CONTRACTOR ENVIRONMENTAL AND SAFETY GUIDE

FLEET LOGISTIC CENTER PUGET SOUND

Fleet Logistics Center, Puget Sound
Manchester Fuel Department

11 February 2016

TABLE OF CONTENTS

1. Introduction 3
2. Stormwater Pollution Prevention Management 3
3. Wastewater Management 5
4. Spill Prevention 6
5. Spill Response Procedures. 8
6. Waste Management. 9
7. Hazardous Material Management 14
8. Safety and Confined Space Entry Requirements Ashore 16
9. Excavation Permit 17

1. Introduction

a. The following guidance is to help contractors working at the Fleet Logistics Center (FLC), Puget Sound, Manchester Fuel Department in complying with environmental laws and regulations as well as Navy and facility environmental policies. It should supplement and reinforce information already included in the Environmental Plan submitted as part of the contract. The Environmental Plan is an important and integral part of any project conducted at the Fuel Department. In addition to the Environmental Plan, there are several specific safety related activities that all contractors must adhere to.

b. If you have any questions or concerns, please contact your COR. For reference, the following Fuel Department names and phone numbers are provided (for job specific phone numbers see the last page of this booklet):

NAME	AFFILIATION	PHONE
Ramona Wilson	Chief Engineer	(360) 476-5737
Brice Frey	Facilities Engineer	(360) 476-0446
Doug Tailleur	Deputy Environmental Director	(360) 476-2664
Ken Avery	Operations Supervisor	(360) 476-8762
Glenn Schmitt	Deputy Director	(360) 476-9338
LCDR Scott McCarthy	Director	(360) 476-2145
Fuel Operations Control		(360) 476-2127
Security/Police/Main Gate		(360) 476-2158

2. Stormwater Pollution Prevention Management

a. General - The Fuel Department uses Best Management Practices (BMP) to ensure stormwater pollution prevention is maintained. BMPs are precautions and actions to prevent or reduce water pollution.
b. BMP Applicability - BMPs apply to all personnel within the Fuel Department compound including FLC Puget Sound employees, contractors and military personnel. This guide is specifically designed to assist contractors working at the Fuel Department.
c. BMPs used at the Fuel Department - The following are the BMPs that will be used at the Fuel Department:

(1) Work Site Cleanup

(a) Keep the work site clean to minimize loss of accumulated debris into Puget Sound.

(b) Dirt, surplus materials and spilled or dropped materials are often allowed to accumulate at construction sites. Cleanup is needed to prevent these materials from being washing away by storm water.

(c) Site managers shall conduct daily cleanliness inspections of outdoor work and storage areas. Clean up work areas as necessary to maintain control of potential

pollutants.

(2) Material Storage and Handling.

(a) Handle and store materials using methods that reduce or eliminate exposure to rainfall and minimize the potential for spills.

(b) Protect containers storing liquids, such as fuels, paints and solvents, from the weather (if applicable, placed inside a covered area or tarped) on a pallet in a protected, secure location away from drains. Proper protection methods include placing materials inside secondary containment and using rubber mats over storm drains.

(c) All excavated dirt and stockpiled materials (concrete, sand, construction waste, etc.) shall be placed undercover to prevent contact with storm water.

(d) If outdoor material storage is necessary, protect smaller parts, materials and containers from the weather and place them on pallets.

(e) When loading and unloading supplies from trucks and trailers at outdoor loading areas, prevent potential spills by placing mats over nearby storm drains. Be prepared to respond quickly and correctly if a spill should occur. Know the location of spill kits.

(3) Drip Pans and Leaks.

(a) When doing work where drips or leaks could occur, use drip pans or other protective devices to prevent pollutants from getting on the ground.

(b) Use drip pans or other protective devices at hose connections when transferring oil, fuel, solvent, industrial wastewater and paint. Where design constraints, vertical connections or interferences do not allow placement of drip pans, use other measures such as chemical resistant drapes. Use drip pans or other protective devices when making and breaking hose connections.

(c) Immediately repair, replace or isolate leaking connections, valves, pipes, hoses and soil chutes carrying wastewater, fuel, oil or other hazardous fluids. As a temporary measure, place drip pans under leaking connections to collect any leaking fluid. Conduct equipment and vehicle inspections, including POVs, to ensure no leaks are occurring.

(4) Control of Dust and Overspray.

(a) Carry out any activity that generates pollutants (e.g., painting, paint chipping, blasting, welding, grinding, cutting, sanding and metal finishing) in enclosed, covered areas, to the maximum extent practical.

(b) For over-water operations provide and position floats or tarps adjacent to and under work area to contain debris. No paint or paint residue shall enter Puget Sound.

Hanging plastic barriers or tarpaulins beneath work operations may adequately contain debris. In windy conditions, even light winds, enclosed containment may be necessary. If windy conditions prevent adequate containment of pollutants, stop work until conditions allow for containment of pollutants.

(c) Perform spray paint operations in a way that contains the overspray and spillage and minimizes emissions of particulates.

(d) Perform all dry-blasting operations within an enclosure with adequate dust collection.

(5) Discharges into Storm Drains.

(a) The purposes of storm drains are to prevent flooding by conveying storm water runoff to Puget Sound. All other discharges are prohibited.

(b) Unless authorized by the COR, do not discharge anything into the Fuel Department storm drains.

(6) Other Controls.

(a) Soil Erosion Control - Soil erosion and sediment control BMPs vary significantly depending on the project. Consult your COR and FLC Puget Sound Environmental Office for assistance.

(b) Dewatering - Dewatering of excavations and vaults on Fuel Department property is rather complex as some areas are contaminated and special requirements apply. Talk to your COR if dewatering will be needed and it is not already addressed in project specifications.

(c) Equipment cleaning - The preferred method is to arrange for cleaning of equipment off stations. Never discharge rinsate into the storm sewer, Little Clam Bay, Franco Pond or Puget Sound. For small volumes, the cleaning shall be done on the MFD washrack located south of Bldg. 194. Advance permission from MFD Environmental must be obtained to use the washrack.

3. Wastewater Management

a. If wastewater is expected to be generated as part of the project, management of this wastewater must be spelled out in the environmental plan. All wastewater regardless of quantity needs to be identified for disposition. The Fuel Department has facilities that can accept certain wastewater, including oil/water separators and the Oily Wastewater Treatment Plant (OWTP). In addition certain wastewater may be discharged to the sanitary sewer system. However, in general, contractors will dispose of wastewater off-site. Environmental personnel concurrence via the COR is required for discharges to the sanitary sewer system or oil/water separators.

b. For disposal of wastewater or waste oil to the OWTP, the following criteria applies:

WASTE OIL

PARAMETER	LIMIT (MAX UNLESS NOTED)
Flash Point	100^{o} F (minimum)
Total Halogens	1000 ppm
PCBs	1.0 ppm
Arsenic	5 ppm
Cadmium	2 ppm
Chromium	10 ppm
Lead	100 ppm

WASTEWATER

PARAMETER	LIMIT (MAX UNLESS NOTED)
Phenols (Total)	<1.0 ppm
pH	5.5 to 11.0
Copper	Report
Zinc	Report

NOTE: No Oil and Grease limit, but maximum oil/water segregation prior to receipt is required. No heavy emulsions allowed**. THE FUEL DEPARTMENT WILL NOT ACCEPT HAZARDOUS WASTE OF ANY KIND.**

4. Spill Prevention

a. Care will be exercised at all times to prevent Oil and Hazardous Substance (OHS) from entering the ground, drainage areas, or local bodies of water. A number of measures to prevent pollution have been addressed in the Stormwater section of this plan and will not be reiterated here.

b. The following OHS procedures shall be followed to minimize the impact of a spill event to the environment during transfer and handling operations:

(1) Protect storm drains with rubber mats prior to OHS transfer to prevent a spill from flowing into the drain. Also install rubber mats during operations such as loading, unloading, or handling of liquid or fine solid materials. Mats shall be located in the vicinity of the work process. The work area will be inspected daily for debris and potential water pollutants. If the work area is found to have a potential for water pollution, the affected area will be cleaned up, then re-inspected to ensure that pollutants will not be transported to storm drain system. Drain covers can be removed when the job or OHS transfer is complete.

(2) Construction equipment, such as compressors, dust collectors and sandblast units will be operated so as to prevent any spillage of oil or fuels into the environment. Drip pans shall be placed under all equipment that would have any possible leak source. All valves, connections, hoses, pipes, and waste chutes shall be inspected

regularly for leaks. Any of these that are found to be leaking shall immediately have a temporary drip pan put under the leak (or other containment method installed) until the component can be isolated, repaired, or replaced. Any leaked material shall be cleaned up immediately in accordance with the spill response measures, based on the size of the leak and type of materials that have leaked. Temporary drip pans, with absorbent pads, shall be placed under fueling points at time of fueling operations and any spills will be contained within the pan. Equipment and materials which could become pollutants if they become airborne or are inadvertently discharged into the water shall be stored on pallets, or otherwise raised from the ground, covered when not in use, and protected from inadvertent mechanical damage from vehicles or handling equipment. Contractor vehicles must be free of drips/leaks or releases. If these vehicles cannot be cleaned or made leak free – they need to be taken off the station.

(3) Oil and Hazardous Substances shall be placed in approved containers. Containers must be inspected to ensure integrity prior to the transfer of material and periodically when used for storage of OHS. All containers shall be properly secured (i.e., drum covers on) when not in use. All containers shall be stored in approved lockers and/or facilities (i.e., NFPA flammable) which are maintained in a clean and orderly manner. All containers shall be secured or emptied as well as protected prior to transportation.

(4) Valve and system alignment shall be checked by competent personnel prior to start-up of transfer operations. Personnel stationed at appropriate locations to minimize the potential of a release of the OHS being transferred shall monitor equipment and transfer connections.

(5) Tanks and drums receiving OHS from transfer systems, which are not equipped with overfill protection equipment shall be monitored to prevent overflow. The receiving container shall be located in an impervious secondary containment. A minimum of three inches of headspace or three percent of the container's capacity (whichever is greater) shall be left empty at the top of the tank or drum to allow for product expansion. Equipment and support components shall be wrapped or contained as necessary to prevent leakage and damage. The fill pipe or hose shall have a shut-off valve on the discharge end.

(6) Where the fill pipe is either located out of the direct line of sight of the receiving unit, not easily accessible, or under poorly lit conditions, a buddy system shall be used. One person shall monitor the receiving unit while another individual(s) shall monitor the discharge unit and fill pipe/hose. Two-way communication shall exist throughout the transfer operation.

(7) Nighttime OHS transfer operations will not normally be undertaken. Request for a clearance to perform nighttime operations will be through the COR to ensure adequate lighting and containment measures are employed.

(8) No OHS will be disposed into the sanitary sewer, storm drainage system, waterway, or trash container/dumpster without approval of the COR, via the FLC Puget Sound Environmental Staff.

(9) Storm drain catch basins, sanitary sewer manholes, floor drains, and other access holes within 50 feet of the discharging/receiving units shall be covered with a mat, plug, or other suitable device to prevent flow into the sewer system.

(10) When transporting containers into or out of confined areas, an individual shall be used to direct the movement of the transport vehicle to prevent hitting any obstacles.

(11) All equipment (i.e., valves, fill lines, etc.) exposed to potential mechanical damage shall be protected to minimize the potential of a spill event.

(12) Additional preventative measures required to minimize the potential of a spill event shall be implemented. This may involve personnel briefings on job requirements, use of oil boom containment, staging of spill kits, established preventative maintenance schedule of OHS transfer and storage systems and equipment, etc.

(13) All OHS storage areas (storage is considered "maintained on site for longer than 72 hours") whose total quantity exceeds 110 gallons in capacity, shall be located in an impermeable secondary containment with sufficient capacity to contain 10 percent of the total volume of all containers or the volume of the largest container stored in the area, whichever is greater. Portable tanks are classified as containers. Dangerous waste containers may have more stringent requirements.

(14) A spill response kit will be placed in the immediate vicinity of process equipment and at or near transfer and handling work sites. Examples of items that the spill kit should contain are:

Absorbent material for liquids (kitty litter and spill pads).
Personal Protective Equipment (chemical-resistant gloves, goggles, face shield, etc.)
One roll of twelve mil or two rolls of 6 mil poly sheeting.
Sand-filled tubes to weigh down poly tarps.
Empty containers, broom, dustpan and a shovel for clean up of wet absorbent.
Depending upon the specific material being used, spark-proof tools may be warranted.

5. Spill Response Procedures.

a. Spill Event - A spill is any unpermitted or uncontrolled release of oil or hazardous substance to the water or ground. This includes any spilling, leaking, pumping, emitting, discharging, injecting, escaping, leaching, disposing, or dumping of liquid or solid material not authorized in writing by the COR. Emergency and non-emergency spills are defined as follows:

b. Emergency Spill Event.

Is an immediate threat to human health or the environment, or
(1) Is a material not known to the person discovering the spill, or
(2) Has the immediate potential to enter or has entered a drain or waterway, or

migrate off government property, or

(3) Requires assistance from the Government for cleanup, or

(4) Is more than 10 gallons.

c. Non-emergency Spill Event

(1) Is not an immediate threat to human health or the environment, and

(2) Is a material known to the person discovering the spill, and

(3) Has not entered, and does not have immediate potential of entering a waterway or waterway inlet (e.g. storm drain, sanitary sewer manhole, etc.) and remains on government property, and

(4) Can be cleaned up safely by contractor personnel without assistance from the Government, and

(5) Is 10 gallons or less.

d. Emergency Spill Procedures

Immediately notify Fuel Department Control at **360-476-2127** and the FLC Puget Sound Environmental Office at **360-476-2664**. Isolate the spill area until arrival of clean-up crew and stay upwind. If you know the properties of the spilled material, maintain a safe distance, try to stop the spill or contain it to prevent it from going into drains or waterways. Attempt an initial spill containment only if it can be done without endangering the safety or health of yourself or others. For coating, solvent, and flammable liquid spills, shut off ignition sources and ensure open flames is not allowed in hazard area. The Government will respond to all emergency spills. Contractor's personnel shall assist the Government clean-up crew as required. Material Safety Data Sheets, Waste Profile Sheets, or other technical data on the material spilled, will be provided to the emergency response personnel. Spill Reports and documentation will be provided by the contractor as requested. The Government shall be reimbursed for spill clean-up and/or disposal services.

e. Non-emergency Spills - Stop the source of the spill if you can do so without risk. Contain the spilled material and keep the spill away from drains or waterways. Block off drains located near the spill if there is a chance that the spill will reach them. Notify the COR and the FLC Puget Sound Environmental Office **(360-476-2664**) and clean up the spilled material wearing the proper personal protective equipment. Dispose of the debris per the guidance of the FLC Puget Sound Environmental Office.

6. Waste Management.

a. The contractor is responsible for the management and removal of solid waste from Government property in compliance with state and local requirements. The environmental plan should describe all waste that is planned for removal from Fuel Department property. If not, specific guidance can be obtained as necessary from the FLC Puget Sound Environmental Office. Typically, if the waste does not meet the definition of hazardous or problem waste, it may be transported to the Kitsap County Landfill. Copies of weight tickets will be turned into the FLC Puget Sound

Environmental Office via the COR. The solid waste collection area, and the area surrounding it, must be kept clean and free of debris. A licensed commercial hauler will empty containers; a cover shall be in place during transport.

b. The contractor should recycle the waste to the extent practicable. Information for all transporters and receiving facilities, including the types of waste they will manage, amounts and specifying disposition such as recycling or disposal, must be provided.

c. It is important to understand that the Government is responsible to ensure no disposal action is taken that can be construed as illegal dumping. It must also be understood that the transporter(s) and facility(ies) shall also be approved by the Government prior to the waste leaving the project site. The contractor is responsible for completing any landfill disposal applications and submitting them to the government for approval and signature in accordance with the receiving facility's requirements.

d. Specific disposal information

(1) Common Trash Disposal - Common trash/rubbish shall be placed in contractor-provided containers, which shall be kept closed when waste is not being added. The area must be kept clean and the containers must not be overflowing.

(2) Petroleum Products - Precautions, as described in the Spill Prevention section of this plan, shall be taken to ensure no petroleum products or waste enters any waterway. Copies of any analyses conducted to determine waste disposition, along with chain of custody forms, applications for disposal and records of disposal, must be provided to the FLC Puget Sound Environmental Office. If there is more than one facility that will be used, information for all transporters and receiving facilities, including the types of waste they will manage amounts and specifying disposition such as recycling or disposal, must be provided.

(3) Petroleum-Contaminated Liquid Waste - The Environmental Plans should specify what you expect to generate and by what process, and explain how it will be managed, including disposal. As stated above, the Fuel Department has facilities that can accept certain wastewater, including oil/water separators and the Oily Waste Treatment Plant (OWTP). Discharges to the OWTP or oil/water separators must always be coordinated with the FLC Puget Sound Environmental Office via the COR.

(4) Petroleum Contaminated Sludge - Sludge may be generated from tank cleaning, oil/water separator cleaning, and sumps or pits throughout the activity. While heavy metals are not expected to be in the sludge, disposal, recycling or incineration companies usually require an analysis for metals (either total heavy metals or TCLP Metals) along with other constituents such as total petroleum hydrocarbons, specific petroleum components and organics. The Fuel Department has no specific analysis requirements but defers to the acceptance requirements of the company being used for disposal. However, copies of that company's permit to process the waste, amounts and a description of their management practices must be provided to the Fuel Department. As previously stated, copies of all analyses results and chain of custody forms must be provided to the Fuel Department Environmental Office.

(5) Petroleum Contaminated Soil – The Fuel Department has a number of areas that have potential for petroleum contamination to exist. If your contract requires the excavation of soil, an Excavation Permit is required. One way of handling contaminated soil prior to disposal is to place the contaminated soil in a lined, bermed and covered area to protect it from the elements. Berms constructed for this purpose are typically made of straw bales with a 12-mil plastic covering placed on the ground and over the bales. The covering should be weighed down to keep it in place. Laydown areas must be coordinated via the COR. Once the stockpile is complete, the soil must be sampled in accordance with the destination landfill's requirements, and an application must be submitted for approval to dispose of the soil. Copies of all such applications, copies of all sampling results, chain of custody forms and amounts must be provided to the Government. The following factors must be considered whenever petroleum contaminated soil is to be excavated (specific guidance can be obtained from the FLC Puget Sound Environmental Office via the COR):

Sampling procedure
Excavation and containerization
Reuse location (if applicable)
Disposal location

(6) Construction and Demolition Waste - Construction or demolition waste expected should also be delineated in the environmental plan. It should specify what will be generated (e.g., wood, concrete, and paper packing) and state where it is to be taken for disposal. It should also describe where it will be stored while on-site (e.g., 40 cubic yard trash dumpsters). Additionally, if required, any analysis that will be done. After disposition, amounts will be provided to the COR.

(7) Recyclable Items - Items that are planned for recycling, such as cardboard, metals, unpainted wood, asphalt, and concrete rubble should be delineated in the environmental plan. The facility (including address(es)) where they are to be taken and that it will be transported directly to that location from Fuel Department should also be specified. After disposition, amounts will be provided to the COR.

c. Undesignated and Dangerous Waste Management

(1) Generator – FLC Puget Sound, as the Generator, is responsible for waste designation and disposal. However, transportation and disposal of any designated dangerous waste will be the contractor's responsibility. The government is ultimately responsible for the waste from cradle to grave.
(2) Identification as Waste - The contractor is responsible to identify all wastes to the government. This may be done by submittal of the attached Waste Information Sheet (WIS) (but is not required). Anything not incorporated into the project and not reusable or recyclable will be considered a waste. All wastes anticipated to be generated on this project must be included. Examples are:

solvent or other paint related material

lead contaminated soil
sediment/sludge
empty paint cans
solvent rags
aerosol containers

(3) Designation, Sampling, and Analysis

(a) The contractor must either have a professional within the company or at the disposal firm prepare a waste profile sheet (or other waste designation documentation) for each waste stream. At least one week before the waste is to be picked up, the profile and associated information must be provided to the FLC Puget Sound Environmental Director or Deputy Environmental Director for review and approval. The TSDF will need an approved profile before the disposal manifest can be prepared.

(b) In some instances, only an SDS and process description is required in order to complete a profile sheet. However, the disposal firm may require that a sample be submitted. The contractor is responsible for the required sampling and analysis specified. Each waste sample will be collected and analyzed in accordance with WAC 173-303-110 (Sampling and Testing Methods) and have a chain of custody sheet accompanying the sample at all times. Each waste sample will be analyzed at an accredited laboratory. The name of the company performing the sampling and analysis should be specified in the Environmental Plan.

(c) Copies of the analytical results and chain of custody forms will be provided to the COR. Not all of the waste streams identified above are anticipated to designate as dangerous waste.

(4) Unforeseen Encountered Dangerous Waste - If dangerous waste is encountered that was not anticipated and is obviously not part of this project, the COR will be notified immediately and will determine if the Government will provide service for the immediate pick-up of the waste.
(5) Waste Containerization - Each container will be:

Inspected prior to use to ensure it is in good condition and is compatible with the waste;
DOT approved (e.g., UN specified drums, roll-off box, or wranglers);
Verified to be properly rated for weight of waste to be contained.

(6) Empty Container Disposal - Until designated, empty containers will be managed as waste awaiting designation. When they are designated non-hazardous, the procedures for common trash disposal or recycling, as determined, will be followed.

(7) Waste Segregation - Each waste stream will remain segregated to prevent cross-contamination. Wastes will be containerized according to the source. All containers of undesignated or dangerous waste will be held in an approved accumulation area as described later in this section.

(8) Container Labeling - Container labeling must comply with WAC 173-303-200 and 173-303-630. In summary all designated dangerous waste will have the following labels applied to the containers:

Hazardous Waste Label
Primary Hazard Labels
Other labels as required

(9) Waste Accumulation

(a) The on-site accumulation of dangerous waste and waste awaiting designation must comply with WAC 173-303-200, 173-303-630, and the contract specifications. In most cases, the FLC Puget Sound Environmental Office requires contractors to accumulate waste in a satellite accumulation area and dispose of the waste when the maximum quantity (55 gallons) is reached.

(b) The following applies to a satellite accumulation area:

All wastes must be transported off-site within 72 hours of filling container.
Container will be monitored and when 55 gallons is reached, drum will be closed and readied for transport.
Secondary containment will be set up and appropriate container management practices will be followed.
Container will be labeled with a hazardous waste label and primary hazard sticker.
Container will be closed and secured when not in use and during non-business hours.

(c) On a case-by-case basis, the FLC Puget Sound Environmental Office may authorize use of the Fuel Department less-than-90-day storage accumulation area.

(d) The following applies to a less-than-90-day accumulation area:

All wastes will be transported off-site 45 days after the accumulation start date.
The area will be used only for the storage of waste and waste awaiting designation. It will not be used to store non-related materials, equipment, or functions.
Containers will be secured with bung rings facing in the downward position.
Containers will be positioned so that labels are clearly visible from the aisle.
A minimum of 36 inches of aisle space will be maintained between each row of containers.
Inspections of the accumulation area will be conducted weekly.

(10) Transportation and Disposal - All waste that designates as dangerous waste must be properly manifested and transported to an approved TSDF for management and disposal. The contractor will either have personnel trained to manifest and transport waste or will contract with a vendor capable of doing so. The transporter must have a valid transporter ID number and the waste must be sent to a permitted TSDF. The FLC Puget Sound Environmental Office will review and sign all manifests prior to approving waste shipment. Draft manifests should be submitted to the FLC Puget Sound Environmental Office at least 1 week prior to scheduled pick up of waste. Additionally,

the original signed manifest is required by state and federal regulations to be returned to the Generator.

(11) Certificate of Disposal (CFD) - Within 10 working days after final disposal of hazardous waste, the contractor will ensure a CFD is submitted to the COR. The COR will forward the CFD to the FLC Puget Sound Environmental Office.

7. Hazardous Material (HM) Management

a. In general, FLC Puget Sound policy is to use alternatives to hazardous materials whenever practicable. If a hazardous material will be used at the Fuel Department, the following items apply:

(1) Follow all storage and spill prevention procedures called out in section 4 of this Guide.

(2) Annually, the following information will be provided to the FLC Puget Sound Environmental Office via the COR:

Total amount of HM on site during the year
Total amount of HM used by process during the year
SDS for each product stored/used on site

b. All HM will be approved for use by the FLC Puget Sound Environmental Office prior to bringing material on station.

WASTE INFORMATION SHEET (WIS)

Complete a separate WIS for each type of waste (Blocks 1-8 **MUST** be completed – complete Section II as much as possible)

Section I - Waste Originator

1. ORIGINATOR: (Provide Name of firm actually generating the waste. If you are a sub-contractor, provide your prime-contractor's also)

2. Point of Contact: _____
   Phone Number:

3. Project

4. Description of Waste:

5. Physical State: ☐ Liquid ☐ Solid ☐ Sludge ☐ Soil ☐ Aerosols ☐ Other:

6. Specific process which created this waste:

7. Potential Contaminants: ☐ Asbestos_____ % ☐ PCBs_____ % ☐ Oil _____ %
   ☐ Solvents _____ % ☐ Other: _____
   ☐ Metals(list w/%):

8

Printed Name	Authorized Signature	Date

Section II - Container Information

Qty	Capacity w/units	Type	Weight (lbs.)	Satellite Storage Area	Start Date	Sample Date	Comments

Section III - Waste Disposition

Profile Prepared by: _____ Number: _____
Profile approved by: _____ Date: _____

Proper Shipping Name: _____
Waste Codes: _____

TSDF Name: _____ State ID # _____
Transporter Name: _____ State ID # _____
Disposal Date: _____ Manifest # _____

Remarks:

8. Safety and Confined Space Entry Requirements Ashore

a.) The following general safety requirements are in force at Manchester

1) Smoking – The Terminal is generally a no smoking zone, including electronic cigarettes. The only designated smoking areas are the smoking shack next to Bldg. 1 or at Orchard Point. There is to be no smoking of any kind in the rest of the terminal. No smoking of any kind is not allowed in any vehicles on base.

2) Speed limits – the speed limit throughout the terminal is 25 mph unless otherwise marked. All Contractor vehicles will adhere to the speed limits. Transportation of MHE and construction equipment needs to be limited to the immediate area of the construction/work site. If the equipment is to be transported across the terminal it shall be trailered to the appropriate site – not driven on station roads.

3) Load limits – the patrol pipe bridge has a limit of 35,000 pounds dead weight. It is not to be used to transport heavy equipment across the terminal.

4) Other safety standards – the contractor is required to meet all appropriate OSHA/Navy safety standards as well as standards called out in their contract. Station personnel may inspect the site for safety of station personnel. Any discrepancies will be reported to the COR/NTR and the prime contractor for the site.

In addition following checklist will be adhered to by station and contractor personnel for Confined Space Entry:

- ❑ (1) Inform the contractor that the installation contains permit required spaces.
- ❑ (2) Explain to the contractor why a space is considered to be a permit required space.
- ❑ (3) Share knowledge of the hazards that have been identified through experience with the space.
- ❑ (4) Inform the contractor that their personnel may only enter permit required spaces under the provisions of the installations written program.
- ❑ (5) Inform the contractor of any precautions or procedures that the installation has implemented for the protection of employees in or near permit required spaces where contractor personnel will be working (for example draining, flushing, isolation, etc.)
- ❑ (6) Coordinate entry operations with the contractor, so that contractor and installation employees do not compromise each other's safety.
- ❑ (7) Debrief the contractor at the conclusion of the entry relative to any hazards confronted or created during entry operations.

9. Excavation Permit

a.) The Manchester Fuel Department has been a working fuel facility since the 1940's. There are areas of known contaminated soils and the potential for contaminated soils exists throughout the facility. As a result of the potential for contaminated soils a formal process has been established for obtaining Excavation Permits prior to any excavation or dirt moving work. Part of the process of obtaining an Excavation Permit is to provide a dewatering plan and all results of testing for contamination. All soils to be excavated must be tested for petroleum and PCB contamination unless a waiver has been granted by Manchester Environmental personnel. Copies of all testing must be attached to the Excavation Permit prior to submitting for approval. Excavation Permits must be submitted for approval at least one week prior to beginning excavation. Soil disposition instructions will be provided on approved Excavation Permits. A sample Excavation Permit can be found on the next page of this document. The Excavation Permit form can be obtained from the project Engineering Tech or the Manchester Environmental office.

EXCAVATION PERMIT – Naval Base Kitsap at Manchester

Permit Number: _____ **Date Received:** _____

Designer/Design Manager _____ Contract # _____ Task Order # _____

Construction Contact _____ Phone/Cell/Fax # _____ SPM Work Order _____

Requester: (Name, Company Name, Phone/Cell/Fax #, Date)

	ET	**Phone #**

Purpose/Location of Excavation (Attach Plot Plan)

Please state yes or no if structural. ○ No ○ Yes Approximate SF of Excavation: _____

Method of Excavation and Depth:

Will soil be used as backfill? ○ No ○ Yes

Dewatering Plan ○ No ○ Yes, See Attached

Testing Required ○ No ○ Yes, See attached Results

Name of Competent Person: _____

Excavation will not proceed until this permit is completed/approved. Do not proceed until all of the steps below are completed and signed off. If your signature is not legible please print your name near your signature.

Site Survey Complete and Excavation Limits Marked?
(Government Project Manager or Engineer) _____ (Signature/Date)

Drawing File Search Complete?
(Locator/Contractor) _____ (Signature/Date)

Utility Location Service?
(Government Project Manager or Engineer) _____ (Signature/Date)

Locate Complete?
(Locator) Locate Service(s) Name? _____ _____ (Signature/Date)

Site Restoration Plan Complete?
(Government Contract Coordinator) _____ (Signature/Date)

Maintenance Dept
(Maintenance Dept Head) _____ (Signature/Date)

Utility Outage Recommended? ○ No ○ Yes

System(s): _____

Environmental Review
(MFD Environmental) _____ (Signature/Date)

Soil Disposal Process: _____

Excavation Permit Approved: ○ No ○ Yes
(Excavation Coordinator) _____ (Signature/Date)

Utility Outage Required:

Not Approved/Reason: _____

Signature	Title/Company	Date

JOB SPECIFIC PHONE NUMBER LISTING

JOB TITLE: _____
PRIME CONTRACTOR: _____
START DATE: _____

NAME	AFFILIATION	PHONE