

# FORT RUCKER

## Environmental Document

ENV-SW001: Waste Turn-in Procedure  
(1 October 2017)

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### 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 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 Fort Rucker. The requirements of this procedure are applicable to all military, civilian and contract personnel at Fort Rucker.

### 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 334-255-1024.
HMCC	Hazardous Material Control Center, located in Bldg 1315, telephone number 334-598-1311.
90-HWAS	Less Than 90-Day Hazardous Waste Accumulation Sites (also applies to the less than 180-Day site located at Shell)
HWMP	The Fort Rucker Hazardous Waste Management Plan documents personnel and procedures to ensure each step in the "cradle-to-grave" management of hazardous wastes is carried out in a consistent manner and in accordance with regulatory requirements. Procedures are either referenced or included in this HWMP, as necessary, to provide documented hazardous waste management instructions, from the time of waste generation until it is transported offsite for reuse or disposal.

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#### 4.0 RESPONSIBILITIES

It is the responsibility of each waste generator 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 “Ft. Rucker”.

**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 per document.)

**Item 4.** “Fund”: Type the number provided to your agency by the Hazardous Waste Program Manager.

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

**Item 6.** 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.

**Item 7.** “Document Number and Suffix”: Unless your organization has a different code (check with Hazardous Waste Program Manager) type “W58QRU” then enter the 4-digit Julian Date followed by the number “1525”. With each additional DD Form 1348-1A created in a single day, add 1 to the number “1525”. i.e. The first

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document of the day is “W58QRU-8230-1525”, the second document is “W58QRU-8230-1526”, and so on.

**Item 8.** “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 9.** “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 10.** “Bill To”: Type the number provided to your agency by the Hazardous Waste Program Manager.

**Item 11 a.** “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.

**Item 11b.** “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.

**Item 12.** “TY CONT”: Use the following list to enter the correct container type and size code for the waste.

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

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

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

CW (crate, wooden) = pallet with cubic yard box

**Item 13.** “Total Weight”: If your agency has a properly calibrated and maintained scale, then please enter the weight of the waste container. However, this item is optional and the container will be weighed at turn-in even if a weight has been entered in this space.

**Item 14.** “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 container.

**Item 15.** “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.

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**Item 16.** “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. i.e. If the waste was produced within the Main Cantonment Area, Enter “AL6210020776.”

**Item 17.** “Certified By”: Leave blank. To be signed at turn-in by the person accepting the waste at the HMCC.

**Item 18.** “Inspected By”: The “POC” listed on the lower right-hand side of the form is the name of the person who created the document. This person must also sign the “Inspected By” line at the bottom right-hand of the form.

#### Additional Information:

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



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#### **5.2 Activities Located within the Boundary of Fort Rucker**

For activities located within the physical boundary of Fort Rucker generating waste with hazardous constituents, 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 days/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-Day Hazardous Waste Building 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 HMCC Waste Manager/Representative 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 Rucker**

For activities located outside the physical boundary of Fort Rucker generating waste with hazardous constituents, 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.

#### **5.4 HMCC Responsibilities**

- 5.4.1 The Hazardous Waste Manager will ensure containers are not damaged prior to accepting into the 90-HWAS at Building 1207. Waste that is not properly labeled

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and identified or that is not properly packaged and safe to handle will not be accepted. Containers that are found to be heavily dented, leaking, corroded, 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 HWAS at Bldg 1207. Items found to be incorrect or incomplete are to be corrected by the generator prior to receiving the waste.
- 5.4.3 The HMCC 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)