

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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does the unit/activity have their HWAP Managers (primary and alternate) designated in writing? [HWMP 2.3.9.1]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Does the HWAP Managers also complete all POL container inspections and documentation? [JEGS 11.4.2.1.1]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Does each hazardous waste stream have a Hazardous Waste Profile Sheet (HWPS) maintained in the operating file? [JEGS 16.3.3]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Does the HWAP binder have an Environmental Division point of contact sheet? [HWMP Attachment 3, 1b]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Are containers holding hazardous waste in good condition, free from severe rusting, bulging, or structural defects? [JEGS 16.6.1.1]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Are containers used to store hazardous waste, including overpack containers, compatible with the materials stored? [JEGS 16.6.1.2]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Are containers holding hazardous waste always closed during storage, except when adding or removing waste? [JEGS 16.6.2.1]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

