





## INSTRUCTIONS

**Contractor:** Fill out each section under the heading “**CONTRACTOR**” per the following instructions and footnotes. List all hazardous material (HM) that you, as the contractor, anticipate transporting from offsite onto Federal property located at the Bremerton Naval Complex (BNC). Do not list HM obtained inside the BNC that has been labeled with the facility’s salmon colored supplemental barcode label. Use as many additional sheets as necessary to include all HM that you anticipate transporting onsite. Provide the most current MSDS for each product listed in the CHMI. If you are using a “Non-Road” engine do not forget to submit an O&M plan to Code 106.31 Air Department. For all marine coatings, provide a Volatile Organic Compound (VOC) certification sheet for each batch. If you have a Marine Coating that is General Use and the VOC’s are above 340g/l you must submit separate paperwork to Code 106.31 Air department. All HM must be approved by the Code 106.31 before bringing material onsite. Low Use Exempt materials may also be processed on this form. Upon completion of all contractor required items submit the completed CHMI form to your Government Environmental, Safety, and Health representative.

**\*Prime Contractor Certification Statement:** I hereby certify that the submitted information contained in the attached document(s) is true, complete, accurate, and all material listed has been approved by Code 106.31.

**Designated Government Environmental, Safety, and Health Representative:** Complete Designated Government ESH section. Submit completed CHMI to Code 106.31 for review and approval.

## FOOTNOTES

1. This is for the initial request. **Use the Receipt & Monthly Usage Form to report monthly HM usage by the 5<sup>th</sup> calendar day of the following month.** Negative usage reports are required. If no usage, enter 0 in applicable field or leave blank and submit report.
2. Identify Project (e.g. – ship hull number or name, etc).
3. Identify Worksite Location (e.g. – Hull number, bldg. 431 5<sup>th</sup> floor, Dry Dock 2, Pier D, etc).
4. The date that the contractor is to start work on the project.
5. The planned (best estimation) completion date for work on the project.
6. **Provide a separate line for each product and/or container size** that will be used. When reporting kits, list each component on separate lines. If part numbers are included in the Trade Name block, it will be helpful in processing the CHMI faster.

Reference example below.

Trade Name	Manufacturer	Container Size & Type	MSDS	Stock Number
Buff Base Part A	PPG	0.8 gal CN		
Converter Part B	PPG	0.2 gal CN		
Welding electrodes 7018	ESAB	10lb		

**Table 1 – Container Type**

Description	Aerosol Can	Bag	Bottle	Box	Cartridge	Can	Container	Cylinder	Drum
Code	AER	BG	BT	BX	CA	CN	CO	CY	DR
Description	Each	Jar	Package	Kit	Rod	Spool	Tank	Tube	
Code	EA	JR	PG	KT	RD	SP	TK	TU	

7. Manufacturer, product name on container and company name must all match.
8. To determine the proper Process Code Number use the attached Hazardous Material Process Code Selection Flow Chart.
9. Report container size(s) in **quantifiable units** (e.g., weight or volume) such as a 3 lb. jar or a 16 fl oz bottle. For compressed gas cylinders, report the quantity of gas in cubic feet or units such as pounds (e.g., 150 cu-ft or 100 lb cylinder). For bulk material (e.g., diesel fuel) or material without a specific container size (e.g., welding rod or wire), use the units in which the material is commonly sold to consumers (e.g., use gallon for diesel fuel or **pound for welding rod or wire**). For kits, list both the kit size and each individual component size. Reference Footnote 6 for reporting kits. See Table 1 for the applicable container type. Enter container type code.
10. Provide the PSNS & IMF approved Material Safety Data Sheet (MSDS) number (if known) or include a MSDS for each product (**Code 400 projects only**). Sending a Technical Data Sheet with the MSDS will be helpful in processing the CHMI faster. When sending an MSDS ensure that it is no older than 5 years old, the MSDS must be a representative of the material being used.
11. For Usage remember you are reporting for the size requested and it is listed on the form. When reporting round up to the nearest tenth, use percentages (i.e. do not use: 3 gal of a 10 gal container, use: **.3**

**When Reporting Partial Usage, Use Decimals to Represent the Fraction of Container Used.**

EXAMPLE:

Use 0.8 to indicate 3/4 usage of a container

*Do Not Enter as Lbs, Gallons, Ounces etc.*

Round Up to Nearest Tenth.

**Use 0.3 to indicate 1/4 usage of a container Use 0.8 to indicate 3/4 usage of a container**

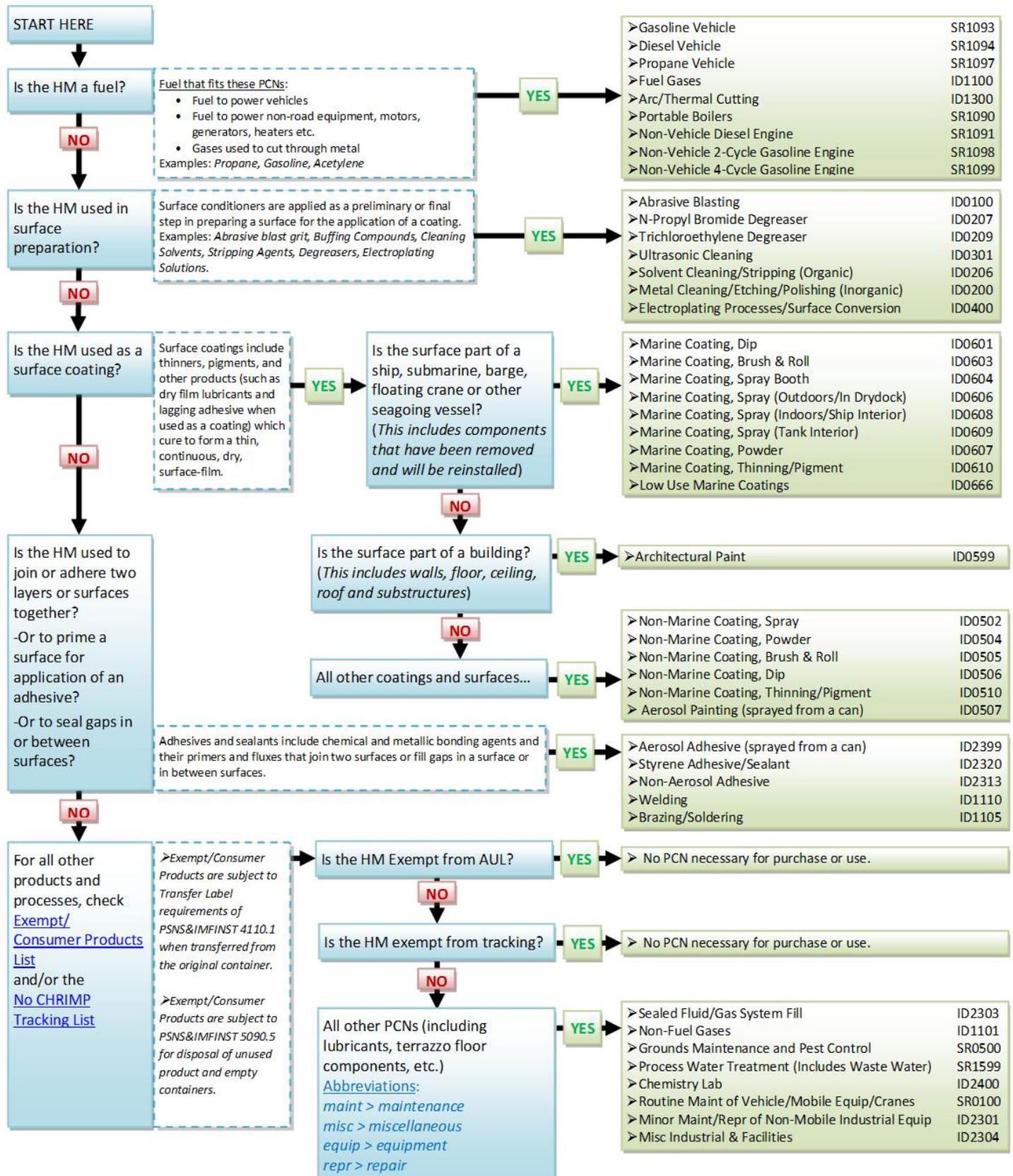
## Hazardous Material Process Code Selection Flow Chart

Follow the chart in sequential order of categories and codes to select the Process Code Number (PCN) which best describes the application for Hazardous Material (HM) use. Complete Course [HM03](#). (SY Homepage> Apps> Authorized Use List-MSDS> Training)

Correct PCNs are critical to accurately record HM usage and calculate annual air emissions.

### Category

### Process Code Number



**How to Properly Complete a WIS:** instructions are located on the back of the WIS form itself however, C/106.33 identified a need for further clarification. There are clarifications for each block below:

<b>WASTE INFORMATION SHEET (WIS)</b>					SERIAL NO. <b>XXXXXX</b>														
<b>SECTION I (Waste Originator)</b> Complete a separate WIS for each type of waste. Full instructions are provided on reverse side.					<b>J.O.</b> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Shaded sections <b>MUST</b> be completed by originator														
<b>1. ORIGINATOR</b> (Shop, Ship, Code, Contractor): <i>S/ 51, C/135, PR (project), Todd SY,etc</i>		<b>2. PROJECT/SHIP</b> (Hull #/ Name): <i>727 - MICHIGAN</i>		<b>3. LOCATION</b> (Bldg, Pier, etc.): <i>DD-6</i>															
<b>4. POINT OF CONTACT</b> (Name): <i>NAME OF PERSON TURNING IN WASTE</i>			<b>4a. PHONE:</b> <i>PHONE NUMBER for #4</i>		<b>5. GOV'T POC</b> (Contractors only): <i>NA / IF ORIG IS NOT A CONTRACTOR</i>														
<b>6. WASTE NAME</b> (DESCRIPTION): <i>Describe the composition of your waste (what it is made up of)</i>			<b>7. WASTE PRODUCED IS:</b> <input type="checkbox"/> One-time waste <input type="checkbox"/> Process Waste <input type="checkbox"/> Unused Materials			<b>7a. TOTAL Waste Quantity</b> (approx qty/#containers/container size):													
<b>8. WASTE STREAM NO.</b> (if known):			<b>10. PHYSICAL STATE and COLOR:</b> (Solid, liquid, sludge, aerosol, etc.)																
<b>11. HOW WASTE WAS MADE</b> (Specific process which created this waste; include any applicable work documents #, IPI, Contract # MILSPEC, etc.):																			
<b>12. MSDS NO.</b>	<b>13. MATERIAL/ TRADE NAME</b>	<b>14. NSN/PART No.</b>	<b>15. MFGW/PHONE No.</b>	<b>16. % OF WASTE</b>															
1.																			
2.																			
<b>17. OTHER POTENTIAL CONTAMINANTS</b> (Either check or include approx percentage):						<b>Lab Analysis #</b> _____ (if applicable)													
_____ % ASBESTOS   _____ % PCBs   _____ % METALS   _____ % SOLVENTS   _____ % OIL   _____ % OTHER _____																			
<b>18. DISPOSITION TO BE PERFORMED BY</b> (Contractors only): <input checked="" type="checkbox"/> <b>PSNS</b> <input type="checkbox"/> <b>Contractor-Arranged</b> (Enter proposed transporter & disposition facility)																			
TRANSPORTER COMPANY (Name & phone number) _____																			
DISPOSITION FACILITY (Name & phone number) _____																			
<b>19. ORIGINATOR'S SIGNATURE, BADGE No./ RANK, PRINTED NAME and DATE CERTIFYING THE ABOVE-NAMED MATERIALS ARE THE COMPOUNDS IN THE WASTE CONTAINERS LISTED BELOW AND HAVE NOT BEEN MIXED WITH OTHER MATERIALS</b>																			
(Sign) <i>SIGN YOUR NAME</i> _____ (Print) <i>PRINT YOUR NAME</i> _____ (Date) <i>MONTH/DA/YR</i>																			
(Badge No./Rank) <i>Badge Number</i> _____																			

**J.O.:** The Job Order Number is a 13 digit number that must be on the WIS when the waste is being pre-designated by Code 106.33 or turned over for disposal to S/99HM. If you are unaware of the J.O. ask your supervisor.

**Block #4 & 4A:** This **MUST** be the name and phone number of someone who knows what the waste is or the process that generated the waste. If the individual does not have a phone number where they can be reached during working hours, list the supervisor's number. Cell phones and pagers are OK. C/106.33 must be able to talk to someone about the waste if there are additional questions.

**Block #5:** This block is specific to contractors. If you are not a contractor write, "N/A" in the box. If you are a contractor, specify your government point of contact.

**Block #6:** Describe, in detail, the composition of the waste. The specific types of materials used to create the waste are identified in Blocks 12-16. Three acceptable examples are:

1. Dried paint debris & PPE or Deduster dust & PPE
2. Unused T-10 thinner
3. 5 gal empty T-10 thinner

**Block #7:** Check the box that identifies the waste type. Definitions below:

1. **Process Waste:** Waste routinely generated from performing a work process:
  - a. Blast grit used to remove paint or Safety Scale solution after it has been used to flush a boiler.
2. **Unused Materials:** Hazardous materials that have **not** been used:
  - a. Material with an expired shelf life or material which is no longer being used
3. **One Time Waste:** Typically describes unknown waste found adrift or waste generated when cleaning up work areas.

**Block #8:** Fill in the applicable waste stream number (WSN) if you have an assigned WSN from pre-designation, or if the waste is listed in the Online Waste Stream Dictionary. If unsure of WSN, leave this block blank.

**Block #10:** Describe the waste. If waste is containerized, describe the **contents** of the container. For example, identify liquid if the waste is paint in a 5 gal container. Ask and answer the following questions:

1. What is the physical state: Solid, liquid, sludge multiple phases, i.e. solid & liquid
2. What color: dark brown, cloudy white, transparent green. Use “various” if the waste is debris/PPE.
3. Does it have a smell: solvent, pine green, citrus
4. Aerosols are special, if you have one, mark aerosols on the WIS.

**Block #11:** In detail, describe how waste was generated, this information is vital for accurate waste designation. Waste stream numbers are assigned based upon the type of process that generated the waste. Acceptable descriptions are:

1. Used T-10 thinner to clean paint spray equipment.
2. Debris & PPE with T-10 thinner from wiping down the spray equipment
3. Paint chips & PPE/debris from mechanical removal of paint
4. If unused materials, write “excess acetone” or “expired paint”,

**Block #12:** List the MSDS number(s) of the hazardous material that generated the waste.

**Block #13:** List the name(s) of the hazardous material that generated the waste

**Block #14:** List the National Stock Number (NSN) or Part Number of the hazardous material in the waste.

**Block #15:** List the manufacturer name and phone number of the hazardous material in the waste.

**Block #16:** List the ratio of each material is in the waste. An example: paint debris; 10% paint and 90% debris. If pure product, then 100%

**Block #17:** The purpose of this block is for the originator to identify any potential contaminants that came in contact with the waste. Mark the potential contaminant, if any. Frequent potential contaminants are:

- **Asbestos** in insulation
- **Metal** present in paint
- **Oil** on rags or debris
- **PCB** in oil
- **Solvent** to clean up equipment

There must be an explanation if “**OTHER**” is marked. If there is an associated Lab Analysis # with the waste, list the number. Ex; for paint chips lead might be a potential contaminate. Place an “X” in front of the word metals.

**Block #19:** Sign and date the form. This certifies all the information listed on the form is correct to the best of your knowledge.

**Originators are responsible for their waste. If the waste is not clearly described, it cannot be designated and the originator will be contacted for more information.** Supervisors can provide information about what waste may be generated during a shift. If possible, ensure a waste stream number is assigned to the waste **BEFORE** it is generated.

# CONTRACTOR'S SOLID WASTE TRACKING SHEET (SWTS)

(FOR ALL DISCARDED ITEMS DESIGNATED BY THE GOVERNMENT AS **NOT HAZARDOUS WASTE, PCB, OR ASBESTOS**)

Ref: NAVSHIPYDPUGETINST P5090.11

## SECTION I WASTE ID (The numbers shown in bold italics correspond to the blocks on the WIS.)

Government Prefix	<b>SWTS #</b> Waste Information Sheet (WIS) Serial Number
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Waste Stream Number (WSN) [25]

Load Number

Leave blank until copies of original have been made.

Waste Description [6]

Attach weight ticket here

Directed Disposition [30] (Check applicable box)

Waste Disposal Application Number

Landfill-Controlled

Enter WDA

Reutilize (Reuse)

Recycle

Trash

Other

When scales are not available at place of delivery, enter number of cubic yards. This number will be used by you to calculate weight for the

## SECTION II CONTRACT NUMBER/TITLE (Contractor completes Sections I thru V; see instructions on back.)

Contract Number

Contract Title

Government Point of Contact (Enter the name and phone number of the Government POC monitoring this contract.)

Phone

## SECTION III FINAL DESTINATION (Obtain from WIS block [17] and your Government-approved Environmental Plan.)

Permit Type and Number (if applicable)

Facility Name

Phone

Facility Owner

Facility Address (Complete physical address only)

## SECTION IV FINAL DISPOSITION (To be completed by the Contractor)

(Check applicable disposition box)

Waste will be taken to the Section III address to be:

REUTILIZED

RECYCLED

DISPOSED

**STOP!**

Make enough copies of this original to match the estimated number of loads to be transported. Number the first copy "01." If there will only be one load, use this original instead of a copy. **DO NOT USE THIS FORM FOR** waste designated as **ASBESTOS, PCB, or HW.**

## SECTION V CONTRACTOR VERIFICATION (To be completed by the Contractor)

(Check applicable description box)

I hereby verify that the contents in this:  Container  Truck  Roll-off Box  Other \_\_\_\_\_

have been inspected by me and are as described in Section II and the WIS. No additional waste has been added.

Contractor's Signature

Date

## SECTION VI TRANSPORTER VERIFICATION (To be completed by the Driver of the transport vehicle)

I hereby verify the following:

- No material or waste was added or removed after loading and verification signature at the work site, and
- I delivered the load contents as stated to the address stated in Section III.

Transporter's Signature

Date

## SECTION VII RECEIVER SITE VERIFICATION (To be completed by the Receiver)

I hereby verify I received the load contents as described in Section II at the address stated in Section III.

(Note: Approved receiver sites for soil reuse are sometimes unattended. In this case, Transporter completes.)

Receiver's Signature

Print Name

Date

### ALL INFORMATION AND SIGNATURES MUST BE LEGIBLE.

This form shall be completed for **each load**. See reverse side for explanation of disposition descriptions and form instructions. The data will be compiled and summarized by the Contractor on the **CONTRACTOR'S MONTHLY PROJECT WASTE SUMMARY REPORT, PSNS 5090/113.**

# CONTRACTOR'S SOLID WASTE TRACKING SHEET (SWTS)

(FOR ALL DISCARDED ITEMS DESIGNATED BY THE GOVERNMENT AS NOT HAZARDOUS WASTE, PCB, OR ASBESTOS)

## DISPOSITION DESCRIPTION

**NOTE: All discarded items require designation.** This form cannot be completed until a Waste Information Sheet (WIS) has been completed by the Contractor and approved by Shipyard Shop 90HM.  
*Exceptions: Sanitary wastes and organic decaying debris.*

### "Reutilize"

Items which contractually belong to the Contractor may be removed by the Contractor to his place of business, or may be offered to the Government for reutilization (reuse). Examples: Kitchen and lavatory items, concrete barriers.

**NOTE:** Although soil does not belong to the Contractor, there is a potential for reuse of soil off-site **IF:**  
Upon completion of waste designation by the Government, the WIS states that potential, AND  
The Contractor obtains approval of the receiving county's Health District Officials.

### "Recycle"

Take to a facility (or broker) where there is a process to remanufacture the discarded item into another usable item.  
Examples: Cardboard/paper, asphalt, wood, concrete.

### "Landfill-Controlled"

Landfills are required to have a process in place to screen the waste they receive. A "Landfill-Controlled" waste is any waste for which the receiving facility requires a landfill disposal application to ensure the waste is screened in a way that meets the requirements of their operating permit. Examples: Soil, painted wood waste. **If you check this category, enter the Waste Disposal Application (WDA) number on the line provided to the right of the "Landfill-Controlled" category box.**

### "Trash" or "Non-Hazardous to Trash"

Discarded items which:

- Have **not** been designated as "Hazardous Waste (HW)," "PCB," or "Asbestos;"
- Do not require a Waste Disposal Application; and
- Are unable to be recycled.

## INSTRUCTIONS

**CONTRACTING OFFICER:** Fill in the "Government Prefix" block with your organization's ID – do not exceed 5 letters (i.e., "ROICC").

**CONTRACTOR:** With the exception of the "Load Number" block, fill out Sections I - IV. This will be the base form for all loads of this designated waste stream. Next, estimate the number of loads it will take to remove the waste, and make the same amount of copies of the semi-completed form as the load estimate. Contractor will then assign load numbers in the "Load Number" block for the purpose of tracking each load of waste to its final destination. Number each page consecutively, beginning with the number "01" -- refer to **"Sample Scenario."** If there will be only one load of this waste stream on the project, use the original instead of making copies. Each time a load of waste is put into the transport vehicle, the Contractor verifies the waste, signs, and completes Section V.

**TRANSPORTER:** Verify, sign, and complete Section VI. Obtain a load weight ticket. If no one is present at the receiving site, complete Section VII.

**RECEIVER:** Verify, sign, and complete Section VII. Provide weight ticket and return signed SWTS to Transporter. If scales are not available, enter number of cubic yards of the load on the line provided for the weight ticket.

**TRANSPORTER:** Attach the load weight ticket to the SWTS. Return SWTS and weight ticket to Contractor.

**CONTRACTOR:** If the receiving facility did not provide a weight ticket, ensure the number of cubic yards has been recorded on the line provided. Retain SWTS until the end of that calendar month for compilation into the **Contractor's Monthly Project Waste Summary Report (CMPWSR)**, PSNS 5090/113. Submit all SWTS and the CMPWSR forms in a package to your Government POC.

**Sample Scenario:** XYZ Co. is excavating soil during a Government project, and has submitted Waste Information Sheet (WIS) #654321 to Shop 90HM for waste designation. When returned, the WIS shows the soil has been designated as "Landfill-Controlled" waste. XYZ Co. completes the additional form (Waste Disposal Application) required by the landfill. They obtain a SWTS from their Contracting Officer, who has already filled in the "Government Prefix" block. XYZ Co. copies the serial number of their WIS for soil from this project to the SWTS. (These two blocks comprise the SWTS serial number). They then transfer the required information from their WIS, completing Section I. Next they identify the project information for Section II. Moving to Section III, they enter the Government-approved facility location the soil will be taken to, and check "disposed" as its final disposition. They estimate 1,000 cubic yards of soil will be removed during the project, which will take approximately 50 truckloads. XYZ Co. makes 50 copies of the SWTS #ROICC-654321 original; and then assigns each copy a number, beginning with Load "#01" and ending with "#50." When the soil transportation begins, XYZ Co. gives "SWTS #ROICC-654321, Load #01" to the driver of the first load of soil, "SWTS #ROICC-654321, Load #02" to the driver of the second load, etc. Before each load leaves the work site, XYZ Co. verifies that the content of each load is indeed what is described in Section I. As each driver delivers their load, they verify that they transported only that specified waste to the approved facility. The receiver at the disposal facility acknowledges receipt of the load with his signature, and provides the transporter with the load weight ticket. The driver submits the weight ticket and the completed SWTS to XYZ Co. Monthly, XYZ Co. submits all completed SWTS documentation for the prior month, and a completed CMPWSR summarizing the data.

# CONTRACTOR'S MONTHLY PROJECT WASTE SUMMARY REPORT (CMPWSR)

Ref: NAVSHIPYDPUGETINST P5090.11

CONTRACT NUMBER: \_\_\_\_\_

CONTRACT TITLE/DELIVERY ORDER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

GOVERNMENT POINT OF CONTACT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

REPORTING DATES: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

➤ CHECK HERE IF **NO** WASTE ORIGINATED FROM YOUR PROJECT THIS MONTH

**Discarded items were:** (Refer to the SWTS, Section II. Check the applicable disposition box and enter the discarded items as described.)

		SWTS SERIAL #	LOAD NUMBERS	POUNDS <i>See * footnotes below</i>
<b>Example:</b>	<input type="checkbox"/> Reused <input checked="" type="checkbox"/> Recycled <input type="checkbox"/> Disposed	<b>ROI2002-234567</b>	<b>4-7</b>	<b>10,457</b>
<b>Asphalt</b>				
1.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
2.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
3.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
4.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
5.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
6.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
7.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
8.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
9.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
10.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
11.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
12.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
13.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
14.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			
15.	<input type="checkbox"/> Reused <input type="checkbox"/> Recycled <input type="checkbox"/> Disposed			

\* For waste soil where no scales are available at place of delivery, calculate 2600 pounds per cubic yard removed.  
 \*\* For common trash which has been collected by a disposal transporter and combined with others' trash in the truck, estimate 250 pounds per cubic yard. Base your estimate on how many cubic yards were removed, NOT the size of the box.

**FINAL REPORT:**  
 ➤ CHECK HERE IF YOUR PROJECT/DELIVERY ORDER IS COMPLETE AND THIS IS THE LAST REPORT

**NOTE:** The **SOLID WASTE TRACKING SHEET (SWTS), PSNS 5090/114**, describes each load removed from the Bremerton Naval Complex by the Contractor or subsequent Sub-Contractors, and is used as a custody sheet to track all discarded items which have been designated by the Government as not Hazardous and do not contain PCBs or Asbestos. This report is a monthly summary of the SWTSs for this project.

(SEE REVERSE SIDE FOR INSTRUCTIONS)

# CONTRACTOR'S MONTHLY PROJECT WASTE SUMMARY REPORT (CMPWSR) INSTRUCTIONS

**DO NOT** USE THIS FORM AS A SUMMARY FOR  
HAZARDOUS WASTE OR WASTE CONTAINING PCBs OR ASBESTOS

## CONTRACTOR:

- a. Complete and accumulate all Solid Waste Tracking Sheets (SWTSs) each month for the duration of the project. At the end of each calendar month, compile requested data from the SWTS and complete the Contractor's Monthly Project Waste Summary Report in the manner shown in the shaded example. Note that the reporting unit is "POUNDS." If no waste originated from the project this month, or if this is the last report for the project, check the applicable boxes.
- b. Submit the report no later than the fifth calendar day of the following month, along with all SWTS originals referenced in the report, to the Contracting Officer. If no waste transport activity has occurred during the month, check the applicable box and submit the report reflecting negative activity for that time period.
- c. When a project ends in mid-month, submit the Contractor's Monthly Project Waste Summary Report reflecting only the work activity which occurred from the first calendar day of that month to the project's completion. Check the applicable box reflecting last report. Submit the final report, along with all SWTS originals referenced in the report, to the Contracting Officer prior to project close-out.

## GOVERNMENT CONTRACT POINT OF CONTACT:

- a. Forward a copy of the Contractor's Monthly Project Waste Summary Report to Code 106.33, Solid Waste Program Manager, on a monthly basis.
- b. Maintain all SWTSs in the permanent project file or, at the agency's discretion, submit the SWTSs along with the Contractor's Monthly Project Waste Summary Report to Code 106.33, Solid Waste Program Manager, each month.

## CODE 106.33:

- a. Record all data submitted on the Contractor's Monthly Project Waste Summary Report.
- b. Include this information in the Solid Waste Annual Report.

# EMERGENCY RESPONSE PROCEDURES

Ref: PSNS&IMFINST 5090.1

1. **EVACUATE** the building or area if required to an upwind and upgraded area. Notify any other personnel in the area.
  
2. **AT THE BREMERTON SITE:  
NOTIFY THE REGIONAL DISPATCH CENTER (RDC)  
BY DIALING "9-1-1".**  
*If calling from a cellular phone, call:*
  - a. *Bremerton site (360) 476-3333*
  - b. *Bangor site (360) 396-4444*
  - c. *Everett site (425) 304-3333*
  
3. **REPORT THE FOLLOWING INFORMATION** as applicable:
  - a. Name, Organization, Phone Number
  - b. Type of Emergency (Fire, Spill, Flooding, etc.)
  - c. Location of Emergency
  - d. Hazardous Substance(s) Involved
  - e. Corrective Actions Taken (if any)
  - f. Any Other Relevant Information (operations in the area, storm drains involved, area of ship affected, etc.)

***Do not hang up the telephone until instructed to do so by the dispatcher.***
  
4. **AVOID CONTACT** with any spilled material without proper knowledge of hazards and appropriate personal protective equipment.
  
5. **IF POSSIBLE:**
  - a. Remove Injured
  - b. Extinguish Flame or Contain Spill
  - c. Cover/Protect Drains
  - d. Use Spill Kit
  
6. **REMAIN AT A SAFE DISTANCE AND REPORT TO THE INCIDENT COMMANDER (FIRE CHIEF)** to direct emergency response personnel and provide information.

Supervisor/Point of Contact for Area \_\_\_\_\_

Phone Number \_\_\_\_\_ Nearest Fire Alarm \_\_\_\_\_

**VISITOR BADGE REQUEST**

Ref: PSNS&amp;IMFINST 5530.1

**FIVE DAYS PRIOR TO VISIT, SPONSOR TO FAX OR MAIL THIS COMPLETED REQUEST TO (360) 476-5921, CODE N32222. FAX RED AND YELLOW BADGE REQUESTS TO (360) 476-8449. FOR FISC PUGET SOUND VISITORS, FAX TO (360) 476-6294. QUESTIONS? CALL VISITOR CONTROL AT (360) 476-4883.**

1. VISITOR'S COMMAND/COMPANY

2. COMMAND/COMPANY STREET ADDRESS	3. CITY	4. STATE	5. ZIP CODE	6. COUNTRY
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7. PURPOSE OF VISIT

8. CONTRACT NUMBER

9. COMMAND/CODE/SHOP TO BE VISITED	10. VISIT START DATE	11. VISIT END DATE
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12. NAMES OF PERSONNEL REQUIRING BADGES: (ATTACH SEPARATE SHEET FOR ADDITIONAL NAMES.)

12a. LAST, FIRST, M.I. (M.I. REQUIRED)	12b. SOCIAL SECURITY NUMBER	12c. U.S. CITIZEN VISITORS ON NON-CLASSIFIED VISITS <b>MUST</b> BRING PROOF OF CITIZENSHIP	
		YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

13. VISIT TO:       PSNS & IMF CIA       PSNS & IMF NON-CIA       NAVBASE KITSAP       FISC PUGET SOUND

**CREDENTIAL REQUIRED**

13a. <input type="checkbox"/> NAVBASE KITSAP CARD	13e. <input type="checkbox"/> PSNS & IMF YELLOW BADGE (ACCESS TO UNCLASSIFIED NNPI & CNIA) (SPONSOR: FAX THIS REQUEST TO CODE 1122.2 AT (360) 476-8449.)
13b. <input type="checkbox"/> NAVBASE KITSAP WHITE BADGE	13f. <input type="checkbox"/> PSNS & IMF GREEN BADGE (ACCESS TO UNCLASSIFIED AREAS)
13c. <input type="checkbox"/> PSNS & IMF WHITE "ESCORT REQUIRED" BADGE	13g. <input type="checkbox"/> WATERFRONT RESTRICTED ACCESS (WRA)/BANGOR. PSNS & IMF SPONSORED VISITORS ONLY. MUST BE JUSTIFIED IN BLOCK 7.
13d. <input type="checkbox"/> PSNS & IMF RED BADGE (ACCESS TO NNPI/RD) (SPONSOR: FAX THIS REQUEST TO CODE 1122.2 AT (360) 476-8449.)	

14. SPONSOR'S SIGNATURE

15. SPONSOR'S NAME (PRINTED)	16. BADGE NUMBER	17. CODE/SHOP/SHIP	18. PHONE
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RED BADGE APPROVAL (FOR CODE 1122.2 USE ONLY)	DATE
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**PRIVACY ACT STATEMENT**

Section 301 of title 5, United States Code, authorizes collection of this information. The primary use of this form is by the security office to collect information to adjudicate access to PSNS & IMF and maintain visit statistics. The Blanket Routine Uses that appear at the beginning of the Navy's compilation of systems of records notices apply to this form.

Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number to distinguish you from people with similar names. Furnishing your Social Security Number, as well as other data, is voluntary but failure to do so may result in Visitor Control denying access to Naval Base Kitsap; Fleet and Industrial Supply Center, Puget Sound; and/or Puget Sound Naval Shipyard and Intermediate Maintenance Facility.

<b>COMPANY OR ACTIVITY NAME</b>	<b>ARRIVAL DATE</b>	<b>DEPARTURE DATE</b>
<b>MFG &amp; MODEL ID</b>	<b>SERIAL NUMBER</b>	<b>OPERATING SYSTEM TYPE</b> (i.e. , Windows 2000, Linux, MAC, etc.)

**AUTHORITY TO OPERATE ON PUGET SOUND NAVAL SHIPYARD AND INTERMEDIATE MAINTENANCE FACILITY (PSNS & IMF) BREMERTON SITE**

I certify that this system is owned by a company under contract with the U.S. Government or is owned by the U.S. Government. I understand that **personally owned** computers and peripherals **are not authorized** at PSNS & IMF and are not covered by this Authority to Operate.

I understand that while at PSNS & IMF site I will not connect to the PSNS & IMF Local Area Network. I will ensure that daily virus scan of memory and all storage media is performed before conducting any use of this system and that all removable media will be identified with appropriate sensitivity labels. A copy of this Authority to Operate shall accompany the system at all times while at PSNS & IMF.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

**DATA SENSITIVITY**

INDICATE THE SENSITIVITY LEVEL OF THE INFORMATION STORED ON THE SYSTEM BY PERCENTAGE (MUST TOTAL 100%):

LEVEL	PERCENT	YES	NO	(IF YES, EXPLAIN IN COMMENTS BLOCK, BELOW.)
COMPANY (NON-NAVY DATA)	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	WILL THE MODEM BE USED TO CONNECT TO ANY NETWORK? IF YES, EXPLAIN BELOW (COMMENTS).
UNCLASSIFIED	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	DOES THE LAPTOP HAVE A WIRELESS CARD?
SENSITIVE UNCLASSIFIED	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	WILL THE WIRELESS CARD BE USED TO CONNECT TO ANY NETWORK? IF YES, EXPLAIN BELOW (COMMENTS).
<input type="checkbox"/> FOUO	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	DOES THE LAPTOP HAVE AN ETHERNET CARD?
<input type="checkbox"/> PRIVACY ACT	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	WILL THE ETHERNET CARD BE USED TO CONNECT TO ANY NETWORK? IF YES, EXPLAIN BELOW (COMMENTS).
<input type="checkbox"/> NNPI/NOFORN	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	DOES THE LAPTOP HAVE BLUETOOTH CAPABILITY?
CONFIDENTIAL	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	IS THIS AN NMCI-NNPI ASSET (UNDER THE NNPI COI)?
SECRET	_____ %	<input type="checkbox"/>	<input type="checkbox"/>	

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

ALL USERS HAVE SECURITY CLEARANCE EQUAL TO OR HIGHER THAN THE HIGHEST LEVEL OF INFORMATION ON THE SYSTEM AND A NEED-TO-KNOW FOR ALL OF THE INFORMATION.

REQUESTOR'S FAX NUMBER: ( ) \_\_\_\_\_ -- \_\_\_\_\_

SIGNATURE OF PERSON VALIDATING SECURITY CLEARANCE: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

WHEN APPROVED, A COPY OF THIS FORM SHALL ACCOMPANY THE EQUIPMENT AT ALL TIMES WHILE AT PSNS & IMF.

<b>OWNING ORGANIZATION ADDRESS</b>	<b>OWNING ORGANIZATION POINT OF CONTACT</b>	<b>OWNING ORGANIZATION TELEPHONE NUMBER</b>
<b>PSNS &amp; IMF CODE/SHOP SUPPORTED</b>	<b>PSNS &amp; IMF PROJECT NAME AND LOCATION OF SYSTEM (BUILDING OR AREA)</b>	<b>PSNS &amp; IMF LOCAL POINT OF CONTACT</b>
	<b>PROJECT:</b>	<b>LOCATION:</b>
		<b>NAME: (REQUIRED)</b>
		<b>PHONE: (REQUIRED)</b>

**PSNS & IMF APPROVAL TO OPERATE**

**DATE**

I hereby grant authority to operate this system on PSNS & IMF during the period specified and under the conditions specified above.

Code 1234, (360) 627-2405, Fax (360) 476-2049



# PROHIBITED ITEMS

*Pursuant to the authority contained in 10 U.S.C. 6011 and U.S. Navy Regulations, Chapter 8, Article 0826, the following items are prohibited from areas under NAVSEA cognizance unless specifically authorized by the Office of Security and Law Enforcement (SEA 104):*

- Personal photographic equipment of any kind, including but not limited to cameras (still and/or video), film and cellular telephones with cameras.
- Weapons or other dangerous materials of any kind, including but not limited to firearms, ammunition, knives (with blades longer than 2-inches), explosives, incendiaries, personal defense aerosols/sprays.
- Personal reproduction equipment of any kind, including but not limited to photocopying, copying, and/or recording devices.
- Alcoholic Beverages of any kind.
- Personally owned Portable Electronic Devices (PEDs) used for storing data, to including but not limited to removable storage devices (e.g. memory sticks, rewriteable CDs and DVDs, Zip and floppy disks).
- Any other item, the possession of which is prohibited by Federal, State or municipal law, Department of Defense or Department of Navy instruction directive or policy.

# PROHIBITED ITEMS



**RADIO OPERATIONS REQUEST**

Ref: PSNS&amp;IMFINST 2400.1

**PLEASE PROVIDE THE FOLLOWING INFORMATION**

REQUESTING COMPANY NAME

ADDRESS

PHONE NUMBER

NAME OF PERSON MAKING REQUEST

TITLE

PHONE NUMBER

JUSTIFICATION FOR USING RADIO EQUIPMENT AT PSNS &amp; IMF/NAVBASE KITSAP - BREMERTON

LOCATION WHERE EQUIPMENT WILL BE USED

DATES OF REQUESTED OPERATION

NAME OF ON-SITE SUPERVISOR OR CUSTODIAN RESPONSIBLE FOR THE USE OF THE RADIO EQUIPMENT

PHONE NUMBER

FCC LICENSE CALL SIGN **(NOTE: PROOF OF FCC OR NTIA AUTHORIZATION IS REQUIRED. ATTACH A COPY OF STATION LICENSE.)****EQUIPMENT****(If more than one type equipment is to be used, attach additional information to the back of this form.)**

MANUFACTURER'S NAME

TYPE OR MODEL NUMBER

EMISSION TYPE (I.E., AM, FM, DATA)

NUMBER OF TRANSCEIVERS TO BE USED

RF WATTAGE OUTPUT

RADIO FREQUENCY(IES) TO BE USED

NAME OF NAVY SPONSOR (I.E., ROICC, COTR)

CODE

PHONE NUMBER

REQUESTOR'S SIGNATURE

DATE

INSTALLATION SPECTRUM MANAGER'S APPROVAL (SIGNATURE)

DATE

**Puget Sound Naval Shipyard and  
Intermediate Maintenance Facility  
and Naval Station Bremerton  
Bremerton, Washington  
PSNS&IMF P5090 (4) (Rev. 11-03)**



# *Contractor's Guide to Environmental Compliance*

# Contractor's Guide to Environmental Compliance

PSNS&IMF P5090(4) (Rev. 11-03)

Prepared by the Environmental Division, Code 106.3

Reviewed By: Linda L. Boyer 11-04-03  
L. L. BOYER Date  
Contracts Support Program

Reviewed By: T. J. Brorson 01/20/04  
T. J. BRORSON Date  
Head, Air Pollution/Asbestos/Contracts Branch

Reviewed By: S. S. Rupp 2/23/04  
S. S. RUPP Date  
Head, Environmental Division

Reviewed By: L. A. Cole 3/1/04  
L. A. COLE Date  
Director, Environment, Safety and Health Office

ENVIRONMENT, SAFETY AND HEALTH OFFICE



PUGET SOUND NAVAL SHIPYARD AND  
INTERMEDIATE MAINTENANCE FACILITY  
Bremerton, Washington

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## ABOUT THIS GUIDE

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The *Contractor's Guide to Environmental Compliance* at Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS & IMF) and Naval Station Bremerton, herein referred to as the Bremerton naval complex (BNC), is designed to meet the environmental information needs of contractors working at the BNC. This is also a useful tool for other personnel (e.g., contracting officers and design managers) who will very likely find themselves confronted with one or more environmental issues.

Throughout this guide, the term "Contracting Officer" also includes the representatives of the Contracting Officer.

This guide is the second revision. The revision was made to recognize the stand up of the Environmental Office at Naval Station Bremerton. Some programs are managed in parallel for the respective facility. The revision also replaces the information for contractors to attend a station specific three day course HW-39, with a two hour briefing, for an accumulation area operator. Puget Sound Naval Shipyard integrated with Intermediate Maintenance Facility Northwest and is now named Puget Sound Naval Shipyard and Intermediated Maintenance Facility (PSNS & IMF). This guide is only applicable to the Controlled Industrial Area (CIA) of the shipyard and Naval Station (NAVSTA) Bremerton. The term "shipyard" will be used to clarify that portion of PSNS & IMF. The term Bremerton naval complex (BNC) is used to include both the shipyard and NAVSTA Bremerton.

Intended as a "primer" on environmental regulations and BNC policies and procedures, this guide is structured around questions you need answered in each media (e.g., air, water, waste, etc.) and issues you need to know about.

The information provided in this guide offers the level of detail needed for basic knowledge of key environmental issues. This knowledge will help you develop and maintain the most efficient and effective Environmental Program possible while performing your task. If there are any questions regarding an environmental regulation, or in the event of an emergency, please contact the Contracting Officer.

Telephone numbers for the BNC's designated points of contact are provided on the next page and back cover of this pamphlet, for the contracting officers use. These individuals are not authorized to provide direction to contractors.

**We wish you environmental success on this project and in the future!!!**

*Disclaimer: Each contractor is responsible for compliance with all contractual requirements, including compliance with all applicable Federal, State, and local environmental requirements, as well as Bremerton naval complex environmental requirements as specified in the contract. This document is provided for general awareness only. It remains the contractor's duty to comply with all applicable laws, and this guide alone cannot assure such compliance. To the extent the requirements of this document are in direct conflict with the contract specifications, the contract specifications control. If the contractor believes this guidance conflicts with the contract specifications, the issue should be discussed with the Contracting Officer in order to avoid violating relevant environmental laws.*

## TELEPHONE LISTING



### EMERGENCIES (Medical Assistance, Fire, Flooding, Emergency Spill Response, etc.):

When using a BNC telephone .....	911
When using a non-BNC telephone system .....	360-476-2222

### CONTRACTING OFFICES

EFA-NW Bremerton ROICC, Building 467 .....	360-476-8130
	or 360-476-4552
EFA-NW Silverdale Field Office .....	360-396-6844
Supervisor of Shipbuilding (SUPSHIP) .....	360-476-4326
Fleet and Industrial Supply Center (FISC) .....	360-476-4289
NAVSTA Bremerton, Contract Oversight (QAE).....	360-476-7947

### BNC ENVIRONMENTAL POINTS OF CONTACT (For Contracting Officer Use):

<u>PROGRAM</u>	<u>SHIPYARD</u>	<u>NAVSTA BREMERTON</u>
Air (Permits/Discharges/ODS)*	360-476-0124	
Asbestos	360-476-4699	360-476-4744
Contracts Support	360-476-0136	360-476-6691
Hazardous Material*	360-476-4364	
Hazardous Waste (HW)	360-476-5734	360-476-6067
Historical/Natural Resources	360-476-4049	360-476-6691
Installation Restoration	360-476-2630	360-476-6691
PCBs	360-476-0127	360-476-6067
Solid Waste*		360-476-6067
Spill Prevention and Response*	360-476-1842	
Water Quality and		
Stormwater/Sewer Discharge	360-476-0118	360-476-6614

\*Program is managed for all of the BNC by the activity whose phone number is listed.

### BNC ENVIRONMENTAL SERVICES (For Contracting Officer Use):

Waste Designation** .....	360-476-8612
HW/PCB (Containers/Labels/Turn-In (B-367)** .....	360-476-7777

\*\*Services provided for all of the BNC.

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## INTRODUCTION

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The Chief of Naval Operations (CNO) has defined the Navy's environmental vision to be "*a Navy recognized as an environmental leader while effectively executing Naval operations.*" The Navy is committed to operating in a manner compatible with the environment. National defense and environmental protection are, and must be, compatible goals. An important part of the Bremerton naval complex's (BNC) mission is to prevent pollution and protect the environment. To fulfill this vision and mission, you (as a Navy-employed contractor) must provide the personal commitment to develop an environmental protection ethic.

Environmental regulations have increased exponentially in recent years. The BNC now operates under separate discharge permits for air emissions, dry docks, sanitary sewer, and storm water systems. Specific to hazardous waste, the BNC operates as a fully-regulated, large quantity generator. The BNC has implemented more stringent requirements than mandated by regulations in the area of accumulation for waste management. Compliance with environmental regulations and BNC rules requires specialized knowledge or expertise. In addition to this guide, you may request information regarding your environmental compliance responsibilities from the Contracting Officer, who will work in conjunction with BNC's environmental staff to assist you. Compliance with all applicable Federal, State, local, and BNC environmental requirements is mandatory.

## WHAT IS ENVIRONMENTAL COMPLIANCE AND WHY IS IT IMPORTANT?

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### COMPLIANCE

**“Environmental Compliance”** is conformance to the many environmental regulations and BNC requirements. These regulations and requirements can vary with the different regulated media (e.g., air, water, waste) depending on your project status. For example, your project could be in compliance with water quality regulations but out of compliance with hazardous waste regulations.

### WHY COMPLIANCE IS IMPORTANT

While your project may extend across several individual aspects of the BNC's and Navy's mission, there is one area that is impacted by virtually every one of your actions and operations: **the environment**. The Secretary of the Navy's policy emphasized that *“the Navy is fully committed to strict compliance with all applicable requirements.”* In order for you to comply, you must have a solid understanding of the local, State and Federal regulations and the procedures set forth in the BNC's Environmental Program, which should be included in your contract specifications, to comply with the regulations.

Environmental compliance, although it may be more costly initially, is a responsibility you must plan for and accept as a cost of doing business with the BNC and the Navy. Non-compliance is far more costly in the long run, not only in dollars, but in bad publicity which can affect future jobs and relations in the community. It may also affect your ability to perform future work for the Navy.

Proper environmental coordination with operations at the BNC, or any of the BNC-owned properties, is not only needed for compliance reasons, it also benefits your project by preventing time delays or operational shutdowns, and improves public relations. To this end, you must take a proactive approach to your policies, procedures, and operations.

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## WHAT IS HAZARDOUS MATERIAL CONTROL AND HOW DO I COMPLY?

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### HAZARDOUS MATERIAL CONTROL

**“Hazardous Material”** is defined as any material, which because of its quantity, concentration, or physical, chemical, or infectious characteristics, may pose a substantial hazard to human health or the environment.

The Occupational Safety and Health Administration (OSHA), Hazard Communication (HAZCOM) standard, states that employees have the *“Right-to-Know”* about hazardous materials in their workplace. In addition, Congress has passed laws designed to help communities deal safely and effectively with hazardous materials that are used throughout our society. This law is called the *Emergency Planning and Community Right-to-Know Act (EPCRA)*.

The procurement, storage, use, and minimization of hazardous material in the BNC requires control measures to protect the user, general public, and environment from potential or actual hazards. All hazardous materials must be approved by the Government prior to being brought to the BNC.

### COMPLIANCE

To comply with these requirements, contractors and visitors shall ensure their employees working at the BNC are apprised of the requirements of the HAZCOM standard and EPCRA. Contractors shall provide a *Hazardous Material Plan\** to the Contracting Officer for review and approval prior to the start of any work requiring the use of hazardous materials. The Plan shall include the information listed on the next page:

- \* Depending on the type of contract, the information identified in this guide may be specified as a submission of the material inventory or be a subset of the *Accident Prevention Plan*. The submission and approval of the material inventory is required to comply with regulations implementing OSHA, EPCRA, and the Clean Air Act (CAA). Contact your Contracting Officer for the Contractor Hazardous Material Inventory form (PSNS 5090/132).



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## WHAT MATERIALS AND PRACTICES ARE PROHIBITED?

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### HAZARDOUS MATERIAL EXCLUSIONS

Notwithstanding any other hazardous material usage permitted in your contract, materials that contain asbestos, mercury, lead, methylene chloride, or Polychlorinated Biphenyls (PCB) are prohibited. Also prohibited are radioactive materials and instruments capable of producing ionizing radiation.

### CLASS I OZONE DEPLETING SUBSTANCE (ODS)

- ◆ Class I ODS substances are defined in 40 CFR Part 82. These generally consist of products such as refrigerants that contain Chlorofluorocarbons (CFC), or fire extinguishing agents such as Halons. If you need assistance in determining if your products are Class I ODS, or the contract specifies use of a Class I ODS, contact your Contracting Officer.
- ◆ Class I ODS shall not be used in the performance of your contract, nor be provided as part of the equipment. This prohibition is currently in effect for all Department of Defense activities and shall take precedence and prevail over any other provision of your contract or any specification, drawing, or referenced document. All Class I ODS recovered at the BNC must be turned into the shipyard for Navy mandated stockpiling.

### PROHIBITED PRACTICES

- ◆ Releasing refrigerant or other ODS into the atmosphere when installing, servicing, repairing, retrofitting, dismantling, or disposing of any refrigeration systems or equipment with these systems. (Mandatory refrigerant recovery is required in accordance with 40 CFR 82, *Recycling and Emissions Reductions*.)
- ◆ Asbestos removal or hot work (e.g., welding, flame cutting, tar heating, etc.) without a permit to do so.
- ◆ Open burning of ground cover or debris.
- ◆ Pesticide applications of any kind or amount without express permission of the Contracting Officer.
- ◆ Discharging any material or waste into the sanitary sewer, stormwater system, or the surrounding waters. (See the next section for some wastewater discharge allowances.)

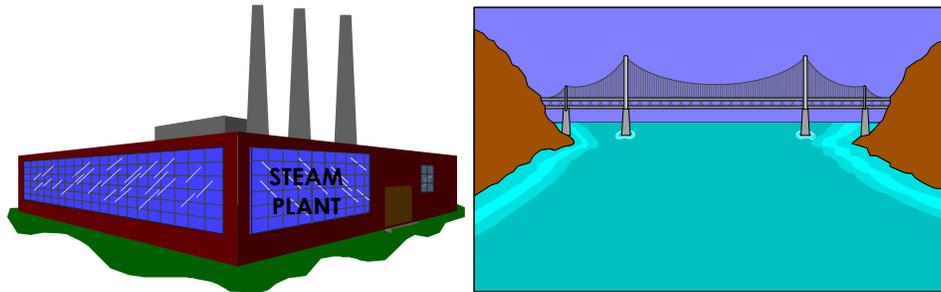
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## WHAT IS STORMWATER AND WASTEWATER MANAGEMENT AND HOW DO I COMPLY?

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The goal of the **Clean Water Act (CWA)** is to “*restore and maintain the chemical, physical, and biological integrity of the Nation’s waters.*” The two crucial programs regarding the BNC’s CWA compliance are the **National Pollutant Discharge Elimination System (NPDES)** and the **Waste Discharge Permit**.

The **NPDES Program** controls discharges going directly into surface waters, such as Sinclair Inlet. Specific discharges from the BNC into Sinclair Inlet that are authorized and limited by the BNC’s NPDES Permit include: non-contact cooling water, dry dock ground water infiltration, caisson leakage, Steam Plant Treatment Facility effluent, and stormwater runoff.

The **Waste Discharge Permit Program** regulates discharges into the sanitary sewer. Wastewaters from industry, households, and commercial establishments combine and flow to a Sewage Treatment Plant (owned and operated by the City of Bremerton). At the plant, the wastewaters are treated and discharged into a surface water (e.g., Sinclair Inlet). Industrial discharges from the BNC into the sanitary sewer are specifically regulated by the BNC’s Waste Discharge Permit, which prohibits the introduction of any pollutants into the sanitary sewer system that would interfere with the operation of Bremerton’s Wastewater Treatment Plant, or cause the city to violate its NPDES Permit by allowing the pollutants to pass through untreated. Examples of prohibited discharges include all hazardous materials or wastes, oils, solvents, etc. All industrial wastewaters that are not permitted to be discharged into Sinclair Inlet or the sanitary sewer system must be disposed of in accordance with solid or hazardous waste regulations.



**Quick Tip: Get approval before discharging *any* water *anywhere*!**

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## WHAT IS STORMWATER AND WASTEWATER MANAGEMENT AND HOW DO I COMPLY?

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(continued)

### **GENERAL REQUIREMENTS**

The shipyard's NPDES Permit requires development and implementation of a Best Management Practices (BMP) Plan. The BMPs are precautions and actions to prevent or reduce water pollution. The BMPs apply to all government civilian, military, and contractor personnel within the Bremerton naval complex, including Fleet and Industrial Supply Center and tenants. Specific guidance is available, from your Contracting Officer, for work practices not included in the NPDES permit (e.g., brick and masonry washing).

### **BEST MANAGEMENT PRACTICES (BMPs)**

The following 12 BMPs are mandatory under the BNC NPDES permit. If the applicable BMPs are not effective in controlling the discharge of pollutants then additional BMPs need to be selected and implemented from the EPA document "Storm Water Management for Construction Activities", Pub 832-R-92-005, and the "Washington Stormwater Management Manual for Western Washington", Pub 99-11, (as applicable).

#### **BMP 1**    YARD CLEANUP

Clean the project site on a regular basis to minimize loss of accumulated debris into Sinclair Inlet or the storm drainage system. Do not clean paved areas, equipment, buildings, etc., using wet methods (hosing down) unless conditions for Storm Drain Discharge have been met. See BMP 11 for approval to discharge to storm drain.

Conduct weekly cleanliness inspections of outdoor work and storage areas, including storm drain catch basins. Provide cleaning of work areas as necessary to maintain control of potential pollutants.

Install the plugs if trash containers are equipped with drain fixtures.

#### **BMP 2**    DRY DOCK CLEANUP

Collect and properly dispose of wastes (e.g., wood, plastic, paint chips, discarded construction materials, residual sandblast grit, grinding debris, paper, welding residue, rags, sediments, and insulation) prior to the end of each work shift or sooner to preclude the discharge of any pollutants into the dry dock drainage system. Use vacuums or other appropriate equipment for general dry dock floor cleanup.

Do not clean the dry dock floor using wet methods (hosing down) unless you obtained approval in advance from the Contracting Officer. Area will be inspected by the Government prior to any flooding to ensure cleanliness.

## **WHAT IS STORMWATER AND WASTEWATER MANAGEMENT AND HOW DO I COMPLY?**

(continued)

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### **BMP 3**    MATERIALS STORAGE AND HANDLING

Protect containers storing liquid wastes or other liquids, which have the potential of adding pollutants to water (e.g., fuels, paints, and solvents), from the weather in a protected, secure location, and away from drains. Proper protection methods include placing materials inside a cofferdam, inside a covered area, underneath tarps, or using rubber mats over storm drains.

Do not store parts, materials, and containers directly on the pavement, dry dock floor, or ground. When possible, store parts, materials, and containers indoors. If outdoor storage is necessary, protect smaller parts, materials, and containers from the weather and place them on pallets. For outdoor storage of large parts (e.g., hull sections), inspect and clean storage areas, as necessary, to control potential pollutants.

Store both spent and virgin sandblast grit under cover. Eliminate contact between process or storm water and sandblast grit. Waste grit must also be managed as a waste following the appropriate state and federal regulations and this contract.

### **BMP 4**    CONTAINMENT AND CONTROL OF DUST AND OVERSPRAY

Carry out any activity that generates pollutants, (e.g., blasting, painting, metal finishing, welding, grinding) in enclosed, covered areas.

Take applicable measures to adequately contain spent blast grit, paint chips, and paint overspray to prevent the discharge of these materials into Sinclair Inlet.

Perform spray paint operations in a manner to contain overspray and spillage, and minimize emission of particulates.

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

### **BMP 5**    DRIP PANS

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. Where a spill would likely occur, use drip pans or other protective devices when making and breaking connections, or during component removal operations.

Immediately repair, replace, or isolate leaking connections, valves, pipes, and hoses, carrying wastewater, fuel, oil, or other hazardous fluids. As a temporary measure, place drip pans under leaking connections, equipment, or vehicles to collect any leaking fluid.

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## WHAT IS STORMWATER AND WASTEWATER MANAGEMENT AND HOW DO I COMPLY?

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(continued)

### **BMP 6**    VEHICLE AND EQUIPMENT CLEANING

Cleaning/washing of vehicles and equipment is prohibited.

### **BMP 7**    VEHICLE AND EQUIPMENT PREVENTIVE MAINTENANCE

Inspect vehicles and equipment for leaks before use. Maintain them in good condition at all times. Inspect infrequently used vehicles and equipment monthly for leaks. Inspect all equipment and vehicles for fluid leaks before placing them in a dry dock.

If equipment is found to be leaking, take immediate action to stop/minimize the leak. Use drip pans to contain leaking fluids and remove it from the base. Initiate spill response, as appropriate.

### **BMP 8**    MATERIALS LOADING AND UNLOADING

When loading and unloading liquids and fine granulated materials from trucks and trailers at outdoor loading areas, prevent potential spills to storm drains by placing or installing a door skirt, door seal, valved storm drain line. Place mats over the storm drains.

### **BMP 9**    OVER-WATER WORK

For over-water work provide and position floats, tarps, or other suitable protection adjacent to and under work area to contain debris. Work that has a potential for pollution may include, but is not limited to, painting, paint chipping, blasting, welding, grinding, cutting, chipping, and sanding. No paint or paint residue shall enter Sinclair Inlet. If windy conditions prevent adequate containment of pollutants, redesign the containment, stop work until conditions allow, as agreed upon by the Contracting Officer.

### **BMP 10**   TREATED WOOD PRODUCTS

Consider substituting alternate materials for treated wood products unless specified in contract. Where feasible, store treated wood under cover on pallets or indoors when not in use.

### **BMP 11**   DISCHARGES INTO STORM DRAINS

Unless authorized by Contracting Officer, do not discharge anything into the shipyard's storm drains. Complete and submit the Government provided form for approval to discharge to the Storm Drain.

Do not dump pollutants on the ground.

If pollution prevention techniques prove inadequate, contact the Contracting Officer regarding using catch basin filters and/or absorbent blankets. Catch basin filters use sand and organic material to trap sediments, oil, and other storm water contaminants. Inspect catch basin filter material regularly and change it as needed. Inform the Contracting Officer of the location of all catch basin filters and obtain Contracting Officer approval before installing catch basin filters in new locations.

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## WHAT IS STORMWATER AND WASTEWATER MANAGEMENT AND HOW DO I COMPLY?

(continued)

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### **BMP 11** DISCHARGES INTO STORM DRAINS (continued)

If you must carry out operations which could spill materials (e.g., liquid hazardous materials and wastes, wastewater, fuels) near a storm drain, place a chemical-resistant mat or other protective device over the storm drain during the operation.

### **BMP 12** OUTDOOR WORK OPERATIONS

When performing outdoor work operations, have equipment and supplies on-hand to control and cleanup debris. Many outdoor work operations can produce debris which if not controlled can wash into Sinclair Inlet. Some common outdoor work operations of concern are sanding, cutting, grinding, painting, material transfer, and mixing; use of oils, solvents, detergents, and degreasers. Consider the potential risks of your work and prepare accordingly. Items you may need include a spill kit, drop cloths, absorbents, rubber mats, storm drain filters, tape, tarps, brooms, or vacuums.

## **STORMWATER POLLUTION PREVENTION, INCLUDING SOIL EROSION AND SEDIMENT CONTROL**

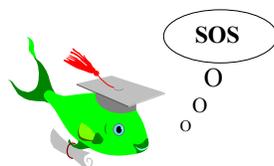
Your project must incorporate measures to prevent stormwater pollution, including temporary and permanent soil erosion and sediment control measures, as specified in WDOE's, *Stormwater Management Manual for the Puget Sound Basin*, Publication #91-75. The site-specific control measures shall be specified in advance by inclusion in the environmental plan submission. A Stormwater Pollution Prevention Plan (SWPPP) is required if your project disturbs one acre or greater. You will need to utilize EPA's, *Stormwater Management for Construction Activities, Developing Pollution Prevention Plan, and Best Management Practices*, Document #832-R-92-005, to prepare the SWPPP.

## **DEWATERING**

Dewatering of excavations and vaults on BNC property is rather complex (some areas are contaminated) and special requirements apply. Your Contracting Officer can provide further direction if dewatering is anticipated.

## **EQUIPMENT CLEANING OF RESIDUAL CONCRETE & SAW CUTTING WATER**

The preferred method is to arrange for cleaning of equipment off-station. Never discharge rinsate directly into the storm sewer, dry dock drainage system, or Sinclair Inlet. For 100 gallons per day or less, the water may be allowed to seep into permeable ground at the immediate job site. For greater than 100 gallons it must be collected in containers and managed through the waste process. See the chapter entitled, "*I Actually Have to Plan for All My Waste?*"



**Quick Tip: Help Save our Schools (of fish). Be wise, to get help, ask your Contracting Officer.**

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## WHAT SHOULD I DO TO PREVENT SPILLS?

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To ensure protection of Washington waters, land, air, and natural resources from the impacts of **Oil and Hazardous Substance (OHS)** spills, you must operate in a manner which will provide the best achievable protection of public health and the environment. The previous section provided guidance on Water Pollution Prevention Practices to prevent unauthorized discharges to the storm and sanitary sewer systems. Implementing the spill prevention procedures outlined in the following paragraphs will help reduce the risk of a spill occurring, and protect the area if one does occur.

- ◆ **All OHS Handling and Transfer Equipment** shall be inspected prior to use and during intervals of the operation to ensure equipment is in proper working condition. All connections and transfer points shall be carefully checked prior to, during, and after transfer operations to monitor for leaks. Hose connections shall be wrapped and/or containment placed under them.
- ◆ **All containers of OHS** with a storage capacity of 55 gallons or greater, shall be located in an impermeable secondary containment. The containment system shall have sufficient capacity to contain ten percent of the total volume of all containers stored in the area or the volume of the largest container, whichever is greater. If secondary containment is not protected from precipitation, provide additional capacity for 4 inches of rain. Storage of containers in uncovered locations must also have provisions for sampling, controlled draining, and disposing of stormwater in the containment area. Dangerous waste containers may have more stringent requirements.
- ◆ **A Spill Response Kit** shall be placed at or near any OHS handling and transferring work sites. The kit needs to contain items appropriate for the clean up of the type of spill that could occur from your project.

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## WHAT SHOULD I DO TO PREVENT SPILLS?

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(continued)

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The Coast Guard, in Title 33 Code of Federal Regulations Part 154, requires personnel involved in the transfer of oil or hazardous materials, in bulk, to or from a vessel with a capacity of 250 barrels (10,500 gallons) or more, to be certified as a Person-In-Charge of facility transfer operations, and carry evidence of this designation when engaged in transfer operations. This includes mobile facilities. A good example of this is a fuel tanker delivery driver; if this driver is transferring fuel to a vessel with a capacity of 250 barrels or more, the driver must be certified as a Person-In-Charge. Ensure your personnel are adequately trained!

If you need additional help or clarification on the required training for certification, contact your Contracting Officer.



**Quick Tip: Place spill kits and discharge control devices at the job site prior to starting the job (retrofitting takes more time and is disruptive)!**



**Quick Tip: Make sure your oil transfer personnel are adequately trained. The Coast Guard conducts frequent inspections at the BNC!**

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## WHAT IS A SPILL AND WHAT SHOULD I DO IF I HAVE A SPILL?

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The Clean Water Act (CWA) addresses improvement of the nation's water resources, and deals with the prevention of, and response to, **Oil and Hazardous Substance (OHS)** spills. The CWA prohibits OHS discharges in quantities that are determined to be harmful to the public health or the environment. The Oil Pollution Act of 1990 (OPA 90) amended the CWA to strengthen the response and enforcement authority of the Federal government, and outlines additional prevention and preparedness measures for both government and industry. What this means in the BNC is that not only must adequate spill prevention measures be employed to prevent any discharge of an oil or hazardous substance into the environment (as outlined in the previous section on Stormwater and Wastewater Management), but specific spill response actions must be initiated to provide for immediate response to prevent spills from reaching navigable waters and to ensure that proper actions are taken when a spill has occurred.

The purpose of the BNC's Spill Contingency Plan is to ensure that actions are initiated immediately to minimize adverse effects to human health and the environment resulting from spill events. The Spill Contingency Plan outlines guidelines and actions workers must follow when a spill occurs.

### SPILLS

A **Spill Event** is a release involving any unauthorized spilling, leaking, pumping, emitting, emptying, discharging, injecting, escaping, leaching, disposing, or dumping of oil or hazardous substance. There are two types of spill events in the BNC: a non-emergency and an emergency spill event. The definition of each type, and the required responses, is provided below.

### NON-EMERGENCY SPILL EVENT

Definition: A discharge of a known material or hazardous substance of ten gallons or less that can be cleaned up by the personnel who discovered the spill and does not pose an immediate threat to human health or the environment. In a non-emergency spill event, the spill material is **not** released into any waterway inlet (e.g., storm drain) or outside the BNC fenceline.

## WHAT IS A SPILL AND WHAT SHOULD I DO IF I HAVE A SPILL?

(continued)

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### **Actions Required in a Non-Emergency Spill Event:**

- ◆ Stop the source of the spill.
- ◆ Contain the spilled material by keeping the spill away from drains or waterways by blocking off drains located near the spill if there is a chance that the spill will reach them.
- ◆ Clean up the spilled material wearing the proper personal protective equipment.
- ◆ Dispose of the spill debris per designation.

### **EMERGENCY SPILL EVENT**

Definition: Any release of a known or unknown material or hazardous substance which poses an immediate threat to human health or the environment and is not classified as a non-emergency spill event. In these situations, the individual which discovers the spilled material may require assistance from the government. All unpermitted or uncontrolled releases, greater than ten gallons if on land, or any amount to any waterways, or outside BNC properties, are classified as emergency spill events.

### **Actions Required in an Emergency Spill Event:**

- ◆ If you don't know the properties of the material or it is a threat to human health, evacuate the area and go upwind.
- ◆ Warn others in the area and direct them upwind.
- ◆ Ask someone to watch the area and to warn others away.
- ◆ Dial "911" if on a BNC telephone (for non-BNC or cellular telephones, call 360-476-2222), and provide the requested information.
- ◆ Return to the spill site and stand by for emergency response personnel.
- ◆ Maintaining a safe distance, try to stop the source of the spill or contain it to prevent it from going into drains or waterways.
- ◆ If you have Material Safety Data Sheets (MSDSs) for the spilled material, provide them to the emergency response personnel.



### **Quick Tip: *When in Doubt . . . Make the Call!***

**Call 911 if you are dialing from a BNC telephone. The BNC has its own emergency response team and can be at your site very quickly. Call 360-476-2222 from a non-BNC line or cellular telephone.**

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## WHAT IS AIR POLLUTION AND HOW DO I CONTROL IT?

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### WHAT IS AIR POLLUTION ?

Air pollution is the presence in air of one or more air contaminants in sufficient quantities and of such characteristics and duration as is, or is likely to be, injurious to human health, plant or animal life, or property, or which unreasonably interferes with enjoyment of life and property. The Puget Sound Clean Air Agency (PSCAA) is the local regulatory agency responsible for air pollution control, including all asbestos, demolition, and renovation work. They conduct job site compliance inspections at the BNC on a regular basis.

### HOW DO I CONTROL AIR POLLUTION?

PSCAA requires the use of Best Available Control Technology (BACT) to control fugitive emissions. Fugitive emissions are those emissions (e.g., dust, mist, vapors, fumes) not caught by a capture system. Depending on the project, BACT can be as simple as a light water spray or as complex as a Class I containment. Some examples include:

- ◆ Perform spray painting operations inside a spray enclosure equipped with an overspray emission collection device. If working outdoors, use reasonable methods to confine overspray, such as tarps, shrinkwrap, mobile enclosures, or similar methods.
- ◆ Keep containers of paints or solvents closed unless they are being used.
- ◆ Control dust from construction, road travel, demolition projects, sanding, grinding, concrete work, abrasive blasting, and clean-up work with a BACT such as water spray.

All air pollution control equipment brought to the BNC, such as dust collectors and vacuum recovery units, must be maintained in good working order and maintained per manufacturer's recommendations. Contracting Officers may direct that defectively maintained equipment be secured until adequate repairs are completed.

## **WHAT IS AIR POLLUTION AND HOW DO I CONTROL IT?**

(Continued)

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### **PERMITS**

PSCAA requires notification for asbestos removal and demolition projects. Receipt of the processed notification with PSCAA's case number and review signature constitutes a "permit" to start work.

A Notice of Construction (NOC) is required before beginning the installation of new equipment that has the potential for creating air pollution.

The shipyard and NAVSTA Bremerton are under individual air operating permits. Inspections will be conducted by the BNC environmental staff. The permit requires PSNS & IMF and NAVSTA Bremerton to self-report findings of non-compliance to PSCAA and EPA.

### **MARINE COATINGS**

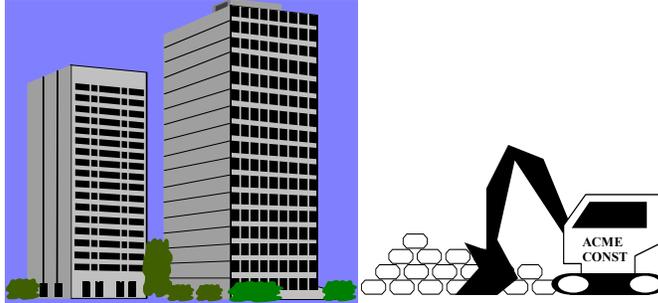
The National Emission Standards for Hazardous Air Pollutants for Shipbuilding and Ship Repair (Marine Coating NESHAP) apply at BNC. Only VOC-compliant marine coatings may be used shipboard or on ship's components. No thinning solvents may be added to coatings. Marine coating containers require additional labeling prior to use. Monthly reporting of the types and quantities of marine coatings used is required. Work Practices, such as keeping containers closed when not adding or removing material or waste and using tools or methods to prevent spillage, must be followed. Contact your Contracting Officer for details.

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## WHAT SHOULD I DO BEFORE I DEMOLISH OR RENOVATE A BUILDING?

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### BEFORE YOU GET STARTED

PSCAA must be notified at least ten days prior to work for any modifications which include removing, changing, or replacing a load bearing member, or demolishing a structure. *“Load bearing members”* are items like the foundation, a structural beam or wall, or structural roof components. Provide a copy of the approved notification to your Contracting Officer prior to starting work for forwarding to the PSNS & IMF Environment, Safety and Health Office, Code 106.31 for shipyard projects and NAVSTA Bremerton, Code N444.91 for NAVSTA Bremerton projects.

If you have not already done so, obtain or perform an **Asbestos Survey** of the building. The BNC has accomplished asbestos surveys on many of its structures and these may be available for your use. If not, this survey must be performed by a building inspector who is Asbestos Hazard Emergency Response Act (AHERA) certified.



**Quick Tip: No asbestos survey is needed if: the material is presumed to contain asbestos; the job is handled as an asbestos project; and the work is done by a certified asbestos worker per AHERA.**

### WHAT ELSE SHOULD I DO?

**PREPARE!!!** Planning is an all important key to a project that runs smooth. Please refer to the applicable sections of this guide for information so you know how to:

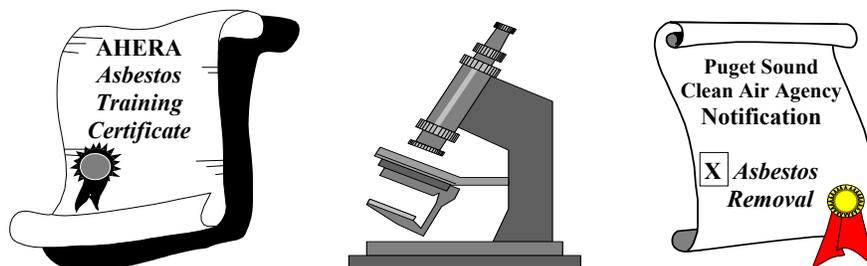
- ◆ Find out if you need a permit for the type of work you're performing.
- ◆ Eliminate stormwater discharges.
- ◆ Properly control, manage, and recycle or dispose of your solid and hazardous waste.
- ◆ Implement spill prevention and control measures.
- ◆ Properly store excavated material.

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## WHAT DO I NEED TO KNOW ABOUT ASBESTOS?

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If you will disturb asbestos in the performance of this job, please read and understand the following information.

### COMPLIANCE

The government is responsible to identify all asbestos which will be removed or is likely to be disturbed. Contractors are responsible to ensure their employees and cognizant work areas are in compliance with the applicable OSHA and PSCAA regulations when working an Asbestos Project. PSCAA defines an Asbestos Project as any activity involving the abatement, renovation, demolition, removal, salvage, clean up, or disposal of asbestos-containing material (ACM), or any other action that disturbs, or is likely to disturb, any ACM (both friable and non-friable).



**Quick Tip: Contractor employees performing work on an Asbestos Project must be trained and certified before beginning any asbestos work.**

### ASBESTOS REMOVAL PERMIT

When the asbestos survey results show, or if you already know, asbestos is present in the building, you must submit a Notification for Asbestos Removal through PSCAA at least ten days prior to start of work. Your approved notification ("permit" to disturb or remove asbestos or perform a demolition) must be in-hand prior to work. Provide a copy of the approved notification to your Contracting Officer prior to starting work. The Contracting Officer shall provide a copy of this permit to the PSNS & IMF Environment, Safety and Health Office, Code 106.31 for shipyard projects and NAVSTA Bremerton, Code N444.91 for NAVSTA Bremerton projects.

### ASBESTOS WASTE

Asbestos waste must be transported by a hauler, who is licensed to do so, and disposed at a landfill permitted to receive asbestos waste. The facility must be approved by the Contracting Officer. It is very likely that some type of waste disposal application may be required by the receiving site. An Asbestos Waste Shipment Record (AWSR) is required for the transport and disposal of asbestos. A copy of the AWSR, after the transporter signs and before the waste leaves the base, needs to be provided to Code 106.31 for PSNS&IMF and NAVSTA Bremerton, Code N444.91 for NAVSTA Bremerton projects. A completed AWSR also needs to be provided to the respective environmental office within 25 calendar days from initial shipment.

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## WHAT DO I NEED TO KNOW ABOUT HISTORICAL PROPERTIES?

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The BNC contains several historic properties, which are included in four separate National Historic Register Districts. There are also some historic structures at Jackson Park Naval Housing. All preservation actions on, within, or adjacent to historical structures or districts must meet professional standards in conservation, history, landscape architecture, and planning. Contractor personnel must meet professional standards, skills and expertise qualifications established by the Secretary of the Interior (36 CFR 800) and professional societies of the disciplines involved.

If a project is likely to change a building, structure, or landscape in any way, change its visual characteristics or change the land use in a historic district, Code 106 (PSNS & IMF Environmental) must be consulted for shipyard projects and NAVSTA Bremerton, Code N45A4 for NAVSTA Bremerton projects. Examples of changes include:

- ◆ New construction in or within 200 feet of a historic district.
- ◆ Demolition of a historic property, removal of historic features of a property, replacement of significant and visible features of a historic property.
- ◆ Re-roofing (even replacement in kind).
- ◆ Excavation for a new electrical duct bank (potential impact to archaeological resources).
- ◆ Addition of sixth floor on Building 850 or 850A (potential visual impact to Officers' Row Historic District).
- ◆ Installation of window type air conditioners.
- ◆ Replacement of windows and doors.
- ◆ Application of paints and sealants (interior and exterior).

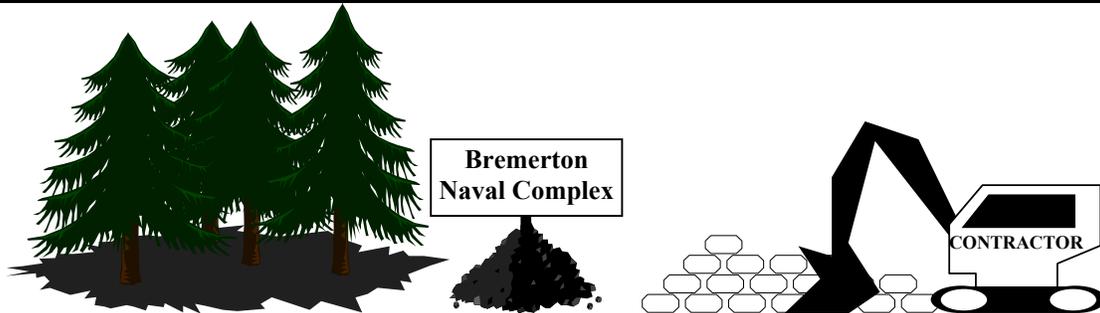
A map identifying the properties and districts is available from your Contracting Officer.

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## WHAT DO I NEED TO KNOW ABOUT EXCAVATIONS?

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The BNC was established over 100 years ago. Practices that were considered acceptable in the past have now been changed with regulations. The BNC was placed on the National Priorities List by the EPA in May 1994, and is managed under the Navy's Installation Restoration (IR) Program, similar to the Superfund Clean-Up Program. Based on this listing the BNC was divided into several operable units (OUs), including OUA, OUB, OUC, and OUNSC. In 2002, OUD was created from part of the original OUB.

The Navy has identified specific IR sites where studies have found elevated levels of contaminants. While it is possible to uncover unexpected items during any earth moving or excavation project, you need to be especially aware of this possibility if you are working in an IR site. The BNC has eleven IR sites within the fenceline. There are also some at Jackson Park. Information on the BNC Superfund sites has been placed in the local libraries and at EFA Northwest offices for public review. The information in the library is under the name Puget Sound Naval Shipyard. Contact your Contracting Officer to confirm if your work area is within one of these sites.

### EXCAVATION

Take measures to preserve the work area's natural resources. Protect existing trees that are to remain and which may be injured, bruised, defaced, or otherwise damaged by your operations. Confine your construction activities to within the limits of your work site.

- ◆ Restore to an equivalent or improved condition when the job is completed. Do not remove, cut, deface, injure, or destroy trees or shrubs without the Contracting Officer's permission, unless they are within the specific area to be cleared. Furthermore, unless you have permission, do not fasten or attach ropes, cables, or guys to existing heavy trees for anchorage. Be advised that if damage occurs where you have had approval to attach these items, you are the responsible party.
- ◆ Upon the Contracting Officer's approval, remove and replace trees and other landscape features scarred or damaged by equipment operations with equivalent undamaged trees and landscape features. Remove displaced rocks from uncleared areas. Remove trees with 30 percent or more of their root systems destroyed.
- ◆ During excavation or any digging or trenching operations, inspect the work site for obvious signs of contamination (e.g., cement asbestos pipe, insulation, cans, drums, stained soil, or strong odors). Telephone in obvious signs of contamination immediately to NESCOM at 911 if dialing from a BNC telephone, from a non-BNC or cellular telephone dial 360-476-2222. Report it as a spill to the NESCOM operator, then notify your Contracting Officer. If you are uncertain, or for questionable items or signs of contamination, immediately notify your Contracting Officer.

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## WHAT DO I NEED TO KNOW ABOUT EXCAVATIONS?

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(continued)



### Quick Tip: KEEP YOUR EYES OPEN!!

**There are areas of high archeological potential. Excavations in these areas may require an archaeologist on site during excavation activities and State Historic Preservation Officers' consultation.**

**Check with your Contracting Officer to see if you are working in one of these areas. If you find historical or archaeological items or human skeletal remains in the course of your digging, STOP WORK in the immediate area of the discovery, until directed by the Contracting Officer to resume excavating.**

### DEWATERING

Dewatering of excavations and vaults on BNC property is rather complex as some areas are contaminated and special requirements apply. Contact your Contracting Officer for further direction if dewatering is anticipated.

### SOIL CONTROL AND MANAGEMENT

You need to know if your work will take place in an IR site. This knowledge serves two purposes, one is for health and safety reasons, the other is for determining possible options for excess soil. How much soil will be reused at the same site is also important information. Regardless of where soil is being excavated the following guidance applies for reusable and non-reusable soil at the same worksite, unless otherwise approved by the Contracting Officer.

**Soil is reusable at the same work site.** Accumulate reusable soil within the same area as the excavation from which it was removed, preferably as near to the excavation as practicable. Create a storage area in the following manner:

- ◆ Underlay the soil accumulation area with a continuous impervious sheet of plastic. Protect the plastic from perforation during loading and handling operations. The thickness of the plastic shall be sufficient to contain the soil, and in no case be less than ten mil. Thicker or reinforced plastic, or other measures, to protect the integrity of the plastic underlayment may be required if there is danger that the plastic will be punctured or torn during soil accumulation. If it is necessary to join two or more sheets of plastic to cover the pile, all seams shall be welded, heat sealed, or taped continuously on both sides of the sheet.
- ◆ Install a berm around the pile so that soil remains in the designated area. The edges of the underlayment must be laid over the top of the berm and secured to prevent water from running under the soil pile.

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## WHAT DO I NEED TO KNOW ABOUT EXCAVATIONS?

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- ◆ Install an impervious continuous sheet of plastic, ten mil minimum thickness, over the pile and over the outside of the berm so that rainwater is directed away from the soil inside the berm. If it is necessary to join two or more sheets of plastic to cover the pile, all seams shall be welded, heat sealed, or taped continuously on both sides of the sheet.
- ◆ Secure the top cover sheet to ensure that wind will not balloon the cover or blow it aside leaving the soil exposed to weather.
- ◆ Keep the soil pile covered and secured at all times except when actually adding or removing soil or taking samples.

**Soil is not reusable at the same work site.** Soil may not be reusable due to compaction, excavation needs or other reasons. If this is the case, check with your Contracting Officer to see if it can be used somewhere else at the BNC. This may require testing, depending on where the soil came from and where it will be placed. If not, then it is waste soil and must be designated; see section “*I Actually Have to Plan for All of My Waste?*” Sampling “*in-situ*” (in place) and testing prior to excavation is highly recommended; however, most of the time it is not feasible or cost effective. It eliminates the guess work and you can arrange for the proper disposal site before you excavate. Due to limited storage space it makes your project run smoother when you can direct-load for disposal off-site. However, before you sample, you must submit a **Sampling and Analysis Plan** to the Contracting Officer for approval by shipyard Shop 90HM. Once approved, these tests, at minimum, must be performed.

- ◆ If the presence of petroleum or the type of petroleum is unknown, request the **Washington Total Petroleum Hydrocarbon Identification (WTPH-HCID)**.
- ◆ After completing the test above or when you know the type of petroleum hydrocarbon present, request the WTPH test along with the specific method for that type of petroleum (e.g., gasoline, diesel, or 418.1 modified) to tell you the level of contamination that is there.
- ◆ A Toxicity Characteristic Leaching Procedure (TCLP) metals test (includes arsenic, barium, cadmium, chromium, copper, lead, mercury, nickel, selenium, silver, and zinc) will tell you the levels of heavy metals in the soil. In some situations, a total metals test may be suggested in lieu of the TCLP, but based on the results, a TCLP test may still be required.

Potential Additional Tests: If the soil is in an area, where there is a possibility that PCBs are present in some degree, test for PCBs including Arochlor 1268. Other contaminants are also possible in an IR site, so check with your Contracting Officer. There has been extensive studies and sampling to determine the constituents of concern in each IR site. Remember that information is also available at the local libraries.

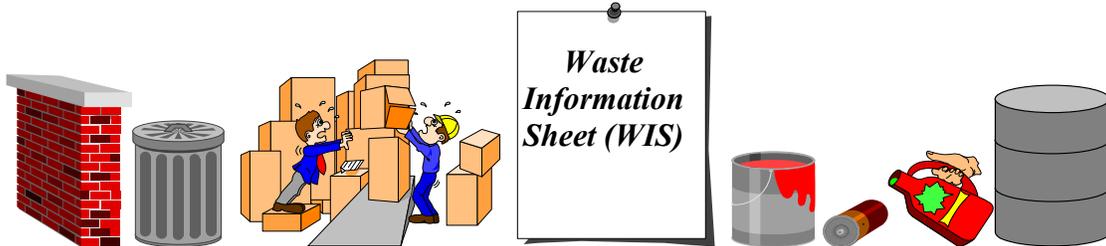
Accumulate soil in a container approved by the Contracting Officer. Washington Department of Ecology has determined that plastic sheeting does not meet the definition of a container.

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## I ACTUALLY HAVE TO “PLAN” FOR ALL OF MY WASTE?

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**Waste Management Planning** is extremely important so you will know how to design your operation for proper control and disposition of all waste that originates from the project. At the BNC, all waste, not just the waste you suspect will be dangerous or hazardous, **must** be designated prior to leaving the Bremerton naval complex. For each waste you expect to produce, actually produce, or encounter during the project, complete and submit a **Waste Information Sheet (WIS)** to your Contracting Officer. The WIS identifies the general characteristics and composition of the waste that serves as the basis for designation. The WIS also provides the Government with a means for waste tracking. Include with the WIS, identifying information such as Material Safety Data Sheets, Asbestos Survey Reports, and other test results. A WIS is not required for sanitary wastes. Contracts vary in assigning responsibility for sampling and analyzing waste. The shipyard retains designation responsibility. The contractor will never designate waste generated at the BNC. In your Environmental Plan you will have already identified your waste streams and the planned final destination for disposal or recycling. Even if your contract did not require an Environmental Plan, the receiving facility for your waste must be approved by the Contracting Officer and those facilities are then included on the WIS. Reuse or recycling, when Government-approved facilities are available, is preferred over disposal in the landfill!



**Quick Tip: Designation of waste before it's generated is the best route. Have the proper containers onsite prior to waste generation.**

All waste that originates or is generated in the BNC must be designated and tracked . . . **even if the waste is non-hazardous**. This also includes material of Government origin that is planned for reuse, salvage or recycle. If you know which waste streams you will generate ahead of time, have them pre-designated so you won't need to control it as waste awaiting designation.

### HOW DO I MANAGE MY WASTE?

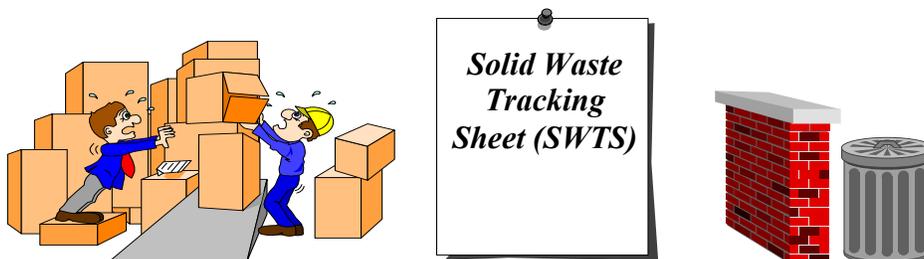
IT DEPENDS ON THE TYPE OF WASTE IT IS! If the waste is awaiting designation then it is handled much like hazardous waste. Waste that has been designated dangerous waste has very stringent accumulation requirements. Management of waste awaiting designation and designated dangerous waste are described briefly in this document and more thoroughly in the *Contractor's Guide to Hazardous Waste Compliance*. Go to the next section "How Do I Manage Solid Waste?" for information on solid waste.

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## HOW DO I MANAGE SOLID WASTE?

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This section describes the control, management, and recycling or disposal of solid waste. Remember that **all waste**, including what you probably would think of as “trash,” is designated prior to removal from the BNC. At the BNC, the term “**Solid Waste**” is used to describe designated waste that has **not** been given the designation by the government as “*HW*,” “*PCB*,” or “*Asbestos*.” This term can include construction debris, liquids, and landfill-controlled waste.

### CONTROL AND MANAGEMENT

- ◆ Place solid waste in approved, labeled containers, so that it is not stored on the ground.
- ◆ If recycling is an option for a waste stream (e.g., asphalt, concrete, cardboard, scrap metals & unpainted, untreated wood) keep the other types of “trash” out of it!
- ◆ Good housekeeping is important. Keep your solid waste accumulation area, and the surrounding area, clean and free of debris.
- ◆ Remember that liquids are not allowed in the dumpster or at the landfill! Containerize and recycle or dispose of in accordance with the WIS.

### DISPOSITION

- ◆ Be sure to empty your containers no less than once per week, unless your Contracting Officer has approved a different schedule.
- ◆ Ensure your waste is not taken to any site that has not been approved by the government **prior** to removal from the work site, and ensure your driver takes the waste where you told the government it was going to go (the SWTS will help . . . see “*Tracking*” below).
- ◆ **You** are responsible to ensure no disposal action is taken that can be construed as illegal dumping.
- ◆ Remember that a cover must be in place over the waste while it is being transported.

### TRACKING

You will use a **Solid Waste Tracking Sheet (SWTS)**, a serialized chain-of-custody form, to track each load of solid waste as described above. You must have a completed WIS before you can fill out a SWTS\*. **Make sure all SWTSs are returned to you!** At the end of each month, and at the end of the project, complete the *Contractor's Monthly Project Waste Summary Report*, which is a summary of all solid waste removed from the project for that month. Directions are on the back of both forms. Forms are provided by the Contracting Officer. The entire package is then submitted to the Contracting Officer by the 5th day of the following month.

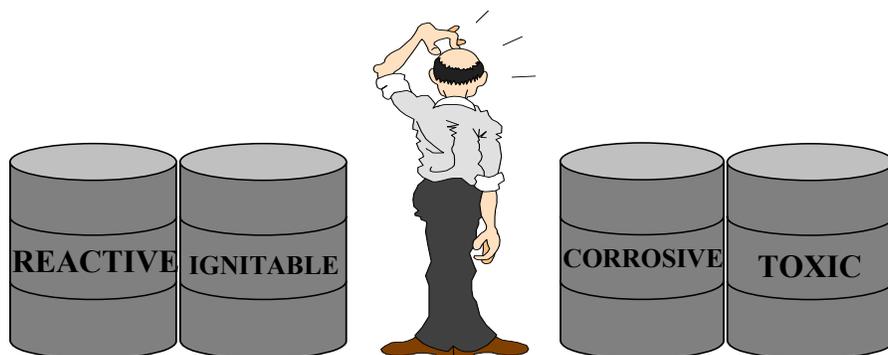
\* Certain blocks on the SWTS have numbers that correspond to blocks on the WIS to make it easier to complete.

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## WHAT IS HAZARDOUS WASTE AND HOW DO I KNOW IF I HAVE ANY?

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**“Hazardous Waste”** is defined and regulated by the Federal Resource Conservation and Recovery Act (RCRA) and by the Washington State Dangerous Waste Regulations, WAC 173-303. **A waste is considered hazardous if it meets certain levels of reactivity, ignitability, corrosivity, or toxicity, or is otherwise listed as a hazardous waste.** Testing of the waste may be required for the designation process. The BNC designates all waste and will inform the Contractor on any required analysis when the contract specifies sampling and analysis as the Contractor’s responsibility. The State of Washington regulates more waste as hazardous than mandated by RCRA, and has adopted the term **“dangerous waste”** to include Federal hazardous waste and Washington’s additional regulated waste. The BNC uses the terms interchangeably, so whenever the term hazardous waste is used, it means all waste regulated by Washington State as a dangerous waste. In general, the regulations address how to identify if a waste is hazardous and the day-to-day management of these wastes for accumulation, containerization, labeling, storage, and disposal.

### ACCUMULATION

Hazardous waste must be turned into a trained Accumulation Area Operator for placement in a satellite or 45/90-day accumulation area prior to the end of each work shift. Requirements for secondary containment and locations for accumulation areas are more stringent at the BNC than at other facilities.

### TRAINING

All personnel must be taught to perform their duties to ensure compliance with WAC 173-303. Personnel must be taught dangerous waste management procedures relevant to their positions and duties and ensure they are able to respond effectively to emergencies and is referred to as "general awareness" training. Personnel managing an accumulation area must be trained in accordance with WAC 173-303-330 and also complete a facility specific two hour hazardous waste brief. This training must be completed prior to the generation of waste awaiting designation or dangerous waste.

Facility specific procedures must be included in the Contractors written general awareness training plan and are provided in the contract specifications. This guide and the Contractors Guide to Hazardous Waste Compliance amplify the station specific requirements and procedures. The general awareness training must be completed prior to the generation of any waste.

## **WHAT IS HAZARDOUS WASTE AND HOW DO I KNOW IF I HAVE ANY?**

(continued)

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### **TURNING IN YOUR WASTE**

If your contract specifies to turn hazardous waste into the government, the procedure will vary depending on the quantity of waste and the project location. Your Contracting Officer will direct you on how to turn it in. You must apply the appropriate government furnished labels (i.e., ID, HW, and DOT) and complete a WIS as soon as the waste is generated. A WIS needs to be completed for each waste stream. Provide any additional information requested by your Contracting Officer in order to properly designate the waste.

### **UNFORESEEN ENCOUNTERED HAZARDOUS WASTE**

The contractor shall immediately contact the Contracting Officer, if unforeseen hazardous waste is encountered. If you feel there is a threat to human health or the environment, or it constitutes an Emergency Spill Event, then call 911 on a BNC telephone, or call 360-476-2222 on a cellular or non-BNC telephone.

### **WASTE AWAITING DESIGNATION**

Waste that is not designated must be managed as "*Waste Awaiting Designation.*" The shipyard has an Agreed Order with Washington Department of Ecology that requires the shipyard to control this category of waste much like hazardous waste. Waste awaiting designation must have an ID label applied and placed in a hazardous waste accumulation area prior to the end of the work shift. Complete a WIS to have the waste designated.



***TO GET HELP OR INFORMATION . . .  
CALL YOUR CONTRACTING OFFICER!***

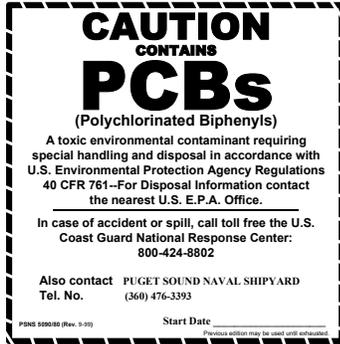
The shipyard environmental staff has prepared another document entitled, "*Contractor's Guide to Hazardous Waste Compliance.*" This document provides specific details on how to manage hazardous waste at the BNC.

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## WHAT DO I NEED TO KNOW ABOUT POLYCHLORINATED BIPHENYLS (PCB)?

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Since 1979, the Environmental Protection Agency has regulated the use, storage, disposal, and distribution in commerce of PCBs. The law for PCBs is the Toxic Substance Control Act (TSCA). Most people immediately think about electrical transformers or maybe fluorescent light ballasts.

Light ballast may or may not contain PCB. If they are not marked "No PCB" then they are assumed to contain greater than 50 parts per million (ppm) PCB and are fully regulated under the TSCA. The BNC and Jackson Park no longer have transformers containing greater than 50 ppm PCB; however, some do contain less than that amount. All transformers should be labeled identifying their PCB content. Discarded transformers, capacitors, or bushings containing PCB at concentrations of 2 ppm or greater (except when drained of

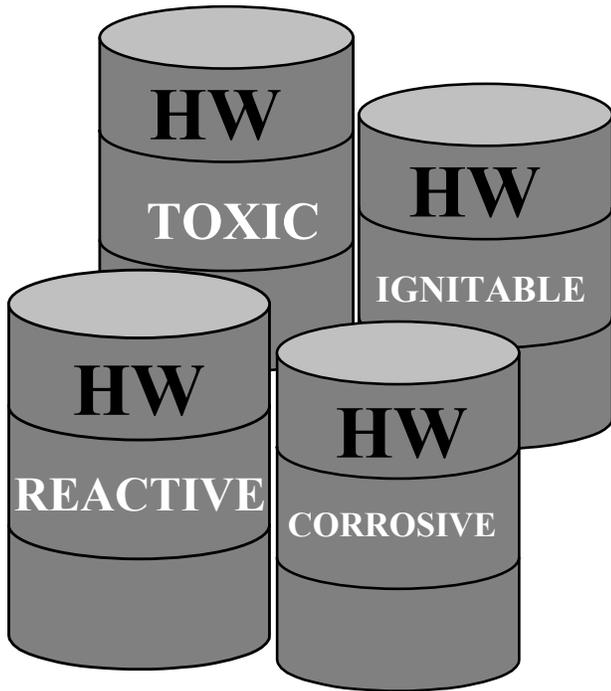
all free-flowing liquid) are regulated in this State as dangerous waste. Fluid, core, and core papers from these specific sources are also regulated in this State as a dangerous waste when generated from the salvaging, rebuilding, or discarding of transformers, capacitors, or bushings.

Does your contract involve work onboard a Naval vessel? Due to the seriousness of fire, the Navy specified fire retardancy in most of its specifications. Many manufacturers used PCB to meet these fire retardancy requirements. What type of products? Basically anything with an oil base, such as paints or rubber, anything that has a plasticizer in it, or even the felt gaskets in the ventilation systems. The shipyard has a list of areas and equipment that identifies the presence or potential of PCB's. Contact your Contracting Officer representative.

How does the Navy make a determination whether or not PCBs are an issue on a particular job? If the vessel began its construction before 1984, it is automatically suspected of containing non-liquid PCB. Even though PCBs were banned in 1979, the Navy has found them in items manufactured as late as 1983. Next we look at the type of repair or maintenance that is needed. Are we going to be removing material that is to be disposed? If so, we need to know what it is so that it is managed and disposed of per the requirements of TSCA.

Depending on the contract specifications, the contractor or the shipyard will take samples of materials that have shown in the past (on other vessels) to contain PCBs above the regulatory limit of 50 ppm. Once the analysis from these samples is available, a plan should be developed which includes how to manage and dispose of the waste. If the vessel has previously been maintained at PSNS & IMF or Naval Station Bremerton, historical sample data may be used to make this determination. Be sure to submit a Waste Information Sheet to Shop 90HM for designation of your waste. Responsibilities for disposal should be specified in the contract. The process for the management, transport, and disposal of PCBs is similar to dangerous waste (e.g., accumulation requirements, time limits, and manifests).





# *Contractor's Guide to Hazardous Waste Compliance*

# Contractor's Guide to Hazardous Waste Compliance

PSNS&IMF P5090(5) (Rev. 11-03)

Prepared by the Environmental Division, Code 106.3

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3/1/04  
Date

ENVIRONMENT, SAFETY AND HEALTH OFFICE



PUGET SOUND NAVAL SHIPYARD AND  
INTERMEDIATE MAINTENANCE FACILITY  
Bremerton, Washington

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ABOUT THIS GUIDE

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The *Contractor's Guide to Hazardous Waste Compliance* at Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS & IMF) and Naval Station (NAVSTA) Bremerton, herein referred to as the Bremerton naval complex (BNC), is designed to meet the information needs of contractors working at the BNC. Puget Sound Naval Shipyard integrated with Intermediate Maintenance Facility Northwest and is now named Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS & IMF). This guide is only applicable to the

Controlled Industrial Area (CIA) of PSNS & IMF and Naval Station Bremerton. This is also a useful tool for other personnel, such as Contracting Officers and design managers, who will very likely find themselves confronted with one or more hazardous waste issues involving contractor-generated waste. Throughout this guide, the term "Contracting Officer" also includes the representatives of the Contracting Officer.

This guide is the second revision to the original one, which was issued in August 1997. This revision was made to replace information regarding a three day classroom course provided by the BNC with a two hour brief. It also adds environmental points of contact for Naval Station Bremerton.

Intended as a "primer" on hazardous waste regulations and BNC policies and procedures, this guide is structured around questions you need answered and issues you need to know about. This guide amplifies station specific procedures to meet the Government's responsibilities under WAC 173-303-330. The contractor is still responsible for training all their personnel on the applicable Washington State, Federal, and BNC specific regulations.

The information provided offers a level of detail needed for basic knowledge of key hazardous waste issues. This knowledge will better enable you to work with your Contracting Officer and the environmental personnel in the BNC, and help you develop and maintain the most efficient and effective Hazardous Waste Program possible while performing your task.

If you have any questions concerning the information provided, do not hesitate to call your Contracting Officer. Telephone numbers for the BNC's designated points of contact are provided in this guide, for Contracting Officers use.

**Disclaimer:** *Each contractor is responsible for compliance with all contractual requirements, including compliance with all applicable Federal, State, and local environmental requirements, as well as BNC environmental requirements as specified in the contract. This document is provided for general awareness only. It remains the contractor's duty to comply with all applicable laws, and this guide alone cannot assure such compliance. To the extent the requirements of this document are in direct conflict with the contract specifications, the contract specifications control. If the contractor believes this guidance conflicts with the contract specifications, the issue should be discussed with the Contracting Officer in order to avoid violating relevant environmental laws.*

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## TELEPHONE LISTING

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### EMERGENCIES (Medical Assistance, Fire, Flooding, Emergency Spill Response, etc.):

When using a BNC telephone .....	911
When using a non-BNC telephone system .....	360-476-2222

### CONTRACTING OFFICES

EFA-NW Bremerton ROICC, Building 467 .....	360-476-8130	
	or 360-476-4552	
EFA-NW Silverdale Field Office .....	360-396-6844	
Supervisor of Shipbuilding (SUPSHIP) .....	360-476-4326	
Fleet and Industrial Supply Center (FISC) .....	360-476-4289	
NAVSTA Bremerton, Contract Oversight (QAE).....	360-476-7947	

### BNC ENVIRONMENTAL POINTS OF CONTACT (For Contracting Officer use):

<u>PROGRAM</u>	<u>PSNS&amp;IMF</u>	<u>NAVSTA BREMERTON</u>
Air (Permits/Discharges/ODS)*	360-476-0124	
Asbestos	360-476-4699	360-476-4744
Contracts Support	360-476-0136	360-476-6691
Hazardous Material*	360-476-4364	
Hazardous Waste (HW)	360-476-5734	360-476-6067
Historical/Natural Resources	360-476-4049	360-476-6691
Installation Restoration	360-476-2630	360-476-6091
PCBs	360-476-0127	360-476-6067
Solid Waste*		360-476-6067
Spill Prevention and Response*	360-476-1842	
Water Quality and Stormwater/Sewer Discharge	360-476-0118	360-476-6614

\*Program is managed for all of the BNC by the activity whose phone number is listed.

### BNC ENVIRONMENTAL SERVICES (For Contracting Officer Use):

Waste Designation** .....	360-476-8612
HW/PCB (Containers/Labels/Turn-In (B-367)** .....	360-476-7777

\*\*Services provided for all of the BNC.

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## INTRODUCTION

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The Chief of Naval Operations (CNO) has defined the Navy's environmental vision to be "*a Navy recognized as an environmental leader while effectively executing naval operations.*" The Navy is committed to operating in a manner compatible with the environment. National Defense and environmental protection are, and must be, compatible goals. An important part of the BNC's mission is to prevent pollution and protect the environment.

To fulfill this vision, you (as a Navy-employed contractor) must provide the personal commitment to develop an environmental protection ethic. Environmental regulations have increased exponentially in recent years. Specific to hazardous waste, the BNC operates as a fully-regulated, large quantity generator. The BNC has implemented unique requirements in the area of accumulation for waste management. Compliance with the hazardous waste regulations and BNC rules requires specialized knowledge or expertise. PSNS & IMF (Code 106.33) and NAVSTA Bremerton (Code N45A4) provide the hazardous waste support for their respective facility. Rather than re-iterating these organizations throughout the guide we have used the phrase "base environmental office".

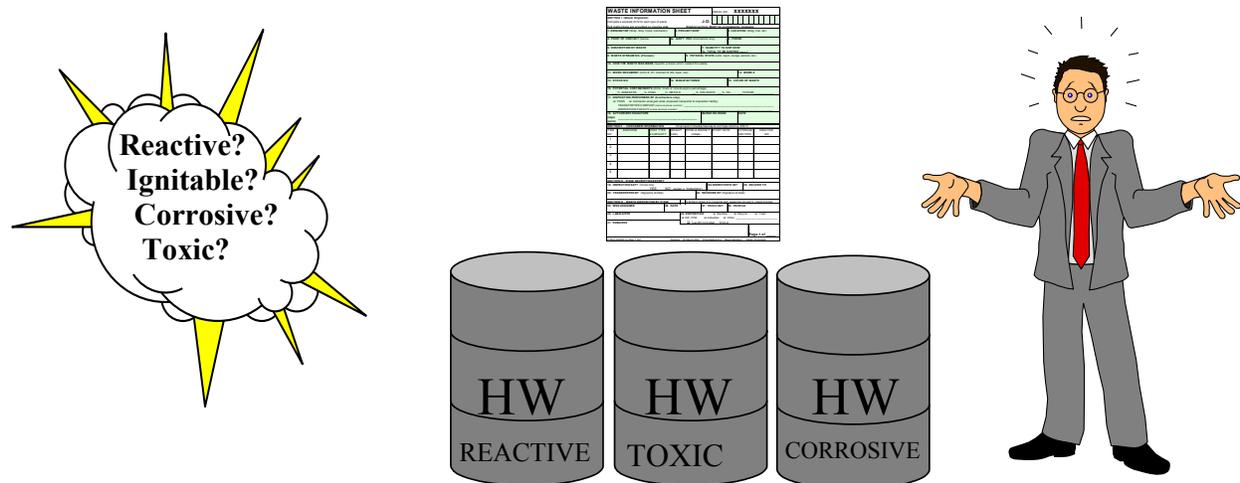
All Navy personnel, including contractors working for the Navy, shall comply with all applicable Federal, State, local, and internal BNC hazardous waste requirements as specified in the contract.

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## WHAT IS HAZARDOUS WASTE AND HOW DO I KNOW IF I HAVE ANY?

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**“Hazardous Waste”** is defined and regulated by the Federal Resource Conservation and Recovery Act (RCRA) and by the Washington State Dangerous Waste Regulations (WAC 173-303). A copy of the WAC may be obtained by contacting the Washington Department of Ecology Records Center at (360) 407-6038. The WAC is also available at website: <http://www.ecy.wa.gov/biblio/wac173303.html>. A waste is considered hazardous if it meets certain levels of reactivity, ignitability, corrosivity, or toxicity, or is otherwise listed as a hazardous waste. The State of Washington regulates more waste as hazardous than mandated by RCRA and uses the term *“dangerous waste.”* The BNC uses the terms *hazardous* and *dangerous* waste synonymously. In general, the regulations address how to identify if a waste is hazardous and the day-to-day management of these wastes for accumulation, containerization, labeling, storage, and disposal.



**Quick Tip: Try to Have Waste Designated BEFORE it's Generated....**

All waste that originates or is generated in the BNC must be identified, designated, and tracked ... **even if the waste is non-hazardous.** Shop 90HM designates all waste generated at the BNC. This is accomplished by the submittal of a Waste Information Sheet (see page 3) through your Contracting Officer. In completing Section 1, Block 1, state the Prime contractor's name. A subcontractor's name, who is actually producing the waste, can be identified following the prime's name. Block 5 is for the phone number of the Prime contractor. If your waste streams are determined before you create them, it eliminates having to control everything as **“Waste Awaiting Designation.”** Once a waste stream is established it is added to the Waste Stream Dictionary. The dictionary is a listing of all designated waste streams for the BNC, including common trash. Contractors will work from their WISs and are not provided the Waste Stream Dictionary.



**Quick Tip: Shop 90HM Designates ALL Waste.**

# WASTE INFORMATION SHEET (WIS)

PSNS 4855/612 (Rev. 4-00) (Front)

**FOR ILLUSTRATION PURPOSES ONLY - DO NOT REPRODUCE**

WASTE INFORMATION SHEET				SERIAL NO. <b>XXXXXXX</b>			
<b>SECTION I (Waste Originator)</b>				<b>J.O.</b>			
Complete a separate WIS for each type of waste.				Shaded sections <b>MUST</b> be completed by originator			
Full instructions are provided on reverse side							
1. ORIGINATOR (Shop, Ship, Code, Contractor) PRIME/SUB-CONTRACTOR		2. PROJECT/SHIP		3. LOCATION (Bldg, Pier, etc)			
4. POINT OF CONTACT (Name)		4a. GOV'T POC (Contractors only)		5. PHONE PRIME			
6. DESCRIPTION OF WASTE				7. QUANTITY TO SHIP NOW: 7a. TOTAL TO BE SHIPPED (approx):			
8. WASTE STREAM NO. (If known)			9. PHYSICAL STATE (solid, liquid, sludge, aerosol, etc)				
10. HOW THE WASTE WAS MADE (Specific process which created this waste)							
11. WORK DOCUMENT (DOC #, IPI, Contract #, MIL Spec, etc)						12. MSDS #	
13. STOCK NO.		14. MANUFACTURER			15. COLOR OF WASTE		
16. POTENTIAL CONTAMINANTS (Either check or include approx percentage) ___% ASBESTOS ___% PCBs ___% METALS ___% SOLVENTS ___% OIL ___% OTHER							
17. DISPOSITION PERFORMED BY (Contractors only) q PSNS q Contractor-arranged (enter proposed transporter & disposition facility) TRANSPORTER COMPANY (name & phone number) _____ DISPOSITION FACILITY (name & phone number) _____							
18. AUTHORIZED SIGNATURE (sign) _____ (print) _____				BADGE NO./RANK		DATE	
<b>SECTION II - CONTAINER INFORMATION</b> (Originators Complete barcode & cont type columns ONLY)							
ITEM NO.	BARCODE	CONT TYPE & CAPACITY	WEIGHT (LBS)	OPEN & INSPECT (initials)	START DATE	STORAGE SECTION	ANALYSIS NO.
1							
2							
3							
4							
5							
<b>SECTION III - 90HM RECEIPT/INVENTORY</b>							
19. INSPECTION SAT? (Circle one) YES NO (explain in "REMARKS")				19a INSPECTOR'S INIT		20. DELIVER TO:	
22. TRANSPORTED BY (Signature & Date)				22. RECEIVED BY (Signature & Date)			
<b>SECTION IV - WASTE DISPOSITION BY 90HM</b>							
25. WSN ASSIGNED				26. DATE			
27. TECH'S INIT		28. PROFILE					
29. LABELS/PPE				30. DISPOSITION: q Reutilize q Recycle q Trash q HW, PCB q Asbestos q Other _____ q Landfill Controlled - WDA # _____			
31. REMARKS							
						<b>Page 1 of</b>	
PSNS 4855/612 (I(Rev. 4-00) Routing: White: 90HM Pink: Data Entry Blue: Handlers Yellow: Originator							

# WASTE INFORMATION SHEET (WIS)

PSNS 4855/612 (Rev. 4-00) (Back)

**FOR ILLUSTRATION PURPOSES ONLY - DO NOT REPRODUCE**

## Waste Information Sheet (WIS) Instructions

**GENERAL:** THIS PAGE PROVIDES BLOCK BY BLOCK INSTRUCTIONS FOR THE ORIGINATOR. NOTE THE FOLLOWING:

- Originators are to complete all sections which are shaded in gray. Enter "N/A" if a block is not applicable.
- A Job Order Number **must** be provided on **all** WISs turned into Shop 90HM. A section is provided in the upper right hand corner of the form for the Job Order Number. WISs **will not** be accepted without a Job Order Number.
- Please write legibly and press hard enough to clearly imprint on all copies.

### SECTION I

- 1. ORIGINATOR** - This is the organization which is directly creating the waste material. Examples: "C/350"; "S/72"; "ACME Painting".
- 2. PROJECT/SHIP** - Enter the general project or job that is creating the waste. Examples might include: "CVN-72"; "BEQ construction"; "Farragut Ave repair"; "S/71" (used in the case of general Shop work).
- 3. LOCATION** - Record the location where the process occurred which created the waste. Be as specific as possible. Examples include: "Sump room - Bldg. 427"; "south end DD3"; "corner of Huey and Duey St."
- 4. POINT OF CONTACT** - Write the name of the person who is sufficiently knowledgeable to answer questions concerning the waste generation process. This person may be military, civilian, or contractor.
  - 4a. GOV'T POC (Contractors only)** - THIS BLOCK IS FOR CONTRACTORS ONLY! List a government point of contact. This is the government person who is the contracting officer's representative.
- 5. PHONE** - List the phone number for the primary point of contact listed in **block 4**. If this is not a Shipyard phone number, include the area code.
- 6. DESCRIPTION OF WASTE** - This block should be the same as, or very similar to, the "MATERIAL CONTENTS" section of the ID label located on the waste container.
- 7. QUANTITY TO SHIP NOW** - List the actual amount of material to be shipped now. The quantity should be described in terms of the smallest container contained in the transport package. For example a 5-gallon drum full of tubes might say "63 - 25 oz tubes" where as a 55-gallon drum full of liquid would simply say "1- 55 gal drum".
  - 7a. TOTAL TO BE SHIPPED** - This info is used by 90HM for planning purposes. If you are doing a defined project where waste will be shipped to 90HM at various times, ESTIMATE the total quantity of waste to be generated over the life of the project. If this number is unknown or if the project is a very long term or perpetual project, mark this area "N/A".
- 8. WASTE STREAM NUMBER** - If the waste has an established waste stream number, indicate the number here. If the waste is a new waste stream or if you are not sure, indicate "Unknown" here.
- 9. PHYSICAL STATE** - Describe the waste from a standpoint of what you would see, smell, and/or feel if you were to open the waste and look at it. Examples might include "Thick brown sludge" or "clear oily liquid w/ banana scent" or "white paste in tubes".
- 10. HOW THE WASTE WAS MADE** - Describe the process which created the waste. Be as specific as space allows. Examples might include "mild steel water jet cutting" or "removal of dirt, Phys Fitness Center" or "Wiping grease from arresting gear cables" or "excess from pattern gluing". **The words "excess" and "expired" are not processes.** Use these words in conjunction with the process for which they were intended.
- 11. WORK DOCUMENT** - Indicate the document which governs the work process generating the waste. This might be a contract, an IPI, a MILSPEC, an ASTM, an instruction, or any other type of document.
- 12. MSDS** - List the Material Safety Data Sheet number or numbers for hazardous materials which make up the waste.
- 13. STOCK NO.** - List the stock number or stock numbers of the material(s) obtained through the Federal Supply System which make up the waste. If possible include the FSN and the NIIN.
- 14. MANUFACTURER** - Indicate the manufacturer of the material which makes up the waste.
- 15. COLOR OF WASTE** - Indicate the color of the waste. Examples: "milky white"; "black"; "grayish".
- 16. POTENTIAL CONTAMINANTS** - Indicate potential contaminants which you believe MAY be in the waste.
- 17. DISPOSITION PERFORMED BY** - This section is for contractors ONLY. Check "PSNS" if your contract states to turn your waste over to the Shipyard for disposal. Check "Contractor-arranged" if you will be disposing of the waste using non-government resources. If "Contractor-arranged" is checked, indicate the name and phone number of the planned transporter and disposition facility.
- 18. AUTHORIZED SIGNATURE** - This is the person who is authorized by the originator's command or company to request and sign for HW commitments.

### SECTION II

**"BARCODE" column** - Enter the BARCODE of each container of waste. PLEASE WRITE CLEARLY. If you have more than 6 containers use a continuation sheet(s) or additional WIS(s).

**"CONT TYPE & CAPACITY" column** - Enter the type and capacity of each container being shipped. The following codes can be used to abbreviate some container types.

CODE	TYPE	CODE	TYPE	CODE	TYPE
CY	Cylinder	DF	Fiber drum or poly drum	DT	Dump Truck
CF	Fiber box or carton	DM	Metal drum	TP	Portable Tank

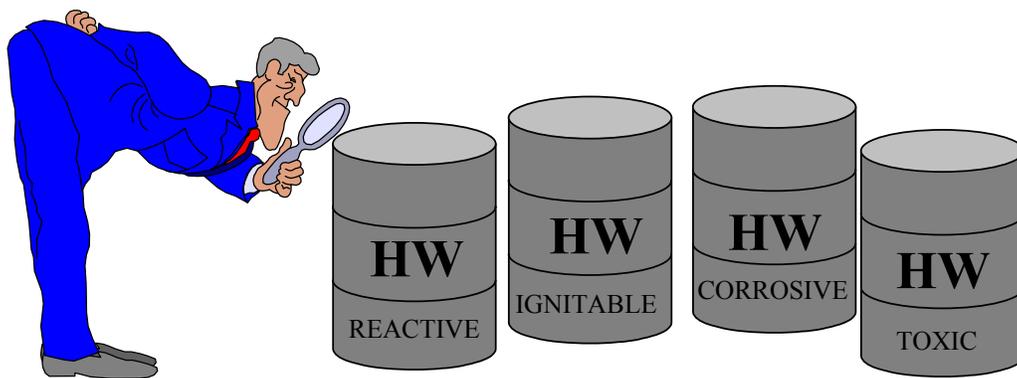
EXAMPLE - "55g DM" is a 55 gallon metal drum, 5g Can is a 5 gallon can.

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## WHY IS HAZARDOUS WASTE COMPLIANCE SO IMPORTANT?

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**“Hazardous Waste Compliance”** means conformance to the many regulations and BNC requirements.

**Hazardous Waste Compliance** may be costly, but it’s a responsibility you must plan for and accept as a cost of doing business at Naval facilities, such as PSNS & IMF and Naval Station Bremerton, or any of their tenants. You can be assured, **non-compliance will be very costly**, and will not be tolerated by the BNC or the regulators. Prime and sub-contractors have been cited, and can be fined, by Washington Department of Ecology for violations of dangerous waste regulations.

While your project may extend across several individual aspects of the BNC and Navy mission, there is one area of responsibility that impacts virtually every one of your actions and operations: **the environment**. The Secretary of the Navy’s policy emphasized that *“the Navy is fully committed to strict compliance with all applicable requirements.”* In order for you to comply, you must have a solid understanding of the BNC’s Hazardous Waste Program, as well as Federal and Washington State requirements.

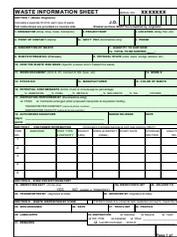
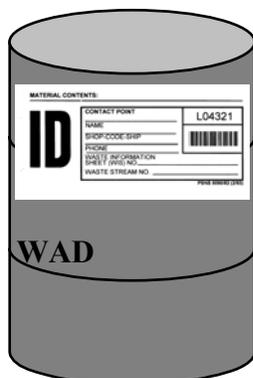
Proper coordination and operations at the BNC are not only needed for compliance reasons, they also benefit your project by preventing time delays or operational shutdowns, and improve public relations. To this end, you must take a proactive approach to policies, procedures, and operations.

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## HOW DO I MANAGE WASTE AWAITING DESIGNATION?

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Waste that has **not** been designated by the PSNS & IMF, Shop 90HM, must be managed as **“Waste Awaiting Designation.”** The BNC requires *Waste Awaiting Designation (WAD)* to be labeled with an ID label, PSNS 5090/82 (2-93) and be controlled much like hazardous waste. WAD is required to be containerized and managed in a Satellite or 45/90-Day accumulation area prior to the end of the work shift. Submit a WIS to the Contracting Officer for government designation within one day of generating the waste. Once designation of the waste has been completed, additional labels and management will take place as dictated by the designation.

### CONTAINER USE AND MANAGEMENT FOR WAD

Containers must be:

- ◆ In good condition and non-leaking.
- ◆ Compatible with the waste being placed in them.
- ◆ Closed at all times, except when waste is being added.
- ◆ Labeled with an ID label, PSNS 5090/82 (2-93) and include the word “WAD.”
- ◆ Positioned so the ID label is visible for inspection.
- ◆ Physically segregated from containers of designated hazardous waste.



**Quick Tip: Waste Awaiting Designation has much the same controls as hazardous waste.**



**Quick Tip: A waste stream number will not be assigned to WAD until the full Government designation has been completed.**

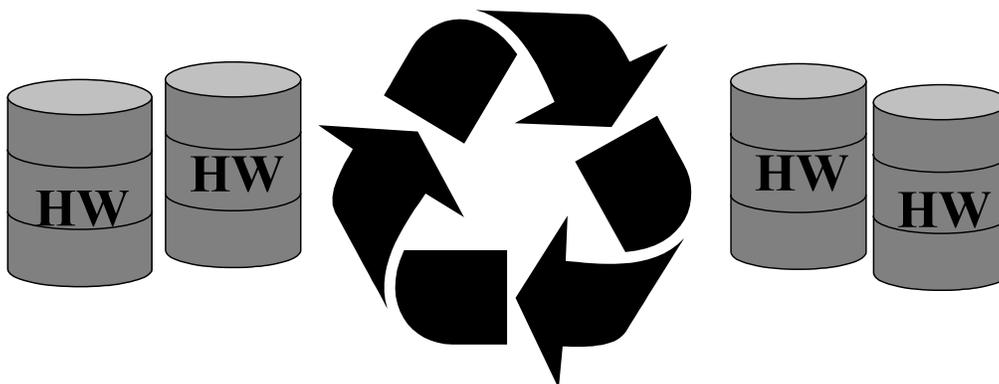
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## CAN I RECYCLE MY HAZARDOUS WASTE?

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Some hazardous waste can be recycled. **Hazardous Waste Minimization** is a Federal requirement and is one of the BNC's top priorities. Recycling is one tool to help minimize waste. The regulations vary on how waste must be managed prior to recycling, depending on the waste itself. The most common categories for recycling are:

- (1) Specifically regulated recyclable materials. These are recyclable materials regulated under their own respective sections of WAC 173-303 (e.g., spent lead-acid batteries).
- (2) Recyclable materials that are not regulated. These are materials that are not reclaimed prior to use, reuse, or returned to the original process.
- (3) Recyclable materials that are fully regulated. These materials are fully regulated up to the point when they actually enter the recycling process that recycles the material.

The majority of waste that is destined for recycling must still be controlled as hazardous waste until the point that it is reclaimed.



**Quick Tip: Do not confuse treatment with reclamation. Treatment is intended to make a waste non-hazardous or less hazardous before final disposal. Reclamation is done for the purpose of recovering and recycling usable materials. Stay clear of "sham recycling," which is treatment or disposal posing as recycling. Washington Department of Ecology has an excellent publication titled "Regulation of Dangerous Wastes Being Recycled," Publication No. 91-46 (Revised Feb 94).**



**Quick Tip: The BNC does not utilize the Universal Waste Regulation, WAC 173-303-573.**

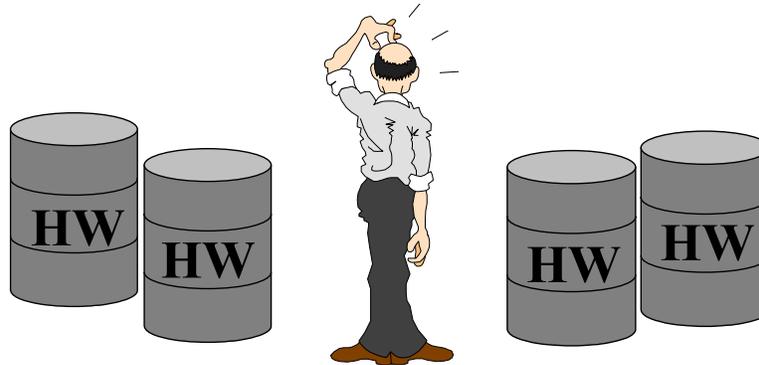
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## WILL I BE HANDLING AND DISPOSING OF THE WASTE PRODUCED FROM MY JOB?

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Responsibilities and BNC specific requirements and procedures for the on-site management and disposal of waste are specified in your contract. This does not relieve the contractor, or its employees, of the responsibility of knowing and following all applicable State and Federal regulations related to hazardous waste. If they are not, have your Contracting Officer contact the base environmental office. If your contract specifies that you will be disposing of your waste, PSNS & IMF Shop 90HM still must designate the waste, approve the profiles, and prepare and sign the **Uniform Hazardous Waste Manifest** for all shipments. Your designated transporter, as well as your Treatment, Storage, and Disposal Facility (TSD) must be selected from the facilities and transporters listed as qualified by the Defense Reutilization and Marketing Service (DRMS). Facilities can be found on the DRMS website at <http://www.drms.dla.mil/environmental/qualfac.pdf> and <http://www.drms.dla.mil/environmental/qualtran.pdf>, respectively.

All personnel must be taught to perform their duties to ensure compliance with WAC 173-303. Personnel must be taught dangerous waste management procedures relevant to their positions and duties and ensure they are able to respond effectively to emergencies referred to as 'general awareness training'. Personnel managing an accumulation area are titled "Accumulation Area Operator (AAO)", and must be trained in accordance with WAC 173-303-330 and attend a two hour facility specific course, provided by PSNS & IMF Code 106.ESH. This training must be completed prior to generation of waste awaiting designation and dangerous waste.

Facility specific procedures must be included in the contractors written general awareness training plan for all employees and are provided in the contract specifications. This guide and the *Contractors Guide to Environmental Compliance* amplify the station specific requirements and procedures. All contractor personnel responsible for the generation, accumulation, or transportation of hazardous waste must be fully trained on all relevant Washington State, Federal, and BNC specific regulations prior to the generation of waste.



**Quick Tip: The Navy is jointly responsible for all waste generated within its boundaries. You are considered a co-generator of the waste, and as such are liable for your actions. We want you to be successful in this project!**



**Quick Tip: Be prepared with questions at the pre-con or start up meeting and/or the environmental meeting to discuss proper handling and disposal of waste.**



**Quick Tip: Do not rely solely on this guide for all hazardous waste requirements. You must be trained in and understand WAC 173-303.**

# WHAT ARE THE LABELING REQUIREMENTS FOR HAZARDOUS WASTE?



The BNC requires that all known hazardous wastes have an *ID Label*, PSNS 5090/82 (2-93), on the accumulation container(s). All other required labels, such as the *Hazardous Waste Label*, PSNS 5090/81 (Rev. 4-00) or *Washington Dangerous Waste Label*, PSNS 5090/183 (5-00), and any applicable DOT label(s), as well as any additional labels specified in the WIS, must be applied to the containers immediately. The DOT label is used by the BNC to identify the hazard(s) associated with the waste. WSW will be the term used when Washington Dangerous Waste Label is required. Other labels may be required depending on the type of waste and if the BNC will be disposing of it. A labeling flowchart on the next page helps clarify these requirements. The completed WIS will specify all required labels. The Government will supply all the labels for you . . . just ask!



**Quick Tip:** The WIS (section IV, block 29) will specify all the required labels for your waste... including any labeling requirements for non-hazardous waste.

MATERIAL CONTENTS:

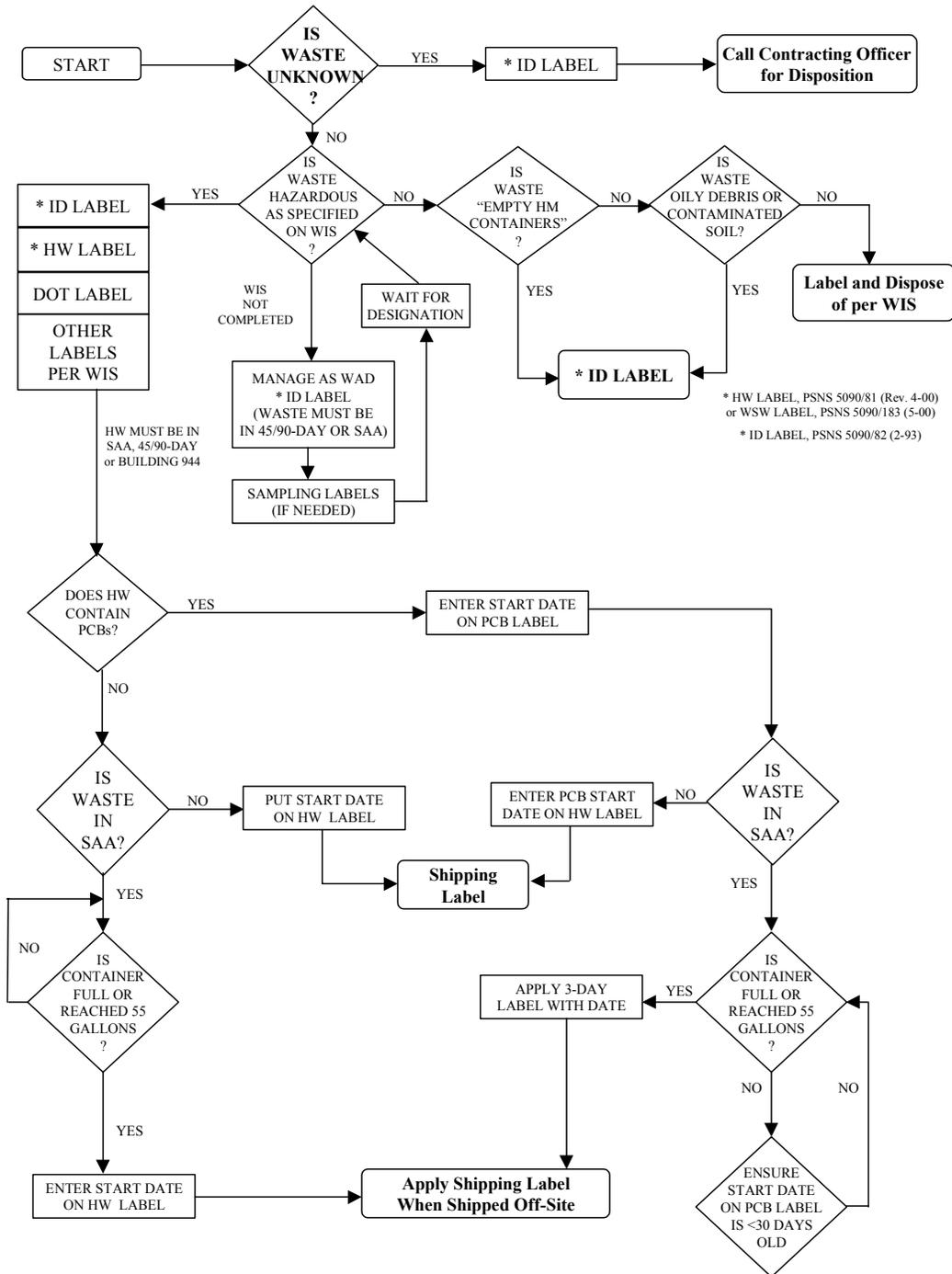
ID	CONTACT POINT	L04321
	NAME	
	SHOP-CODE-SHIP	
	PHONE	
	WASTE INFORMATION SHEET (WIS) NO	
	WASTE STREAM NO	
		<small>PSNS 5090/82 (2/93)</small>



<small>LABEL TO BE APPLIED WHEN IDENTIFIED AS A NON-RDXA WASHINGTON STATE ONLY DW.</small> <b>WASHINGTON STATE DANGEROUS WASTE</b> <small>Rev. 04/99/PSNPUGETNET P5000.5</small> <b>STATE LAW PROHIBITS IMPROPER DISPOSAL.</b> <small>IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY AND THE WASHINGTON STATE DEPARTMENT OF ECOLOGY.</small>
<small>NAME</small> PUGET SOUND NAVAL SHIPYARD SHOP 9010M <small>ADDRESS</small> 1400 FARRAGUT AVE. <small>CITY</small> BREMERTON <small>STATE</small> WA <small>ZIP</small> 98314-5001 <small>TELEPHONE (24 HR/DAY)</small> (206) 476-3393 <small>EPA ID NO.</small> WA2170023418 <small>START DATE</small>
HANDLE WITH CARE!
<small>PSNS 5090/183 (5/00) USE OF # 0-00</small>

<small>LABEL TO BE APPLIED WHEN IDENTIFIED AS HAZARDOUS WASTE.</small> <b>HAZARDOUS WASTE</b> <small>STATE AND FEDERAL LAW PROHIBITS IMPROPER DISPOSAL.</small> <small>IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY AND THE WASHINGTON STATE DEPARTMENT OF ECOLOGY, AND THE GENERATOR.</small>
<small>NAME</small> PUGET SOUND NAVAL SHIPYARD C/910C.21 <small>ADDRESS</small> 1400 FARRAGUT AVE. <small>CITY</small> BREMERTON <small>STATE</small> WA <small>ZIP</small> 98314-5001 <small>TELEPHONE (24 HR/DAY)</small> (206) 476-3393 <small>EPA ID NO.</small> WA2170023418 <small>START DATE</small>
HANDLE WITH CARE!
<small>PSNS 5090/81 (REV. 4-00) USE OF # 0-00</small>

# HAZARDOUS WASTE LABELING FLOWCHART



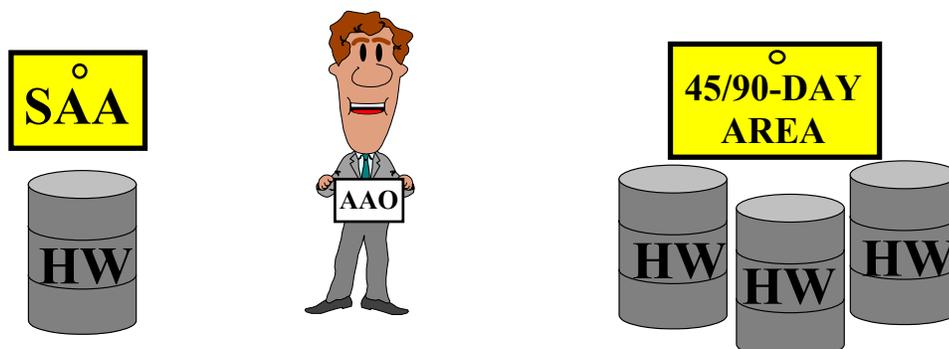
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## HOW DO I ACCUMULATE MY WASTE WHEN I'M THE ACCUMULATION AREA OPERATOR?

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There are two types of accumulation areas:

- ◆ The **Satellite Accumulation Area (SAA)** is an area at or near the point of origination. The waste must be secure, properly containerized, and labeled. There are time and quantity limits with SAAs, which are explained in this guide on page 14 and can also be found in WAC 173-303. The form used by the BNC for registration is provided on page 15.
- ◆ The **45/90-Day Accumulation Areas** have no quantity limits but have substantially more requirements than an SAA. The Dangerous Waste Regulations, WAC 173-303-200 provides state requirements, and your contract specifications provide additional requirements. The form used by the BNC for certification is provided on pages 19 and 20.

Your contract specification will specify if you are responsible for managing an accumulation area. This guide provides the majority of the information needed for accumulation. There are more stringent requirements at the BNC for satellite accumulation than you'll find at other facilities or in the state regulation. Violation of these requirements is the same as violating any other standard regulatory requirement. These additional requirements include the secondary containment, location restrictions, SAA registration, and signs. These are all explained in this guide and your contract specification.



**Quick Tip: The base environmental office can answer your questions on accumulation areas, but be sure to work through your Contracting Officer.**



**Quick Tip: Accumulation areas need to be approved prior to waste generation.**



**Quick Tip: Waste generated onboard large shipboard projects normally will be turned in to a shipboard HazWorld prior to the end of each shift.**



**Quick Tip: Waste generated in dry docks or pierside must NOT be taken onboard ship. All waste generated OFF HULL must be managed OFF HULL-NO EXCEPTIONS,**

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## SATELLITE ACCUMULATION AREA (SAA) REQUIREMENTS

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**Getting Started:** The following information guides you through the basic *Satellite Accumulation Area (SAA)* requirements.

**1. Contact your Contracting Officer** for labels and *Waste Information Sheets, PSNS 4855/612 (Rev. 4-00)*. A sample WIS form is included on pages 3 and 4. Your Contracting Officer can provide assistance on filling out Section 1 of the WIS so your waste stream can be designated. The Government also provides containers if the BNC is disposing of the waste. The Contracting Officer obtains all these items by contacting Shop 90HM.

*The WIS provides information about your waste that you will need to know.*

- ◆ *Labeling*
- ◆ *Description of Waste*
- ◆ *Designation*
- ◆ *Final Disposition*

**2. Contact your Contracting Officer** for a form, *Contractor Request for Hazardous Waste Satellite Accumulation Area Registration, PSNS 5090/136 (Rev. 4-00)*. Submit the registration form when you are ready for your SAA to be registered and prior to generating any waste. Personnel from the base environmental office will come to the worksite within one workday to approve the registration. If any of the information on the registration form changes during the life of the SAA, including closure, the Contracting Officer must be notified and the information forwarded to the base environmental office.

**3. Unknown Waste.** Anyone discovering an unknown waste **must immediately contact their Contracting Officer** for disposition. If you feel there is a threat to human health or the environment, or it constitutes an Emergency Spill Event, then call 911 on a BNC telephone, or 360-476-2222 on a cellular or non-BNC telephone. **Do not store Unknown Waste in an SAA.** The discoverer shall immediately apply an *ID Label, PSNS 5090/82*, and identify the contents as **“UNKNOWN.”** (Do this **only** if you can do so without increased risk to yourself or others.) Your Contracting Officer will work with the base environmental office and Shop 90HM.



**Quick Tip: Keep your Contracting Officer informed on any change of information provided on the registration form. This includes closure.**

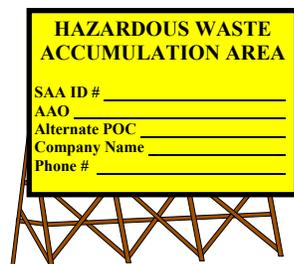
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## SATELLITE ACCUMULATION AREA REQUIREMENTS

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(Continued)



### Setting Up Your SAA:

**1. Signs.** SAA signs are required for any SAA that is in operation for seven days or more.

Contact your Contracting Officer for a Hazardous Waste Accumulation Area sign. Signs are available from the base environmental office. The sign has information blanks in which you identify the SAA ID#, Accumulation Area Operator (AAO), alternate Point of Contact (POC), company name, and phone number. Write this information on the sign with a grease pencil. Post the sign so it is visible from a distance of 25 feet.

**2. Labels.** All containers of hazardous waste must have the following labels: *ID Label (PSNS 5090/82)*, *HW Label (PSNS 5090/81)* or *WSW Label (PSNS 5090/183)*, *applicable DOT Label*, and any additional labels specified on the WIS. ID labels must be filled in completely. Hazardous waste labels must be clearly visible. All labels are to be applied immediately and should be placed on the upper one-third of the container.

**3. Location.** Containers of ignitable or reactive hazardous waste must be located 50 feet from the Bremerton Naval Complex fence line, unless waste is locked in a building or is in transit. Consideration must be given for forklift and/or crane access for waste pickup when looking at a potential SAA location. Remember, the first criteria for an SAA is "at or near" the point of waste generation. Your Contracting Officer will work with the PSNS & IMF Code 106.33 or NAVSTA Bremerton N45A4 for approval.

**4. Security.** The AAO is responsible for ensuring that the SAA is secure or under their control to prevent improper mixing or unauthorized addition of waste to the containers. SAAs located outside of buildings must be under the control of the AAO or secured by lock. A drum with a lid secured by a mechanically tightened ring and bolt, or a drum with a wrench-tight bung top, is considered locked and secure. Other methods of securing the area must be approved, in writing, by the Contracting Officer who will work with the base environmental office approval. SAAs on piers or other over-the-water worksites must be attended by the AAO at all times.

**5. Incompatibles.** Containers of incompatible waste **must** be physically separated (e.g., bermed). If in doubt about compatibility, contact your Contracting Officer who will work with Shop 90HM.

**6. Flammables/Reactives.** Accumulate flammable, combustible, or reactive waste per local fire code, in addition to the hazardous waste requirements.



**Quick Tip: Planning your SAA can make a difference in the ease of operation.**

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## SATELLITE ACCUMULATION AREA REQUIREMENTS

(Continued)

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### 7. Secondary Containment

a. Secondary containment of **all hazardous waste is required** in SAAs on piers, or at other over-the-water worksites. Criteria for secondary containment is found in WAC 173-303-630(7).

b. Secondary containment is also **required** in SAAs for **all liquid hazardous waste or WAD** in dry docks or within 50 feet of a storm drain. Storm drains within 50 feet of an SAA must be blocked or otherwise protected from spills.

c. **Containers of waste flammable liquids or reactive waste** must have secondary containment **anywhere** they are accumulated or being transferred from one container to another.

8. Start Date/Time and Quantity Limits. When 55 gallons or more of a hazardous waste stream is present in the SAA, the start date must be filled in on the HW or WSW label; and all waste of that particular waste stream, must be transferred to a 45/90-Day Accumulation Area or shipped off-site to a TSDF within three days from the start date.



### Arranging for Waste Pickup (when BNC is Handling Waste)

If you are not responsible to manage an accumulation area then hazardous waste and waste awaiting designation must be turned over to a trained AAO at a Government operated accumulation area **prior to the end of each work shift**. A WIS with Section 1 completed must accompany each waste stream being transported (record this WIS # on the ID label). AAOs must properly palletize their waste and contact their Contracting Officer for pickup of the waste. The Contracting Officer will coordinate with Shop 90HM for pickup or turn-in of waste.

Shop 90HM will pickup waste pierside and in shop areas; however, transfer of the waste from ships or out of the dry docks is the responsibility of the waste originator. For shore based projects, the contract typically requires the contractor to turn in waste to the government. Most turn-ins will be to Building 367 at PSNS & IMF.



**Quick Tip: Hazardous waste may not be left unattended on piers or other over-water sites. Once waste is taken off the ship, it cannot be taken back on board.**



**Quick Tip: Remember to notify your Contracting Officer to close out your SAA when all the waste has been removed.**



**Quick Tip: Remember time limits are calendar days NOT working days.**

# CONTRACTOR REQUEST FOR HAZARDOUS WASTE SATELLITE ACCUMULATION AREA REGISTRATION

PSNS 5090/136 (Rev. 4-00)

**FOR ILLUSTRATION PURPOSES ONLY - DO NOT REPRODUCE**

CONTRACTOR REQUEST FOR HAZARDOUS WASTE SATELLITE ACCUMULATION AREA (SAA) REGISTRATION			
			Ref: NAVSHIPYDPUGETINST P5090.5
<b>THE SUBMITTAL OF THIS FORM REQUESTS CODE 106.3 TO INSPECT A HAZARDOUS WASTE SATELLITE ACCUMULATION AREA (SAA) FOR REGISTRATION OF THE SITE. CODE 106.3 SHALL INSPECT FOR REGISTRATION WITHIN ONE WORKING DAY OF RECEIPT OF THIS FORM.</b>			
COMPANY NAME	CONTRACT NUMBER	SITE SUPERINTENDENT	PHONE NUMBER
SITE LOCATION		ESTIMATED DURATION OF SAA	
WASTE STREAMS			
TRAINED ACCUMULATION AREA OPERATOR (AAO)			PHONE NUMBER
ALTERNATE POINT OF CONTACT			PHONE NUMBER
<b>I VERIFY THAT THE HAZARDOUS WASTE SAA IDENTIFIED ABOVE WAS INSPECTED USING THE SAA PRE-REGISTRATION INSPECTION CRITERIA (BELOW) AND ALL APPLICABLE ATTRIBUTES WERE SATISFACTORY.</b>			
CONTRACTING OFFICER SIGNATURE		PHONE	DATE
<b>NOTE: ANY CHANGES IN THE INFORMATION PROVIDED ON THIS FORM MUST BE FORWARDED TO THE SHIPYARD REPRESENTATIVE VIA THE CONTRACTING OFFICER WITHIN ONE WORK DAY.</b>			
<b>SATELLITE ACCUMULATION AREA PRE-REGISTRATION INSPECTION</b>			
<u>ATTRIBUTES*</u>			<u>YES / NO</u>
1. IS THE AREA SECURE OR UNDER THE CONTROL OF THE AAO? <i>If the area is outdoors, it must be under the control of the AAO or secured by lock. (A drum with a tightened ring and bolt is considered locked.)</i>			_____
2. IS A SPILL KIT READILY AVAILABLE AND ADEQUATE FOR THE TYPES AND AMOUNTS OF WASTE EXPECTED?			_____
3. IS SECONDARY CONTAINMENT SET UP IF:			_____
A. THE AREA IS ON A PIER OR OTHER OVER-WATER WORKSITE?			_____
B. LIQUID HW WILL BE ACCUMULATED IN A DRY DOCK OR WITHIN 50 FEET OF A STORM DRAIN?			_____
C. CONTAINERS OF FLAMMABLE LIQUID OR REACTIVE WASTES WILL BE ACCUMULATED?			_____
4. ARE STORM DRAINS WITHIN 50 FEET OF THE AREA BLOCKED OR OTHERWISE PROTECTED FROM SPILLS?			_____
5. IF IGNITABLE OR REACTIVE WASTE IS TO BE ACCUMULATED, IS THE AREA LOCATED AT LEAST 50 FEET FROM THE PROPERTY BOUNDARY? <i>(unless waste is in a building)</i>			_____
6. IF FLAMMABLE, COMBUSTIBLE, OR REACTIVE WASTES WILL BE ACCUMULATED, DOES THE AREA MEET THE REQUIREMENTS OF THE LOCAL FIRE DEPARTMENT?			_____
7. IS A CONTRACTOR WASTE STREAM DICTIONARY, ID LABELS, AND WASTE INFORMATION SHEETS (WIS) AVAILABLE FOR USE AT THE JOB SITE?			_____
<i>*If an attribute is not applicable, mark "NA" in the Yes/No column.</i>			
SHIPYARD REPRESENTATIVE (CODE 106.3)		PHONE	DATE/TIME
ASSIGNED SAA NUMBER		DATE SAA CLOSED	
PSNS 5090/136 (Rev. 4-00)			

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## 45/90-DAY ACCUMULATION AREA REQUIREMENTS

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The following information guides you through the major requirements for a **45/90-Day Accumulation Area**. Unlike SAAs, there is no limit on how much hazardous waste can be held. As the name implies, waste can be held for up to 90 days from the start date; however, your contract will specify to start arrangements for turn-in or off-site shipping within 45 days of the start date. This reduced time frame is necessary to ensure all waste is shipped off-site to a TSDF within 90 days of the start date. The “45” part of the 45/90-day is to flag you of the need to initiate transport and disposal actions. If hazardous waste is not shipped to off-site within 90 days, the shipyard and contractor could be subject to a citation and fine and/or the much more stringent permitting requirements of a TSDF.



### Getting Started:

**1. Contact your Contracting Officer to obtain a form, *Contractor Request for 90-Day Hazardous Waste Accumulation Area Certification, PSNS 5090/137 (Rev. 4-00)*.** This form provides a list of items that are required for an approved area. Make sure all attributes are addressed and then submit the form to the Contracting Officer. The Contracting Officer will check your area and sign that it is ready for inspection. A representative from the base environmental office and the Fire Department will inspect your area and certify it for use **if** all the requirements have been met.

**2. The following is a quick list of major requirements for which you are responsible:**

- ◆ The area cannot be located on piers or in dry docks.
- ◆ Wastes must be transported off-site to an approved TSDF within 90 days of the accumulation start date. Initiate transport action within 45 days of the 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 be used for other functions.
- ◆ Container use and management requirements specified in WAC 173-303-200, -630, and your contract specifications (including the environmental plan) must be followed.
- ◆ The *Puget Sound Naval Shipyard and Naval Station Bremerton Emergency Spill Response Procedures, PSNS 5090/9*, form will be posted and a spill kit will be maintained in this area.
- ◆ A fire extinguisher, two-way communication device, and alarm must be present.
- ◆ Emergency shower/eyewash stations will be immediately available, tested weekly, and functioning.
- ◆ The gate/door to the accumulation area will remain locked when the trained AAO is not present.
- ◆ Secondary containment will be provided at the accumulation area for **all** hazardous waste.

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## 45/90-DAY ACCUMULATION AREA REQUIREMENTS

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(Continued)



- ◆ Signs reading “**HAZARDOUS WASTE ACCUMULATION AREA**” and “**DANGER - UNAUTHORIZED PERSONNEL KEEP OUT**” will be posted at the entrance to the accumulation area and must be legible from a distance of 25 feet or more.
- ◆ “**NO SMOKING OR OPEN FLAME**” signs will be posted on all four sides of the fence and will be legible from 50 feet.
- ◆ Inspections of the accumulation area will be conducted every **seven calendar days** by the AAO. The AAO must maintain a logbook of the inspections. The date, time, findings, actions taken, and signature of the inspector will be included. A form, PSNS 5090/127, will be completed to meet this requirement. The completed form will be submitted to the Contracting Officer and forwarded to the base environmental office at the end of each month (within five days).
- ◆ Prior to closure of the accumulation area, all containers, liners, bases (e.g., concrete slab or paving), and soil (as applicable) must be decontaminated or removed. The Contracting Officer shall be notified within three working days of closure, so that a close-out inspection may be arranged with the base environmental office.

### 3. Container Management

Containers of hazardous waste must be closed at all times, except when waste is being added or removed. Containers with liquids will be closed and secured with ring and bolt, or bung screwed in (wrench tight). Containers with solids will have snug fitting lids. If you have waste that is subject to 40 CFR, Part 265, Subpart CC requirements (volatile organic compounds), then the container must be closed in accordance with the Subpart CC requirements.

Only reuse containers for the same waste stream, unless they are uncontaminated-overpack containers.

Position containers so that the labels are clearly visible. Place the labels on the top one-third of the drum, whenever possible. When using roll-off boxes, place labels on the front of the container.

Maintain a 36-inch aisle space between each row of containers. This is required so that containers can be readily inspected and personnel have access to them.

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## **45/90-DAY ACCUMULATION AREA REQUIREMENTS**

(Continued)

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### **4. Inventory and Tracking**

An inventory, tracking the coming and going of all containers, is required to be on-site and current. The inventory includes:

- ◆ Originator's Name
- ◆ Waste Description
- ◆ Type and Quantity of Waste Containers
- ◆ Accumulation Start Date
- ◆ Date Received at Accumulation Area
- ◆ Date Shipped from Accumulation Area
- ◆ Waste Stream Number

Copies of the inventory records are to be submitted to the Contracting Officer for forwarding to the Fire Department, Code N3211, by the first of each month.

### **5. Government Shipping The Waste Off-Site**

If your contract specifies that the Government will dispose of the dangerous waste, make arrangements within 45 calendar days of the start date with your Contracting Officer for coordination with Shop 90HM to ship bulk containers of waste. Non-bulk containers (e.g., 55-gallon drums) need to be turned in to the Government 45 days from the start date. Depending on the quantity of the waste, the BNC may want to ship the waste directly off-site from your area, or transfer it to the BNC's 90-Day Facility. Shop 90HM needs about 45 days if the waste is going to be shipped directly off-site.

### **6. Contractor Shipping the Waste Off-Site**

If your contract specifies for you to provide the transporter and the TSDF, then at least 20 working days before requesting a manifest, submit copies of the profile(s) for Government approval. The Government encourages submitting profiles as soon as the waste is first designated. Then at least 10 days before you want to ship, contact your Contracting Officer to coordinate with Shop 90HM for manifest and Land Disposal Restriction (LDR) preparation. The profile should already be approved. Shop 90HM will prepare the manifest and the LDRs. On the date of shipping, personnel from Shop 90HM will verify the waste and weight, and sign the manifest. Shop 90HM keeps one copy after the transporter signs in his block and the rest of the documents go with the transporter.

When the waste reaches the TSDF, the receiving facility will sign in their block and send the original back to the BNC. The BNC needs to receive the manifest within 35 days of the ship date or, by regulation we have to call and obtain the status of our waste. If we don't receive the manifest within 45 days of the ship date, then we have to submit an exception report to Washington Department of Ecology.

Within 10 working days after the final disposal, you are required to submit the Certificate of Final Disposal (CFD). Final disposal means disposal of all wastes and any residues from the treatment of waste prior to disposal. Review your contract specification for all the information included in a CFD.

# CONTRACTOR REQUEST FOR 45/90-DAY HAZARDOUS WASTE ACCUMULATION AREA CERTIFICATION

PSNS 5090/137 (Rev. 4-00) (Front)

**FOR ILLUSTRATION PURPOSES ONLY - DO NOT REPRODUCE**

<b>CONTRACTOR REQUEST FOR 45/90-DAY HAZARDOUS WASTE ACCUMULATION AREA CERTIFICATION / RE-CERTIFICATION</b>	
<small>Ref: NAVSHIPYDPUGETINST P5090.5</small>	
<p style="text-align: center;">THE SUBMITTAL OF THIS FORM REQUESTS CODE 106.3 TO INSPECT A 45/90-DAY HAZARDOUS WASTE ACCUMULATION AREA FOR CERTIFICATION / RE-CERTIFICATION OF OPERATION. CODE 106.3 SHALL INSPECT FOR CERTIFICATION WITHIN ONE WORKING DAY OF RECEIPT OF THIS FORM.</p>	
CONTRACTOR	
SITE LOCATION	
ACCUMULATION AREA OPERATOR	PHONE NUMBER
SITE SUPERINTENDENT	PHONE NUMBER
<p style="text-align: center;">I VERIFY THAT THE 45/90-DAY HAZARDOUS WASTE ACCUMULATION AREA IDENTIFIED ABOVE WAS INSPECTED USING THE PRE-CERTIFICATION INSPECTION CRITERIA AND ALL APPLICABLE ATTRIBUTES WERE SATISFACTORY.</p>	
CONTRACTING OFFICER SIGNATURE	DATE
REMARKS	
<small>PSNS 5090/137 (Rev. 4-00) (Front)</small>	

# CONTRACTOR REQUEST FOR 45/90-DAY HAZARDOUS WASTE ACCUMULATION AREA CERTIFICATION

PSNS 5090/137 (Rev. 4-00) (Back)

***FOR ILLUSTRATION PURPOSES ONLY - DO NOT REPRODUCE***

CONTRACTOR REQUEST FOR 45/90-DAY HAZARDOUS WASTE ACCUMULATION AREA CERTIFICATION / RE-CERTIFICATION			
PRE-CERTIFICATION INSPECTION			
LOCATION OF 45/90-DAY SITE:			
CONTRACTOR REQUESTING CERTIFICATION:			
ATTRIBUTES*	INITIALS		
1. LOCKABLE WHEN AUTHORIZED PERSONNEL ARE NOT PRESENT.	_____		
2. SIGNS:	_____		
A. "HWAA & DANGER UA PERSONNEL KEEP OUT" POSTED ON ENTRANCE & LEGIBLE 25 FEET AWAY.	_____		
B. "NO SMOKING / OPEN FLAME" POSTED ON ALL SIDES AND LEGIBLE 50 FEET AWAY.	_____		
C. "NO HOT WORK" POSTED ON ALL SIDES (IN PRODUCTION AREAS ONLY).	_____		
3. SPILL KIT ON SITE.	_____		
4. EYEWASH/SHOWER IMMEDIATELY AVAILABLE AND WORKING.	_____		
5. TWO-WAY EMERGENCY COMMUNICATION DEVICE AVAILABLE AND OPERABLE.	_____		
6. APPROVED SECONDARY CONTAINMENT.	_____		
7. INVENTORY RECORDS ON SITE.	_____		
8. INSPECTION LOG SHEETS ON SITE.	_____		
9. PERSONNEL MANAGING HWAA HAVE CURRENT DOCUMENTED TRAINING.	_____		
10. EMERGENCY SPILL RESPONSE PROCEDURES POSTED (PSNS 5090/9).	_____		
11. FIRE EXTINGUISHERS PRESENT AND CURRENTLY INSPECTED (MONTHLY).	_____		
12. METHOD TO PROVIDE ALARM FOR EMERGENCIES.	_____		
13. LOCATED >50 FEET FROM BREMERTON NAVAL COMPLEX FENCE LINE, UNLESS IN A BUILDING.	_____		
14. NOT LOCATED ON A PIER OR IN A DRY DOCK.	_____		
15. SUFFICIENT AISLE SPACE (MINIMUM 36 INCHES) IS MAINTAINED.	_____		
16. INVENTORY RECORDS FORWARDED TO CONTRACTING OFFICER MONTHLY	_____		
17. INSPECTION LOGS FORWARDED TO CONTRACTING OFFICER MONTHLY	_____		
18. WASTE "AWAITING DESIGNATION" IS SEGREGATED FROM DESIGNATED HW.	_____		
19. ID LABELS ON CONTAINERS ARE PROPERLY FILLED OUT.	_____		
20. A WIS IS COMPLETED FOR EACH TYPE OF WASTE BEING DISPOSED.	_____		
21. FLAMMABLE, COMBUSTIBLE, OR REACTIVE WASTE STORED PER THE LOCAL FIRE CODE.	_____		
22. CONTAINERS ARE IN GOOD CONDITION AND HAVE PROPER FITTING LIDS.	_____		
23. CONTAINERS CLOSED EXCEPT WHEN ADDING OR REMOVING WASTE.	_____		
24. HW LABELS VISIBLE AND START DATE FILLED IN.	_____		
25. INCOMPATIBLE HW SEPARATED BY DIKE, BERM, WALL, OR OTHER DEVICE.	_____		
26. CERTIFICATION FORM POSTED.	_____		
* INITIAL CERTIFICATION INCLUDES ATTRIBUTES 1-14 ONLY.			
INSPECTOR'S SIGNATURE	PHONE	DATE	TIME
PSNS 5090/137 (Rev. 4-00) (Back)			

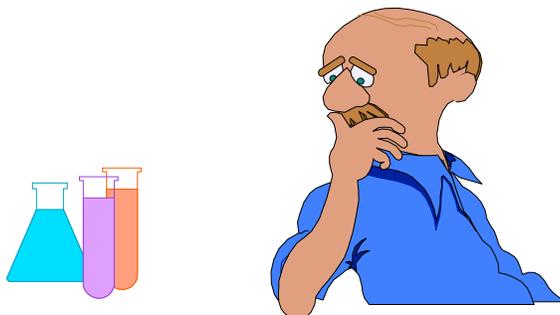
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## HOW AND WHO WILL BE DOING MY SAMPLE ANALYSIS FOR THE WASTE DESIGNATION?

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If **you** are responsible for disposing of your waste, then typically the contract also specifies that you are responsible for sampling and analysis of the waste. Before submitting samples to be analyzed, confer with your Contracting Officer to verify the analysis required to ensure proper designation of the waste. The Contracting Officer will work with Shop 90HM to determine the required analysis (tests) for waste designation. When metals are a concern, analysis will include the eight RCRA metals, plus copper, nickel, and zinc. The contractor must prepare and submit for Government approval a Sampling and Analysis Plan, prior to collecting samples.

Sampling of waste is to be accomplished using the procedures in Environmental Protection Agency (EPA) Publication, *Samplers and Sampling Procedures for Hazardous Waste Streams*, EPA 600/2. Waste analysis is to be accomplished by using EPA Publication, *Test Methods for Evaluation Solid Waste - Physical/Chemical Methods*, SW-846. Washington Department of Ecology also has a publication which adopts the EPA Publication, *Chemical Testing Methods for Designating Dangerous Waste*, #97-407.

If the Government is responsible for waste disposal, the sampling and analysis will be accomplished by the BNC, unless otherwise specified in the contract.

If analytical results are available before the job starts, include it with your WIS.

A list of environmental laboratories accredited by the Washington Department of Ecology is available at their website at <http://www.ecy.wa.gov/programs/eap/labs/lablist.html>.



**Quick Tip:** Shop 90HM provides information on what analysis is required for waste designation. The Government must review and approve your Sampling and Analysis Plan, prior to collecting samples.



**Quick Tip:** PSNS & IMF, Shop 90HM will ALWAYS designate your waste.



**Quick Tip:** Waste being sampled for designation must be managed as WAD.

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## WHO'S RESPONSIBLE FOR WHAT?

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**You, the Contractor,** are responsible to comply with your contract specifications (including your approved Environmental Plan and Hazardous Waste Management Plan), in addition to complying and being trained in all the Federal, State, and local regulations.

**Your Contracting Officer** is responsible to ensure that you are aware of our hazardous waste requirements, to monitor your compliance, and to be a liaison between you and the BNC. They are also responsible to answer any questions you have regarding hazardous waste requirements.

**PSNS & IMF Code 106** is responsible to act as the overall program coordinator for hazardous waste management and provides compliance information and technical assistance for PSNS & IMF. They do all the reporting to regulatory agencies and interpret laws and regulations. They are the registration point for accumulation areas and will initially inspect and approve accumulation areas.

**NAVSTA Bremerton, Code N45A4,** provides compliance information and technical assistance for Naval Station Bremerton. They are the registration point for accumulation areas and will initially inspect and approve accumulation areas.

**PSNS & IMF Code 134** analyzes samples when the BNC is responsible for waste disposal. They perform quality assurance checks for outside analysis.

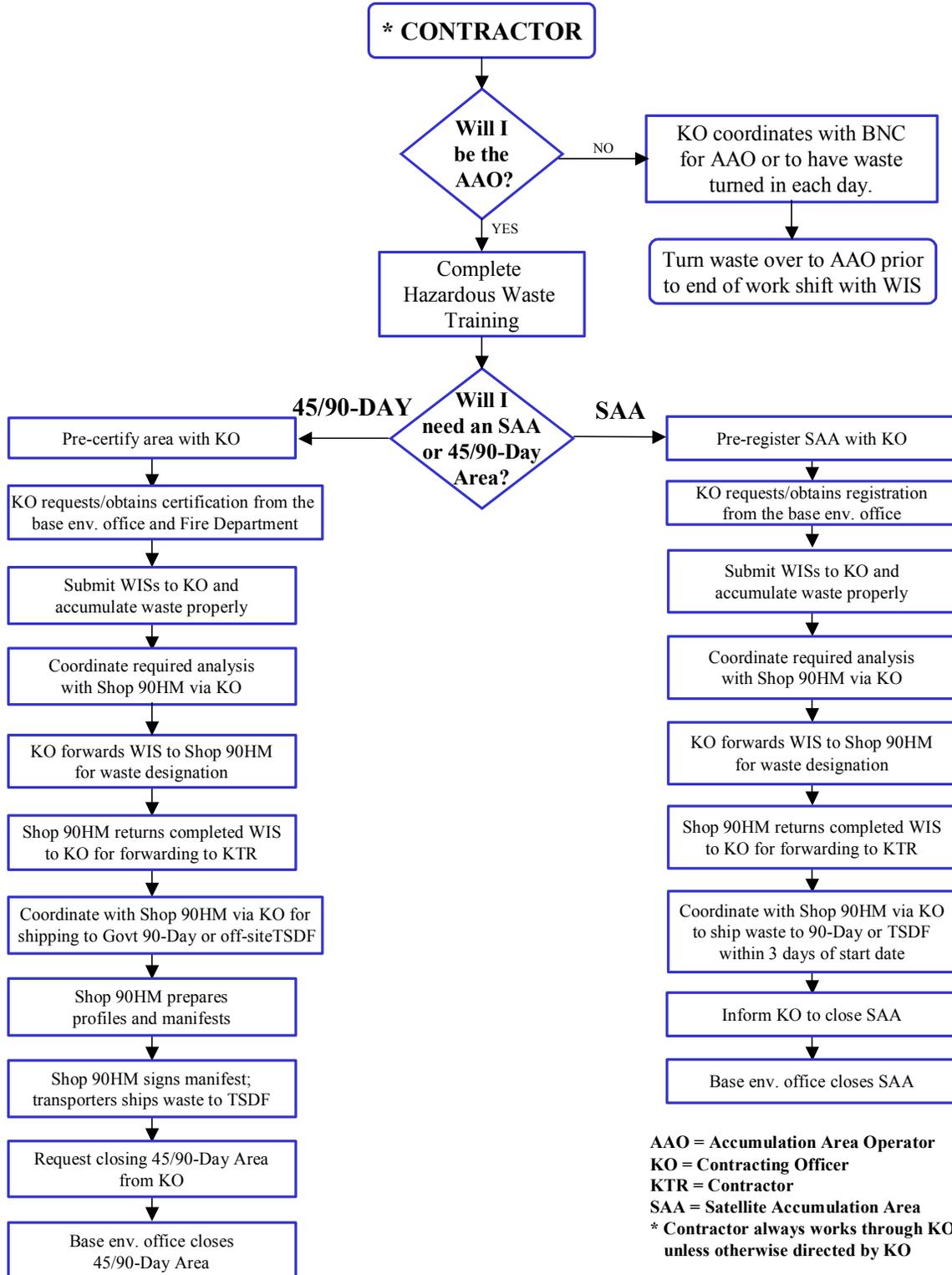
**PSNS & IMF Shop 90HM** determines proper designation, classification, and disposition of all waste. They collect samples when the BNC is responsible for disposal, unless otherwise specified in the contract. They provide information on labeling and marking. They provide all required labels. Depending on the contract specifications, they may supply containers, be the Accumulation Area Operator, and arrange for the off-site transport and disposal of hazardous waste.

**Code N3211, Fire Department,** inspects all work areas to ensure the safe storage of chemicals in an effort to reduce fire hazards. The Fire Department jointly inspects and approves 45/90-Day Accumulation Areas with the base environmental office.

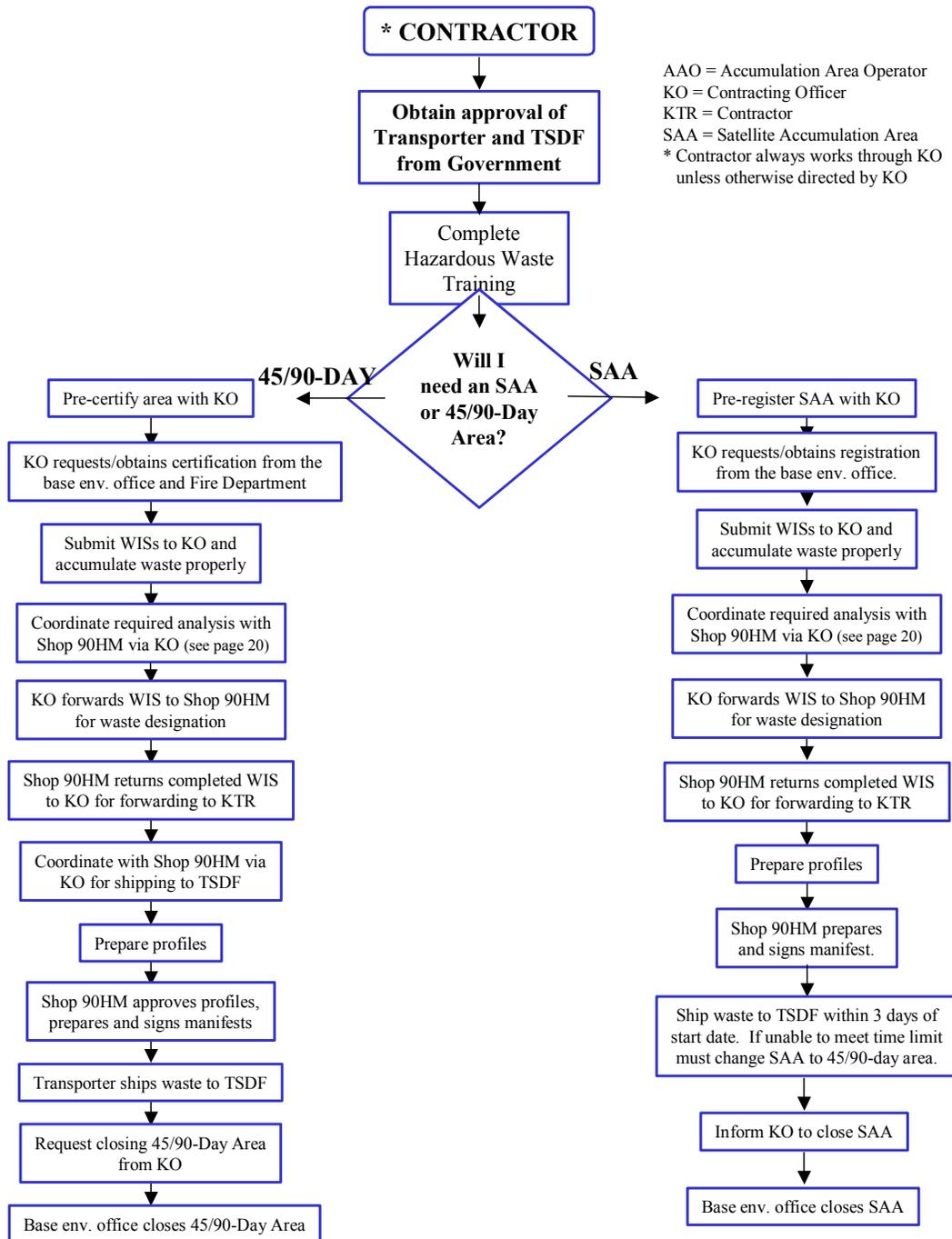
On the following pages you will find two flowcharts. The first is an overview of the path that will be taken when the BNC is disposing of the waste. The second is the path taken if you are disposing of the waste.

*Bremerton naval complex*

## BNC DISPOSING OF CONTRACTOR WASTE FLOWCHART



# CONTRACTOR DISPOSING OF WASTE FLOWCHART



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## THE ROAD TO COMPLIANCE

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In conclusion, the road to compliance depends on everyone knowing their responsibilities and proper procedures for managing waste. We all have responsibilities to help ensure compliance with all the regulations. This guide, in addition to the *Contractor's Guide to Environmental Compliance*, are valuable tools to help you in meeting your responsibilities for hazardous waste compliance.

***We wish you environmental success on this project and in the future!!!***

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# TELEPHONE LISTING

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## EMERGENCIES (Medical Assistance, Fire, Flooding, Emergency Spill Response, etc.):

When using a BNC telephone ..... 911  
 When using a non-BNC telephone system ..... 360-476-2222

## CONTRACTING OFFICES

EFA-NW Bremerton ROICC, Building 467 ..... 360-476-8130  
 or 360-476-4552  
 EFA-NW Silverdale Field Office ..... 360-396-6844  
 Supervisor of Shipbuilding (SUPSHIP) ..... 360-476-4326  
 Fleet and Industrial Supply Center (FISC) ..... 360-476-4289  
 NAVSTA Bremerton, Contract Oversight (QAE).....360-476-7947

## BNC ENVIRONMENTAL MANAGERS (For Emergency Use Only):

<u>PROGRAM</u>	<u>PSNS &amp; IMF</u>	<u>NAVSTA BREMERTON</u>
Air (Permits/Discharges/ODS)*	360-476-0124	
Asbestos	360-476-4699	360-476-4744
Contracts Support	360-476-0136	360-476-6691
Hazardous Material*	360-476-4364	
Hazardous Waste (HW)	360-476-5734	360-476-6067
Historical/Natural Resources	360-476-4049	360-476-6691
Installation Restoration	360-476-2630	360-476-6082
PCBs	360-476-0127	360-476-6067
Solid Waste*		360-476-6083
Spill Prevention and Response*	360-476-1842	
Water Quality and Stormwater/Sewer Discharge	360-476-0118	360-476-6614

\*Program is managed for all of the BNC by the activity whose phone number is listed.

## BNC ENVIRONMENTAL SERVICES (For Emergency Use Only):

Waste Designation\*\* .....360-476-8607  
 HW/PCB (Containers/Labels/Turn-In (B-367)\*\* ..... 360-476-7777

\*\*Services provided for all of the BNC.

## REPLACEMENT OF TWO WESTMONT 25 TON PORTAL CRANES

### FIRE EXTINGUISHERS

Fire extinguishers are required on work sites per NFPA 241 and NFPA 10. Check with the base Fire Inspector for proper type, size, and number needed.

### Hot Work / Hazard PERMITS

The fire code regulating hot work is NFPA 51B base specific hot work regulations are in COMNAVREGNWINST 11320.2A Chapter 7 or contact the base fire inspector. All work involving equipment capable of emitting heat, sparks, or open flames requires a hot work permit issued by the Fire Prevention Office. These permits can be arranged through the base Fire Inspector. Each permit site may receive a random inspection by the Fire Inspector. It is the responsibility of the contractor to ensure that the work site is properly prepared and to provide a suitable fire extinguisher for the type of work. The Fire Extinguisher shall be serviced and up to date. A dedicated trained fire watch is required for hot work, and must be provided by the permit requester. ***No hot work shall begin until the Fire Inspector or Fire Department designee issues a Hot Work / Hazard permit.***

***A 24-hour notice for requesting for a hot work permit will help with scheduling and a timely response.***

**Open burning of slash or other material is prohibited.**

**For a fire watch training class please contact the base Fire Inspector to make arrangements.**

### HOT TAR APPLICATION

Tar kettle operation requirements are found in NFPA 1 current addition. Before operation begins, you must obtain a hot work permit from the Fire Prevention Office. Tar kettles shall not be operated inside, on roofs, or within 10 feet of any building or exit door. They shall be continuously attended by a knowledgeable operator who shall stay in sight and within 25 feet of the kettle. A minimum of two approved 4A:40-BC Fire extinguishers shall be within 25 ft of the operating kettle and one 4A:40-BC fire extinguisher on the roof. All components on the kettle (i.e., gauges, thermostats, igniter, and lids) shall be in good working order. Tar kettles shall not be moved while they are being heated (flame on). Materials being heated shall not be heated above their flash points. ***All safety equipment shall be in good working order at all times.***

### ELECTRICAL

Extension cords and appliance cords shall be UL listed and kept in good working order at all times. If an appliance cord comes with a ground plug on it, it shall stay in good working order. Frayed or damaged cords shall be repaired by a qualified person or removed from the site. GFI protection shall be used on site to help eliminate electrical shock hazards.

### FUEL CANS AND FUELING OPERATIONS

All fueling operations shall meet the NFPA 30 Flammable and Combustible Code. The only authorized portable fuel can defined in NFPA 30 is a "safety can." A "safety can" is an approved container of not more than 5 gallons (18.9 L) capacity, having a spring-closing lid and spout cover, and so designed that it will safely relieve internal pressure when subjected to fire exposure. Plastic containers shall not be brought onto the bases for use with flammable liquids fuels.

## REPLACEMENT OF TWO WESTMONT 25 TON PORTAL CRANES

### FIRE DANGER SIGNS

CNRNW Adheres to the County and State DNR fire danger restrictions for the bases in the corresponding areas. Fire danger signs are permanently located at some bases in the region at the entrance gates and area which are subject to routine vehicle traffic. Any questions please contact the fire inspector for that base.

Fire danger signs identify the level of potential fire hazard for all wooded or grass areas. Fire danger restrictions apply to all personnel working, living on, or visiting area bases.

Fire danger levels restrictions are:

- **Low** (green) — Observe normal fire prevention precautions.
- **High** (yellow) — Smoking is permitted within designated smoking areas. No open fires. No woodcutting. The Fire Prevention Office shall approve Cutting/welding operations indoors on a case-by-case basis.
- **Extreme** (red) — Smoking is permitted within designated smoking areas. No smoking in vehicles. No open fires. No woodcutting. The Fire Prevention Office must approve Cutting/welding operations in wood or grassy areas on a case-by-case emergency basis.

*Thanks for your cooperation*



## ***CNRNWF&ES FIRE PREVENTION PRACTICES***

Commander Navy Region Northwest Fire & Emergency Services *has an established fire prevention program, which is governed by the Department of the Navy and the National Fire Protection Association. These regulations are enforced by the Fire Prevention Office of the CNRNWF&ES, under the authority granted by the Commanding Officer of NAVY Region Northwest. Your observance of these fire prevention practices will greatly enhance the efficiency of your work performance, reduce delays, and provide a safer work environment. Your cooperation is very much appreciated.*

*The information listed below is taken from **COMNAVREGNWINST 11320.2A, NFPA, and UFC.** If you have any questions, please contact the Fire Prevention Office at the base you are working on.*

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### EMERGENCY TELEPHONE NUMBERS

REPLACEMENT OF TWO WESTMONT 25 TON PORTAL CRANES

BASE

CELL

<b>NBK-Bremerton</b>	<b>911</b>	<b>476-3333</b>
NBK-Bangor	911	396-4444
Keyport	911	396-2222
Whidbey	911	257-3333
Everett	911	304-3333

Fire Prevention Offices phone numbers

<b>NBK-Bremerton</b>	<b>476-3124</b>	<b>476-5224</b>
NBK-Bangor	396-0139	396-0140
Keyport	396-1601	
Whidbey	257-6109	2571496
Everett	304-3086	

**FAX VEH REGISTRATIONS TO 476-8449 or submit via email to  
mary.c.cruz@navy.mil**

TO: INDUSTRIAL SECURITY OFFICE C/1122.2

FROM:

SUBJECT: Vehicle Pass Request (**Dates**) **FROM** \_\_\_\_\_ **TO** \_\_\_\_\_.

Please ISSUE ( ) HANGING PASSES.

[ ] PRIME CONTRACTOR NAME:

[ ] SUB CONTRACTOR NAME

**SERVICE PASS ( ) EA.** \_\_\_\_\_.

VEHICLE YEAR/MAKE/MODEL: \_\_\_\_\_ PLATE: \_\_\_\_\_

- 1.
- 2.
- 3.

**LAYDOWN ( ) EA.** \_\_\_\_\_ **LAYDOWN AREA:** \_\_\_\_\_.

VEHICLE YEAR/MAKE/MODEL: \_\_\_\_\_ PLATE: \_\_\_\_\_

- 1.
- 2.
- 3.

**LOAD/UNLOAD ( ) EA.** \_\_\_\_\_.

V VEHICLE YEAR/MAKE/MODEL: \_\_\_\_\_ PLATE: \_\_\_\_\_

- 1.
- 2.
- 3.

For work on Contract # \_\_\_\_\_ . Passes are needed for the following reason:

JUSTIFICATION: \_\_\_\_\_

Gov't Rep Name \_\_\_\_\_ Shop/Code \_\_\_\_\_

Phone Number \_\_\_\_\_

# FOREIGN INTEREST DETERMINATION

Ref: OPNAVINST N9210.3 & NAVSEAINST 5510.2

*(Type or print all answers)*

## PENALTY NOTICE

Failure to answer all questions or any misrepresentation (by omission or concealment, or by misleading, false or partial answers) may serve as a basis for denial of access to Naval Nuclear Propulsion Information (NNPI) and/or NAVSEA facilities. In addition, Title 18, United States Code 1001, makes it a criminal offense, punishable by a maximum of five (5) years imprisonment, \$15,000 fine, or both, to knowingly make a false

statement or representation to any Department or Agency of the United States, as to any matter within the jurisdiction of any Department or Agency of the United States. This includes any statement made herein which is knowingly incorrect, incomplete or misleading in any important particular.

## PROVISIONS

1. This report addresses requirements of DOD 5220.22-M, OPNAVINST N9210.3, and NAVSEAINST 5510.2. While you are not required to respond, your eligibility cannot be determined if you do not complete this form. Access to NNPI and/or NAVSEA facilities is contingent upon your compliance with the requirements of OPNAVINST N9210.3 or NAVSEAINST 5510.2.

2. When this report is submitted in confidence and is so marked, applicable exemptions to the Freedom of Information Act will be invoked to withhold it from public disclosure.

3. Complete all questions on this form. Mark "Yes" or "No" for each question. If your answer is "Yes" furnish, in full, the complete information under "Remarks."

## QUESTIONS AND ANSWERS

	YES	NO
1. (Answer 1a or 1b) a. (For entities which issue stock): Do any foreign person(s) directly or indirectly, own or have beneficial ownership of 5 percent or more of the outstanding shares of any class of your organization's equity securities?		
b. (For entities which do not issue stock): Has any foreign person, directly or indirectly, subscribed 5 percent or more of your organization's total capital commitment?		
2. Does your organization directly, or indirectly through your subsidiaries and/or affiliates, own 10 percent or more of any foreign interest?		
3. Do any non-U.S. citizens or persons holding dual citizenship serve as members of your organization's board of directors (or similar governing body), officers, executive personnel, general partners, regents, trustees, or senior management officials?		
4. Does any foreign person(s) have the power, direct or indirect, to control the election, appointment, or tenure of members of your organization's board of directors (or similar governing body) or other management positions of your organization, or have the power to control or cause the direction of other decisions or activities of your organization?		
5. Does your organization have any contracts, agreements, understandings, or arrangements with a foreign person(s)?		
6. Does your organization, whether as borrower, surety, guarantor, or otherwise have any indebtedness, liabilities, or obligations to a foreign person(s)?		
7. During your last fiscal year, did your organization derive: a. 5 percent or more of its total revenues or net income from any single foreign person?		
b. In the aggregate, 30 percent or more of its revenues or net income from foreign persons?		
8. Is 10 percent or more of any class of your organization's voting securities held in "nominee" shares, in "street names," or in some other method which does not identify the beneficial owner?		
9. Do any of the members of your organization's board of directors (or similar governing body), officers, executive personnel, general partners, regents, trustees, or senior management officials hold any positions with, or serve as consultants for, any foreign person(s)?		
10. Is there any other factor(s) that indicates or demonstrates a capability on the part of foreign persons to control or influence the operations or management of your organization?		

# FOREIGN INTEREST DETERMINATION

**REMARKS** *(Attach additional sheets, if necessary, for a full detailed statement.)*

## CERTIFICATION

I CERTIFY that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

**WITNESSES:**

\_\_\_\_\_  
*(Date Certified)*

By \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Authorized Contractor Representative)*

\_\_\_\_\_  
*(Typed Name of Contractor)*

NOTE: In case of a corporation, a witness is not required but the certificate below must be completed. Type or print names under all signatures.

\_\_\_\_\_  
*(Title of Authorized Contractor Representative)*

\_\_\_\_\_  
*(Address)*

NOTE: Contractor, if a corporation, should cause the following certificate to be executed under its corporate seal, provided that the same officer shall not execute both the Agreement and the Certificate.

## CERTIFICATE

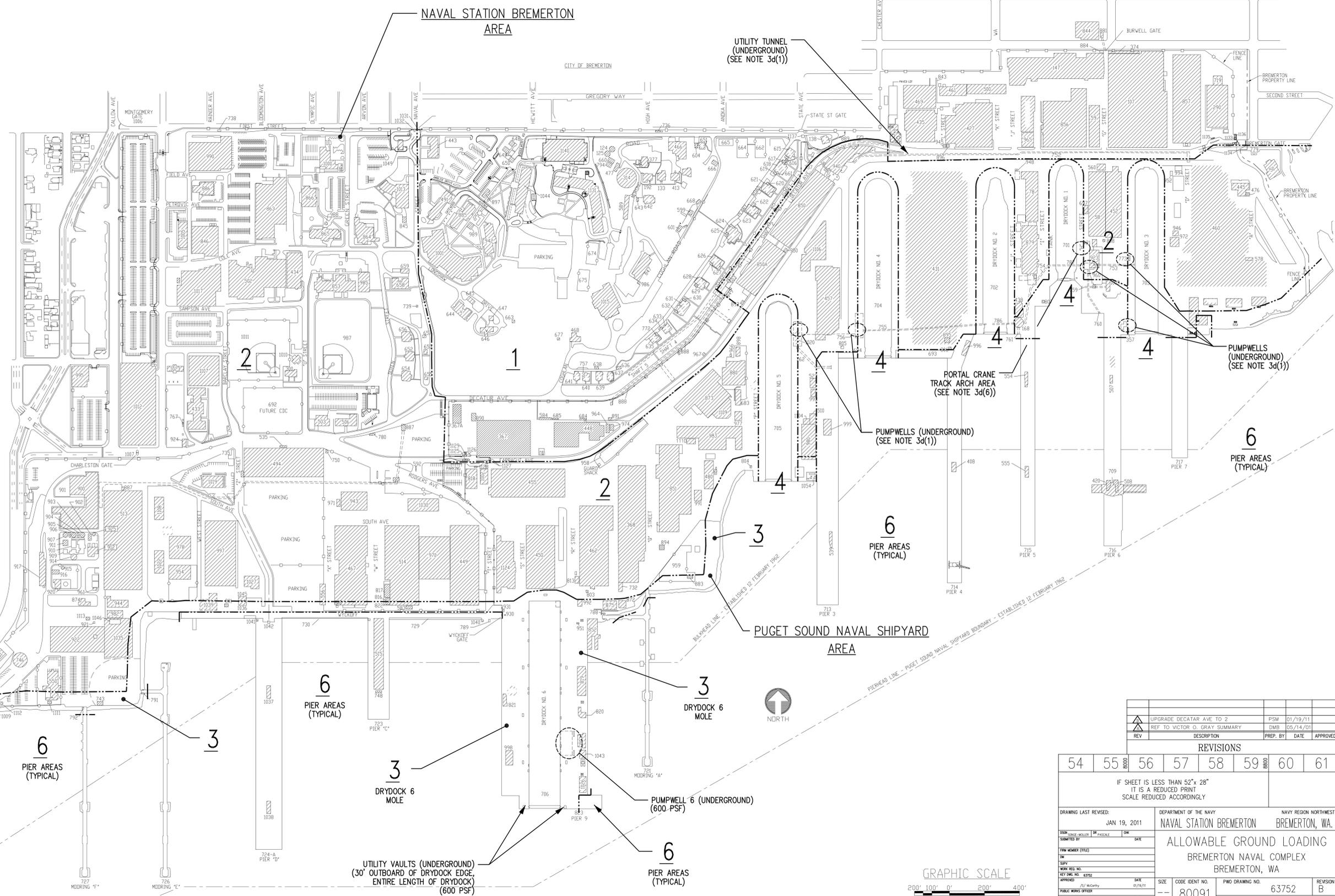
I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
of the corporation named as Contractor herein; that \_\_\_\_\_  
who signed this certificate on behalf of the Contractor, was then \_\_\_\_\_,  
of said corporation; that said certificate was duly signed for and in behalf of said corporation by authority of its governing body, and is  
within the scope of its corporate powers.

\_\_\_\_\_  
*(Signature and Date)*

*(Corporate Seal)*

**GENERAL NOTES:**

1. BACKGROUND: THIS DRAWING PROVIDES GUIDANCE FOR STANDARD ALLOWABLE GROUND LOADS OF THE SURFACE AREAS AT BREMERTON NAVAL COMPLEX AND ADDRESSES ACCEPTABLE AREA LOADS, MOBILE CRANE OUTRIGGER LOADS AND WHEEL LOADS. IT IS THE CRANE OPERATORS RESPONSIBILITY TO ENSURE THE ALLOWABLE GROUND LOADING IS NOT EXCEEDED AND CRANE OPERATORS SHALL DETERMINE THE GROUND LOADING CREATED BY THE CRANE OPERATIONS BY WHATEVER MEANS NECESSARY TO ENSURE THE ALLOWABLE GROUND LOADING IS NOT EXCEEDED.
2. AREA DEFINITIONS:
  - AREA 1: ALL BREMERTON NAVAL COMPLEX LAND NORTH OF A LINE DRAWN FROM THE SOUTH EDGE OF FARRAGUT AVE AND EAST OF DEWEY STREET
  - AREA 2: ALL BREMERTON NAVAL COMPLEX LAND SOUTH OF A LINE DRAWN FROM THE SOUTH EDGE OF FARRAGUT AVE AND WEST OF DEWEY STREET AND INCLUDING ALL OF THE AREA SOUTH OF A LINE RUNNING PARALLEL TO THE NORTH EDGE OF DECATUR AVE. FROM J-43 TO D-49
  - AREA 3: A SUB-AREA OF AREA 2 THAT LIES APPROXIMATELY WITHIN 100 FT OF THE WATERFRONT (INCLUDES DRYDOCK 6 MOLE)
  - AREA 4: A SUB-AREA OF 2 THAT LIES WITHIN 50 FT OF THE EDGE OF DRYDOCKS 1 THRU 5, NOT INCLUDING THE PORTAL CRANE RAIL
  - AREA 5: PORTAL CRANE TRACKS WITHIN ANY AREA
  - AREA 6: PIERS, MOORINGS AND NUMBERED QUAY WALL STRUCTURES WITHIN ANY AREA
- ALLOWABLE LOADS:
  - A. AREA LOADING (THE LOADING AREA SHOULD BE > 4' x 4' AND DOES NOT INCLUDE CRANE OUTRIGGER LOADS OR WHEEL LOADS):
    - AREA 1: ALLOWABLE LOAD < 15,000 POUNDS PER SQUARE FOOT (PSF)
    - AREA 2: ALLOWABLE LOAD < 6,750 PSF
    - AREA 3 & 4: ALLOWABLE LOAD < 4,000 PSF; LOAD BETWEEN PORTAL CRANE RAILS LIMITED TO A TOTAL OF 16,000 LBS
    - AREA 5: ALLOWABLE LOAD < 100,000 POUNDS (SET DIRECTLY ON RAIL); 16,000 LBS SET BETWEEN RAILS
    - AREA 6: REFER TO SUMMARY OF VICTOR O. GRAY STUDY DATED MAY 2001 WITH SPECIFIC MODIFICATIONS (AVAILABLE IN PUBLIC WORKS ENGINEERING OFFICE AND CRANE ENGINEERING)
  - B. MOBILE CRANE OUTRIGGER LOADS:
    - AREA 1: ALLOWABLE LOAD < 15,000 PSF
    - AREA 2: ALLOWABLE LOAD < 6,750 PSF
    - AREA 3 & 4: ALLOWABLE LOAD < 2,700 PSF; LOAD BETWEEN PORTAL CRANE RAILS LIMITED TO A TOTAL OF 16,000 LBS TO PROVIDE A HIGHER ALLOWABLE LOAD, IT IS RECOMMENDED THAT ALL OUTRIGGERS BE SET UP OVER PORTAL CRANE RAILS AS DESCRIBED IN AREA 5
    - AREA 5: ALL OUTRIGGERS SET UP OVER PORTAL CRANE RAILS WITHIN +/- 2 FT; ALLOWABLE LOAD < 100,000 LBS ANY OUTRIGGER NOT SET UP OVER PORTAL CRANE RAILS (I.E. EXCEEDS THE +/- 2 FT LIMIT); ALLOWABLE LOAD LIMITED TO TOTAL LOAD OF 16,000 LBS
    - AREA 6: REFER TO VICTOR O. GRAY STUDY DATED 1982 WITH SPECIFIC MODIFICATIONS (AVAILABLE IN PUBLIC WORKS ENGINEERING OFFICE AND CRANE ENGINEERING)
  - C. WHEEL LOADING:
    - AREA 1, 2, 3, 4 & 5:
      - TRUCK DUAL WHEEL: 16,000 LBS
      - TRUCK SINGLE WHEEL: 8,000 LBS
      - FORKLIFT DUAL WHEEL: 25,000 LBS
      - FORKLIFT SINGLE WHEEL: 12,500 LBS
      - STRADDLE TRUCK WHEEL: 25,000 LBS
      - CRANE DUAL WHEEL OR RT SINGLE WHEEL (APPROX 24" WIDE FOOTPRINT): 25,000 LBS
      - CRANE SINGLE WHEEL: 12,500 LBS
    - AREA 6: REFER TO VICTOR O. GRAY STUDY DATED 1982 WITH SPECIFIC MODIFICATIONS (AVAILABLE IN PUBLIC WORKS ENGINEERING OFFICE)
- NOTE FOR AREA BETWEEN PORTAL CRANE RAILS: THE ABOVE ALLOWABLE WHEEL LOADS APPLY ONLY IF ONE WHEEL IS DRIVEN ALONG PORTAL CRANE RAIL AND, IF DURING SET-UP, THE CRANE RAIL TIE BEAMS (WHICH RUN PERPENDICULAR TO THE CRANE RAIL AT AN APPROXIMATE SPACING OF 20 FT) ARE NOT LOADED. OTHERWISE, LIMIT ALLOWABLE DUAL WHEEL LOAD TO < 16,000 LBS AND SINGLE WHEEL LOAD TO 8,000 LBS.
- NOTE FOR ALL AREAS: WHEEL LOADS WHICH EXCEED A DUAL LOAD OF 16,000 LBS AND SINGLE WHEEL LOAD OF 8,000 LBS (I.E. LARGER CRANES, STRADDLE TRUCKS, AND LARGE FORK TRUCKS) SHALL USE THE TRAVEL ROUTES OUTLINED ON PUBLIC WORKS DRAWING 56933 TO THE MAXIMUM EXTENT POSSIBLE TO REDUCE INFRASTRUCTURE FATIGUE AND DAMAGE.
- D. NOTES:
  - (1) FOR SUBSTRUCTURES SUCH AS MANHOLE LIDS, CATCH BASINS, UTILITY TRENCHES/ TUNNELS, PUMPWELLS, ETC. THESE STRUCTURES SHOULD NOT BE LOADED WITH ANY AREA OR OUTRIGGER LOADS. WHEEL LOADS HERE SHOULD BE LIMITED TO:
    - DUAL WHEEL LOADS < 16,000 LBS
    - SINGLE WHEEL LOADS < 8,000 LBS
  - (2) KEEP A SIX FOOT DISTANCE BETWEEN THE EDGE OF AN AREA OR CRANE OUTRIGGER LOAD AND THE EDGE OF MANHOLES, CATCH BASINS, UTILITY TRENCHES/ TUNNELS, PUMPWELLS, KNOWN UNDERGROUND STRUCTURES/ VOIDS OR OTHER SURFACE UTILITIES.
  - (3) CRIBBING:
    - FOR AREAS 1 THRU 4: IT IS THE CRANE OPERATORS RESPONSIBILITY TO ENSURE THE ALLOWABLE GROUND LOADING IS NOT EXCEEDED AND CRANE OPERATORS SHALL DETERMINE THE GROUND LOADING CREATED BY THE CRANE OPERATIONS BY WHATEVER MEANS NECESSARY TO ENSURE THE ALLOWABLE GROUND LOADING IS NOT EXCEEDED.
    - FOR AREA 1: NO MINIMAL CRIBBING REQUIRED
    - FOR AREAS 2, 3, & 4: MOBILE CRANE OUTRIGGERS MUST BE CRIBBED WITH MINIMUM CRIBBING OF 12" x 4" x 4" TIMBER OR 2" x 4" x 4" STEEL, OR GREATER IF CONDITIONS AND ALLOWABLE LOADING REQUIRES.
    - FOR AREA 5: MOBILE CRANE OUTRIGGERS MUST BE CRIBBED AS FOLLOWS:
      - ALL OUTRIGGERS SET UP OVER PORTAL CRANE RAILS WITHIN +/- 2 FT; 12" x 4" x 4" TIMBER
      - ALL OUTRIGGERS SET UP OVER PORTAL CRANE RAILS WITHIN +/- 1 FT; 3/4" PLYWOOD
  - (4) FOR AREAS 2, 3 & 4: IT IS RECOMMENDED THAT AFTER THE INITIAL MOBILE CRANE SET-UP AND OUTRIGGER PLACEMENT, ROTATE THE CRANE CAB 360 DEGREES (360 DEGREES IS PREFERRED, ROTATE AS FAR AS ANY INTERFERENCE WILL ALLOW) WITH THE HOOK POSITIONED TO CREATE THE MAXIMUM OUTRIGGER LOADING AT ZERO HOOK LOAD. OBSERVE IF ANY SOIL OR PAVEMENT DISTRESS OCCURS PRIOR TO MAKING A LIFT. IF NO DISTRESS OCCURS, PROCEED WITH LIFT. IF DISTRESS IS OBSERVED, CONTACT THE PUBLIC WORKS ENGINEERING DEPARTMENT IMMEDIATELY.
  - (5) FOR AREAS 2, 3 & 4: IN RECENT YEARS, SOME UNDERGROUND VOIDS HAVE BEEN LOCATED DURING EXCAVATIONS. THESE VOIDS ARE NOT DETECTABLE IN ADVANCE. IT IS RECOMMENDED THAT ANY HIGH-RISK LIFT OR PAYLOAD PLACEMENT/ LAYDOWN FIRST BE TESTED VIA A SIMULATED LIFT INCLUDING LAYDOWN. FOR HIGH RISK WORK WHERE GROUND FAILURE WOULD BE UNACCEPTABLE, IT IS RECOMMENDED A WEIGHT OF 1.5X THE LOAD BE PLACED ON THE GROUND, WHERE THE LOAD WOULD BE LANCED, TO ENSURE THE GROUND WILL ADEQUATELY SUPPORT THE LOAD. THE TEST WEIGHT SHOULD BE LIFTED AND THE CAB ROTATED 360 DEGREES (360 DEGREES IS PREFERRED; ROTATE AS FAR AS ANY INTERFERENCE WILL ALLOW) TO ENSURE THE GROUND WILL SUPPORT THE OUTRIGGERS.
  - (6) FOR AREA 5: NO AREA OR OUTRIGGER LOAD SHALL BE APPLIED TO THE ARCHED AREA OF THE CRANE RAIL SUPPORT STRUCTURE AT DRYDOCK 1. SEE PUBLIC WORKS DRAWINGS 57097, 57098 AND 57099 FOR DETAILS.
  - (7) FOR AREAS 5 & 6: ALL PORTAL CRANE RAILS (AREA 5) AND PIERS (AREA 6) HAVE DETAILED ALLOWABLE LOAD MAPS WHICH DELINEATE MAXIMUM ALLOWABLE LOADS AND THEREFORE DETAILS ARE NOT PROVIDED HEREIN.
  - (8) WATERPIT TEST WEIGHTS (APPROX 7' x 9') ARE CONSIDERED TO HAVE AN EFFECTIVE FOOTPRINT OF 64 SQUARE FEET FOR THIS EVALUATION.
  - (9) THESE INSTRUCTIONS DO NOT APPLY TO BUILDINGS. CONTACT THE PUBLIC WORKS ENGINEERING DEPARTMENT FOR ALLOWABLE LOADS WITHIN BUILDINGS.
  - (10) IF A LOAD DOES NOT MEET THE CRITERIA LISTED HEREIN, OR IF ASSISTANCE IS REQUIRED, SUBMIT A WORK ORDER TO THE PUBLIC WORKS ENGINEERING DEPARTMENT FOR ASSISTANCE.
  - (11) THE PUBLIC WORKS ENGINEERING DEPARTMENT CAN BE REACHED AT 476-9709.



REV	DESCRIPTION	PREP. BY	DATE	APPROVED
1	UPGRADE DECATUR AVE TO 2	PSM	01/19/11	
2	REF TO VICTOR O. GRAY SUMMARY	DMB	05/14/01	

**REVISIONS**

IF SHEET IS LESS THAN 52" x 28"  
IT IS A REDUCED PRINT  
SCALE REDUCED ACCORDINGLY

DRAWING LAST REVISED:	JAN 19, 2011	DEPARTMENT OF THE NAVY	NAVY REGION NORTHWEST
SUBMITTED BY:	DATE:	NAVAL STATION BREMERTON	BREMERTON, WA.
FW NUMBER (FIELD):	DATE:	<b>ALLOWABLE GROUND LOADING</b> BREMERTON NAVAL COMPLEX BREMERTON, WA	
FW NUMBER (OFFICE):	DATE:		
KEY DATE NO. 83752	DATE: 02/19/11	SIZE: 80091	CODE IDENT NO. 80091
PUBLIC WORKS OFFICER:	DATE:	CONSTR. CONTR. NO.	63752
REQUESTING ACTIVITY:	SCALE: 200'=1"	SPEC: -	SHEET: 1 OF 1

