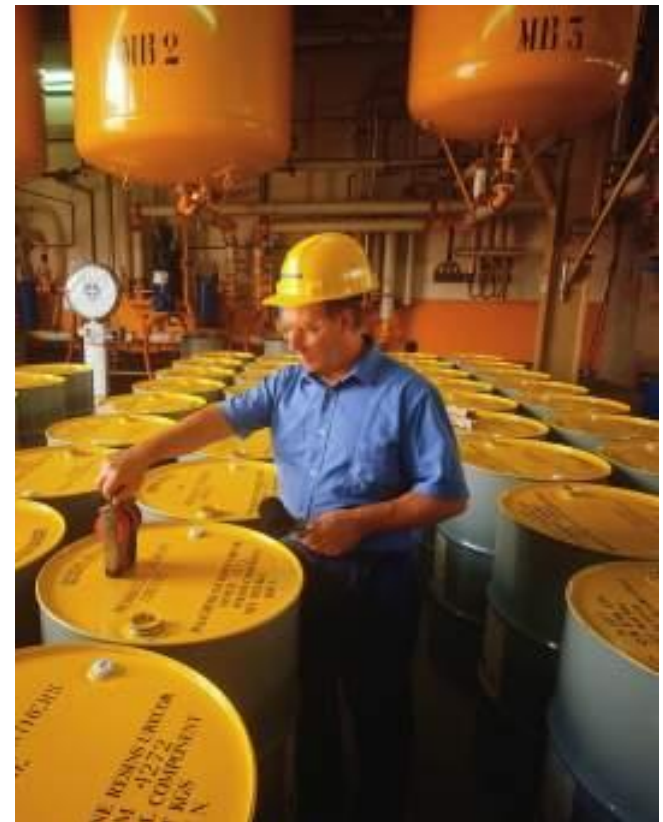
Weekend Projects/Self Help

- CFMO approval prior to self help projects
- Contact CFMO EMB **FIRST** to find out about
 - Asbestos, Lead-Based Paint, PCBs
 - Cultural/Historical Areas/Buildings
 - Environmentally Sensitive Areas
 - Radon
 - Pesticide Applications



Hazardous Materials

Hazard communication or “HAZCOM” is a program to tell workers about the hazardous materials used in the workplace.



What Is A Hazardous Chemical?

- Any chemical that can harm your body.
- Most industrial chemicals can cause some harm.
- It depends on the dose.



Program Requirements

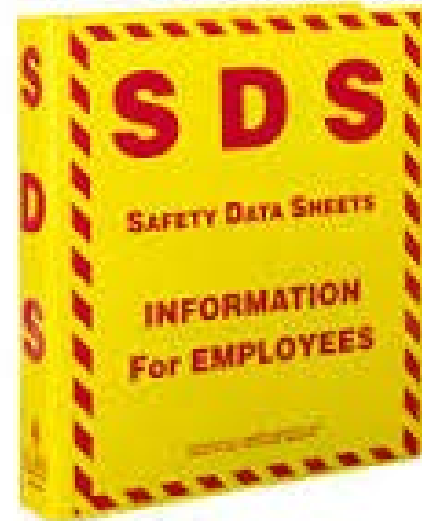
- Written Hazard Communication Program
- Responsible Party
- Material Safety Data Sheets (MSDSs) or Safety Data Sheets (SDSs)
- Labeling
- Chemical Inventory
- Training
- Recordkeeping



**HAZARD
COMMUNICATION
PROGRAM**

Safety Data Sheets

- Product identification
- Hazard(s) identification
- Ingredients
- First-aid measures.
- Fire-fighting measures
- Accidental release measures
- Handling and storage
- Exposure controls/personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Other information





Hazardous Materials

- Inventory Control
- Material Safety Data Sheets (MSDSs) and Safety Data Sheets (SDSs)
- Material Compatibility
- Maintaining Material Shelf-life

STORAGE ROOMS and LOCKERS





STORAGE ROOMS

- Must be accessible
- Dispose of excess unusable paints, chemicals, cleaning liquids, broken spray containers through supporting FMS
- Label all excess chemicals/materials before disposal



Out-of-Date Products = Shelf Life

- Dates are key to the shelf life (*Chapter 4 – Hazardous Material Management*)
- Local purchases do not have a published expiration date.
 - Call the manufacturer



Shelf Life

Supply Clerk Responsibility – Type I or Type II Materials

- Type I: Alphabetical shelf-life code and an expiration date.
 - Not extendible.
 - Disposed of within 30 days
- Type II: Numeric shelf life code and either a test date or an inspection date.
 - Extend through visual inspection or laboratory testing
 - Must be used, extended, or disposed of within 90 days

FLAMMABLE STORAGE LOCKERS


- Store flammable chemicals/materials, paints
- Vent properly
- Check doors self-lock
- Inventory all chemicals
- Match Safety Data Sheets (SDS) to all chemicals
- NO cardboard, paper, cleaning supplies
- NO exposure to weather (outside storage)

YES



Hazardous Material Storage Unit Checklist – As Needed

- No old unlabeled containers?
- No rusting containers?
- No open containers?



NJARNG Environmental Compliance Desktop Guide

HAZARDOUS MATERIAL STORAGE UNIT INSPECTION CHECKLIST
 (PERFORMED AS DIRECTED)

Check hazardous material (HAZMAT) storage units as directed by your supervisor. 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.*

Containers:

Containers good condition	Yes	No	
Containers marked/labeled	Yes	No	
Containers closed	Yes	No	
Marking/label visible	Yes	No	
No incompatibles	Yes	No	
No loose lids or open bungs	Yes	No	

Spills and Spill Equipment:

No spills	Yes	No	
Spill kit available	Yes	No	

Signs and Other Equipment:

Fire extinguisher near	Yes	No	
Ground wire with alligator clip (for ignitables)	Yes	No	
Sign posted	Yes	No	
Emergency information posted	Yes	No	

DATE/ ID of HAZMAT UNIT/AREA	INSPECTOR'S INITIALS	DEFICIENCIES?	DATE CORRECTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Chapter 4 Hazardous Material Management

Hazardous Waste

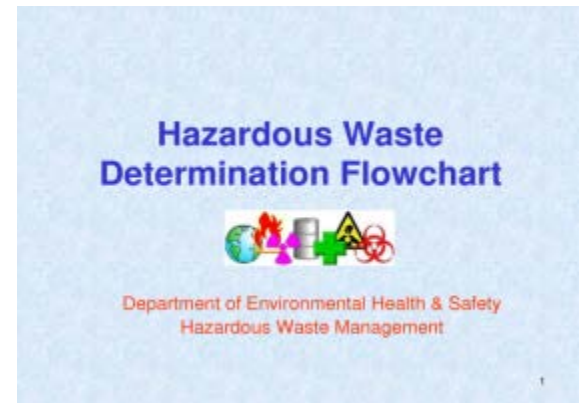
Federal and state regulations require a facility to characterize the waste streams

- Must determine if a waste is hazardous
- Characterize a waste once
- When products and processes change, review or repeat



Hazardous Waste Determinations

- Used antifreeze
- Weapons cleaning – rags, patches
- Old drums and unlabeled containers
- Floor sweep
- Washwater and chemicals



Hazardous Waste Characterization



Ignitability (D001)

Examples include:

- Gasoline
- **Waste paints**
- Some degreasers and solvents



Corrosivity (D002)

Examples include:

- Battery acid
- Sulfuric acid (water treatment)

Hazardous Waste Characterization



Reactivity (D003)

Examples includes:

- Lithium-Sulfur Batteries
- High Pressure Sodium Lights



Toxic (D004 to D043)

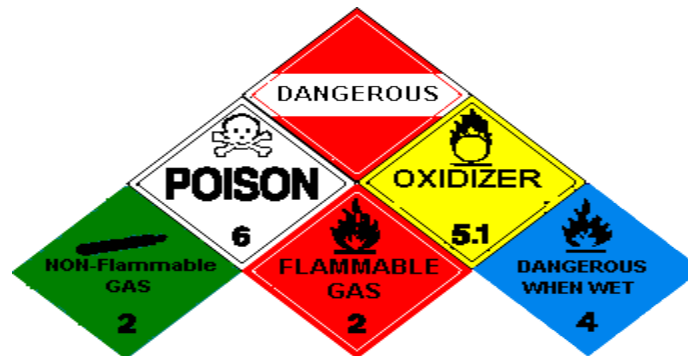
Examples include:

- Firing range wastes
- Used antifreeze
- Paint removers

Who Is A Hazardous Waste Generator?

Owner or operator of a facility that:

- ❑ Accumulates hazardous waste, and/or
- ❑ Sends hazardous waste to a destination facility



Containers & Labeling



CONTAINERS

- Must be compatible
- Must be sized properly

LABELS

- Must be marked “Hazardous...”
- Use EPA ID Numbers

Drums




NON-COMPLIANCE

- NOT compatible with contents
- NO labels
- NOT closed between uses

DOT Approved Drum



Weekly Hazardous Waste Inspection Log



NJARRG Environmental Compliance Desktop Guide updated June 2010

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-EMR.*

Facility _____	Yr _____	
A. Is holding area surfaced 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	-----	-----	-----	-----	-----

Chapter 5 Hazardous Waste Management

5-12

- Compatible containers?
- Closed containers?
- Containers in good condition?
- Containers labeled?

Used Oil Labeling



'Special' Wastes

- Used oil, cutting oils, sludges, oil spill cleanup materials
- Asbestos
- PCB's



Waste Turn-In

Drum full or tank $\frac{3}{4}$ full OR Shelf life exceeded

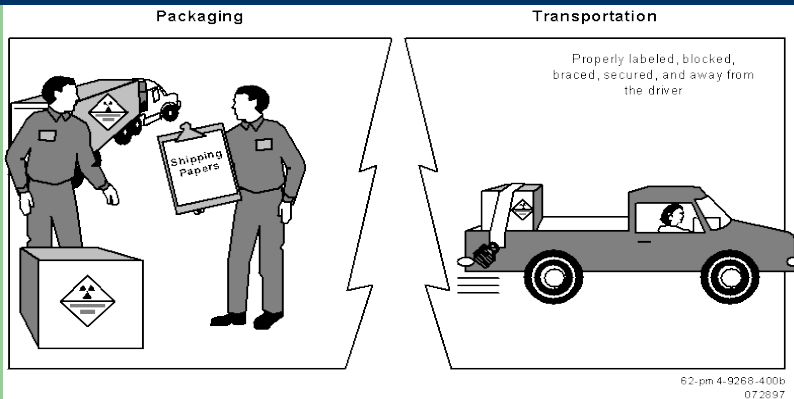
- Obtain Waste Profile sheet from EMB or USP&FO warehouse
- Add Waste Profile Number to each DA Form 2765-1
- Add container size and approximate weight
- Certify form
- Send documents to USP&FO



Waste Disposal

- Contact supporting FMS or CSMS for help with disposal paperwork
- USPFO/DRMO/facility will coordinate pick up dates
- Contact Environmental Office for assistance if needed

Arranging for Transport of Hazardous Wastes



- DLA responsibilities:
 - Package
 - Label
 - Mark
 - Transport offsite
- DO NOT TRANSPORT OFFSITE YOURSELF!

Arranging for Transport of Used Oil

- Contact contractor assigned to the closed loop recycling program for pick up at NJARNG facilities



Recordkeeping

- Waste turn-in documents
- Hazardous waste manifests and tracking
- **Maintain forever!**

Universal Wastes



- fluorescent bulbs
 - computers
 - batteries
- Contain toxic materials – Mercury, Lead, Cadmium



Management of Universal Wastes

Handling - Batteries

- Place small batteries in a closed, labeled collection bucket
 - Tape all battery leads to prevent fire or sparking
- OR
- Individually bag



Management of Universal Wastes

- 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

UNIVERSAL WASTE	
SHIPPER _____	_____
ADDRESS _____	_____
CITY, STATE, ZIP _____	_____
CONTENTS _____	_____
ACCUMULATION START DATE _____	_____



Universal Wastes – SUMMARY

- Label and date
- Put used bulbs/batteries in container
- Date container when you put the first waste in
- Recycle within a year



Universal Waste Checklist

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



- Dated ?
- Labeled?
- Recycled within a year?

Broken Lamps

- Keep the area well ventilated
- DO NOT use a vacuum!
- Wear latex gloves
- Place in sealed container
- Treat broken lamps, cleanup materials as hazardous waste
- Carefully clean up fragments and powder
- Wipe the area with a damp disposable paper towel
- Place all fragments and cleaning materials in the broken lamp container



General Trash

Computers, monitors, laptops, portable computers and televisions cannot be disposed of in the garbage.

- **Prohibited:**
 - Liquid paints
 - Oil
 - Electronic equipment
 - Aerosol cans
 - Hazardous Materials, Hazardous Waste & Universal waste



Spill Planning & Response

- Spill Prevention and Contingency Plan (SPCP)
 - Hazardous Waste Contingency Plan
 - Facility Response Plan (Army)
 - Spill Prevention Control and Countermeasure Plan (SPCC)

PREVENTING SPILLS DURING FIELD OPERATIONS

- *Store chemicals properly*
- *Use secondary containment including drip pans*
- *Use spill kits*
- *Maintain a MSDS for each HAZMAT*
- *Keep SPCP available*

UECO Responsibilities

SMALL SPILLS

- Mobilizes IRT
- Instructs employees to clean up a small spill, if they have training, equipment, written instructions

LARGE SPILLS

- Requests assistance from response agencies during large spills
- Establishes and maintains Response Operations Center

GENERAL DUTIES DURING SPILLS

- Spill assessment
- Identification (size, source, extent)
- Reporting



First Responder Awareness



FIRST RESPONDERS KNOW:

- What are hazardous substances and the risks
- Potential outcomes associated with an emergency
- How to recognize hazardous substances in an emergency
- How to identify the hazardous substances
- What to do

TYPICAL SMALL SPILLS



1. Notify IOSC
2. Use at least the following PPE:




3. Stop the spill
 - Upwind
 - No ignition sources
 - Move other materials
 - Stop flow
4. Localize/contain/properly dispose used materials
5. Complete report

TYPICAL LARGE SPILLS



1. Evacuate area
2. Notify IOSC
3. Notify Fire Department. Call 911. Provide information on spill.
4. Turn over control to Senior Fire Official.
5. After FD contains spill, call contractor.
6. Contact Environmental Office.
7. Complete report.

AST/UST Weekly Inspections

August 2004 

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.

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Chapter 14 Storage Tank Management

July 2003 

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

10-11

Chapter 10 Spill Planning & Response/POL Management

New Signs For Tank Pads

SECONDARY CONTAINMENT AREA DRAIN VALVE KEEP CLOSED



1. Every week (or sooner if a rain event has occurred), inspect secondary containment for presence of liquid or debris.
2. If the liquid has a sheen or other indication of contamination, **do not discharge** storm water and contact the CFMO-EMB immediately at 609-530-6902, 6917, 7133, 7134, 7135, or 7136.
3. If the liquid is water **ONLY**, remove any debris (dispose of properly) and open valve to discharge standing water. Close valve when finished.
4. Record inspections and drain valve operations using the **Rainwater Release Inspection Log** and **MFT Secondary Containment Inspection Checklist** found in the Spill Prevention and Contingency Plan (SPCP).
5. Place completed forms in Chapter 9 of the SPCP and if deficiency is found, send forms to CFMO-EMB.

Contact CFMO-EMB if you have any questions or concerns.


MFT Weekly Inspections

 NJLRNG Environmental Compliance Desktop Guide

Chapter 10 Spill Planning & Response/POL Management

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-DEC.*



Check Localized Secondary Containment(s):

- Excessive ponded water? ****** Yes No
- Depressions or cracks on the containment surface? Yes No
- Outside of the containment discolored? Yes No
- Stored material visible in the containment? Yes No
- Drainage control closed? Yes No
- 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

16-12


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
	•Sheen? •Color? •Other (explain)?			
	•Sheen? •Color? •Other (explain)?			
	•Sheen? •Color? •Other (explain)?			
	•Sheen? •Color? •Other (explain)?			

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

Chapter 10 Spill Planning & Response/POL Management



Spill Prevention and Contingency Plans

- Do Weekly inspections
- Do Monthly inspections
- ***Report*** new equipment additions and chemical storage – emergency generators, tanks, transformers

Storage Tank Management



- Aboveground Storage Tanks (ASTs)



- Underground Storage Tanks (USTs)

Aboveground Storage Tanks

- Tank monitor operating? Not alarming?
- Tank not surrounded by vegetation?
- Emergency sign posted?



Underground Storage Tanks

- Piping Not Leaking?
- Spill Bucket Clean?
- Monitoring Equipment Operating?

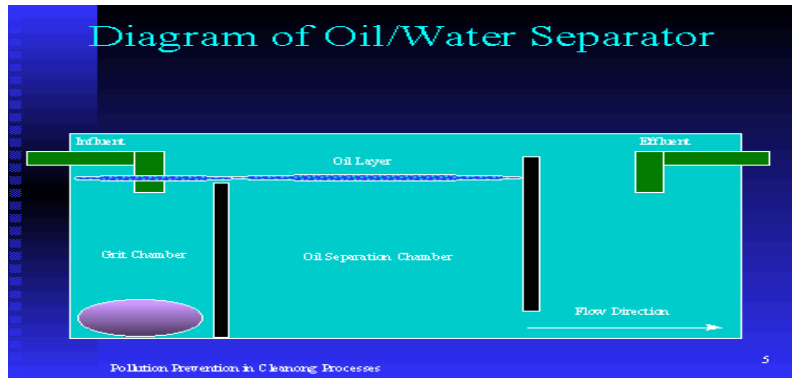




Toxic Substances Management

- Inspect transformers
 - Monitor performance
- Inspect ballasts and test, if necessary
- Contact Environmental Office before building renovation, construction, demolition
- Contact Environmental Office for assistance with lead-based paint
- Use Firing Ranges SOP

Wastewater Management



- Storm water
 - Soil Erosion and Sediment Control Act
- Sanitary wastewater
 - Oil/water separator
 - Septic Leach Field
 - Grease traps



Wastewater Checklists – Oil Water Separator & Grease Trap

NJARRM Environmental Compliance Desktop Guide

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

Inspect each OWS for build up of sand, trash, sludge, and oil. LW 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 constant 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 (AASEs, CSMs, UTES and those OWSs with four bays), 60 days for moderate users (those OWSs with three bays), and 90 days for minor users (those OWSs 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: _____

- Determine the depth of oil in the OWS _____ (inches or centimeters)
- Inspect for excessive sediment, grease, and trash.
- Date OWS last cleaned: _____
- Amount of oil recovered at cleaning: _____ gallons
- Method of disposal of recovered oil: _____
- Determine depth of water in waste oil tank: _____ (inches or centimeters)
- Has OWS overflow backed-up into drains since last inspection: _____

Comments: _____

DATE	INSPECTOR'S INITIALS	CLEANED?	DEFICIENCIES?	DATE CORRECTED

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Chapter 16 Wastewater Management

July 2003

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:

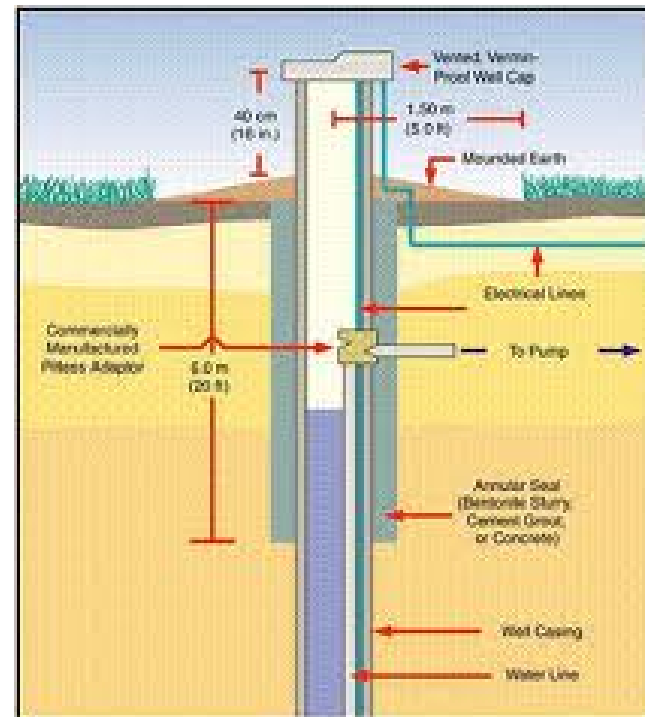
- Run a full stream of hot water in the sink. It is preferable to have this water at 140 degrees or higher, running for a period of at least two minutes.
- Turn off the hot water and allow the unit to cool for a period of three minutes.
- Close the line control valve.
- Open the automatic draw-off valve 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.
- The unit will fill. Turn off hot water. Accumulated liquefied grease will be raised into cone and draw-off piping.
- Allow accumulated liquefied grease to flow out of draw-off valve until clear water appears.
- 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.
- Grease trap is now ready for normal use.

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

Chapter 16 Wastewater Management

Water Quality Management

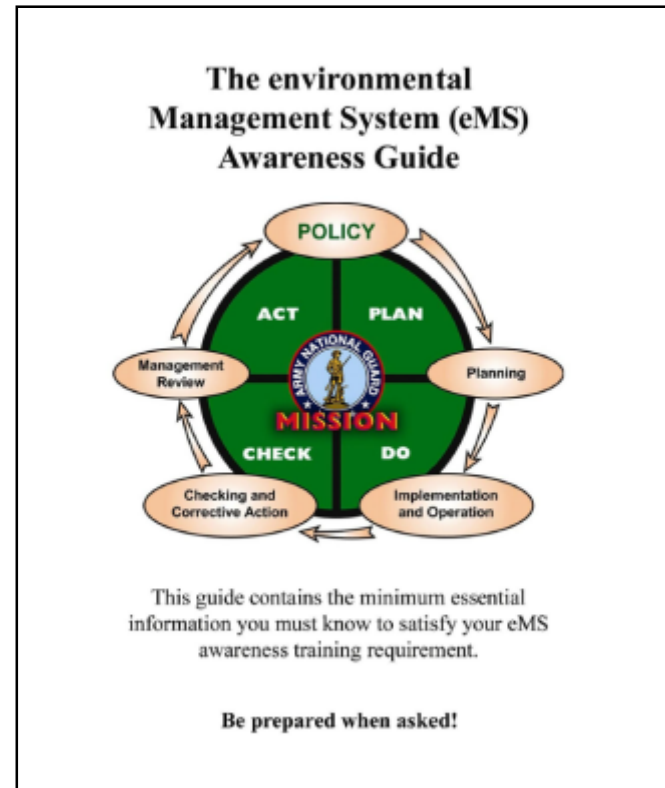
- EMS Initiative
- Must be sustainable
- Wells for drinking water subject to environmental regulations



Environmental Management Systems (EMS)

Environmental Objectives & Targets

- Energy Usage
- Water Security
- Pollution Prevention





Pollution Prevention (EMS TAG Emphasis Initiative)

- Hazardous Materials (HAZMAT)
- Hazardous Waste
- Solid Waste
- Environmental Management System Policy
 - Comply with all regulations
 - Educate staff
 - Minimize pollution of land, air, water

Pollution Prevention Methods



- Reduce
- Reuse
- Replace
- Remanufacture
- Restore
- Refill
- Rethink
- Recycle

NJARNG Recycling Plan

- Mixed Paper
- Newspaper
- Corrugated Containers (cardboard)
- Office Paper (postal wrappers)
- Computer Printouts
- Commingled Bottles and Cans (aluminum, glass and Plastic #1 and #2)
- Scrap Metal



Recycling Tool Box Talk

RECYCLE THESE ITEMS:

PAPER, CARDBOARD and JUNK MAIL TOO!
Includes newspaper, phone books, junk mail, magazines, catalogs, paperback books, brown grocery bags, gray paperboard (such as cereal and flour boxes), shredded paper, school and office paper.

METAL CANS
Including EMPTY non-hazardous aerosols

GLASS BOTTLES & JARS

PLASTIC BOTTLES & JARS
3/4 & 1/2 gallon

NEW ITEMS TO PUT IN YOUR BUCKET:
For example, soup and sauce cartons

PUT RECYCLING CURBSIDE BY 6AM

BOTTLES, CANS AND BEVERAGE, SOUP & SAUCE CARTONS

PLEASE RINSE
LABELS ARE OKAY
NO CAPS OR LIDS
DO NOT USE PLASTIC BAGS

REMEMBER
One truck collects paper – another collects bottles & cans

Set cart at least 3 FEET from buckets, mailboxes, basketball systems, cars, etc.

DO NOT RECYCLE:

NO PLASTIC BAGS
They jam up our sorting equipment. Recycle at grocery stores.

NO HARBOR BOOKS, FROZEN FOOD OR FOOD-CONTAMINATED BOXES

NO PLASTIC PAILS, TUBS, TRAYS, FOOD CONTAINERS OR FOIL ITEMS
IMPORTANT: DO NOT RECYCLE #11, #12, TUBS, AND TRUCKS AND ALL TYPES OF PLASTICS. We reuse or send them to the landfill!

NO MUGS, GLASSES, VASES, BULBS, BAKEWARE, DISHES OR WINDOW GLASS

NO PLASTIC, STYROFOAM, LIDS OR CAPS

NO MOTOR OIL, LUBRICANTS, PAINT OR PESTICIDE CONTAINERS



NJARNJ Environmental Compliance Desktop Guide

NEW JERSEY ARMY NATIONAL GUARD MONTHLY RECYCLING REPORT

FAX THIS FORM WITHOUT A COVER SHEET TO ID-OEC

Fax (808) 630-8880

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

Month: _____ County: _____

Product Recycled (Type)	Weight (Actual or Est.)	Where Recycled Location	Process 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: _____

Chapter 13 Solid Waste (Recycling) Management

Recycling

- Check County requirements
- Track monthly recycling amounts
- Complete monthly recycling report



NJARNG Environmental Compliance Desktop Guide

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: (_____) _____

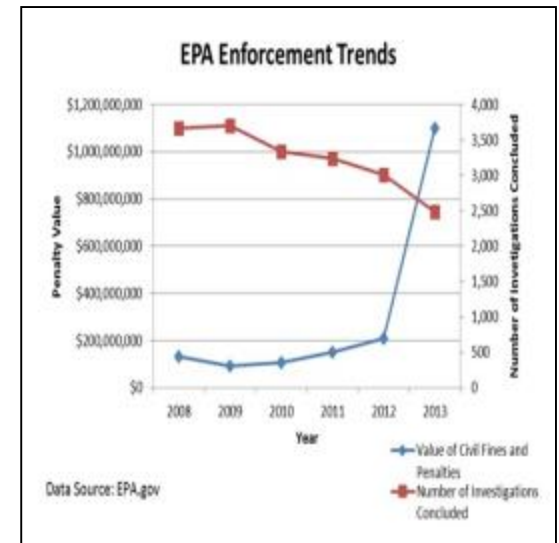
SIGNATURE: _____ DATE: _____

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Chapter 13 Solid Waste (Recycling) Management

Federal Facilities Enforcement

- Enforcement increasing
 - Fort Wainwright - \$59,220 Hazardous waste
 - Army Corps of Engineers Lab - \$85,900 Hazardous chemicals
 - RI Army National Guard - \$39,400 Spray painting
 - JB Elmendorf-Richard - \$21,000 Hazardous wastes



EMB On-Line Environmental Documents

- Documents available on pesticide, spills, recycling, natural resources, asbestos
- Located in FTSS office, Armorer's office, and maintenance Shop Foreman's office
- NJDMAVA website contains various environmental plans & documents at
<http://www.nj.gov/military/installations/index.htm>
- Recycling plan
<http://www.nj.gov/military/installations/docs/2012FinalRecyclingPlanRevisionJan2014.pdf>

Summary

- Weekly/monthly/as needed inspections
- ***Be proactive!***
- Recycle
- Become familiar with Environmental Compliance Desktop Guide
 - Suggest changes
 - Ask when you don't understand
 - Call when you think you do!



UECO TRAINING Review

- Questions/Discussion?
- **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/EPAS/NEPA): 609-530-6902
- Review of ENVIRONMENTAL TRAINING RECORD
 - Signature