

FORT NOVOSEL

Environmental Document

ENV-SW001: Waste Turn-in Procedure (21 JUNE 2024)

Approved by: *Melissa Lowlavar/Travis Farmer*

1.0 PURPOSE

This procedure defines the requirements for turning in solid wastes for management by Defense Logistics Agency Disposition Service (DLADS).

Control of environmental procedures is addressed in procedure ENV-P002: Document Control.

2.0 SCOPE

This procedure applies to all Fort Novosel operations involving solid waste with hazardous constituents, including all activities and tenants that generate, recycle or reclaim waste, including those activities located at facilities outside the contiguous boundary of the installation. The requirements of this procedure are applicable to all military, civilian and contract personnel at Fort Novosel.

3.0 DEFINITIONS

Term	Definition
DLADS	Defense Logistics Agency Disposition Service
DPW-ENRD	Directorate of Public Works, Environmental and Natural Resources Division, located in Bldg. 1121, telephone number 334-255-0487.
HMCC	Hazardous Material Control Center, located in Bldg. 1315, telephone number 334-598-1037.
HW	Hazardous Waste
90-HWCAA	Less Than 90-Day Hazardous Waste Central Accumulation Areas (also applies to the less than 180-Day HWCAA located at Shell)
HWMP	The Fort Novosel Hazardous Waste Management Plan documents procedures to ensure each step in the "cradle-to-grave" management of wastes with hazardous characteristics is carried out in a consistent manner and in accordance with regulatory requirements. Procedures are either referenced or included in in the HWMP, as necessary, to provide documented waste management instructions, from the time of waste generation until it is transported offsite for reuse or disposal.
HWSAA	Hazardous Waste Satellite Accumulation Area

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4.0 RESPONSIBILITIES

It is the responsibility of each unit, organization or contractor working on Fort Novosel to follow these procedures.

5.0 PROCEDURE

5.1 Turn-In Document

5.1.1 A DD Form 1348-1A is to be completed for all containers turned in for waste disposal, recycle or reclamation.

5.1.2 The DD Form 1348-1A may be obtained from DPW-ENRD.

5.1.3 Use the following instructions to complete the DD Form 1348-1A.

Using the areas marked on the example of DD Form 1348-1A below, fill in the numbered areas with the following information:

Item 1. Box #2 “Ship From”: Type the name of the generator, or the name of the agency who created the waste, and “Fort Novosel”.

Item 2. “Units Issued”: To designate if the containers are drums or boxes, type “DR” for drums or “BX” for box.

Item 3. “Qty”: Type the number of containers being shipped with this document. i.e. Type “2” for two drums of waste to be shipped. (One TYPE of waste and container per document.)

Item 4. “Fund”: Type the number provided to your agency by the Hazardous Waste Program Manager. This is updated each fiscal year.

Item 5. “Dollars CTS”: Type the cost per container or unit from the correct waste profile. NOTE: Item 5 is located at the top of the form and at the bottom. Enter the per unit cost in both locations. Please reference the most recent waste profile list provided by the Hazardous Waste Program Manager.

Item 6. “Dollars CTS” This is the total amount of all containers for the DD1348-1A.

Item 7. Box 4 “Mark For”: Type “NON-RCRA” for Non-RCRA waste, “HAZARDOUS WASTE” for hazardous waste, or “UNIVERSAL WASTE” for universal waste as designated on the applicable waste profile. Please reference the most recent waste profile list provided by the Hazardous Waste Program Manager.

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Item 8. “Document Number and Suffix”: Check with Hazardous Waste Program Manager for details, but the document number typically begins with “W58QRU” for Garrison, “W31BMY” for medical or dental, and “W90FJB” for aviation maintenance sources. This is followed by the 4-digit Julian Date followed by the number “1525” (or as assigned to generator). With each additional DD Form 1348-1A created in a single day, add 1 to the number “1525”. i.e. The first document of the day is “W58QRU-1230-1525”, the second document is “W58QRU-1230-1526”, and so on.

Item 9. “DOT Shipping Name”: Copy the DOT Shipping name exactly as it appears on the waste profile list. Please reference the most recent waste profile list provided by the Hazardous Waste Program Manager.

Item 10. “National Stock Number (NSN)”: Copy the National Stock Number exactly as it appears on the waste profile list. Please reference the most recent waste profile list provided by the Hazardous Waste Program Manager.

Item 11. “Bill To”: Type the number provided to your agency by the Hazardous Waste Program Manager.

Item 12. “Item”: Copy the waste name exactly as it appears on the waste profile list. Please reference the most recent waste profile list provided by the Hazardous Waste Program Manager. Specific products or components may be referenced in parentheses.

Item 13. “TY CONT”: Use the following list to enter the correct container type and size code for the waste. Only one type of container may be entered on each DD Form 1348-1A.

DM (drum, metal) + capacity (5-55 gal)

DF (drum, fiber or plastic) + capacity (5-55 gal)

CF (carton, fiber) = cardboard box + capacity (5-80 gal)

CW (crate, wooden) = wooden box or pallet with shrink wrapped containers

CYB (cubic yard box) = cubic yard box or “Gaylord box” on a pallet

Item 14. “Waste Codes”: If the waste is a Hazardous Waste, then copy the waste codes exactly as they appear on the waste profile list. If the waste is Universal Waste or Non-RCRA Waste, enter “N/A”. Please reference the most recent waste profile list provided by the Hazardous Waste Program Manager.

Note* “Total Weight”: If your agency has a properly calibrated and maintained scale, then please enter the weight of the waste container to the nearest pound. However, this item is optional, and the container will be weighed at 90-HWCAA turn-in even if a weight has been entered in this space.

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Item 15. “CLIN”: Copy the CLIN exactly as it appears on the waste profile list. Please reference the most recent waste profile list provided by the Hazardous Waste Program Manager. Please contact the Hazardous Waste Program Manager if a CLIN is not displayed for your size or type of container.

Item 16. “Profile Number”: Copy the profile number exactly as it appears on the waste profile list. Please reference the most recent waste profile list provided by the Hazardous Waste Program Manager.

Item 17. Accumulation Start Date (ASD) This is the date applicable to Universal Waste or Hazardous Waste Containers labeled on the container.

Item 18. “EPA ID”: Enter the EPA ID code as listed at the top of the Waste Profile List for the area where the waste was produced. If the waste was produced within the Main Cantonment Area, enter “AL6210020776”, for Shell AAF “AL2210090039” and for Cairns AAF “AL9210090040”.

Item 19. Write POC Full name and Phone number.

“Certified By”: Leave blank. To be signed by DPW-ENRD personnel.

“Inspected By”: Leave blank. To be signed at turn-in by the 90-HWCAA Manager when waste is accepted.

Additional Information:

You may NOT create DD Form 1348-1A documents for waste turn-in unless you have completed HWSAA training. DPW-ENRD provides the required training classes each quarter. See <http://www.fortnovosel-env.com> to register for classes.

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25. NATIONAL STOCK NO & ADD (8-22)										26. RCN(4), LQ(2-4), QTY(25-28), CON CODE(7), COG(55-58), LP(74-82)										27. ADDITIONAL DATA										28. RETURN PART 210										29. RETURN PART 210										30. RETURN PART 210										31. RETURN PART 210										32. RETURN PART 210										33. RETURN PART 210										34. RETURN PART 210										35. RETURN PART 210										36. RETURN PART 210										37. RETURN PART 210										38. RETURN PART 210										39. RETURN PART 210										40. RETURN PART 210										41. RETURN PART 210										42. RETURN PART 210										43. RETURN PART 210										44. RETURN PART 210										45. RETURN PART 210										46. RETURN PART 210										47. RETURN PART 210										48. RETURN PART 210										49. RETURN PART 210										50. RETURN PART 210										51. RETURN PART 210										52. RETURN PART 210										53. RETURN PART 210										54. RETURN PART 210										55. RETURN PART 210										56. RETURN PART 210										57. RETURN PART 210										58. RETURN PART 210										59. RETURN PART 210										60. RETURN PART 210										61. RETURN PART 210										62. RETURN PART 210										63. RETURN PART 210										64. RETURN PART 210										65. RETURN PART 210										66. RETURN PART 210										67. RETURN PART 210										68. RETURN PART 210										69. RETURN PART 210										70. RETURN PART 210										71. RETURN PART 210										72. RETURN PART 210										73. RETURN PART 210										74. RETURN PART 210										75. RETURN PART 210										76. RETURN PART 210										77. RETURN PART 210										78. RETURN PART 210										79. RETURN PART 210										80. RETURN PART 210										81. RETURN PART 210										82. RETURN PART 210										83. RETURN PART 210										84. RETURN PART 210										85. RETURN PART 210										86. RETURN PART 210										87. RETURN PART 210										88. RETURN PART 210										89. RETURN PART 210										90. RETURN PART 210										91. RETURN PART 210										92. RETURN PART 210										93. RETURN PART 210										94. RETURN PART 210										95. RETURN PART 210										96. RETURN PART 210										97. RETURN PART 210										98. RETURN PART 210										99. RETURN PART 210										100. RETURN PART 210									

- DD FORM 1348-1A, JAN 98 ISSUE RELEASE/RECEIPT DOCUMENT FORM APPROVED, OMB NO 0704-0188
- Container(s): (Sequence number)
1. Generator
 2. DR (drum) or BX (box)
 3. Quantity
 4. Fund code - updates each fiscal year
 5. Cost per container
 6. Total cost
 7. Non-RCRA, Hazardous, or Universal Waste
 8. W58QRU (Garrison), W90FJB (M1), or W31BMY (Lyster)
 9. DOT shipping name from waste profile log
 10. NSN from waste profile log
 11. Usually matches DODAAC in doc ID
 12. Description of waste
 13. Type & size of container (see profile log)
 14. Waste codes from profile log (ex: D001, F005)
 15. CLIN from profile log based on container size
 16. Profile number from waste profile log
 17. Accumulation Start Date for HW, UW
 18. By Main Post, Cairns or Shell (see profile log)
 19. Name & contact # as certification of waste

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5.2 Activities Located within the Boundary of Fort Novosel

For activities located within the physical boundary of Fort Novosel generating waste, the following applies:

- 5.2.1 Turn-in of waste containers will occur Thursday morning between 0900 and 1130 at Bldg. 1207 or may be scheduled for other times by appointment if necessary. The original and two copies of the completed DD Form 1348-1A are to accompany waste containers being generated for turn-in at the 90-HWCAA at Bldg. 1207. Note that the generator of the waste is responsible for completing the form correctly and obtaining required/authorized signatures.
 - 5.2.1.1 One copy of the DD Form 1348-1A will be signed by the 90-HWCAA manager accepting waste and returned to the customer.
 - 5.2.1.2 One copy of the DD Form 1348-1A will be attached to the respective container. If more than one container of the same type is noted, the form will be attached to the one with the oldest accumulation start date, with the document number being written on all applicable containers.
- 5.2.2 HMCC will provide original DD Forms 1348-1A from each week's turn-ins to DPW- ENRD prior to noon on Friday for each week. The DD Forms 1348-1A will be reviewed for accuracy and may be returned to the generator for correcting if deemed necessary by DPW-ENRD.

5.3 Activities Located Outside the Boundary of Fort Novosel

For activities located outside the physical boundary of Fort Novosel generating waste, the following applies:

- 5.3.1 One copy of the completed DD Form 1348-1A will be provided to the DPW-ENRD within one week of waste turn-in. Note that the generator of the waste is responsible for completing the form correctly and obtaining required/authorized signatures. The DD Forms 1348-1A will be reviewed for accuracy and may be returned to the generator for correcting if deemed necessary by DPW-ENRD.
- 5.3.2 One copy of the DD Form 1348-1A is to be attached to the respective container. If more than one container of the same type is noted, the form will be attached to the one with the oldest accumulation start date, with the document number being written on all applicable containers.

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5.4 90-HWCAA Manager Responsibilities

- 5.4.1 The 90-HWCAA Manager will ensure all containers are not damaged prior to accepting into the 90-HWCAA. Waste that is not properly labeled and identified or that is not properly packaged and safe to handle will not be accepted. Containers that are found to be leaking, corroded, heavily dented, or otherwise deteriorated must be either transferred to a different container or over packed in a DOT-approved container prior to accepting.
- 5.4.2 Each DD Form 1348-1A will be reviewed for completeness and accuracy prior to receiving the waste into the 90-Day HWCAA. Items found to be incorrect or incomplete are to be corrected by the generator prior to receiving the waste.
- 5.4.3 The 90-HWCAA Manager will provide original documents to DPW-ENRD by noon each Friday. Should a holiday fall on Friday, all data will be turned in the next available work day.

5.5 DPW-ENRD Responsibilities

DPW-ENRD will review DD Forms 1348-1A for accuracy and ensure waste information is transferred to DLADS for Delivery Orders as required.

6.0 FORMS AND RECORDS

DD Form 1348-1A, *Issue Release/Receipt Document*

7.0 REFERENCES

ENV-P002: Document Control
Hazardous Waste Management Plan (HWMP)