

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

Pursuant to: MCO 5090.2 Environmental Compliance and Protection Manual, Japan Environmental Governing Standards (JEGS) 2018, Iwakuni
Hazardous Waste Management Plan (HWMP) 2013

YEAR:	ECC NAME (PRINT)	REMARKS
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		

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REGULATIONS	
1.	ENVIRONMENTAL RECORDS: HAZARDOUS WASTE BINDER
a	Is the unit or tenant aware of the Installation Commanding Officer's (CO's) policy statement on environmental management? [MCO 5090.2 par 031003(Table 3-2)]
b	Does the unit maintain a spill response flow chart or a full/partial site specific spill contingency plan (SSSCP) pertinent to its facility and operations? [JEGS C6.3.6.2.1]
c	Is the Hazardous Waste Accumulation Point (HWAP) Activation letter located in the unit's HWAP Binder? [HWMP 2.3.1.9]
d	Does the unit/activity have a Hazardous Waste Accumulation Point (HWAP) Manager (Primary & Alternate) designated in writing? [HWMP 2.3.9.1]
e	Have HWAP manager(s) successfully completed appropriate Hazardous Waste (HW) training necessary to perform their assigned duties? [JEGS C6.3.2.5]
f	Have all personnel performing HW duties successfully completed the annual refresher HW training as necessary? [JEGS C6.3.9.2]
g	Are weekly inspections being conducted by the HWAP Primary/Alternate Manager? [HWMP 2.3.10.3]
h	Are portable containers/tanks being inspected monthly? [JEGS C9.3.2.1][STI SP001-03][SPRP 2.10.2.2]
i	Are records of inspections (HWAP & AST's) being maintained for a period of three years? [JEGS C6.3.5.4][SPRP 2.10.2.2]
j	Is the unit's waste profile sheets updated and kept in their HWAP Binder? [HWMP Attachment 3]
k	Are historical documents, e.g. previous appointment letters, trainings, etc., for the HWAP being maintained for three years? [JEGS C6.3.9.4]
l	Is the unit's previous HWAP ECA and CAPA Response being maintained in the historical section of their HWAP Binder for 3 years? [JEGS C6.3.5.4]
m	Is an Environmental POC sheet located in the unit's HWAP Binder? [HWMP Attachment 3]
n	Does the unit have a locator sheet with pertinent Environmental Orders located in their HWAP Binder? [HWMP Attachment 3]
o	Are units maintaining their turn in documents for a period of one year? [HWMP Attachment 3]
2.	HAZARDOUS WASTE ACCUMULATION POINT (HWAP)
a	Does the HWAP have warning signs (NFPA or appropriate international sign) appropriate for the waste being accumulated at that site? [JEGS C6.3.2.1]