

# FORT RUCKER

## Environmental Document

ENV-SW009: Absorbent Continued Use Program  
(1 October 2017)

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### 1.0 PURPOSE

This procedure defines the requirements for managing absorbent pads, socks, wipes, mop heads, and pillows for continued use.

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

### 2.0 SCOPE

This procedure applies to all operations involved in managing absorbent materials for continued use. This procedure applies to all military, civilian and contract personnel that order, supply, process, store, use, and track absorbents for continued use on Fort Rucker.

### 3.0 DEFINITIONS

Term	Definition
Absorbent Materials	Pads, socks, wipes, pillows, and mop heads
AUL	Authorized Use List
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
QVL	Qualified Vendor List

### 4.0 RESPONSIBILITIES

#### 4.1 DPW-ENRD

4.1.1 Ensure installation-wide adherence to established policies and procedures for the absorbent continued use program.

4.1.2 Maintain tracking documents (USAACE Form 2732).

#### 4.2 Absorbent Supplier / Processor

4.2.1 Ensure appropriate pick-up and delivery service to the absorbent users.

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- 4.2.2 Process and transport contaminated or used absorbents in accordance with regulatory requirements.
- 4.2.3 Provide documentation as required by the absorbent continued use procedure.
- 4.2.4 Provide certified documentation as required by an ADEM approved absorbent continued use process.
- 4.2.5 Handle absorbent materials as a valuable commodity.

#### **4.3 HMCC**

- 4.3.1 Receive absorbent requests from the absorbent user and place the order with the absorbent supplier/processor.
- 4.3.2 Ensure absorbent supplier/processors are on the Qualified Vendor List (QVL).

#### **4.4 Absorbent User**

- 4.4.1 Adhere to established policies and procedures for the absorbent continued use program, including segregation of used products, weighing of used materials, etc.
- 4.4.2 Handle absorbent materials as a valuable commodity.
- 4.4.3 Provide tracking data on received and used absorbents using USAACE Form 2732, *Continued Use Absorbents Tracking Document*.

### **5.0 PROCEDURE**

#### **5.1 Order absorbent materials**

- 5.1.1 The absorbent user requests on their approved AUL the quantity and type of absorbent needed by the date specified by the supplier. Specific items available for order are included in the pick lists on USAACE Form 2732, *Continued Use Absorbents Tracking Document*.
- 5.1.2 HMCC places the absorbent order with the supplier/processor.

#### **5.2 Delivery of absorbent materials**

- 5.2.1 Supplier/processor delivers the absorbent user's order to pre-designated delivery points.
- 5.2.2 Supplier/processor provides user with a copy of the delivery document to include but not limited to the delivery date, delivery location, container contents, container weight and drum identification number.

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5.2.3 User will verify that items delivered and the delivery document match. They will also provide DPW-ENRD with drum identification numbers, deliver/pickup date, total weight and number of drums received, using USAACE Form 2732, *Continued Use Absorbents Tracking Document*. This information should be provided to DPW-ENRD no later than 7 days after the transaction has been completed.

#### **5.3 Use of absorbent materials**

5.3.1 All used absorbent materials must be handled in a responsible manner (i.e. they must be handled as a valuable commodity).

5.3.2 Used absorbent materials must be segregated and placed into the drums provided by the supplier/processor for return. User will ensure that all trash and other debris is kept out of the drums.

5.3.3 All materials that are considered unserviceable after being returned from the supplier/processor must be managed as a waste.

#### **5.4 Pick-up of absorbent materials**

5.4.1 User will stage drums containing used absorbent materials for return at pre-designated pick-up points.

5.4.2 User will provide DPW-ENRD with drum identification numbers, deliver/pickup date, total weight and number of drums returned, using USAACE Form 2732, *Continued Use Absorbents Tracking Document*. This information should be provided to DPW-ENRD no later than 7 days after the transaction has been completed.

#### **5.5 DPW-ENRD will maintain tracking information for absorbent materials**

#### **5.6 Processing of absorbent materials at supplier facility**

5.6.1 All used absorbent materials must be handled in a responsible manner (i.e. they must be handled as a valuable commodity).

5.6.2 All used absorbent materials must be processed for continued use in accordance with regulatory requirements.

5.6.3 All materials that are clearly unserviceable after use must be managed as a waste.

5.6.4 All items that are sent to the supplier/processor must be returned to Fort Rucker even if they are remnants.

5.6.5 The supplier/processor must ensure that absorbent materials are cleaned, segregated, and returned to the central activity of origination (i.e. absorbent

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materials coming from the Facilities Maintenance Contractor will be returned to Facilities Maintenance Contractor, absorbent materials from Aircraft Maintenance Contractor will be returned to Aircraft Maintenance Contractor, etc.).

#### **6.0 FORMS AND RECORDS**

USAACE Form 2732, *Continued Use Absorbents Tracking Document*

#### **7.0 REFERENCES**

ENV-P002, *Document Control*