

GRAFENWOEHR TRAINING AREA

ENVIRONMENTAL STANDARD OPERATING PROCEDURE FOR TENANT UNITS / ACTIVITIES

STATUS: DECEMBER 2001

PREPARED BY:

APPROVED BY:

**ENVIRONMENTAL DIVISION
Dir, Public Works, Grafenwoehr
409TH BSB
UNIT 28130
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/ORIGINAL SIGNED

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INTENT

WHY AN ENVIRONMENTAL SOP?

The intent of this SOP is to help Tenant Units/Activities at the 409TH BSB Grafenwoehr to:

- Comply with German and US Environmental Laws and Regulations during their day to day mission performance.
- Prevent contamination of the environment.
- Ensure proper cleanup and disposal of spilled hazardous substances.

ALWAYS KEEP IN MIND!

Environmental contamination does not only destroy natural resources; it finally will destroy your health!

A hazardous substance spilled in your motor pool and not cleaned up immediately and disposed properly will contaminate our drinking water wells, which also supply you and your family. All soldiers and civilians working or living at the Grafenwoehr Community and Training Areas must comply with the provisions set forth in this SOP.

We are constantly working towards the improvement of this SOP. If you have any suggestions on how to make this SOP better, on how the environmental customer service at GTA can be improved, or if you think more information should be included in this SOP or simply if you want to have more detailed information about Environmental Programs call the Grafenwoehr Environmental Division, DSN 475-7048 or 7209.

REFERENCES:

- a. AR 200-1 Environmental Protection and Enhancement, 23 Apr 1990.
- b. USAREUR Regulation 200-1 Environmental Quality Program, 9 Dec 1993.
- c. AR 420-47 Solid and Hazardous Waste Management, 1 Dec 1984.
- d. AR 420-76 Hazardous Waste Recycling and Disposal, 1 Jan 1985.
- e. German Final Governing Standards, May 1996
- f. German Water Law.
- g. German Ordinance for Storage and Dispensing of Water Endangering Substances (VAWS).
- h. German Regulation for Storage, Dispensing and Transportation of flammable Liquids (VbF).
- i. German Waste Law
- j. German Technical Instructions for Municipal Wastes, 12 Feb 93 (TA Siedlungsabfall)

APPOINTMENT OF UNIT ENVIRONMENTAL COORDINATORS

1. Reference: USAREUR Reg. 200-1, 9 Dec 1993.
2. Effective Date: Immediately.
3. Purpose: To have a single point of contact for Grafenwoehr Environmental Division at each tenant unit/activity for the performance of environmental surveillance, cleanup and disposal operations in compliance with German Environmental Laws.
4. Period: As indicated on the attached Appointment Sheet, Encl. 1.
5. Background: The surveillance and implementation of the constantly increasing US and German environmental requirements cannot be performed alone by the Grafenwoehr Environmental Division with its limited staff. Each military unit/activity has to contribute to the accomplishment of environmental tasks. Therefore, it is necessary to appoint an Environmental Coordinator/Alternate for the performance of certain environmental tasks within each unit/activity. The person appointed should be reliable and have sufficient authority within the unit to perform duties in the right way, and to be able to provide appropriate information to the DPW Environmental Division or other agencies (i.e. Fire Department), in emergency situations.
6. Tasks to be performed are:
 - a. Daily environmental inspections of the area of responsibility regarding POL spills.
 - b. Ensure that sufficient supplies of dry sweep, absorbent hoses and shovels are on hand for emergency situations.
 - c. Proper storage of correctly identified Hazardous Waste (HW) and Hazardous Material (HM) containers.
 - d. Ensure that storage areas are provided with secondary containment.
 - e. Frequent inspections of HM and HW containers regarding their orderly condition.
 - f. Ensure that serviceable hazardous substances are being turned-in to the Hazardous Material Reuse Center at Vilseck, Tel.: 476-2878 or 2540, instead of dropping them in the hazardous waste containers. Prior to disposal of serviceable hazardous substances contractor personnel are required to ask you for a statement from the Reuse Center Vilseck, indicating that acceptance of the substance was rejected.
 - g. Reporting of identified deficiencies to the DPW Environmental Division, i.e. containers not labeled, rusted or dented, Contractor's failure to comply with Management Services as outlined in HW Disposal Guide.
7. Training: It is mandatory for the Environmental Coordinator/Alternate will to attend the 40 hour USAREUR sponsored training class which is offered annually. In addition to this basic course anyone who is involved in handling and storage of hazardous materials/waste at the 409th BSB Grafenwoehr is required to attend the annual BSB oriented refresher class, conducted by the Environmental staff.
8. Your 409TH BSB Grafenwoehr point of contact is the Environmental Division, DSN 475-7209.

APPOINTMENT OF UNIT ENVIRONMENTAL COORDINATOR

UNIT NAME: _____

UNIT COMMANDER: _____

TEL. # OF UNIT COMMANDER: _____

RANK/NAME OF ENVIRONMENTAL COORDINATOR

MAILING ADDRESS:

TEL. NO. _____

RANK/NAME OF ALTERNATE:

MAILING ADDRESS

TEL. NO.: _____

DATE/ SIGNATURE OF UNIT COMMANDER

DATE

SIGNATURE

MANAGEMENT OF SPILLS SPILL PREVENTION, REPORTING CLEANUP AND DISPOSAL

1. A spill is any uncontrolled discharge of petroleum, oil and lubricants (POL), hazardous material or any other water endangering substance onto soil, ground or into a body of water. Accidental release of POL or any other hazardous substance will result in the contamination of soil and ground water if the spill is not cleaned up immediately. Therefore, always keep in mind: **ONE LITER OF POL CAN CONTAMINATE 1,000,000 LITERS OF WATER!**

2. Individuals who discover POL or any other hazardous substance spilled, will immediately inform:

DURING AND AFTER DUTY HOURS:

Grafenwoehr Fire Department, Bldg. # 521, Tel. # DSN 475-8303. Only in extreme emergency cases call 117. The Fire Department is manned at all times and will immediately inform

Grafenwoehr Environmental Division, Bldg. # 329, Tel. # DSN 475-7209,

Monday - Friday from 07.30 to 16.00 hours.

FOR DOWN RANGE SPILLS:

Range Control, Tel. # 475-6332/6122, or over the radio, FM 46.65/55.20 (Old squelch on). The Range Control Firing Desk is manned at all times.

3. Reporting shall contain as a minimum:
 - a. Name, rank, unit, telephone number of person calling.
 - b. Location of spill.
 - c. Amount and substance spilled.
Local discovery date and time.
 - e. Contamination of sewer/storm sewer line, body of water?
 - f. Is a discharge into stream or lake likely?
 - g. Condition of the terrain (slope, vegetation, and soil texture).
 - h. Discharge/possible discharge on non-US controlled property?
 - i. Was the spill stopped?
4. The Fire Department will, if considered essential, immediately call:
 - a. The Grafenwoehr Environmental Division, DSN 475-7209 and ask for the Installation-on-Scene-Coordinator (IOSC).
 - b. If POL or other hazardous substances discharged or could discharge onto non US controlled properties, the German Police Station at Eschenbach, Telephone: 09645 -365 will be informed by the IOSC or the Fire Department, however, prior to release of any information, approval must be obtained from the Commander, 409TH BSB Grafenwoehr Public Affairs.
5. Spill Prevention: In order to avoid spills, the following directions will be adhered to:
 - a. Perform maintenance only at designated areas at the Main Camp/Field Camps.
 - b. Refuel vehicles on paved ground only.

- c. Never refuel vehicles aside of creeks, ponds, and sewer line inlets.
- d. Place metal pans under vehicles during refueling.
- e. Place drip pans under parked vehicles.
- f. Store POL containers (also empty containers) on paved ground or in catch basins only.
- g. Used oil will be disposed into used oil tanks existing at each hard stand, motor park and tank park. Disposal of used oil into sewer or open ditches is absolutely prohibited!

6. Cleanup of a POL/Hazardous Substances Spill is the responsibility of the causing unit, under supervision of the DPW Environmental Division! Therefore if you have a spill you will:

- a. Take immediate action to stop, contain and cleanup the spill.
- b. Dispose of contaminated material and hazardous waste according to the instructions of the Environmental Division.

7. If the scope of cleanup is beyond the capability of the causing unit, support can be provided by:

- a. The Environmental Division contractor for removal/disposal of polluted soil.
- b. The DPW Buildings and Grounds Division.

8. DISPOSAL OF CONTAMINATED MATERIAL FROM SPILL CLEANUP.

- a. Upon completion of cleanup the Grafenwoehr Environmental Division will be contacted and verification of adequate cleanup requested. Never fill up an excavated area before cleanup verification was performed.

EXCEPTION: The Environmental Division must not be contacted if the cleanup verification authority has been delegated to the officially designated Unit/Activity Environmental Coordinator.

- b. Disposal Procedures during Duty Hours: After spill cleanup the contaminated material will be loaded on a truck and the Environmental Division informed accordingly. Information provided should contain location of cleanup, estimated amount of contaminated material to be disposed, and the substance the material is contaminated with. Environmental personnel will provide clear instructions regarding the disposal location and disposal procedure, which strictly have to be adhered to.
- c. Disposal Procedures after Duty Hours: As far as possible, contaminated material should always be disposed of during duty hours. Should it become necessary to dispose of contaminated material after duty hours, due to any unforeseeable circumstances, the Grafenwoehr Fire Department must be contacted, Tel.: 475-8303. The Fire Department will give permission for disposal or contact a member of the Environmental Division.

9. Point of contact for above described actions and any actions involving environmental problems is the Environmental Division, DPW 409TH BSB Grafenwoehr, Telephone #: 475 - 7209.

STORAGE/HANDLING REQUIREMENTS FOR HAZARDOUS MATERIAL/WASTE

1. Hazardous Materials/Waste Categories:

- | | |
|-------------------------|--------------|
| a. Toxic | e. Oxidizing |
| b. Noxious (less toxic) | f. Flammable |
| c. Reactive | g. Corrosive |
| d. Explosive | h. Irritant |

2. How to identify a Hazardous Material or Waste?

- a. Check the label on the container. The product name or symbols show you the hazard classification. (See encl. # 1 for explanation of symbols).
- b. If you cannot identify a substance, consult the DPW Environmental Division, DSN 475-7209 or the 409th BSB Safety Office, DSN 476-1870, who can enter into the Hazardous Material Identification System (HMIS) and print the Material Safety Data Sheet (MSDS), (Stock number, manufacturer, or product number required).
- c. If a substance cannot be identified at all, contact the Environmental Division and request an analysis of an "UNKNOWN" chemical substance.

3. Storage Facilities: Storage facilities exist at almost all motor parks/tank parks. They should be used for all types of hazardous wastes except POL products.

Dispose of used oil into the used oil tank. Store POL products on the grid inside the used oil tank building.

4. Requirements for a Conforming Storage Facility:

- | | |
|---------------------------|-----------------------------|
| a. Fire proofness | f. Sufficient ventilation |
| b. Roof cover. | g. Adequate access. |
| c. Secondary containment. | h. Fire fighting equipment. |
| d. Impermeable coating. | i. Absorbent material. |
| e. Pump sump. | |

5. General Storage Rules:

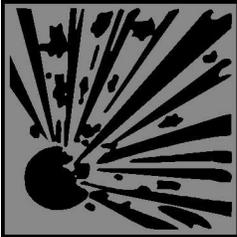
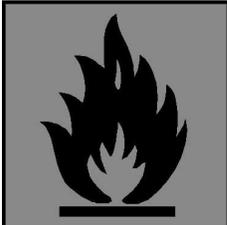
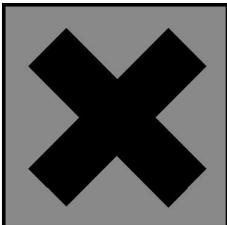
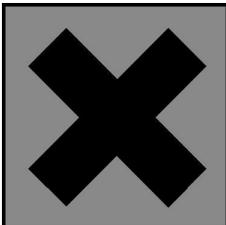
- a. Stack materials in a safe manner (e.g. on metal racks) with labels clearly visible.
- b. Follow general fire prevention rules.
- c. Store materials of the same group together (except reactive substances, see para 6).
- d. Arrange storage in a manner that prevents chemical reactions of the different hazardous material groups.
- e. Storage areas must have different sections for flammable, corrosive, reactive and toxic materials. ASK THE ENVIRONMENTAL DIVISION IF YOU HAVE PROBLEMS CLASSIFYING THE MATERIALS.
- f. Mark and label different materials properly.
- g. Leave sufficient access space.
- h. Ensure that ventilation openings are not blocked.
- i. Barrels with potential to leak (e.g. rusted/cracked) must be placed in drip pans.
- j. Ask the Environmental Division for drip pans/overpacks if necessary.

6. Rules for Co-Storage of Hazardous Materials:

- a. Never store reactive materials together in one location (acids, bases, STB, DS2).
- b. Never Store toxic with flammable/explosive materials.

- c. Never store pressurized gases with explosive/flammable materials.
- d. Never store pallets, sawdust with flammable hazardous materials.

HAZARDOUS MATERIAL/WASTE CLASSES FOR HANDLING HAZARDOUS SUBSTANCES

E	 EXPLOSIVE E	O	 OXIDIZER
F+	 LIGHT FLAMMABLE F+	F	 FLAMMABLE F
T+	 VERY TOXIC	T	 TOXIC
Xn	 NOXIOUS	Xi	 IRRITANT
C	 CORROSIVE	N	 CAUSING DAMAGE TO THE ENVIRONMENT

STORAGE AND HANDLING OF DS2

1. Characteristics

- a. Physical: Light amber solution, with slight ammonia odor.
- b. Chemical: Highly reactive base, not flammable, with a flash point of 175 degrees Fahrenheit. It reacts violent with acids and oxidizers (STB, Calcium Hypochloride, Magnesium or Lithium Batteries) generates heat and causes fire. It corrodes light metal/aluminum, damages plastic (no PE!) attacks leather, wool and linen.
- c. Toxicity: DS2 causes respiratory, skin and eye irritations. High vapor concentration can cause nausea, vomiting and respiratory irritations. Long term contact with DS2 can cause kidney, liver diseases and cancer.
- d. Warning: Personnel with chronic pulmonary, asthmatic, renal, skin or central nervous system conditions, and especially pregnant females should never handle or repack DS2.

2. Safety Precautions:

- a. Avoid direct contact with DS2 and inhaling of vapors.
- b. Use protective equipment (respirator/mask, goggles, full-length apron, long rubber gloves) while repackaging DS2 or handling damaged containers.
- c. Wash the worn protective clothing with hot soapy water.
- d. Exchange defective protective equipment.
- e. Ventilate the working area properly during repackaging operations.

3. First Aid:

- a. If DS2 is inhaled, move to fresh air immediately.
- b. If breathing has stopped, apply artificial respiration or give oxygen,
- c. If exposed to eyes, immediately flush with much water for 15 minutes.
- d. In case of skin contact, blot off DS2 and then rinse skin with water.
- e. If DS2 is ingested, give as much milk or water as possible. Seek immediate medical attention in all cases.

4. Storage Instructions.

- a. Upon receipt, inspect all shipments for leaks and drum corrosion. Write Quality Deficiency Reports if necessary.
- b. 409TH BSB Grafenwoehr constructed a central DS2 storage area at building # 311. This storage area conforms to existing US and German Environmental Regulations. Each tenant unit/activity is required to store their DS2 at this central storage building. The inside of this building is divided into separate lockable compartments
- c. Prior to storing the DS2 unit/activity will contact the DPW Environmental Division for assistance. DPW Environmental Division will issue a master key for the building and a separate key for the compartment assigned to the respective unit. Each key fits only the compartment for which it has been issued. This procedure enables access to the unit's DS2 at all times.
- d. The central storage facility was built based on a DS2/STB survey conducted in 1993, where the majority of the unit POCs indicated that they would prefer to have a central conforming storage area for DS2/STB.

5. Repackaging of DS2 from Deteriorated Containers.

- a. Gather all items needed in the work area.
- b. Ensure that you have all tools and the area is ventilated.
- c. Caution is needed since deteriorated containers can fall apart during lifting and moving.
- d. Avoid any contact with DS2.

- e. Repackage DS2 with as little movement as possible.
- f. Use sealable containers that prevent escape of DS2.
- g. Label the containers indicating the condition of the DS2 in the repackaged drum.
- h. Store the drums in a dry cool place.

6. Usage of Expired DS2.

If a drum with DS2 was never opened it will remain serviceable for an indefinite time that means, if you have intact drums, without leaks you can use the DS2 because it will not expire. DO NOT TRY TO DISPOSE OF DS2 JUST BECAUSE IT IS EXPIRED!

7. DS2 Spill Cleanup.

- a. Neutralize the spill with sodium bisulfate.
- b. Absorb the neutralized spill with dry sweep. CAUTION: Polluted dry sweep must be treated and disposed of as hazardous waste! (See Annex B)
- c. Scoop up contaminated soil and dispose of as hazardous waste. (See Annex B).

8. Disposition of Unserviceable Containers.

- a. Segregate the unserviceable containers.
- b. Place in overpacks. If you have no overpacks the DPW Environmental Division will provide them in exceptional cases.
- c. Label containers (“Corrosive” label).
- d. Make an appointment with the Environmental Division for contractor pick-up.
- e. Contractor will prepare DD Form 1348-1 and arrange for pick-up and proper disposal.

STORAGE AND HANDLING OF STB

1. Physical/Chemical Characteristics.
 - a. White powder with a slight chlorine odor.
 - b. Very soluble in water.
2. Precautions.
 - a. STB is not ignitable, but may ignite combustible materials through release of chlorine. Also, heat will be released during the reaction with water.
 - b. When extinguishing a fire in an area where STB is stored, use much more water than the stored amount of STB, to diminish the heat.
 - c. Materials to be avoided while storing/handling STB are solvents, acids, and organics.
3. Toxicity.
 - a. Contact with skin: Scars
 - b. Contact with eyes: Irritation
 - c. Inhalation: Respiratory tract irritation
 - d. Extensive contact with STB: Possible kidney/liver disease
4. Protective Equipment.
 - a. Rubber gloves
 - b. Aprons
 - c. Goggles when dealing with open STB containers.
 - d. Respirator
5. Reuse of STB from Deteriorated Containers. Reuse of STB from deteriorated containers is prohibited.
6. Storage Requirements.
 - a. In dry cool and waterproof facilities, separate from acids, DS2, and organics.
 - b. 409TH BSB Grafenwoehr constructed a central STB storage area at building # 311. This storage area conforms to existing US and German Environmental Regulations. Each tenant unit/activity is required to store their STB at this central storage building. The inside of this building is divided into separate lockable compartments.
 - c. Prior to storing the STB unit/activity will contact the DPW Environmental Division for assistance. DPW Environmental Division will issue a master key for the building and a separate key for the compartment assigned to the respective unit. Each key fits only the compartment for which it has been issued. This procedure enables access to the unit's STB at all times.
 - d. The central storage facility was built based on a DS2/STB survey conducted in 1993, where the majority of the unit POCs indicated that they would prefer to have a central conforming storage area for DS2/STB.
7. Disposal of Unserviceable STB Containers
 - a. Segregate unserviceable containers.
 - b. Place containers in overpacks. If you have no overpacks DPW Environmental Division will provide them in exceptional cases.
 - c. Label containers ("Oxidizer" label)
 - d. Make an appointment with the Environmental Division for pick-up and disposal by the Hazardous Waste Contractor, Tel. # 475-7048.
 - e. Contractor representative will provide DD Form 1348 and all other documents required for proper disposal.
 - f. Contractor then will arrange for disposal.

HAZARDOUS WASTE SEGREGATION AND DISPOSAL

1. Each tenant unit/activity at Grafenwoehr Training Area handling hazardous material and producing hazardous waste will appoint an Environmental Coordinator as described in ANNEX A. Among other duties, this person is responsible for the collection, storage and segregation/recycling of hazardous waste in accordance with applicable Environmental Laws.
2. The Environmental Division of the 409th BSB DPW contracted Hazardous Waste Management Services for 15 Management Points within Grafenwoehr including four Pick-Up Points. Contractor representatives will visit each Management Point weekly and check the filling status of the containers. They are also responsible for the proper segregation of hazardous waste, however, if the units keep mixing waste they will contact the Environmental Coordinator and provide appropriate instructions on segregation of waste:
3. Listed below are the Grafenwoehr Hazardous Waste Management Points and Pick-Up Points:
 - a. Sanitary Landfill / Central Collection Point
 - b. Bldg. 4029, Motor Park 5
 - c. Bldg. # 301, JMMA
 - d. Bldg. 2025 Airfield Flight Detachment
 - e. Bldgs. 1030/1024, Tankpark 1
 - f. Bldg. 643, Range Warehouse
 - g. Bldg. 630 Motor Park 9 (519th MP Co)
 - h. Bldg. 629 Motor Park 9 (58th Aviation Co)
 - i. Bldg. 602, Motor Park 32, (535th Engr Co)
 - j. Bldg. 528, Car Care Center
 - k. Bldg. 521, Fire Department
 - l. Bldgs. 131?475 Dental Clinic / Health Clinic
 - m. Bldg. 394, Self Help / Troop Billeting
 - n. Bldg. 329, DPW Shops
 - o. Bldg. 319, JMMA (Heavy Equipment Shop)

Hazardous Waste Pick-Up Points

- a. Dry cell batteries at appr. 112 locations on Main Post and Field Camps
 - b. Fire extinguishing residues at the Airfield Fire Department
 - c. Contaminated fuel from appr. 50 locations in the Field Camps
 - d. Waste anti freeze from appr. 50 locations in the Field Camps
3. Hazardous Waste listed below will be picked up at above collection points:
- | | |
|--------------------------|--------------------------|
| - Vehicle Batteries | Lithium Batteries |
| - Battery Acid | Dry Cell Batteries |
| - Antifreeze | Magnesium Batteries |
| - Break Fluid | Nickel-Cadmium Batteries |
| - Oil Filters | Fluorescent Lightbulbs |
| - Contaminated Dry Sweep | Waste Grease/Lubricants |
| - Oily Rags | Tar /Tar Residue |

WASHRACK OPERATION RULES USE OF STEAM CLEANERS

1. The operation hours for the Grafenwoehr washrack are:

The washrack is open every day from 0800 to 1530 hours including weekends and holidays.

2. Exceptions to this schedule have to be requested in writing 48 hours in advance at the Directorate of Public Works, Utilities Division.

3. The operation procedure at the washrack is as follows:

- a. Prewashing of vehicles at spray stands.

- (1) Unit will provide chain of command supervision and assure a quick flow through the facilities.
- (2) Waiting line will form at old washrack "C" to prevent obstructing traffic on the tank road.
- (3) The first vehicle in line must be ready to proceed.
- (4) Ground guide must be used to enter the spray stand.
- (5) Vehicles must enter the spray stand slowly as traffic signal turns "GREEN".
- (6) Vehicles must stop as traffic signal turns "RED".
- (7) Vehicle chassis will be prewashed by spray mechanism.
- (8) Spray stand time per vehicle is 6 minutes maximum.
- (9) Vehicle must leave spray stand as traffic signal turns "GREEN".

CAUTION: SPRAY STAND OPERATES AT HIGH PRESSURE, 70-140 PSI.

HORSEPLAY WILL NOT BE TOLERATED. FASTEN LOOSE EQUIPMENT TO VEHICLES.

- b. Cleaning of engine compartments at steamer station only:

- (1) Steamer station is located northwest of spray stands. Use it only for cleaning engines and engine compartments.

- (2) Prior to use of steamer station sludge and dirt have to be removed from vehicle either at spray stand or at hose wash platform.

- (3) Report to washrack attendant to get instructions for using the steam cleaner.

- (4) The use of any detergent is strictly forbidden.

- (5) Clean your area prior to departure.

- c. Washing at hose stand:

- (1) Only head-in parking is permitted.

- (2) Traffic flow is from west to east (one-way traffic)

- (3) Do not block the middle of the hose stand area.

- (4) Use south side (longer side) until full. This will reduce our maintenance requirements and allow us to provide you better service.

- (5) Long vehicle, especially those with trailers, should use the east end only. This will prevent blockage of the hose stand.

- (6) Always use ground guides while backing.

- d. Leaving the washrack:

- (1) Prior to departure, clean your area.
 - (2) Use receptacles for trash. Do not throw trash in either settling basin.
 - (3) Leave the washrack at the east end.
- e. Feedback is encouraged:
- (1) Problems should be reported to the washrack attendant immediately.
 - (2) Suggestions to improve operation are welcome.

DISPOSAL OF CONTAMINATED DIESEL / GASOLINE, POL/WATER MIXTURE, ABSORBENT AND SOIL

1. Contaminated Diesel, JP8 and/or Gasoline can be disposed at a special collection tank near building # 456. However, prior to any disposal, the DPW Environmental Division must be contacted. The capacity of this tank is limited, only small quantities (up to 200 liters per delivery) can be accepted. Quantities over 200 liters will be collected in drums and stored until removed as directed by the Environmental Division.
2. The above mentioned facility is not suitable for the disposal of POL contaminated with gravel, garbage or any other kind of solid substances. Contact DPW Environmental Division for disposal of POL contaminated with solids.
3. POL/Water Mixture can be disposed at a special POL separator near building # 456. Prior to disposal approval has to be obtained by the DPW Environmental Division. Do not proceed on your own; do not enter the area with tanks, since gate, fence and POL separator (which is underground) will be destroyed!
4. Disposal of polluted dry sweep: In containers, located at the GTA Fire Department, Bldg. # 521, or at the entrance of the GTA Sanitary Landfill (please coordinate first!).
5. Disposal of polluted soil and gravel: According to instructions of the DPW Environmental Division, at the treatment facility located behind the Central POL Separator (Bldg. # 348). Prior to disposal the DPW Environmental Division must be contacted for preliminary oil tests.
6. Access to the contaminated soil treatment area: Contaminated soil can be delivered from Monday thru Friday, from 0730 hrs to 1530 hrs. The storage area is fenced-in and locked. The key can be obtained from the DPW Environmental Office during duty hours, and in emergency cases from the Fire Department.

REFUSE RECYCLING PROGRAM

1. In order to reduce refuse disposal costs, the DPW established refuse/recycling services for the Grafenwoehr main camp. Each tenant unit/activity will participate in the recycling program. Only non-recyclable waste may be dumped in the refuse collection container. Refuse/Recycling containers at Grafenwoehr main camp will be emptied according to the following schedule:

- | | |
|----------------|----------------------|
| a. Refuse | Monday and Thursday |
| b. Cardboard | Tuesday and Thursday |
| c. Paper | Tuesday and Friday |
| d. Metal cans | Wednesday |
| e. Yellow bags | Tuesday and Friday |
| f. Glass | Monthly |

2. Each tenant unit/activity is provided with sufficiently sized refuse/recycling containers. If, for any reason, more refuse and/or recycling materials accumulate than the containers can hold, these excess amounts may be transported to the sanitary landfill and dumped into the containers there. Enclosure 1 provides simple rules for refuse disposal/recycling. By adhering to these rules you will have no trash problems. You are advised that trash overflow resulting from failure to recycle will not be picked up by the contractor. Overflowing trash and recyclable material must be hauled to the sanitary landfill by the unit/activity.

REFUSE AND RECYCLING STANDARDS FOR TENANT UNITS/ACTIVITIES

- **REDUCE REFUSE.**
 - DO NOT THROW EXCESS MATERIAL/FOOD IN THE TRASH CAN.
 - TURN IN THOSE ITEMS TO YOUR SUPPLY OR LOGISTICS ACTIVITY.
-
- **SEPARATE CARDBOARD IN BROWN CONTAINER**
- CARDBOARD WILL BE COLLECTED IN SPECIALLY MARKED CONTAINERS, BROWN WITH LABEL "CARDBOARD".
 - CARDBOARD BOXES MUST BE BROKEN DOWN OR FOLDED.
 - CARDBOARD AND TRASH MAY NOT BE MIXED.
-
- **SEPARATE METAL IN BLUE CONTAINER**
 - ALL METAL CANS ARE ACCEPTED - STEEL OR ALUMINUM
 - CANS SHOULD BE RINSED AND SMASHED
 - PAPER OR PLASTIC LABELS ON CANS MUST NOT BE REMOVED.
 - EMPTY SPRAY CANS CAN BE PLACED IN CONTAINER TOO.
-
- **SEPARATE PAPER IN GREEN CONTAINER**
 - ALL PAPERS, NEWSPAPERS, MAGAZINES, BROCHURES, COMPUTER PRINTS, OFFICE WASTEPAPER WILL BE PLACED IN THE GREEN CONTAINER.
 - REMOVE PAPER CLIPS AND CARBON PAPER BEFORE PLACING IN CONTAINER.
-
- **SEPARATE PLASTIC WASTE IN YELLOW BAG**
 - PLACE ALL PLASTIC BOTTLES, CUPS, PLATES, PLASTIC FOILS AND STYROFOAM IN THE YELLOW BAG.
-
- **SEPARATE GLASS INTO APPROPRIATE IGLOOS**
 - BROWN GLASS IN BROWN IGLOO
 - GREEN GLASS IN GREEN IGLOO
 - CLEAR GLASS IN WHITE IGLOO
-
- **NO OVERFLOW OF CONTAINERS**
 - EXCESS TRASH (OVERFLOW) MUST BE HAULED TO THE SANITARY LANDFILL BY THE UNIT.

SANITARY LANDFILL AUTHORIZED DISPOSAL / OPERATION HOURS

1. Refuse and recycling containers are also located at the sanitary landfill. Tenant units/activities may transport overflow trash and excess recyclable material to the landfill.

2. When transporting refuse to the sanitary landfill make sure that waste is separated into recyclable material (metal, cardboard, paper, glass, wood, electronic scrap), hazardous waste (oil, paint cans, dry batteries, etc) and trash. In order to save time at the landfill the waste should be separated on the truck in this order, so that recyclable materials and hazardous waste can be unloaded first.

ALWAYS MAKE SURE THAT WASTE IS FREE OF AMMUNITION!

3. A guard controls the disposal at the sanitary landfill. German Environmental Law requires this inspection. Trash can only be disposed during the landfill operation hours, which are:

Monday, Tuesday, Thursday, Friday from	08.00 hours to 12.00 hours
and from	13.00 hours to 15.30 hours
Wednesday from	08.00 hours to 12.00 hours

4. For any additional questions, please contact the DPW Utilities Division, Telephone 475-7144.

CONTROLLING BRAKE DUST IN MOTOR POOLS AND MAINTENANCE FACILITIES

1. CONTROLLING BRAKE DUST TO PROTECT YOUR HEALTH!

Mechanics and anyone else in a Motor Pool or Maintenance Facility where brake and clutch work are done may be exposed to asbestos dust. Some brake dust can be seen when a brake drum is removed from a truck or other equipment. But there are also many very small dust particles that can't be seen with the naked eye.

These invisible particles may be asbestos or other brake lining materials. Breathing these particles can damage your health. Many years after breathing them, they may cause shortness of breath, lung disease or cancer.

Although the use of asbestos in brake linings is prohibited some older brakes and clutches may still contain asbestos. The only sure way to know what is in the dust of a particular brake is to test it in a laboratory.

2. CLEANING METHODS THAT RELEASE BRAKE DUST INTO THE AIR.

AIR HOSE: NEVER USE AN AIR HOSE FOR CLEANING. It blows brake dust into the air of your garage, it is one of the worst things you can do and this is now **ILLEGAL**.

When brakes are cleaned with an air hose, invisible particles of brake dust can stay in the air long after a brake job is done. Any activity in the brake work area can stir up the particles that have settled.

Also not recommended are cleaning with a dry brush or rag, wet brush or rag, garden hose, liquid squirt bottle, solvent spray, or ordinary shop-vacuum. These methods will also stir up visible and invisible brake dust. Many of these dust particles are so small that they can pass through the filter bag of an ordinary vacuum cleaner and spread throughout your workplace.

3. CONTROLLING BRAKE DUST

VACUUM/ENCLOSURE METHOD. A vacuum/enclosure system has a special box with clear plastic or windows, which fits tightly around a brake assembly. Some boxes can even fit over a brake drum. A special air gun inside the box is used for cleaning. An exhaust hose goes from box or drum to a special "HEPA" asbestos vacuum cleaner, which draws out and stores brake dust.

Steps for using this type of equipment on drum brakes are simple:

1. Check that the hose is correctly fastened to the HEPA vacuum container and to the brake enclosure. Also check that the vacuum container seals and clips are in proper functioning order according to the manufacturer's instructions.
2. Remove the wheel.
3. Turn on the asbestos vacuum cleaner
4. Place the enclosure over the drum being sure it forms a tight seal behind the backing plate.
5. Place hands into attached rubber gloves if the enclosure is equipped with them.
6. Remove the brake drum. Some equipment allows use of a hammer inside the enclosure for drums that are hard to remove.
7. Blow dust off the drum and brake assembly using the air gun attachment inside the enclosure.
8. Clean all the inside surfaces of the enclosure towards the vacuum exit using the air gun attachment inside the enclosure.
9. Remove the enclosure and turn off the vacuum cleaner.

WET METHOD: Using special designed low pressure spray equipment that wets down brake dust and properly catches the run-off may prevent some asbestos from spreading around a garage. Be sure to use only the liquid recommended by the manufacturer.

4. **WASTE.** All waste that contains brake dust must be carefully disposed of. Place all asbestos waste in a specially marked heavy plastic bag, double tie, and store in a leak proof airtight container designated for asbestos waste, and transport to the sanitary landfill. If you don't have a container contact the Environmental Division for assistance, telephone: 475-7048 or 475-7209.

5. **MACHINING and BEVELING.** Use pre-ground ready to install parts. If a brake lining must be drilled grooved out, beveled or lathe-turned, low speeds should always be used to keep down the amount of dust created. All machinery should have an adequate "HEPA"-equipped local exhaust dust collection system to prevent asbestos exposures and shop contamination. Brake linings should never be ground because this makes a lot of dust. Slow lathe turning will get the same job done with much less dust.

6. **SPECIAL AREAS FOR BRAKE WORK.** Brake work should always be done in a special area set apart from other work areas. No one should be allowed to eat, drink or smoke in area where brake work is done. Smokers who are exposed to asbestos, even while not smoking are at special high risk of getting lung cancer. If possible work clothes should be laundered at special facilities equipped to wash clothes contaminated with asbestos.

REQUESTING ENVIRONMENTAL EQUIPMENT AND/OR ENVIRONMENTAL PROJECTS

1. Requests for Environmental Equipment. If you need environmental equipment, such as prefabricated catch devices for the storage and dispensing of hazardous materials, secondary containment, shelves, etc. contact the DPW Environmental Division. Environmental personnel will assure that the equipment you plan to order is in compliance with German and US Environmental Laws and Regulations. Additionally, if you request environmental equipment through the Environmental Division, it can be purchased as part of “Environmental Compliance Projects” without any costs to the requesting unit.
2. Requests for Environmental Projects. When requesting an environmental project the following steps need to be performed:
 - a. Identify the project.
 - b. Call the DPW Environmental Division for validation of the project to qualify for Environmental Compliance Funding.
 - c. Prepare a detailed scope of work.
 - d. Fill out DA Form 4283, type in the Remarks Column “Environmental Compliance Funds”.
 - e. Forward DA Form 4283 to DPW Work Reception Desk, Bldg. # 329, Room # 33.
 - f. Forward a copy of the 4283 to the Environmental Division.

ABBREVIATIONS / EXPLANATIONS

ABSORBENT MATERIAL - All materials that have the capability to suck up or retain spilled hazardous materials. Generally “dry sweep” or “ECUPERL” (a German product) or sand are used within USAREUR.

BASES - Corrosive substances (e.g. caustic soda, lime, DS2) which react with acids.

CONTAMINANT - Any substance that has the potential to contaminate soil, bodies of water or negatively affects the human health.

CORROSIVE SUBSTANCES - Acids and bases corrode or “eat” through metal and destroy skin tissue on contact.

DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) - Responsible for the sale/recycling and disposal of common and hazardous substances.

DS2 - Decontaminating Solution No. 2, a corrosive base.

EMULSION - Mixture of two fluids, which cannot be, separated with gravity separation methods. Only chemical breakdown in emulsion cracking plants possible.

ENVIRONMENTAL COMPLIANCE FUNDS - Fenced funds provided for the implementation of environmental projects. Qualification criteria are established by the Department of the Army.

HALOGENATED HYDROCARBONS - Highly toxic and volatile substances, which contaminate air, soil and bodies of water. Retainment only by steel catch basins or special coating. Concrete cannot retain halogenated hydrocarbons, they trickle through concrete.

HAZARDOUS MATERIALS (HM) - Any material that can harm human health or the environment.

HAZARDOUS MATERIALS INFORMATION SYSTEM (HMIS) - Listing of HM in MSDS Format on CD.

HAZARDOUS WASTE - Hazardous material which is no longer usable.

IRRITANT SUBSTANCES - Produce lesions on the skin, in the eyes and the respiratory tract.

INSTALLATION ON-SCENE COORDINATOR (IOSC) - The individual who leads POL spill cleanup operations.

MATERIAL SAFETY DATA SHEET (MSDS) - A document provided by the manufacturer to inform consumer of the risks involved when using the product.

NEUTRALIZATION - Elimination of the hazardous character of a substance by adding other substances.

NOXIOUS WASTE - Substances with relatively low toxicity during a short contact time.

ORGANICS - Substances which have carbon products in their composition.

PETROLEUM, OIL AND LUBRICANTS (POL) - Fuel, oil, and grease, etc..

POL SEPARATOR - Facility that separates POL products from a water/oil/mud mixture, based on gravity difference.

PROTECTIVE CLOTHING/EQUIPMENT - Gloves, goggles, masks, rubber boots, aprons, impermeable clothing suitable to protect against a specific substance.

REACTIVE MATERIAL - Substance capable of building adverse chemical reactions with other substances.

SECONDARY CONTAINMENT - Facility or equipment for the safe retention of hazardous material spills (catch basins, drip pans, etc.)

SUPER TROPICAL BLEACH (STB) - A decontaminant. Consists of chlorinated lime with over 35% active chlorine content. It is an oxidizer.

TOXIC WASTES - Are harmful or fatal when swallowed or absorbed through the skin. Extreme caution should be used when handling these materials.

WATER ENDANGERING SUBSTANCES - Substances that can affect drinking water, ground water, surface water quality for a long time and endanger aquatic life, such as POL.

IMPORTANT TELEPHONE NUMBERS

409TH BSB DPW	475-1560
DPW OPERATIONS OFFICER	475-6325/8325
DPW ENVIRONMENTAL DIVISION	475-7209/7048
DPW UTILITIES DIVISION	475-7144
409TH BSB SAFETY OFFICE	476-1870
409TH BSB FIRE DEPARTMENT	475-8303
FIRE DEPARTMENT EMERGENCY NUMBER	117
HEALTH CLINIC EMERGENCY NO.	116
MILITARY POLICE EMERGENCY NO.	114
RANGE CONTROL GRAFENWOEHR	475-8313/6223
DRMO GRAFENWOEHR, ENVIRONMENTALIST	475-6384
SANITARY LANDFILL	475-6496

GERMAN AGENCIES CIVILIAN TELEPHONE NUMBERS

FIRE DEPARTMENT GRAFENWOEHR	112
POLICE STATION ESCHENBACH	110
COUNTY OFFICE NEUSTADT	09602-79-0
WATER OFFICE WEIDEN	0961-304-0