ENVIRONMENTAL COMPLIANCE COORDINATOR (ECC) MONTHLY HAZARDOUS WASTE ACCUMULATION POINT (HWAP) INSPECTION CHECKLIST

Unit ECC Name:	Site and Bldg:	Date:		
1. HWAP BINDER		YES	NO	N/A
a. Is the unit or tenant aware of the Installation Commanding Officer's (CO's) policy statement on environmental management? [MCO 5090.2 Vol 2, Ch 3, par 0302]				
b. Does the unit/activity maintain a spill response plan (flow chart), including contingency plan, describing planning and actions to be taken to contain and clean up spills? [JEGS 16.10.1]				
c. Has Environmental Division authorized the collection and accumulation of waste at the specific unit/activity HWAP (i.e. activation letter)? [HWMP Attachment 1, 2a]				
d. Does the unit/activity have their HWAP Managers (primary and alternate) designated in writing? [HWMP 2.3.9.1]				
e. Have HWAP Managers completed the HW Handler's Course within 60 days of assignment or the annual refresher training, or are they performing duties under direct supervision if training has not been completed? [JEGS 16.2 and 16.2.1] [MCO 5090.2, Vol 9, Ch 4, 040901]				
f. Have the unit HWAP Managers completed the required weekly inspections and the management of administrative requirements for the HWAP? [HWMP 2.3.10.3]				
g. Does the HWAP Managers also complete all POL container inspections and documentation? [JEGS 11.4.2.1.1]				
h. Does each hazardous waste stream have a Hazardous Waste Profile Sheet (HWPS) maintained in the operating file? [JEGS 16.3.3]				
i. Are all historical training records retained for at least 3 years after termination of duty of personnel? [JEGS 16.2.3] [HWMP 4.3.5]				
j. Are the historical weekly inspection reports being retained for at least 5 years, not to include the current year's inspection reports? [HWMP Attachment 1, 2c]				
k. Are HW pick-up/turn-in receipts and characterization records (i.e. sampling) being maintained for at least 5 years? [JEGS 16.11.3.1 and 16.11.3.5]				
I. Does the HWAP binder have an Environmental Division point of contact sheet? [HWMP Attachment 3, 1b]				
2. HWAP AREA, WASTE/POL CONTAINERS, AND SECONDARY CONTAINMENT		YES	NO	N/A
a. Does the HWAP have a bilingual sign in both English & Japanese, indicating the names and telephone numbers of the HWAP managers? [HWMP Attachment 1, 1d(1)]				
b. Is the HWAP designed and operated to provide appropriate segregation for different waste streams, including those that are chemically incompatible? [JEGS 16.4.2]				
c. Does the unit/activity HWAP have a site specific spill contingency plan (SSSCP) posted in a prominent location to manage spills and release of any waste? [JEGS 13.2.3.12] [HWMP Attachment 1, 2d, 5a, and 5b]				
d. Is there an adequate spill response material maintained on hand and staged in a manner that it is immediately accessible to the scene of a spill? [HWMP Attachment 1, 5e]				
e. Does the HWAP accumulate no more than the equivalent of 208-liter [55-gallon] drum of hazardous waste, or a 1-liter [1-quart] container of acute hazardous waste, from each waste stream? [JEGS 16.4.3]				
f. Are HWAP containers labelled with a USFJ Hazardous Waste Label or Non-Regulated Waste Labels in both Japanese and English, or with an indication of the hazards of the contents? [JEGS 16.4.2, 16.6.2.4, and 16.B.1]				
g. Are containers holding hazardous waste in good condition, free from severe rusting, bulging, or structural defects? [JEGS 16.6.1.1]				
h. Are containers used to store hazardous waste, including overpack containers, compatible with the materials stored? [JEGS 16.6.1.2]				
i. Are containers holding hazardous waste always closed during storage, except when adding or removing waste? [JEGS 16.6.2.1]				

j. Are containers holding hazardous waste not opened, handled, or stored in a manner that may rupture the container or cause it to leak? [JEGS 16.6.2.2]		
k. Are containers of flammable liquids grounded for content transferring from one container to the other? [JEGS 16.6.2.3]		
I. To avoid container deterioration, are container tops free from standing water and are containers elevated to avoid contact with accumulated liquids? [HWMP Attachment 1, 3m]		
m. Are incompatible wastes and materials not placed in the same container? [JEGS 16.6.4.1]		
n. Are waste containers awaiting for sampling properly labelled (i.e. "Waste Pending Analysis") whether the waste is known or unknown? [JEGS 16.4.4] [SAP 8.5.1]		
 o. If the unit/activity has cylinder tanks (non-ODS) awaiting for disposal, are they properly stored? [JEGS 16.6.6.3] 		
p. Does the HWAP storage area have a secondary containment system? [JEGS 16.6.3]		
q. Is the containment system sufficiently impervious to contain leaks, spills, and accumulated precipitation until the collected material is detected and removed? [JEGS 16.6.3.1]		
r. Does the secondary containment system have sufficient capacity to contain 10 percent of the volume of stored containers or the volume of the largest container, whichever is greater? [JEGS 16.6.3.2]		
s. Are spilled or leaked waste and accumulated precipitation removed from the collection area in a timely manner to prevent overflow of the collection system? [JEGS 16.6.3.4]		

NOTES / REMARKS