



USAG Hohenfels - JMRC Hohenfels Environmental Management System

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US ARMY GARRISON HOHENFELS

**ENVIRONMENTAL
STANDARD OPERATING PROCEDURE
FOR
TENANT UNITS / ACTIVITIES STATIONED AT
US ARMY GARRISON
HOHENFELS**

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PREPARED BY:

**ENVIRONMENTAL DIVISION
Directorate of Public Works
UNIT 28216
APO AE 09173**

APPROVED BY:


**KEVIN J. QUARLES
LTC, IN
Commanding**



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WHY AN ENVIRONMENTAL SOP?

The intent of this SOP is to help Tenant Units/Activities at the Garrison Hohenfels 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 eventually will destroy your health!

A hazardous substance spilled in your motor pool and not cleaned up immediately and disposed of properly will contaminate our drinking water wells, which also supply you and your family. All soldiers and civilians working or living at the Hohenfels Community and Training Area 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 the Garrison 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 Environmental Division, DSN 466-2658.

REFERENCES:

- a. AR 200-1 Environmental Protection and Enhancement, 23 Apr 1997.
- b. USAREUR Regulation 200-1 Environmental Quality Program, 9 Dec 1993.
- c. AR 420-47 Solid and Hazardous Waste Management, 1 Dec 1984.
- d. Executive Order 13148 Greening the Government, 21 April 2000
- e. Executive Order 13423 Strengthening Federal Environmental, Energy and Transportation Management, 24 January 2007
- f. German Final Governing Standards, (FGS) January 2003
- g. German Water Law.
- h. German Ordinance for Storage and Dispensing of Water Endangering Substances (VAwS).
- i. German Regulation for Storage, Dispensing and Transportation of flammable Liquids (VbF).
- j. German Waste Law
- k. German Technical Instructions for Municipal Wastes, 12 Feb 93 (TA Siedlungsabfall)



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ANNEX A

**United States Army Garrison Hohenfels (USAGH) and
Joint Multinational Readiness Center (JMRC)
Joint Environmental Policy
June 2009**

The US Army Garrison Hohenfels (USAG Hohenfels) and Joint Multinational Readiness Center (JMRC) joint environmental policy goal is to actively promote mission sustainability and readiness by continually upgrading environmental performance across the USAG Hohenfels and JMRC. The USAG Hohenfels and JMRC Commanders are committed to meet this goal.

USAGH MISSION

U.S. Army Garrison Hohenfels provides premier installation management support and services that enhance the readiness of US Army Joint and Multinational forces, ensures the highest level of quality of life in a secure and sustainable environment, and enables Soldiers to soldier, Leaders to lead, and Families to grow.

JMRC MISSION

The JMRC provides tough, realistic, and challenging joint and combined arms training. Focuses training on improving readiness by developing Soldiers, their leaders and units in support of the Global War on Terrorism, and for success on current and future battle fields. Provides simulated combat training exercises for task organized Brigade Combat Teams (BCT) / training Heavy BCT, Stryker BCT, Airborne BCT and Functional Brigades across the full spectrum of operations. Plans, coordinates, and executes Combat Training Center (CTC) and Exportable Training Capability (ETC) Rotations / Mission Rehearsal Exercises to prepare units for full spectrum operations:

- Major Combat Operations (MCO)
- Counter-Insurgency (COIN) Operations
- Security Operations Stability Operations (SOSO)

ROLES AND RESPONSIBILITIES

The Hohenfels Environmental Quality Control Committee (EQCC) is the organization tasked with managing the installation Environmental Management System (EMS). The EQCC members representing the USAG Hohenfels and JMRC operations are critical to integrating mission and environment concerns.

The DPW Environmental Division is tasked with providing environmental technical expertise. The Hohenfels safety, occupational health, and fire programs are separate, but complementary to the Hohenfels environmental program and must be active participants. This mission focused environmental policy must be maintained and reviewed on annual basis and submitted to the USAG Hohenfels and JMRC Commanders with recommended revisions. The EQCC will provide quarterly reports on progress meeting the annual environmental performance targets. Environmental stewardship is the responsibility of all USAG Hohenfels assigned personnel, tenants, and residents.



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EXECUTION

This policy confirms Hohenfels' commitment to continuous improvement by reducing risk, preventing pollution, ensuring compliance, and maintaining long-term sustainability of the mission critical maneuver training areas. Systematic environmental management must be an integral part of day-to-day decision-making in all core business areas and long-term planning processes across all missions, activities, and functions. To accomplish this, an annual command review will be done to identify any mission changes, new environmental impacts/aspects, and progress meeting environmental performance targets. Based on this review new integrated goals and targets will be set annually for reducing environmental impact and supporting mission priorities. Internal Environmental Performance Assessment System (EPAS) audits and other environmental inspections will be conducted to help ensure compliance. Compliance standards include the current German Final Governing Standards, Bavarian regulations, USAREUR regulations, Army regulations and any other requirements to which the installation subscribes.

APPLICABILITY AND COMMUNICATION

This policy applies to all units and agencies operating within USAG Hohenfels and JMRC: units, activities, programs, tenants, contractors, family members, and visiting units. This includes geographically separated areas such as Amberg LTA and organizations such as DoDEA, AAFES, DECA, MEDDAC, and DENTAC. Integrated environmental communications and documentation must be maintained with all units and agencies. Environmental awareness training, including this policy, must be provided to all stakeholders. This environmental policy will be made available to the public through the Public Affairs Office, as well as the USAG Hohenfels and JMRC websites.

ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

To improve environmental management support for the USAG Hohenfels and JMRC missions, the installation adopted the internationally recognized Environmental Management System (EMS) standard, ISO 14001. The implemented EMS standard meets the requirements of Executive Order 13148, "Greening the Government Through Leadership in Environmental Management", the Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management" and US Army EMS guidance. Hohenfels met the Army goals of establishing an EMS NLT December 2009 and achieved full conformance with the ISO 14001 standard as a self-audited program on 3 June 2009.



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ANNEX B
APPOINTMENT OF THE ENVIRONMENTAL OFFICER (EO)

1. Reference: USAREUR Reg. 200-1, 1997 and AR 200-1, August 20, 2007.
2. Effective Date: Immediately.
3. Purpose: To have a single point of contact for Garrison 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 EO 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 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 EO/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 Control Center (HMCC) in Vilseck (476-2512), 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 HMCC 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.
 - h. Training: It is mandatory for the EO/Alternate to take the IMCOM online-training class which is offered on the Web (<http://imcom-e.safetyskills.com/login.aspx>). The online-training class must be annually refreshed. In case of troubles, please contact Mr. Reinhold Fröhlich (reinhold.froehlich@eur.army.mil) and submit a copy of the training certificate to FAX: 466-2058.
 - i. Prepare and update HM/HW inventory, etc.



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- j. If advised by ED the EO must procure and file the daily environmental check list, Encl. 2.
 - k. The EO must annually update the "Environmental Aspect Worksheet".
 - l. The EO must annually train his staff and training records have to be filed. Training certificates have to be forwarded to the Environmental Division.
 - m. Prior changing EOs, the EO must announce any changes to the Environmental Division at 466-2658 or respectively at 466-2667 to ensure a smooth transition.
7. Your Garrison point of contact is the Environmental Division, DSN 466-2658.



IMEU-HHF-PWE
DPW, Environmental Division
DSN 466-2658 Fax: 466-2058 nanette.schneider@eur.army.mil

ANNEX B
ENCL 1

Environmental Officer (EO)

Unit	Commander
Commanders DSN	Commanders E-mail

Appointed EO

Name	Rank
Mailing Address (incl. Bldg #)	
Phone Number	E-Mail
Env. Training	Date of class
Date and signature of EO	
Date and signature of CDR	

Alternate EO

Name	Rank
Mailing Address (incl. Bldg. #)	
Phone Number	E-Mail
Env. Training	Date of class
Date and signature of EO	
Date and signature of CDR	

Note: Please return a copy of the signed form to the DPW Environmental Division and report any changes in personnel.



Daily Environmental Check List						
Inspector:			CW:			
Hazardous Material Storage:			Mo.	Tu.	We.	Th. Fr.
Item No.	Description	Procedure				
1	Storage inside	updated inventory list posted, appropriate labeling and MSDS available				
2	Secondary Containment	Containment is clean				
Interim Waste Storage:						
Item No.	Description	Procedure	CW:			
1	Storage outside	Cleanliness, all waste removed, spills cleaned up				
2	Storage inside	All waste removed; dry sweep/spill equipment available				
3	Secondary Containment	Containment is clean, swept with absorbent				
Waste Oil/Liquid Drop off Point:						
Item No.	Description	Procedure	CW:			
1	outside	Cleanliness, all waste removed, spills cleaned up				
2	inside	All waste removed; dry sweep/spill equipment available				
3	secondary containment	Containment is clean, swept with absorbent				
4	Funnel	clean, all waste/soil removed				
Hardstand:						
Item No.	Description	Procedure	CW:			
1	Fenced area	All waste/trash removed				
2	Fenced area	Spills are cleaned up, contaminated soil has been removed				

Remarks:

Signature:



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ANNEX C
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: the DES Fire & Emergency Service if the spill exceeds a volume of 1.5 gallons.

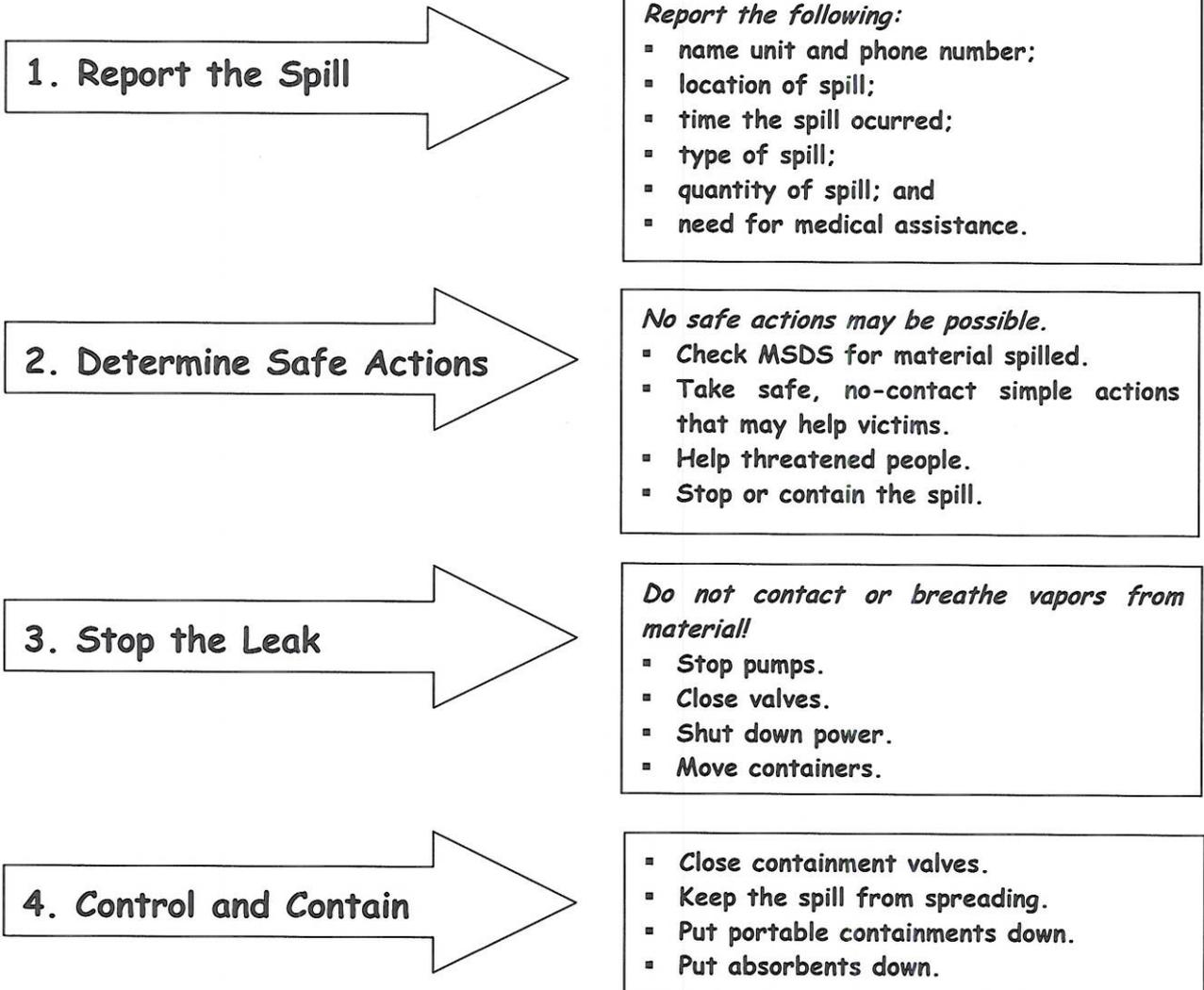


INITIAL SPILL RESPONDER ACTION LIST

- If a spill occurs ON-Post call DES Fire & Emergency Services (FIC) at 117 (Emergency Call) or 466-2658. If spill crosses the Installation boundaries the FIC will inform the German authorities.
- If a spill occurs OFF-Post call German Police at 110.

If it is a minor spill, clean it up now!
 A minor spill does not: 1) enter or threaten waters,
 2) exceed a quantity of 1.5 gal of POL, or
 3) pose a safety or environmental threat.

If it's not minor, do the following





Facility Incident Commander Action List

Follow the Spill Plan

- Notify authorities and DPW Environmental Division
- Obtain personnel and equipment.
- Determine installation/unit information
- CAUTION: Danger to life when digging in range areas!!
Observe power lines / duded areas / explosives
- Check DPW Digging Permit Procedure and EXCON for support.

Determine Safe Actions

- Evaluate material, hazards, evacuation needs.
- Check MSDSs of material spilled
- Determine extent, migration, weather.
- Provide personal protective equipment.
- Determine safe actions and set up team.

Rescue and Evacuate

- Determine threatened areas and populations.
- Determine safe distances, safe refuge, evacuation routes.
- Recover human and animal victims.
- Activate evacuation personnel and provide for medical treatment needs.

Protect Humans and Animals

- Suppress airborne hazards: vapors, gas, and dust.
- Notify affected workers, residents.
- Control access to the spill site and threatened areas.

Prevent, Control and Suppress Fire, Explosions

- Assess existing/potential fires or explosion hazards.
- Exercise caution with POLs and flammables.
- Control ignition sources and fuels.
- Properly handle firewater runoff.

Set Water and Environmental Protection Priorities

- Protect drinking water resources.
- Protect wastewater treatment plants.
- Observe Slug Prevention Plan.
- Protect critical or sensitive ecological areas.

Prevent Material Spread

- Stop or slow the release.
- Set up containments, diversions, and surface impoundments.
- Transfer materials to safe storage.
- Keep spill from reaching sewers.

Address Non-Critical Priorities

- Recover property and equipment in immediate danger.
- Prevent property and equipment damage.
- Dispose of spilled materials.



3. Spill Prevention: In order to avoid spills, the following directions will be adhered to:
 - a. Perform maintenance only at designated maintenance pads at the Main Camp/Base Camps.
 - b. Refuel vehicles only on designated refueling pads.
 - 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 Albertshof Hardstands # 71, 72, 73, 74, 80, 87, 94, 97. Disposal of used oil into sewer or open ditches is absolutely prohibited!
4. If the scope of cleanup is beyond the capability of the causing unit, support can be provided by:
 - a. The DES Fire Department
 - b. The DPW Spill Response Team
5. DISPOSAL OF CONTAMINATED MATERIAL FROM SPILL CLEANUP.
 - a. Upon completion of cleanup the Incident Facility Commander will be contacted and verification of adequate cleanup requested. Never fill up an excavated area before cleanup verification was performed.
 - b. Disposal Procedures during Duty Hours: After spill cleanup the contaminated material will be loaded on a truck and the Incident Facility Commander informed accordingly. Information provided should contain location of cleanup, estimated amount of contaminated material to be disposed of, and the substance the material is contaminated with. Incident Facility Commander in coordination with environmental division 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 Hohenfels Fire Department must be contacted, DSN: 466-2858. The Fire Department will coordinate for disposal with the On-Call Duty Member of the Environmental Division
6. The instructions of the USAG Hohenfels Safety SOP must be carried out.
7. Point of contact for above described actions and any actions involving environmental problems is the Environmental Division Hohenfels, DSN 466-2658.



ANNEX D STORAGE / HANDLING REQUIREMENTS FOR HAZARDOUS MATERIAL / WASTE

1. General: Storage and handling of hazardous material and hazardous waste must be performed in compliance with the Final Governing Standards (FGS), Chapters 5 and 6. If you do not have the FGS on hand, contact the Environmental Division and copies will be provided to you.
2. Hazardous Materials/Waste Categories:
 - a. Toxic
 - b. Noxious (less toxic)
 - c. Reactive
 - d. Explosive
 - e. Oxidizing
 - f. Flammable
 - g. Corrosive
 - h. Irritant
3. 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 LOG Division Vilseck HMCC DSN 475-2512 or the Safety Office, DSN 466-2865, who can enter into the Hazardous Material Management System (HMMS) 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 HMCC and request an analysis of an "UNKNOWN" chemical substance.
4. Storage Facilities: Hazardous Waste Accumulation Points (HWAP) exist at designated Hardstands. They must be used for all types of hazardous wastes.

Where underground storage tanks are available, used oil will be drained into the used oil tank inside the maintenance bay; used antifreeze will be drained into the antifreeze tank inside the maintenance bay. There are separate intakes for used oil and antifreeze. Never drain both fluids into the same tank. Do not place any items such as dirt, rags, small nuts and bolts or even absorbent onto the drain grid. This will lead to clogging of the drain pipe, which in turn makes the tank unusable. Any other kind of generated liquid hazardous waste has to be delivered by the generator to the SORT Facility.



5. Requirements for a Conforming Storage Facility:

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

6. General Storage Rules:

ALL CONTAINERS MUST BE LABELLED!

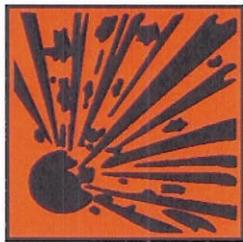
- a. Stack materials in a safe manner (e.g., on metal racks) with labels clearly visible.
- b. Follow general fire prevention rules.
- c. Store materials of the same group together (except reactive substances, see paragraph 6).
- d. Arrange storage in a manner that prevents chemical reactions of the 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.

7. Rules for Non-Compatible Hazardous Materials:

- a. Never store reactive materials together in one location (acids, bases, STB).
- 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



O - OXIDIZER



T - TOXIC



F – HIGHLY / EXTREMELY FLAMMABLE



C – CORROSIVE



Xi – IRRITANT



N - DANGEROUS TO THE ENVIRONMENT



ANNEX E

COMPRESSED GAS CYLINDERS

STORAGE REQUIREMENTS

1. If compressed gas cylinders are stored in a roofed, open sided shed, certain criteria according to AR 700-68, DOD 4145-19-R-1, para 5-405d(1) are met.
2. Verify that the following criteria are met in the areas where compressed gases are stored:
 - a. Shed shall be constructed of light, non-combustible materials.
 - b. Shed is on concrete slab above a grate.
 - c. Shed is located on a secured area
 - d. Shed is separated from other buildings by at least 15 m (50 ft).
 - e. Flammable gases and gases that support combustion are stored in different sheds separated by at least 15 m.
 - f. If shed has one or more sides, provisions are made to ensure complete change of air at least six times per hour.
 - g. Shed is not heated.
 - h. If necessary, stationary or rotating roofs or vents are used to lower temperature near ceiling to ambient conditions during warm weather.
 - i. Cylinders and portable tanks have pressure relief devices installed.
3. Bulk storage of compressed gases in enclosed facilities must meet certain criteria according to AR 700-68, DOD 4145-19-R-1, para 5-405d(2).
 - a. Building is one story in height, preferably of noncombustible construction.
 - b. Separate storage compartments or rooms are available for flammable gases or gases that support combustion.
 - c. At least one wall of each storage room or compartment for combustible gases is an exterior wall.
 - d. Every storage room or compartment is provided with either a gravity or mechanical exhaust ventilation system designed to provide complete change of air at least six times per hour.
 - e. Building is not heated.
 - f. Windows are wired glass.
4. Compressed gases must be handled according to specific procedures and practices according to AR 700-68, DOD 4145-19-R-1, para 5-405c(6) through (14) and (22). Verify that the following practices and procedures are followed:
 - a. For storage and handling purposes, all cylinders will be considered full.
 - b. Oxygen cylinders are free from grease or oil.
 - c. Acetylene and oxygen compressed gas cylinders need to have a minimum of 15 m (50 ft) separation.



- d. Empty cylinders are stored separately, but in the same manner as full cylinders.
- e. Valves on empty cylinders are closed and caps are mounted.
- f. "No smoking" signs are posted in and around compressed gas storage sheds.
- g. Access of unauthorized personnel to gas storage areas is prohibited.
- h. Location of the storage areas shall be crosswind or downwind of any industrial or residential building. In the event of a cylinder leak, this will carry the gas away from the congested area; in case of fire in the main building, it will carry the flame and heat away from the storage areas.

DISPOSAL OF COMPRESSED GAS CYLINDERS

For disposal of compressed gas cylinders, two categories must be distinguished: Government-owned versus Non Government Owned.

1. Non-Government Owned (NGO)
 - a. NGO cylinders must be returned to the owner.
 - b. DRMO processes only cylinder if the generator can get a release document (owner executes an abandoned property release) from the owner or if the generator can prove that the owner can not be determined (company has failed to reply to generators notification).
2. Government Owned Cylinders will be processed through the DRMO for the following 6 reasons only:
 - a. Condemned by competent inspector
 - b. Condemned by hydrostatic testing
 - c. Not manufactured by DOT approved manufacturer or to specifications
 - d. Manufacturing defects
 - e. Cylinders not identified to a NSN*
 - f. Declared Excess*

(* DLA Inventory Manager gives guidance).

All other compressed gas cylinders will be turned in through the units supply channel.



ANNEX F WARNING SIGNS FOR HAZARDOUS MATERIAL/HAZARDOUS WASTE STORAGE AREAS

1. General Rules:

- a. All signs must be in English and German
- b. All signs must be readable from 25 feet away
- c. All entrances to store rooms where hazardous materials are stored must have signs posted.
- d. Storage buildings and sheds must have signs on the front and each side which is approachable by employees and customers.
- e. If you have signs on your building which give information, such as whom to call in an emergency, please leave these signs on the building, unless directed by the Garrison Safety Office to remove or alter them.

2. Specific requirements for signs:

Flammable and combustible liquid storage cabinets: "FLAMMABLE – KEEP FIRE AWAY".

3. Indoor storage rooms used for storage of hazardous materials. (Obtain fire department approval if large quantities are to be stored which are not in a flammable liquid storage cabinet).

- a. If the storage room is used for only one hazard class the sign at each entrance should read, for example "Corrosive Acid Storage" or "Flammable/Combustible Liquid Storage Area"
- b. If the storage room is used for more than one hazard class, the sign at each entrance should read "Hazardous Material Storage Area". Inside the room, signs should be posted (flammable/combustible liquid, toxic, corrosive, etc.) at the designated location for each of the hazard classes stored.
- c. "No Smoking within 50 Feet" or "No Smoking" signs posted at each entrance to the room.
- d. "Access to Unauthorized Personnel is forbidden" or Danger, Unauthorized Personnel Keep Out" posted at each entrance to the room.

4. Compressed Gas Storage

- a. Signs must state the hazard of the gas or gases stored, for example, "Flammable Gas Storage Area", "Oxidizing Gas Storage Area", "Non-Flammable, Non-Toxic Gas Storage Area", "Toxic Gas Storage Area", etc. You may also include a sign which indicates the type of gas stored, such as Acetylene, Oxygen, Nitrogen, etc.
- b. "No Smoking within 50 Feet" or "No Smoking" signs.
- c. "Access to Unauthorized Personnel is Forbidden" or "Danger, Unauthorized Personnel Keep Out" signs.
- d. Don't forget rule 1d above.



5. Hazardous Material and Hazardous Waste Storage Building (portable or fixed):

- a. If hazardous materials are stored separately from hazardous waste, the signs “Hazardous Material Storage Area” are required. If hazardous waste is stored separately from hazardous material, the signs, “Hazardous Waste Storage Area” are required. Where hazardous material and hazardous waste are stored together you need both signs. If your storage building has compartments, attach the signs as close as possible to the entrance into the compartment.
- b. “No Smoking within 50 feet” or “No Smoking”.
- c. “Access to Unauthorized Personnel is Forbidden” or “Danger, Unauthorized Personnel Keep Out”.
- d. Don’t forget rule 1d above

Flammable Storage:



Corrosive Storage:



Toxic Storage:



Oxidizer Storage



Gas Cylinder Storage:



Indicate what type of gas is stored (acetylene, oxygen, nitrogen etc)



ANNEX G
STORAGE AND HANDLING OF Super Tropical Bleach (STB)

Not Applicable - STP is not allowed for storage at the USAG Hohenfels.



ANNEX H HAZARDOUS WASTE SEGREGATION AND DISPOSAL PROCEDURE AT USAG HOHENFELS

1. Each tenant unit/activity at Hohenfels Garrison and Training Area handling hazardous material and producing hazardous waste will appoint an EO 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. Hohenfels Hazardous Waste Collection Point is located at Bldg #125 SORT Facility
3. Hazardous Waste listed below will be picked up at the Sort Facility by a certified contractor:

- | | | |
|-------------------------|-----------------------------|-------------------------|
| -Vehicle Batteries | -Lithium Batteries | -cont. Metal / Plastic |
| -Battery Acid | -Dry Cell Batteries | -Aerosol Cans |
| -Antifreeze | -Magnesium Batteries | -Waste Oil |
| -Break Fluid | -Nickel-Cadmium Batteries | -Cartridges |
| -Oil Filters | -Fluorescent Light bulbs | -Asbestos Bearing Items |
| -Contaminated Dry Sweep | -Waste Grease/Lubricants | -Light tubes and lamps |
| -Oily Rags | -Tar /Tar Residue | |
| -Paints | -Photographic Waste (Fixer) | |
| -Solvents | -Fire Extinguishing Residue | |
| -Aerosol Cans | -Printing Products | |



HW containers are the property of the contractor and will not be removed, or used for other purposes as intended!

4. Transportation of Hazardous Material/Waste.

- a. Hazardous material and waste will be transported in tight, secure containers, sealed and labeled. Containers must be secured against tilting and shifting.
- b. Reactive materials (acids, bases, oxidizers, reducers, toxics and flammables) will never be mixed.
- c. At least one bag of absorbent material, an empty drum or heavy-duty trash bag including shovel or broom, and dustpan must be carried on the vehicle to contain unexpected spills.
- d. In addition to the driver's license, the driver must have a special permit for the transport of hazardous materials. Special permit can be obtained at a training course that is continuously held at Vilseck.
- e. If hazardous materials/wastes are transported over public roads the driver is required to carry appropriate documents in accordance with host nation laws and AR 55/4, which are prepared by the tenants/units. The vehicle must be placarded.

5. Segregation of Hazardous Material/Waste.

Segregation of hazardous material/wastes is very important and critical. Always put the hazardous waste into the right containers, which are properly labeled. Do not mix substances, which you cannot identify, because a chemical reaction or even a fire or an explosion may be the result. **If the contractor has to redo the sorting it is your tax money that pays for it.**

Under no circumstances, do ever mix –

Acids and bases / Oxidizers and Bases / Toxic and flammable substances

WHEN IN DOUBT ABOUT THE DISPOSAL OF YOUR HAZARDOUS WASTE

CALL

ENVIRONMENTAL DIVISION HOHENFELS DSN 466-2658!

YOU WILL GET HELP!



ANNEX I

HAZARDOUS MATERIAL MANAGEMENT PROGRAM (HMMP)

1. Excess or expired Hazardous Material (HM) is not necessarily a hazardous waste. Other units/organizations may have a valid need for these materials. The Garrison HMMP staff will be the central point of contact regarding turn-in or re-issue of excess or expired hazardous materials to reduce the amount of hazardous waste generated and prevent unnecessary procurement of hazardous materials.
2. The USAG Hohenfels HMMP is centralized as part of a regionalized operation with the USAG Grafenwoehr HMMP, operated by the USAG Grafenwoehr DOL. This regional operation standardizes area operations and reduces program redundancies.

For all customer service or to inquire about hazmat services, the single Hazardous Material Control Center (HMCC) for both Garrisons uses a combined administrative, management and operation cell, which is located at Bldg. # 113 Room # 25, Rose Barracks, Vilseck. (HMCC is co-located with the Regional Supply Support Activity – Vilseck). DSN: 476-2512.

Operation hours are:

Mondays through Friday: 0730 - 1600 hrs

HMCC is Closed on German Holidays

3. Units/Organizations are to enroll into the Garrison HMMP by contacting the HMCC. Program management staff will explain and assist customers with hazmat procurement actions and turn-ins of excess and expired hazmat items. Customer responsibilities include:
 - a. HMMP enrolled, non-enrolled and transient/training units/organizations will check with the HMCC prior procuring/purchasing any hazmat item to see if their required materials are available as a 'free-issue' items.
 - b. Provide the HMCC with necessary documentation prior to procuring hazmat or free-issue through the HMCC. Documents include a DA Form 1687 (Supply Signature Card) for each Supply Class being requested. Also submit a completed Assumption of Command Order.
 - c. Each customer is encouraged to actively communicate and work with the HMCC to ensure that particular mission concerns are appropriately addressed and resolved. If there are products or container sizes that better meet your mission needs than those available, please advised.
 - d. Normally, all excess and expired hazardous material items turned-in to the HMMP should be in unopened containers with the original packaging and product label affixed. On a case-by-case basis, this requirement may be waived after inspection by HMMP Field Support technical staff.
 - e. Material Safety Data Sheet (MSDS) are requested to accompany all turned-in hazmat items, although not strictly mandatory. MSDS's are especially requested for any local purchased items.



HAZARDOUS MATERIAL MANAGEMENT PROGRAM

- f. Assist with hazmat off-loading or up-loading of large turn-in or pickups when direct delivered to a HMMP storage warehouse.
- g. If the unit should transport hazmat to or from a HMMP warehouse location, a licensed hazardous material transporter must operate the vehicle. Hazmat may not be transported in a privately-owned vehicle (POV).
- h. All free-issue hazmat issued will be accompanied by the appropriate MSDS, if requested. In many cases, both the German and English MSDS are available.
- i. If your unit/organization requests free-issue products in advance of the pickup, HMMP personnel will prepare a package with your requested materials.
4. If you have any questions, please contact the HMCC at DSN 476-2512.
5. AR 710-2 directs MACOMs to minimize usage of HazMat throughout their commands. And AR 200-1 directs Installations/Garrisons to develop and implement a “cradle to grave” HazMat/HazWaste tracking system. DA Pam 710-7 and AER 710-7 direct HMMP implementing instructions for each applicable Garrison, tactical unit and organization/agency. Reductions in the quantities of HazMats procured saves unit resources. Reductions in the amount of HazMats stored will reduce safety, fire and environmental risks; and reductions of HazMats that get downgraded to a HazWaste classification reduce the annual volumes of HazWaste generated in our Garrisons- saving precious resources, thus allowing each of our operations to become better managers of the public resources entrusted to our organizations and allows us to be better environmental stewards.
6. The Garrisons Hazardous Material Management Program has established a Customer Service-Field Support Services program that includes door-to-door delivery service. Once a unit is fully enrolled into the HMMP, tangible benefits of this program will:
- Ensure all Hazardous Material Storage Areas (HMSA) are clean, safe and compliant;
 - Ensure customer HazMat storage area stocks are inventoried, re-ordered and re-stocked on a routine weekly basis;
 - Ensure MSDSs are available where HazMats are being stored or used;
 - Ensure personnel are properly trained to use the Hazmat in the intended process or operation;
 - Help ensure Hazardous Waste Accumulation Points (HWAP) are near or at the point of generation and accessible during operations;
 - Ensure “on-the-spot” training is conducted where safety is an issue;
 - Ensure everyone understands the hazmat program is there to make their jobs easier;
 - Control and track hazmat by individual serialized bar code labels applied to each container;
 - Provide shelf-life management services to ensure hazmat is used for intended purpose before its



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- Expiration/re-inspection date. Also, will provide for re-inspection and lab analysis of products;
- Establish a central hazardous material control point to receive, issue, distribute, store, procure and track hazmat items throughout their material life cycle;
 - Track hazardous materials and hazardous waste at the product and specific chemical Constituent level throughout its life cycle on the installation;
 - Reduce hazardous material inventories stocked at the user or operator level so only materials needed for immediate use (approximately two-weeks' worth) are actually stored on-site
7. Training units planning to visit the USAG Hohenfels footprint in the near future or those currently operating/training in the Garrison footprint are strongly encouraged to contact the HMCC, at DSN 476-2512. HMCC personnel will provide support for hazmat procurement, tracking and control support services during your time in the Garrison, to include pick-up of excess hazmat stocks before the unit rotates back to home station, reducing the transport risks.
8. To learn more about the Garrison Hazardous Material Management Program or for more information, please contact the USAG Grafenwoehr/Hohenfels HMMP by contacting the Grafenwoehr Hazardous Material Management Program Manager: Mr. Donahue at DSN 476-2512 (Commercial 09662-83-2512) or the HMCC Operations and Field Support Services Supervisor: Mr. Hamby, at DSN 476-2512 (Commercial 09662-83-2512).



ANNEX J DISPOSAL OF CONTAMINATED DIESEL / GASOLINE, POL/WATER MIXTURE, ABSORBENT AND SOIL AT HOHENFELS

1. Contaminated Diesel, JP8 and/or Gasoline can be disposed at a special collection tank near building # 520. However, prior to any disposal, the DOL CLASS III Yard Mr. Dobler, DSN 466-4135 must be contacted.
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. Disposal of polluted dry sweep: In containers, located at the Hohenfels Sort Facility Bldg. # 125.
4. Disposal of polluted soil and gravel: Can be disposed of at Building #1288 at the Rock Quarry. Please inform the DPW, Environmental Division prior to disposal. After duty hours please contact the DES, Fire & Emergency Services

Access to the contaminated soil storage area: Contaminated soil can be delivered from Monday thru Friday, from 0730 hrs to 1530 hrs.



ANNEX K 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 cannot 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 is cleaning with a dry/wet brush, dry/wet 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:

- a. 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.
- b. Remove the wheel.
- c. Turn on the asbestos vacuum cleaner
- d. Place the enclosure over the drum being sure it forms a tight seal behind the backing plate.
- e. Place hands into attached rubber gloves if the enclosure is equipped with them.
- f. Remove the brake drum. Some equipment allows use of a hammer inside the enclosure for drums that are hard to remove.



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- g. Blow dust off the drum and brake assembly using the air gun attachment inside the enclosure.
- h. Clean all the inside surfaces of the enclosure towards the vacuum exit using the air gun attachment inside the enclosure.
- i. Remove the enclosure and turn off the vacuum cleaner.

4. **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.

5. **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: 466-2658 or 466-2258.

6. **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.

7. **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.



ANNEX L 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.
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. # 33.
 - f. Forward a copy of the 4283 to the Environmental Division.



ANNEX M
TRASH SEPARATION ENFORCEMENT POLICY
for United States Army Garrison Hohenfels

Details can be obtained by the O&M Division, point of contact is Mr. Josef Koller,
Josef.Koller@eur.army.mil, DSN 466 - 2878.



ANNEX N ABBREVIATIONS / EXPLANATIONS

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

BASES – Corrosive substance (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.

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.

LYES – Corrosive substances that react with acids (e.g. caustic soda, lime chlorinated lime, STB).



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.



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ANNEX O
IMPORTANT TELEPHONE NUMBERS

DIRECTOR OF PUBLIC WORKS	466-1560
DPW ENVIRONMENTAL DIVISION HOHENFELS	466-2658
DPW UTILITIES BRANCH HOHENFELS	466-2662
DPW BLDGS. & GRDS BRANCH HOHENFELS	466-2682
DES FIRE & EMERGENGY SERVICES	466-2858
EMERGENCY NUMBER	117
GARRISON SAFETY OFFICE	466-4626
HEALTH CLINIC EMERGENCY NO.	116
MILITARY POLICE EMERGENCY NO.	114

GERMAN AGENCIES CIVILIAN TELEPHONE NUMBERS

FIRE DEPARTMENT	112
POLICE STATION	110



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ANNEX P
HELPFUL INTERNET LINKS

US Army Garrison Hohenfels <http://www.grafenwoehr.army.mil/hohenfels/default.asp>

https://intranet.grafenwoehr.army.mil/dpw/dpw_env.htm (the new Final Governing Standards (FGS) for Germany, dated 2002)

<https://www.denix.osd.mil> / (Defense Environmental Network and Information Exchange)

<http://www.dscr.dla.mil/> (Defense Supply Center Richmond)

<http://p2library.nfesc.navy.mil> (Joint Service Pollution Prevention Technical Library)

<http://www.dla.mil/dlaps/1> Defense Logistics Agency Publishing System

<http://www.shelflife.hq.dla.mil> (DOD Shelf Life Program)

<http://aec.army.mil> US Army Environmental Center Homepage

<http://chppm-www.apgea.army.mil/hmwp/> Hazardous and Medical Waste Program – Military Item Disposal Instructions

<https://www.denix.osd.mil/denix/Public/Library/Intl/OEBGD/toc.html> Overseas Environmental Baseline Guidance Document, 15 Mar 2000

<http://www.sigma-aldrich.com/msds> Material Safety Data Sheets

<http://www.dlis.dla.mil/hmirs/default.asp> Material Safety Data Sheets, registration required.



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GERMAN ENVIRONMENTAL LAWS - ENGLISH TRANSLATIONS:

This site contains English translations of the following German Laws:

<http://iuscomp.org/gla/statutes/statutes.htm> :

CHEMICALS ACT

CLOSED SUBSTANCE CYCLE WASTE MANAGEMENT

ENVIRONMENTAL INFORMATION ACT

ENVIRONMENTAL IMPACT ASSESSMENT ACT

FEDERAL IMMISSIONS CONTROL ACT

FEDERAL NATURE CONSERVATION ACT

FEDERAL WATER ACT

WASTE WATER CHARGES ACT

FOR COPIES OF MATERIAL SAFETY DATA SHEETS:

<http://hazard.com/msds/>

<http://www.ehs.ucdavis.edu/hs/msds/index.cfm>