

## **Volume 2**

# **Shop Waste Management Plans and Standard Operating Procedures**



*Prepared for:*

**Camp Stanley Storage Activity  
Boerne, Texas**

**September 2010**

## Ordnance Maintenance Branch – Building 90

The Ordnance Maintenance Branch (OMB) is one of the largest operations at CSSA and consequently generates the largest volume of routine non-hazardous municipal waste. This branch is responsible for small arms refurbishing and maintenance operations including degreasing and packaging of weapons. In addition to these activities, the branch operates a small indoor firing range.

Small arms come into the facility and are unpacked. Depending on the condition of the weapons, they are either cleaned in dip tanks using a solvent (mineral spirits) or a closed-loop parts cleaner using Citrisolve™ or Safety-Kleen Gold™ solvent, a less toxic alternative to standard solvents. After reworking, they are washed; test fired, and cleaned with cleaner-lubricant-protector (CLP), bore cleaner, or other non-hazardous solvents. The arms are then processed through a series of dip tanks, which consist of a solvent rinse and volatile corrosion inhibitor (VCI), and finally packaged for storage or shipment.

The indoor firing range is used to test-fire weapons as part of the refurbishing process. The commercial range now used to test weapons incorporates a lead capture and air filtration system. The filters from the indoor firing range(s) are recycled at authorized off-post recycling facilities.

Currently, OMB recycles spent petroleum solvents using three Safety-Kleen Model 250 Recycle Machines. Machine maintenance is performed by Safety-Kleen personnel. In addition to the materials routinely used for the maintenance of weapons, this branch also uses a variety of paints for general use purposes. The wastes generated from this branch may include used paint containers, empty product containers, lead or copper projectiles and filters, small arms ammo casings (steel and brass), gun cleaning patches, used oil, personal protective equipment (PPE), Safety-Kleen or citrus-based solvent sludges, soiled red rags, recyclable materials, and other non-hazardous municipal solid waste (MSW). Satellite accumulation areas for wastes at Bldg 90 are shown as Figures 1 and 2.

### Managed Waste Streams

Table 1 lists the solid and liquid waste streams managed by the shops at Bldg 90.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles, used PPE.	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the recycling center (Bldg 302) or the scrap metal bin near Bldg 78.

<b>Source</b>	<b>Description</b>	<b>Disposal Location</b>
Universal Waste	Used batteries	Transport lead/acid batteries to the Motor Pool (Bldg 4). All other batteries collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
	Paint and paint-related waste	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Paint or Aerosol Containers	Empty aerosol spray paint cans or other metal paint cans from Shop operations	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Used Absorbents	Patches saturated with gun cleaning fluids	Collected in a 55-gallon drum at waste accumulation points throughout Bldg 90. When a drum is $\frac{3}{4}$ full, it is transported to Bldg 86 and disposal is managed through Environmental Office.
Used Safety-Kleen	Sludge produced from parts-washing processes	Collected in a 30- or 55-gallon drum at waste accumulation points throughout Bldg 90. When a drum is $\frac{3}{4}$ full, it is transported to Bldg 86 and disposal is managed through Environmental Office.
Used Abrasives	Abrasives used for grit-blasting activities that may be coated in metals or petroleum-based or paint products	Collected in a 55-gallon drum at waste accumulation points throughout Bldg 90. When a drum is $\frac{3}{4}$ full, it is transferred to Bldg 86 and held for analysis/waste characterization through the Environmental Office.
Waste Water from Water-jet Cutter and Citrus-based Cleaners	Waste water generated during water-jet cutter and parts-washing operations	Collected in 30-gallon drums at waste accumulation points throughout the Shop. Held for analysis/waste characterization through the Environmental Office when the drum is $\frac{1}{2}$ full.
Used Red Rags	Rags saturated with cleaning fluid or oil from Bldg 90 and	Stored in a designated plastic container at Bldg 90 and

<b>Source</b>	<b>Description</b>	<b>Disposal Location</b>
	East Pasture Range Classroom	transported off-post one a week for laundering by a contractor.
Used PPE	Latex gloves and booties coated with lead and/or propellant	Collected as MSW in trash cans/bins at each shop and transported off-post by a contractor.
Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, cleaning fluids, or other dated materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Spent Projectiles and Filters	Recycled lead and copper projectiles and filters	Managed by an outside contractor through the Environmental Office.
Small Arms Ammo Casings	Brass and steel casings	Brass and steel casings are separated into separate containers at Bldg 90 at an accumulation point. Full containers are transported to Bldg 45.
Empty Containers	Empty product containers that once held hazardous materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

### **Shop-specific Standard Operating Procedures**

Table 2 lists the SOPs for managing select waste streams that are specific to Bldg 90. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Handling of Partially-filled Containers	SOP-004
Recycling	SOP-006
Municipal Solid Waste	SOP-007
Operation of Safety-Kleen Parts Washers	SOP-008
New Container Requirements	SOP-009
Labeling and Marking of Nonhazardous Waste Containers	SOP-013
Spent Steel/Brass/Ammo Management	SOP-016
APC Filter Management	SOP-017
Used Abrasives	SOP-018
Management of Waste Water from Water-jet Cutter and Citrus-based Solvent Washers	SOP-020



**Figure 1 – Satellite Accumulation Area 1 at Bldg 90.**



**Figure 2 – Satellite Accumulation Area 2 at Bldg 90.**

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries.* Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.



<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

**APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA’s HAZMART (Bldg 93).

**PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA’s HAZMART.
4. Empty containers shall be taken to CSSA’s HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Handling of Partially Filled Containers</b>		
<b>Document ID: SOP-004</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

Provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel handling of partially filled product containers.

## **APPLICABILITY**

This SOP is applicable to the handling of partially filled product containers.

## **PROCESS**

*Note: Always wear proper personal protective equipment (PPE) including safety glasses when consolidating or mixing paint products and other waste materials to avoid eye contact.*

Partially full containers of waste (e.g., waste paint, pesticides, petroleum waste, or other unusable hazardous materials) should be handled using the following procedures (if you are unsure of whether or not a partially-filled container holds a hazardous material, call the Environmental Office at 210-698-5208):

1. When the material in the partially filled container is no longer needed at the Shop, transfer the container to CSSA's HAZMART for proper storage or disposal.
2. HAZMART will consolidate the contents from other similar containers as much as possible into one container large enough to hold ALL of the waste material. Guidance concerning types of materials that can be consolidated may be obtained by contacting the Environmental Office at (210) 698-5208.
3. If the partially filled container does not have a CSSA HAZMART barcode, clearly label the container with the Shop name and the contents of the container and any other identifying information before taking it to CSSA's HAZMART.

4. **DO NOT** leave an unmarked partially filled container at CSSA's HAZMART without notifying the HAZMART manager.
5. Drained and properly dried containers of material should be considered empty and handled as an empty container (refer to *SOP-003: Handling of Empty Containers*).

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BY RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and



- liquid hazardous materials.

For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

<b>Procedure: Operation of Safety-Kleen Parts Washers</b>		
<b>Document ID: SOP-008</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for operating the Safety-Kleen Parts Washers at Bldg 90 and the East Pasture Range at Camp Stanley Storage Activity (CSSA).

## **2.0 APPLICABILITY**

This SOP applies to all CSSA operations that use Safety-Kleen Parts Washers.

## **3.0 REGULATORY COMPLIANCE**

Safety-Kleen Parts Washers have a totally enclosed recycling process that effectively separates mineral spirit solvents from oil and other impurities. This process does not chemically change the resulting residual material, which can be managed as used oil according to Federal regulations and is exempt from hazardous waste disposal and recovery regulations. Federal Regulation 40 CFR 279 Subpart B, paragraph (b)(2)(iii) documents that where a mixture of mineral spirits and used oil does not exhibit ignitable characteristics, the presence of mineral spirits does not keep the substance from being treated as used oil, even when there is less than 100 percent separation.

In cases where the oily residue is classified as a regulated hazardous waste, Federal Regulation 40 CFR 261.5(a) and 261.5(g)(3) allows this waste to be placed into used oil containers and regulated as used oil.

## **4.0 PROCESS**

### **4.1 General**

Safety-Kleen Parts Washers are used at Bldg 90 and the East Pasture Range and use Safety-Kleen Premium Gold Solvent (containing petroleum distillates and mineral spirits), which can be recycled through distillation to ensure the units operate with fresh solvent.

### **4.2 Safety**

Note: Rehab (Bldg 90) and the East Pasture Range personnel are responsible for the proper handling of residual material by-product and proper use of the Safety-Kleen equipment according to this SOP and the manufacturer's User Manual and specifications.

4.2.1 Read and follow the Material Safety Data Sheet (MSDS) and the unit solvent label before operating the Parts Washers.

Note: The Parts Washers are designed for use at 102°F (39°C) without forced ventilation, such as a fan or ventilation hood.

Note: If Parts Washers are used in higher temperatures, increase the spacing.

4.2.2 Keep the Parts Washers at least three feet from any potential source of ignition, such as electrical receptacles, switches, pilot lights, fixtures, contacts, or other spark-producing devices.

4.2.3 Do not place hot parts in the solvent.

4.2.4 The Parts Washers have a fusible link in the lid assembly to hold the lid open during use. Do not modify, alter, or obstruct the operation of the fusible link and do not leave unattended parts in the sink, which would interfere with closing the lid.

4.2.5 Do not smoke, eat, or drink in the work area where the parts cleaners are located. Wash hands thoroughly with soap and water after using the parts cleaners and before eating, drinking, or using tobacco products.

4.2.6 Do not operate the units in any manner that causes splashing or a mist to form.

4.2.7 Use only in well-ventilated areas.

4.2.8 Wear protective equipment, such as gloves, eyewear, or apron, and follow the protective equipment instructions on the MSDS and solvent label.

- 4.2.9 Do not clean or degrease porous or absorbent materials such as cloth, leather, wood, or paper.
- 4.2.10 Do not use the solvent to clean friction materials, such as brake linings or clutch surfaces, that will be reused.
- 4.2.11 Use only Safety-Kleen Premium Gold Solvent and do not add any other chemicals to prevent a hazardous condition.
- 4.2.12 Do not modify Parts Washers in any manner.
- 4.2.13 Turn off the Parts Washer when adding solvent.
- 4.2.14 Do not add solvent during the recycling process.
- 4.2.15 Periodically clean the sink strainer, but NEVER operate the machine without the strainer.
- 4.2.16 Do not operate or continue to operated the Parts Washer if a leak is observed. Contain the leak, absorb the leaked solvent using a spill kit, and contact the Safety-Kleen representative.
- 4.2.17 Do not leave the Parts Washer unattended when in use.
- 4.2.18 Close the lid when not in use as a safety precaution and to minimize solvent evaporation.

### **4.3 Cleaning Parts**

- 4.3.1 Put on protective equipment.
- 4.3.2 Ensure the parts washer is plugged into a grounded, three-prong outlet that is in working order before pressing the On/Off button.
- 4.3.3 Lift the lid and ensure the lid catches and is held in the upright position.
- 4.3.4 Wipe any loose or excess dirt from the washer.
- 4.3.5 Drain all excess fluids then place parts to be washed in the washer sink.
- 4.3.6 Adjust the nozzle by centering it inside the sink.
- 4.3.7 Push the On/Off button to start the solvent flow through the nozzle and brush.

Note: If the washer does not flow, press and hold the On/Off button for 20 seconds to activate it. Repeat as needed.

4.3.8 Clean the parts in the sink avoiding splashing solvent outside of it. Use a stiff brush to remove any heavy deposits.

Note: Do not use compressed air to agitate the solvent or to dry parts. Do not use this solvent for other operations.

4.3.9 Drain cleaned parts in the parts cleaner sink for about 15 seconds or until dripping stops.

4.3.10 Push the On/Off button to stop the solvent flow.

4.3.11 Keep solvent use to a minimum by closing the parts washer lid when not in use.

#### **4.4 Recycling Solvent**

4.4.1 Ensure the washer lid is closed

4.4.2 Push the Recycle Button to transfer dirty solvent into the distillation tank and return clean fluid into the sink.

Note: This transfer takes about four minutes.

4.4.3 The Discharge Knob will be hot to touch during the recycle process. Do not touch it until the process is complete or the temperature indicator turns green and the knob is cool to touch.

#### **4.5 Residue Removal**

Note: The Recycling (distillation) process separates solids or contaminant particles (residual material) from the used solvent. Once this process is complete, the clean solvent is returned for use in cleaning parts and the residual material is collected in the base of the parts washer.

4.5.1 CSSA personnel will remove the residual material from the washer, collect it in an appropriate container in a satellite accumulation area at Building 90, and transport it to the Bldg 86 waste storage area. The Environmental Office will ensure that the residual material is tested for metals content prior to shipment off-post. This residual material will be treated as used oil (see SOP-010); therefore a Used Oil label should be affixed to the storage drum. Below the Used Oil label, affix a HOLD FOR TEST RESULTS label (see examples below).

# USED OIL

SLUO Printed by Labelmaster, An American Labelmark Co., Chicago, IL 60646 (800) 621-5808

# HOLD FOR TEST RESULTS

Write the date the  
sample was collected  
for analysis.

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<b>Procedure: New Container Requirements</b>		
<b>Document ID: SOP-009</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

Provide a standard operating procedure (SOP) for Camp Stanley Storage Activity container requirements holding liquid and solid wastes (both non-hazardous and hazardous).

**APPLICABILITY**

This SOP is applicable to the use of appropriate containers (30 to 55 gallon size drums) for both nonhazardous waste and hazardous waste collection and accumulation. The containers shall be maintained in accordance with the procedures outlined below.

**PROCESS**

**Container Requirements**

Ensure that the appropriate size containers (30- to 55-gallon drums) are used for both nonhazardous waste and hazardous waste collection and accumulation. The Shop authorized personnel shall ensure that the containers are maintained in accordance with the procedures outlined below. The containers for liquid waste must:

1. Be kept closed and sealed except when removing, adding, inspecting, or sampling waste; or venting the container.
2. Be in good condition having no dents or rust, and closure rings or bungs must be tightly fitted.
3. Be made of or lined with a material which will not react with the waste it will contain.
4. Be opened, closed, and handled in a manner to prevent rupture or leakage of the containers.



5. Each container should have sufficient space (4 inches) between the surface of the liquid and top of the container to ensure neither leakage from overflow nor distortion of the container as a result of expansion.
6. Unused or partially used hazardous materials may be kept in the original 5-gallon (or smaller) containers at Shop as long as the quantity limit, labeling, and container handling requirements are met. Should you have any questions regarding if the waste is a hazardous waste or not, please call the Environmental Office at (210) 698-5208.
7. Small containers must be repackaged into Department of Transportation (DOT) specification drums (i.e., 30 or 55 gallon drums) prior to transportation. This is usually done by the disposal company.

<b>Procedure: Labeling and Marking of Nonhazardous Waste Containers</b>		
<b>Document ID: SOP-013</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel labeling and marking of nonhazardous waste containers.

## **APPLICABILITY**

This SOP is applicable to the labeling and marking of nonhazardous waste containers.

## **PROCESS**

Each shop will place a warning label on each container used for nonhazardous waste collection.

The following information must be placed on the nonhazardous waste label (all entries shall be made in indelible marker):

1. SHIPPER (include Shop Name).
2. CONTENTS (See Table 1 in Shop Waste Management Plan).

**NON-HAZARDOUS WASTE**

SOLID WASTE EXCLUDED FROM REGULATION UNDER 40CFR 261.4 (b)

**GENERATOR INFORMATION: (optional)** *SHOP NAME*

SHIPPER CAMP STANLEY STORAGE ACTIVITY, U.S. ARMY

ADDRESS 25800 RALPH FAIR RD.

CITY, STATE, ZIP BOERNE, TX 78015

CONTENTS: LIST TYPE OF WASTE (see below)

**NON-HAZARDOUS WASTE**

GWMT LABELMASTER® (800) 621-5808 www.labelmaster.com

Write the Shop name somewhere on the label.

**Possible types of Non-hazardous Waste to be entered on the container label:**

1. Used Antifreeze
2. Used Absorbant
3. Used Abrasives

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Spent Small Arms Ammunition Cartridge Management</b>		
<b>Document ID: SOP-016</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>14 Sept 10</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) spent small arms ammunition cartridge management. Small arms ammunition are defined as items smaller than 50 caliber. The small arms cartridges are segregated by type and sent to appropriate recycling facility for proper reuse of recycling.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate small arms casings.

## 3.0 PROCESS

The following is a description of CSSA management and handling procedures.

### **Spent Small Arms Ammunition Cartridges**

Fired brass (small arms: 7.62mm, 5.56mm, 9mm, etc.) will be segregated by type and will be free of all foreign substances, such as steel clips, links, sand, and dirt.

(1) All brass will be kept within appropriate labeled containers at the range(s) or within Building 90 until containers are full at which time will be turned over to Munitions Storage Maintenance Branch (MSMB) Personnel for inspection and turn in to the Defense Logistics Agency (DLA). Brass from test fires at the indoor range adjacent to Building 44 will be collected upon completion of firing and turned in to MSMB Personnel.

(2) MSMB Personnel will transport brass to Building 45 for temporary storage until an inspection by certified personnel can be conducted.

(3) Turn in of all brass to DLA will be done on DD 1348's with the following statement and

signature of the inspecting individual hand written on it in the remark blocks:

“I certify that the above listed items are free of any and all explosive residue per my inspection on (date).”

(4) All quantities on the DD 1348's will be written in pounds, not by number of shell casings turned in. All markings or lettering on the outside of empty containers must be obliterated and the container marked as empty except if the container is to be used later to reissue ammunition. MSMB Personnel have a designated storage area for all containers that are to be used at a later date. The container must be completely marked out with Black paint and kept in the designated storage area. If empty ammunition containers are going to DLA, the following is required:

(1) All markings of lettering on the outside of the container must be obliterated and the container marked as empty. Empty containers that are subject to turn-in to DLA will be marked by affixing a weather resistant placard or tag stenciled with the word “EMPTY” in approximately 1-inch letters. Palletized containers will be marked with the word “EMPTY” on at least one side of the pallet. Each ammunition container that is not palletized will be marked individually with a tag or placard with the word “EMPTY” on it.

(2) Munitions containers will have all explosive residue and rounds removed. Plastic and cardboard must be removed from these containers and all hazardous markings must be obliterated and the container marked as empty.

(3) All ammunition containers will not be used for any other purpose except storage of ammunition, until the container has been inspected and marked by certified personnel.

(4) High-dollar value containers (aviation ordnance containers, copperhead cans, etc.) will be returned to the MSMB. All hazardous markings are to be obliterated and the container marked as empty.

<b>Procedure: Management of Air Pollution Control Filters from Munitions Range Activity</b>		
<b>Document ID: SOP-017</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel managing filters generated from air pollution control (APC) devices on indoor weapons and ammunition testing facilities. This includes the filters generated at weapons testing facility in Bldg. 90 Test Fire Room and the quick range near Bldg. 44 used to test ammunition.

**APPLICABILITY**

This SOP is applicable to the management of filters as recyclable metal.

**PROCESS**

CSSA’s Environmental Shop is responsible for managing the used air filters generated from ammunition and weapons testing facilities. The recyclable metals generated from the APC units are defined as “sludge” by 30 Texas Administrative Code (TAC) section 335.17(2)/ section 336.003 Texas Health and Safety Code. Therefore the APC filters are exempt from being a solid waste when reclaimed pursuant to 30 TAC section 335.1(131)(D)(iii). The used filters are managed in supplied Carboys from ECS Refining located in Terrell, Texas. Recyclable metal containers will have a “scrap metal for recycling” label on each container used for metals recycling collection (see example below).

# **SCRAP METAL FOR RECYCLING**

<b>Procedure: Used Abrasives</b>		
<b>Document ID: SOP-018</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel managing used abrasives generated from grit blasting operations. This includes the abrasives generated at the Operations and Maintenance Branch at Bldg. 90 and the Motor Pool at Bldg 4.

## **APPLICABILITY**

This SOP is applicable to the management of used abrasives from grit-blasting activities.

## **PROCESS**

1. Following grit-blasting activities, used abrasives should be stored in a 55-gallon drum at either a waste accumulation point inside Bldg 90, or in the waste storage area outside Bldg 4 (if generated at the Motor Pool).
2. When the first material is placed in the empty drum, affix a NON-HAZARDOUS WASTE label to the outside of the drum and label the contents as USED ABRASIVES.
3. When the drum is  $\frac{3}{4}$ , contact the Environmental Office at (210) 698-5208 to arrange for transfer of the drum to the Bldg 86 waste storage area.
4. The contents of the drum will be analyzed by a laboratory prior to disposal off-post by a contractor. Below the NON-HAZARDOUS WASTE label, affix a HOLD FOR TEST RESULTS label (see examples below).



**NON-HAZARDOUS WASTE**

**NON-HAZARDOUS WASTE**

SOLID WASTE EXCLUDED FROM REGULATION UNDER 40CFR 251.4 (b)

GENERATOR INFORMATION: (optional) **SHOP NAME**

SHIPPER CAMP STANLEY STORAGE ACTIVITY, U.S. ARMY

ADDRESS 25800 RALPH FAIR RD.

CITY, STATE, ZIP BOERNE, TX 78015

CONTENTS: USED ABRASIVES

GWMT LABELMASTER® (800) 621-5808 www.labelmaster.com

Write the Shop name somewhere on the label.

**HOLD FOR TEST RESULTS**

---

Write the date the sample was collected for analysis.

<b>Procedure: Management of Waste Water from Water-jet Cutter and Citrus-based Solvent Washers</b>		
<b>Document ID: SOP-020</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>14 Sept 2010</b>

## **1.0 PURPOSE**

This document provides a standard procedure for managing waste water from the water-jet cutter and citrus-based solvent washers at Camp Stanley Storage Activity (CSSA) Building 90.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA operations that use water-jet cutters or citrus-based solvent parts washers.

## **3.0 PROCESS**

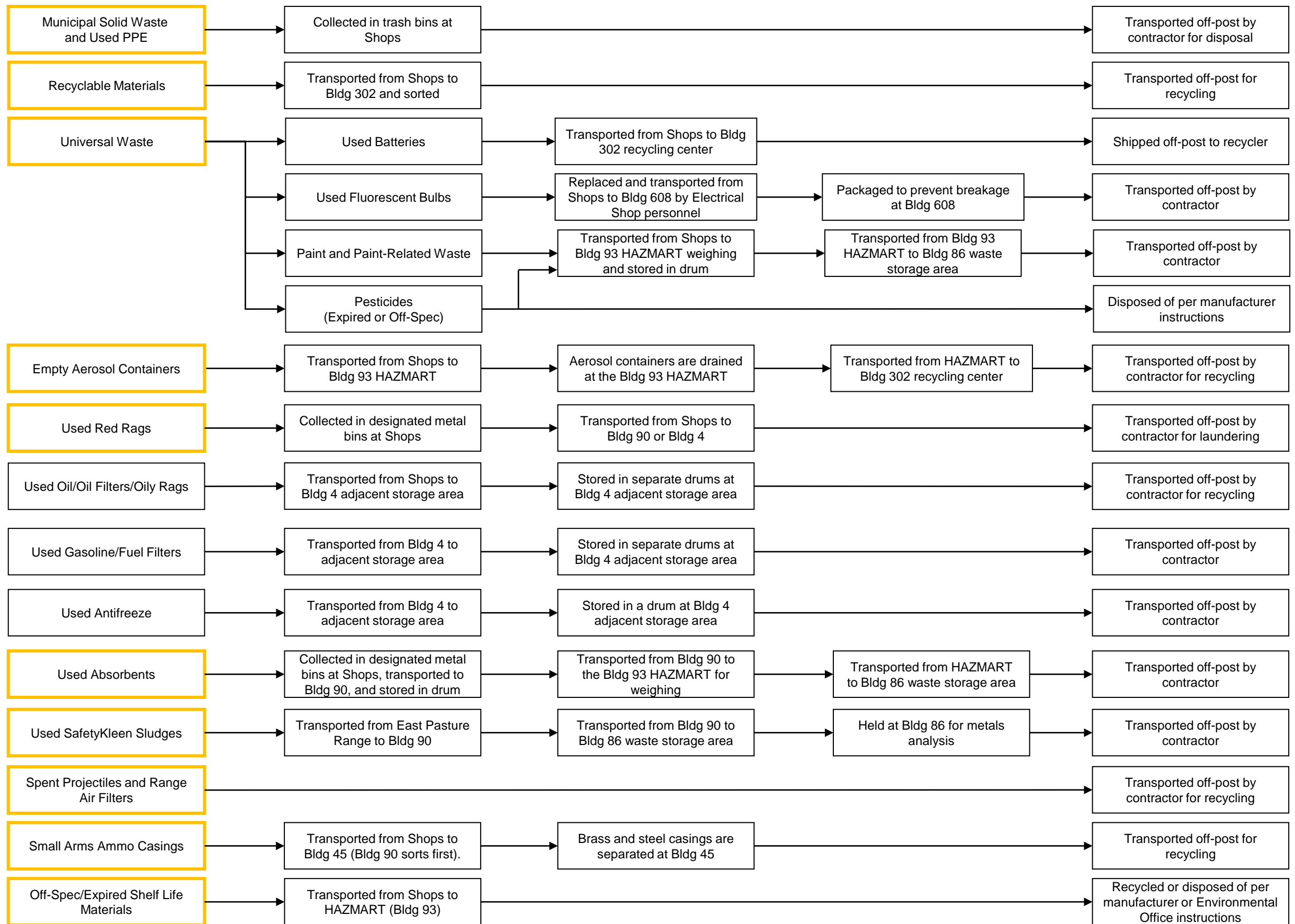
CSSA personnel will remove the waste water from the water-jet or parts washer, collect it in an appropriate container in a satellite accumulation area at Building 90, transport it to the Bldg 86 waste storage area, and notify the Environmental Office. The Environmental Office will ensure that the residual material is tested for metals content prior to shipment off-post. A HOLD FOR TEST RESULTS label (see example on back page) should be affixed to the storage drum.

# HOLD FOR TEST RESULTS

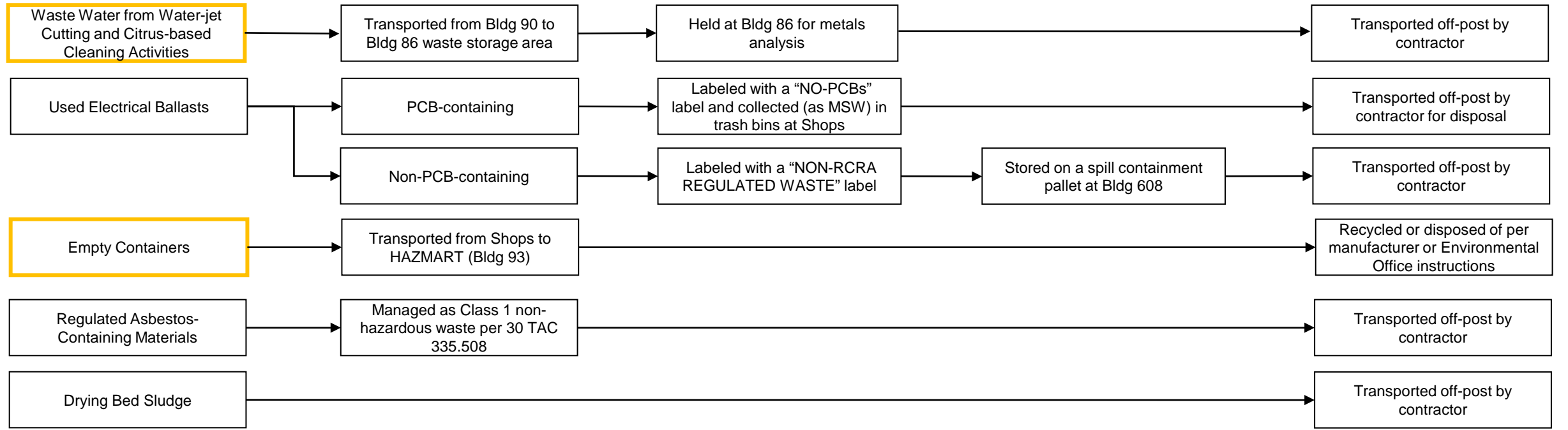
---

Write the date the  
sample was collected  
for analysis.

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

Building 90 Waste Stream

## Public Works Branch - Building 38 Tractor Operations, Plumbing, and HVAC

This branch is responsible for general maintenance, light construction, and repair at CSSA. The Shops at Bldg 38 maintain the on-post landscaping, plumbing, and HVAC systems.

The wastes generated from this branch may include used spray paint cans, Freon, used oil, soiled red rags, recyclable materials, and other non-hazardous municipal solid waste (MSW).

### Managed Waste Streams

Table 1 lists the solid and liquid waste streams managed by Shops at Bldg 38.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles, pipe cuttings, plastic reels from weed trimmer	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the recycling center (Bldg 302) or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Transport lead/acid batteries to the Motor Pool (Bldg 4). All other batteries collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
	Paint and paint-related waste	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Used Freon	Freon recovered from refrigeration or air conditioning units	Recovered Freon is reused whenever possible. Non-reusable Freon is transported off-post by an ENSCO contractor.
Empty Paint or Aerosol Containers	Empty aerosol cans or other metal paint cans from Shop operations	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Used Oil	Oil drained from refrigeration units	Collected in the used oil drum located in the covered parking structure outside Bldg 38. Disposal managed through the

<b>Source</b>	<b>Description</b>	<b>Disposal Location</b>
		Environmental Office.
Used Red Rags	Rags saturated with petroleum-based cleaning fluids or oils	Stored on-post in a designated metal container and transported off-post for laundering by a contractor.
Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, cleaning fluids, or other dated materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Containers	Empty product containers that once held hazardous materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

### **Shop-specific Standard Operating Procedures**

Table 2 lists the SOPs for managing select waste streams that are specific to the Shops at Bldg 38. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Handling of Partially-filled Containers	SOP-004
Recycling	SOP-006
Municipal Solid Waste	SOP-007
Used Oil Requirements	SOP-010
Labeling and Marking of Nonhazardous Waste Containers	SOP-013

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**



<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries.* Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

---

***Paint and paint-related waste***

---

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

**APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA’s HAZMART (Bldg 93).

**PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA’s HAZMART.
4. Empty containers shall be taken to CSSA’s HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Handling of Partially Filled Containers</b>		
<b>Document ID: SOP-004</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

Provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel handling of partially filled product containers.

## **APPLICABILITY**

This SOP is applicable to the handling of partially filled product containers.

## **PROCESS**

*Note: Always wear proper personal protective equipment (PPE) including safety glasses when consolidating or mixing paint products and other waste materials to avoid eye contact.*

Partially full containers of waste (e.g., waste paint, pesticides, petroleum waste, or other unusable hazardous materials) should be handled using the following procedures (if you are unsure of whether or not a partially-filled container holds a hazardous material, call the Environmental Office at 210-698-5208):

1. When the material in the partially filled container is no longer needed at the Shop, transfer the container to CSSA's HAZMART for proper storage or disposal.
2. HAZMART will consolidate the contents from other similar containers as much as possible into one container large enough to hold ALL of the waste material. Guidance concerning types of materials that can be consolidated may be obtained by contacting the Environmental Office at (210) 698-5208.
3. If the partially filled container does not have a CSSA HAZMART barcode, clearly label the container with the Shop name and the contents of the container and any other identifying information before taking it to CSSA's HAZMART.

4. **DO NOT** leave an unmarked partially filled container at CSSA's HAZMART without notifying the HAZMART manager.
5. Drained and properly dried containers of material should be considered empty and handled as an empty container (refer to *SOP-003: Handling of Empty Containers*).

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.



## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BY RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.

## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

<b>Procedure: Used Oil Requirements</b>		
<b>Document ID: SOP-010</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

Provide a standard operating procedure (SOP) for the management of used oil and other waste materials generated from the handling of used oil. This SOP incorporates regulations stipulated by the "Standards for the Management of Used Oil" (40 Code of Federal Regulations [CFR] 279) as well as the Spill Prevention, Control, and Countermeasure Plan (SPCC) adopted by Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This SOP applies to all Shops/activities that generate used oil, used hydraulic fluid, and other waste materials generated from the handling of used oil including:

- Used oil filters;
- Oily rags; and
- Used oil absorbents.

## 3.0 PROCESS

***(USED OIL IS NOT TO BE DISPOSED OF DOWN ANY DRAIN OR CATCH BASIN)***

Used oil is defined as "any oil that has been refined from crude oil, or any synthetic oil, that has been used and as a result of such use is contaminated by physical or chemical impurities" (40 CFR 279.1). Used oil is currently not classified as either a hazardous waste or a universal waste, but is subject to the federal requirements under 40 CFR 279. Although classified as non-hazardous, waste oil shall not be placed in the regular trash or disposed of down the drain, or catch basin. When used oil requires disposal, the following procedures shall be followed:

## Used Oil

1. When changing oil, ensure that no spills occur and the oil is drained into the designated used oil container using a funnel and rags. All oil changes must occur over a solid surface away from any unprotected floor drains.
2. Immediately transfer used oil to the used oil container located outside the Motor Pool at Bldg 4.
3. Ensure the top of the used oil container remains closed at all times unless a transfer of used oil is occurring.
4. Ensure that the used oil container is always labeled “USED OIL” (Figure 1). **Do not label the container with a Non-Hazardous Waste label.**
5. Document any releases of used oil and associated cleanup activities in accordance with the CSSA SPCC.
6. Used oil will be collected by a contractor for offsite recycling.
7. Contact the Environmental Office at (210) 698-5208 to arrange for disposal if the storage container reaches 4 inches from the top of the container.

## Used Oil Filters

1. Used oil filters will be allowed to drain into a used oil collection pan prior to disposal.
2. Allow used oil filters to drain for a minimum of one hour or until all free flowing oil has been allowed to drain from the filter. Handle collected used oil as described above. Once drained, the used oil filter should be crushed.
3. Place drained oil filters into the dedicated oil filter storage drum outside the Motor Pool at Bldg 4.
4. Ensure that the used oil filter container is labeled with a “USED FILTERS – OIL” label (Figure 2).
5. Used oil filters will be collected by a contractor for offsite recycling.
6. Contact the Environmental Office at (210) 698-5208 to arrange for disposal if the storage container reaches  $\frac{3}{4}$  of the container capacity.



### **Oily Rags (Red Rags)**

1. Place red rags in a contractor-provided metal storage container.
2. Oily rags will be collected by a contractor at the Motor Pool (Bldg 4) and the Ordnance Maintenance Branch (Bldg 90) shops and laundered offsite.
3. Clean rags will be provided at the time of the red rag pick-up.
4. Oily red rags shall not be disposed of as municipal solid waste.

### **Oily Rags (Non Red Rags)**

1. Rags saturated with oil that are not contractor-managed red rags shall be stored in a used oil container located outside the Motor Pool at Bldg 4.
2. Ensure that the used oil container is always labeled “USED OIL” (see example label below). **Do not label the container with a Non-Hazardous Waste label.**
3. Used oily rags will be collected by a contractor for offsite recycling.
4. Contact the Environmental Office at (210) 698-5208 to arrange for disposal when the storage container is  $\frac{3}{4}$  full.

### **Used Absorbents**

1. Used absorbent patches (“Sta Dri”, pads, etc) may be disposed of as municipal solid waste in concurrence with Environmental Office policy.
2. Used absorbent floor sweep (“Speedy Dry”, etc) shall be collected in a 30- or 55-gallon drum at the shop. Affix “USED OIL” and “HOLD FOR TEST RESULTS” stickers to the drum, and contact the Environmental Office at (210) 698-5208 to arrange for testing.



Figure 1 - Example USED OIL label.



Figure 2 - Example USED FILTERS label.

<b>Procedure: Labeling and Marking of Nonhazardous Waste Containers</b>		
<b>Document ID: SOP-013</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel labeling and marking of nonhazardous waste containers.

## **APPLICABILITY**

This SOP is applicable to the labeling and marking of nonhazardous waste containers.

## **PROCESS**

Each shop will place a warning label on each container used for nonhazardous waste collection.

The following information must be placed on the nonhazardous waste label (all entries shall be made in indelible marker):

1. SHIPPER (include Shop Name).
2. CONTENTS (See Table 1 in Shop Waste Management Plan).

**NON-HAZARDOUS WASTE**

SOLID WASTE EXCLUDED FROM REGULATION UNDER 40CFR 261.4 (b)

**GENERATOR INFORMATION: (optional)** *SHOP NAME*

SHIPPER **CAMP STANLEY STORAGE ACTIVITY, U.S. ARMY**

ADDRESS **25800 RALPH FAIR RD.**

CITY, STATE, ZIP **BOERNE, TX 78015**

CONTENTS: *LIST TYPE OF WASTE (see below)*

**NON-HAZARDOUS WASTE**

GWMT LABELMASTER® (800) 621-5808 www.labelmaster.com

Write the Shop name somewhere on the label.

**Possible types of Non-hazardous Waste to be entered on the container label:**

1. Used Antifreeze
2. Used Absorbant
3. Used Abrasives

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

**Public Works Branch - Building 608 Electrical Shop**

This branch is responsible for general maintenance, light construction, and repair at CSSA. The Shop at Bldg 608 is responsible for on-post electrical maintenance and repairs.

The wastes generated from this branch may include used light bulbs including straight fluorescent, compact fluorescent (CFL), and metal halide bulbs; polychlorinated biphenyl (PCB)- and non-PCB-containing ballasts; recyclable materials; and other non-hazardous municipal solid waste (MSW). Light bulbs are sorted into labeled bins at Bldg 608 (Figure 1). Electrical Shop personnel then package the bulbs to avoid breakage and notify the Environmental Office that they are ready to be transported off-post by a contractor.

**Managed Waste Streams**

Table 1 lists the solid and liquid waste streams managed by the Electrical Shop.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the Recycling Collection Center or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Transport lead/acid batteries to the Motor Pool (Bldg 4). All other batteries collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	See Used Light Bulbs below.
	Paint and paint-related waste	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Used Light Bulbs	Fluorescent, CFL, and metal halide bulbs from all Shops at CSSA	Sorted and collected in labeled bins at Bldg 608. Bulbs must be packaged to avoid breakage and transported off-post by a contractor.
Used Electrical Ballasts	Non-PCB-containing ballasts	Non-PCB-containing ballasts should be labeled with a “NO-PCBs” label (Figure 2) and disposed of as MSW.

Source	Description	Disposal Location
	PCB-containing ballasts	PCB-containing ballasts are stored in a labeled container (Figure 3) and held on a spill containment pallet in the Electrical Shop for disposal by an off-post contractor.
Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, cleaning fluids, or other dated materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Containers	Empty product containers that once held hazardous materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

### Shop-specific Standard Operating Procedures

Table 2 lists the SOPs for managing select waste streams that are specific to the Electrical Shop at Bldg 608. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

Procedure	Document No.
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Recycling	SOP-006
Municipal Solid Waste	SOP-007



**Figure 1 - Storage area for used light bulbs at Bldg 608.**



**Figure 2 - Label for non-PCB-containing electrical ballasts.**

**NON-RCRA REGULATED WASTE**

THIS WASTE NOT REGULATED BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY 40CFR(RCRA) BUT MAY BE SUBJECT TO DEPT. OF TRANSPORTATION REGULATIONS, (49CFR) OR STATE OR LOCAL REGULATIONS.

**GENERATOR INFORMATION:**

SHIPPER CAMP STANLEY STORAGE ACTIVITY, U.S. ARMY

ADDRESS 25800 RALPH FAIR RD.

CITY, STATE, ZIP BOERNE, TX 78015-4800

PROPER D.O.T. SHIPPING NAME \_\_\_\_\_

UN OR NA NO.: \_\_\_\_\_

PHONE: \_\_\_\_\_

**NON-RCRA REGULATED WASTE**

BWMT LABELMASTER® (800) 621-5808 www.labelmaster.com

Figure 3 - Label for PCB-containing electrical ballasts.



**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries.* Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

\_\_\_\_\_

***Paint and paint-related waste***

\_\_\_\_\_

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

## **APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA's HAZMART (Bldg 93).

## **PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA's HAZMART.
4. Empty containers shall be taken to CSSA's HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BY RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.





**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.

## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

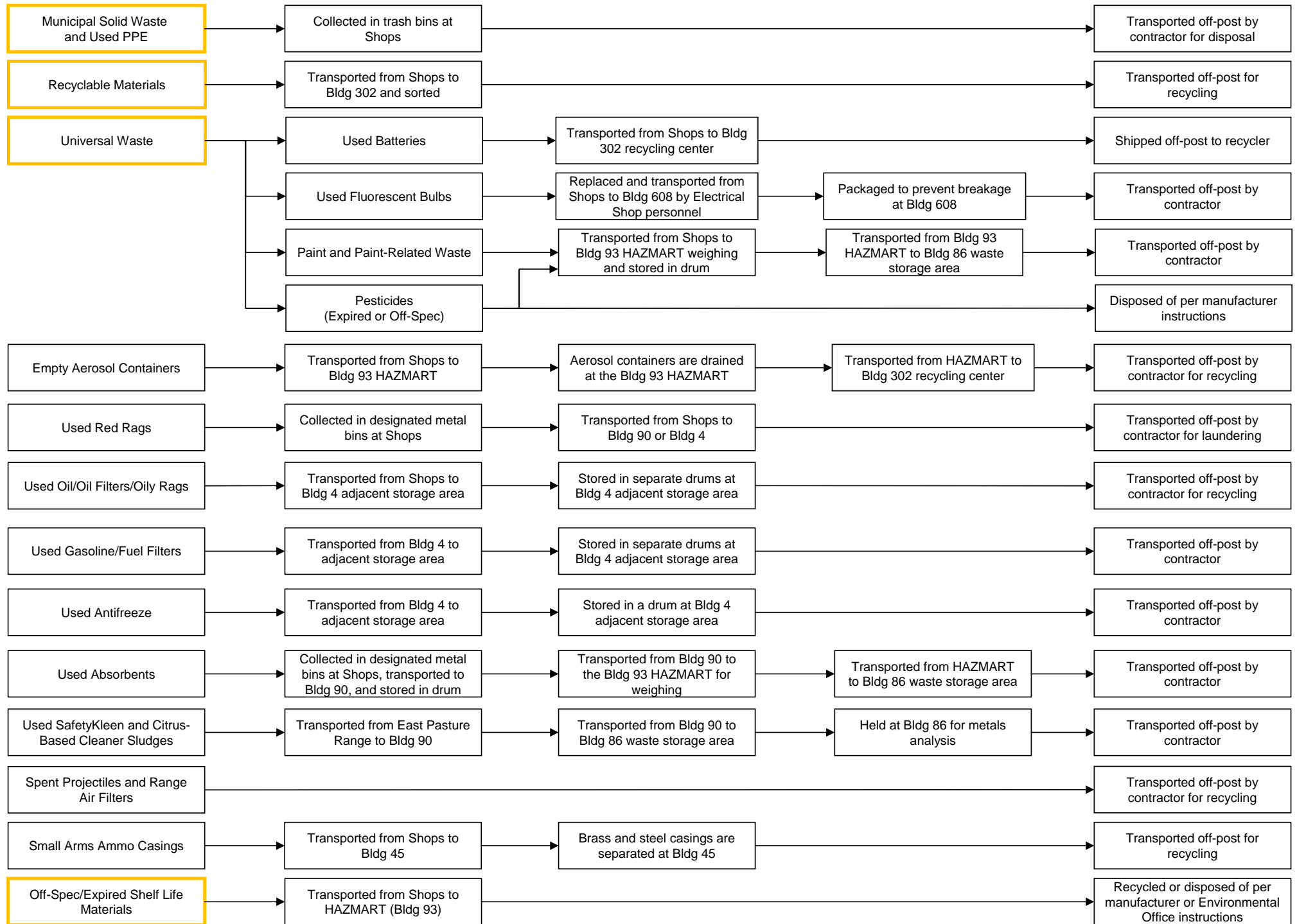
- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

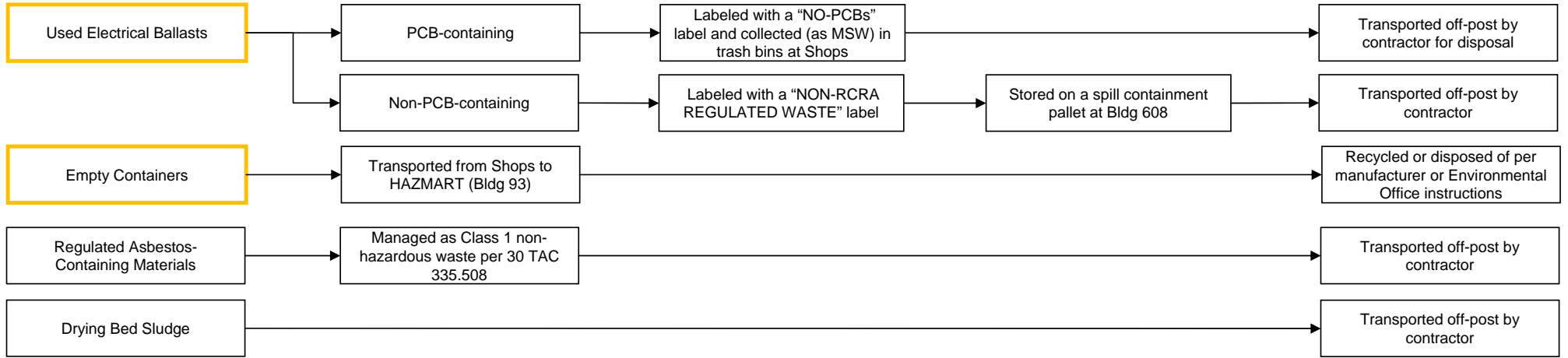
For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

Electrical Shop Waste Stream

**Public Works Branch - Building 601 Box Shop**

This branch is responsible for general maintenance, light construction, and repair at CSSA. The Shop at Bldg 601 is responsible for constructing and maintaining wooden crates for shipping and storing items at CSSA.

The wastes generated from this branch may include paint and paint-related waste, waste solvent and water from paint and stain brush cleaning, soiled red rags, recyclable materials, and other non-hazardous municipal solid waste (MSW).

**Managed Waste Streams**

Table 1 lists the solid and liquid waste streams managed by the Box Shop.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the recycling center (Bldg 302) or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
	Paint and paint-related waste	Used paint is transported to the HAZMART at Bldg 93.  Waste solvent from washing oil-base paint brushes is stored at the Shop in a sealable container and disposed of through the Environmental Office (SOP-014)  Waste from washing latex, water-based paint brushes may be washed down the sink (SOP-015).
Empty Paint or Aerosol Containers	Empty aerosol cans or other metal paint cans from Shop operations	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Used Red Rags	Rags saturated with cleaning	Stored in a designated metal



Source	Description	Disposal Location
	fluid or oil from Bldg 90 and East Pasture Range Classroom	container at Bldg 4 and transported off-post one a week for laundering by a contractor.
Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, cleaning fluids, or other dated materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Containers	Empty product containers that once held hazardous materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

**Shop-specific Standard Operating Procedures**

Table 2 lists the SOPs for managing select waste streams that are specific to the Box Shop at Bldg 601. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

Procedure	Document No.
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Recycling	SOP-006
Municipal Solid Waste	SOP-007
Oil-based Paint Brush Cleaning	SOP-014
Latex, Water-based Paint Brush Cleaning	SOP-015

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries*. Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

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***Paint and paint-related waste***

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D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BY RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.





**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.

## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

<b>Procedure: Oil-based Paint Brush Cleaning</b>		
<b>Document ID: SOP-014</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a Standard Operating Procedure (SOP) for the removal of oil-based coatings (i.e., paints, stains, etc.) from brushes.

## **APPLICABILITY**

This SOP is applicable to the removal of oil-based coatings (i.e., paints, stains, etc.) from brushes. The resultant wastes generated in this process are managed as Universal Waste (paint and paint-related waste) as described in 30 TAC 335.262(b).

Note: The processes and wastes from cleaning brushes of latex coatings shall be kept separate from those for oil-based brushes. See SOP-015 for the procedure to clean brushes of latex coatings.

## **PROCESS**

### **Brush Cleaning**

1. Brushes shall be soaked in the appropriate solvent (e.g. mineral spirits, turpentine, etc.) in order to remove the coating material (i.e., paint, stain, etc.).
2. The amount of time needed for soaking shall be determined by the operator based upon his/her knowledge and experience. When as much material as possible has been removed by soaking in solvent, the paint brush shall be washed thoroughly with soap and water and allowed to dry. After drying, the brush may be used again.

### **Soaking Containers**

1. The containers used to soak paint brushes shall be:
  - Open-topped;
  - Less than 2 gallons in capacity

- Be constructed of material compatible with the solvent (typically metal), and
  - In good condition (e.g., not corroded, no leaks, etc.),
2. Applicable Shops shall maintain only one operating soaking container of each needed solvent at any one time. Each soaking container shall be clearly marked with the type of solvent.

### **Disposal**

1. The solvents in the soaking containers may be used repeatedly to clean brushes. As such, the solvents will not become wastes after cleaning just one brush. The usability of the solvent in the soaking containers shall be determined by the operator based upon his/her knowledge and experience.
2. When the operator has determined the solvent is no longer usable, he/she will contact the Environmental Office at (210) 698-5208 of the need to manage Universal Paint and Paint-Related Waste.
3. The used solvent shall be place in a paint and paint-related waste collection drum at the HAZMART designated container and properly labels with a Universal Waste label (example provided below).

**UNIVERSAL WASTE**

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

---

***Paint and paint-related waste***

---

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate paint and paint-related waste on the label.

Write the Shop name somewhere on the label.



<b>Procedure: Latex, Water-Based Paint Brush Cleaning</b>		
<b>Document ID: SOP-015</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

Provide a standard procedure for the removal of latex, water-based paints from brushes.

## **APPLICABILITY**

This SOP is applicable to the removal of latex, water-based paints from brushes. The brushes with latex coatings may be cleaned with water and the resultant wastes generated are not hazardous wastes. As such, the processes and wastes from the cleaning of brushes with latex coatings shall be separated from those generated by oil-based laden brushes.

## **PROCESS**

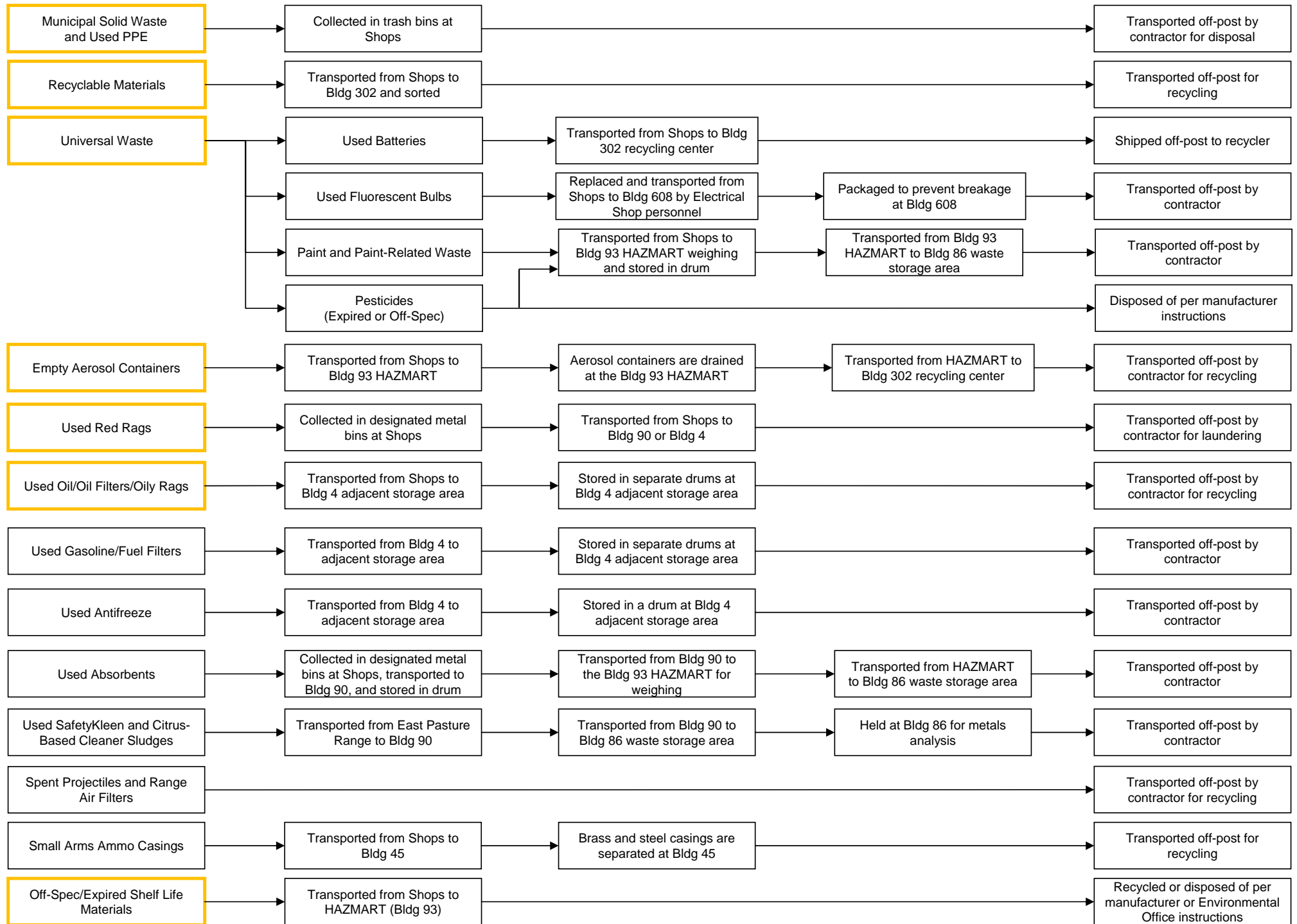
*Note: Always wear safety glasses when cleaning paint brushes to avoid eye contact.*

### **Latex, Water-based paint Brush Cleaning**

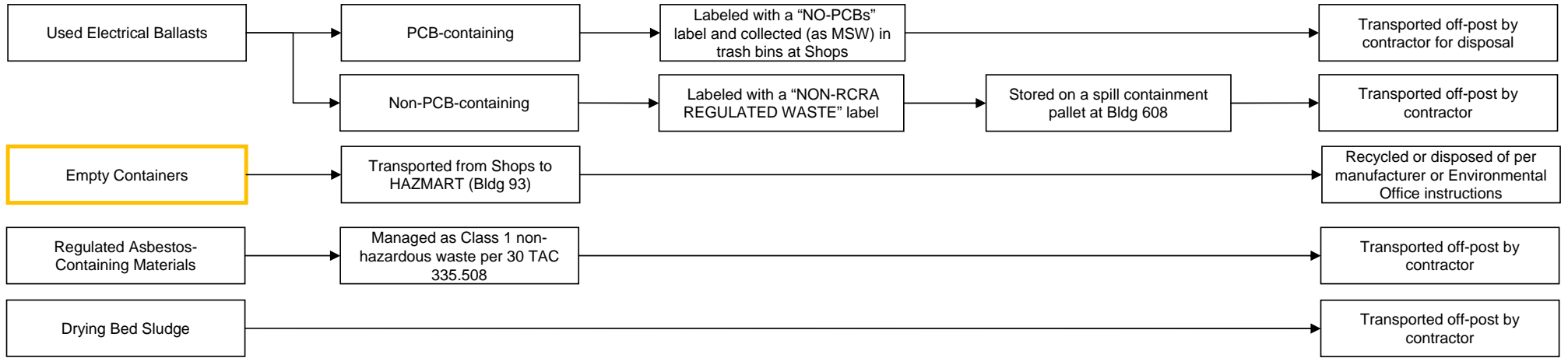
1. Shop personnel shall try to minimize waste when disposing of latex, water-based paint laden brushes and shall try to use as much of the paint on the job as possible.
2. Remove excess latex paint from the paint brush by brushing along cardboard or newspaper.
3. The latex, water-based paint brushes may be cleaned in the sink.
4. Latex, water-based paint brushes shall be cleaned immediately using soap (preferably tri-sodium phosphate [TSP]) and water after use, so that the paint does not dry onto the brush.
5. The cleaned paint brush shall be rinsed thoroughly in clean water.
6. After rinsing, gently pull back the paint brush bristles into shape.

7. Hang the paint brush on a hook and allow it to dry properly.
8. Reshape the paint brush by replacing it in its packaging if available.
9. Store the dried paint brush in a sealed plastic bag in a dry place for reuse.
10. The latex, water-based paint waste is not a hazardous waste and may be rinsed down the drain in moderation, so as to not clog the drain.

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

Box Shop Waste Stream

**Public Works Branch - Building 294 Waste Water Treatment Plant & Building 73 Water Lab**

This branch is responsible for general maintenance, light construction, and repair at CSSA. A variety of small quantities of chemicals are maintained in the Building 73 laboratory and Building 294 wastewater treatment plant (WWTP). The wastewater sludge resulting from the treatment process is dried in sludge drying beds and transported and disposed of offsite by a licensed contractor.

The wastes generated from this branch may include empty or partially-filled containers of off-spec or expired materials, drying bed sludge, soiled red rags, universal waste, recyclable materials, and other non-hazardous municipal solid waste (MSW).

**Managed Waste Streams**

Table 1 lists the solid and liquid waste streams managed by the Bldg 73 water lab and Bldg 294 WWTP.

**Table 1 – Solid and Liquid Waste Streams**

<b>Source</b>	<b>Description</b>	<b>Disposal Location</b>
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the recycling center (Bldg 302) or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
Drying Bed Sludge	Sludge resulting from water treatment drying process.	Stored in the drying beds and transported off-site by a contractor.
Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, paints, adhesives, or cleaning fluids	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Containers	Empty product containers that once held hazardous materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

**Shop-specific Standard Operating Procedures**

Table 2 lists the SOPs for managing select waste streams that are specific to the WWTP and water lab. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Recycling	SOP-006
Municipal Solid Waste	SOP-007

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.



*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries.* Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

---

***Paint and paint-related waste***

---

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

**APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA’s HAZMART (Bldg 93).

**PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA’s HAZMART.
4. Empty containers shall be taken to CSSA’s HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BE RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.



## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

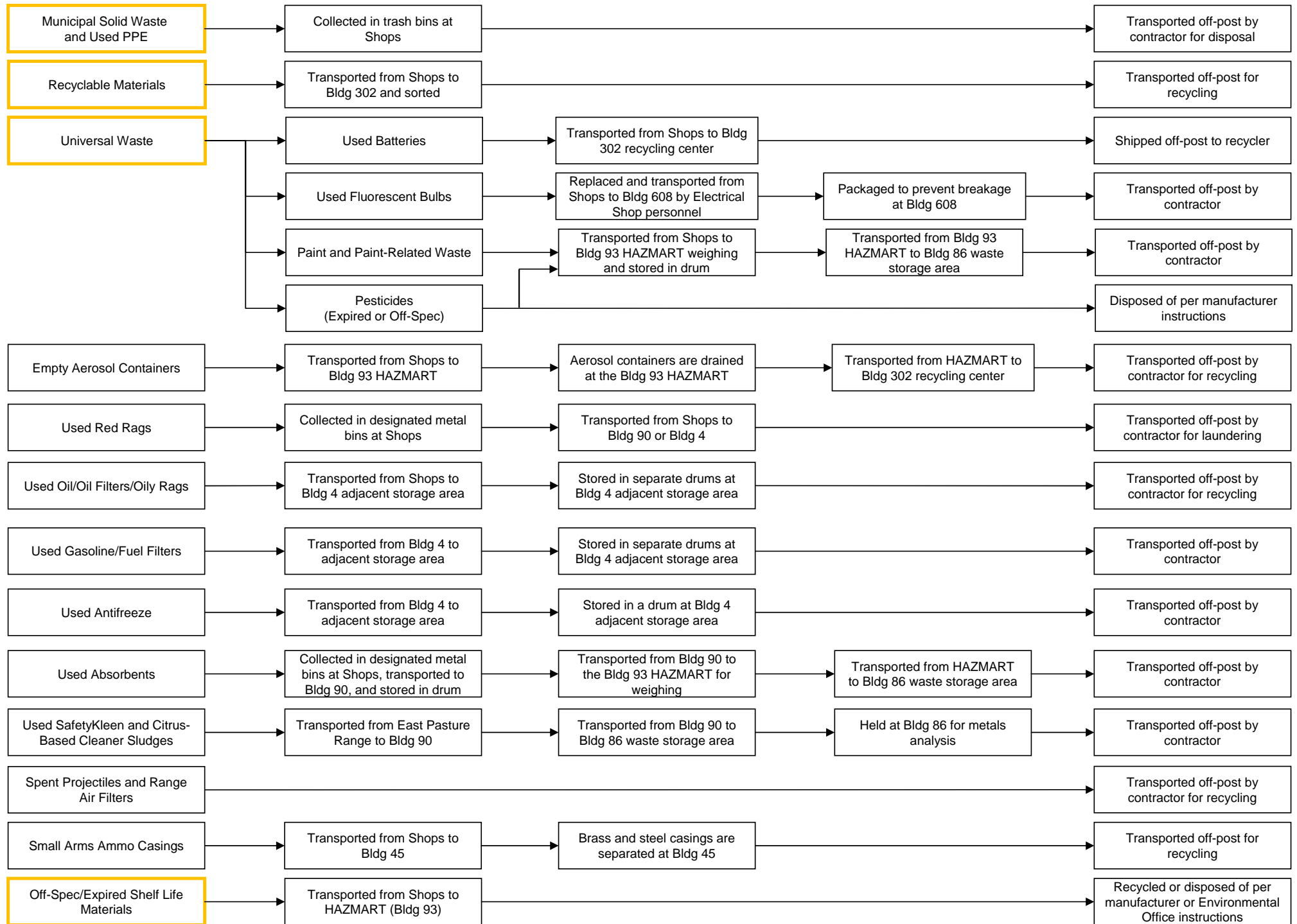
- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

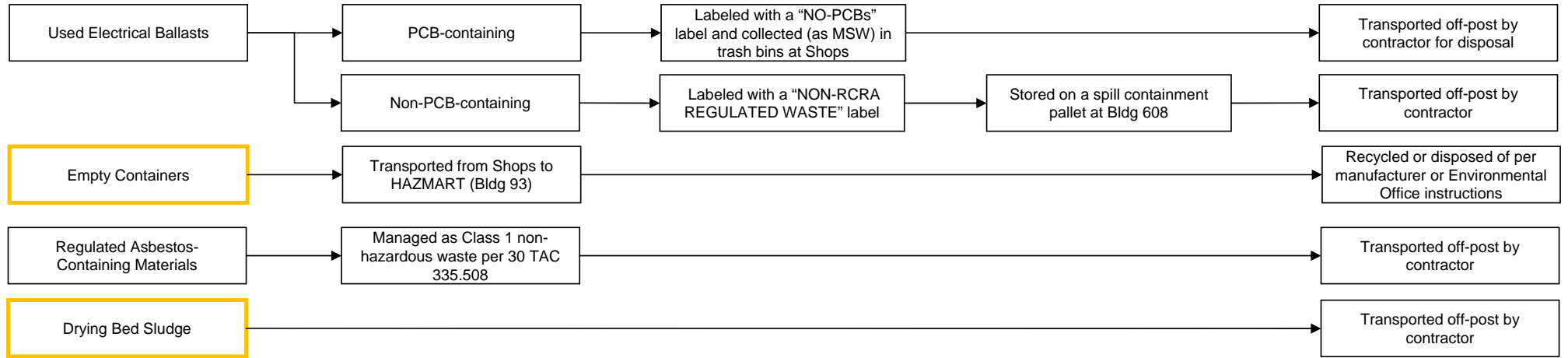
For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

WWTP/Water Lab Waste Stream

## Public Works Branch - Building 30 Pest Management

This branch is responsible for general maintenance, light construction, and repair at CSSA. The Pest Management Shop at Bldg 30 is responsible for managing pest and weed control activities at CSSA.

The wastes generated from this branch may include empty or partially-filled pesticide or herbicide containers, soiled red rags, universal waste, recyclable materials, and other non-hazardous municipal solid waste (MSW).

### Managed Waste Streams

Table 1 lists the solid and liquid waste streams managed by the Pest Management Shop.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the recycling center (Bldg 302) or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
Empty Aerosol Containers	Empty aerosol cans from Shop operations	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Off-Spec/Expired Pesticides or Herbicides	Product containers partially-filled with expired pesticides or herbicides	Disposed of according to the manufacturers instructions.
Other Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, paints, adhesives, or cleaning fluids	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Containers	Empty product containers that once held hazardous materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

### Shop-specific Standard Operating Procedures

Table 2 lists the SOPs for managing select waste streams that are specific to the Pest Management Shop at Bldg 30. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Recycling	SOP-006
Municipal Solid Waste	SOP-007

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**



<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**1.0 PURPOSE**

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

**2.0 APPLICABILITY**

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

**3.0 PROCESS**

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries.* Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

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***Paint and paint-related waste***

---

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

- Possible types of Universal Waste to be entered on the container label:**
1. Paint and paint-related waste
  2. Batteries
  3. Mercury thermostat(s)
  4. Mercury-containing equipment
  5. Pesticides
  6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
  7. Compact fluorescent light (CFL) bulbs
  8. Metal halide bulbs
- If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

## **APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA's HAZMART (Bldg 93).

## **PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA's HAZMART.
4. Empty containers shall be taken to CSSA's HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BE RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**





# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.

## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

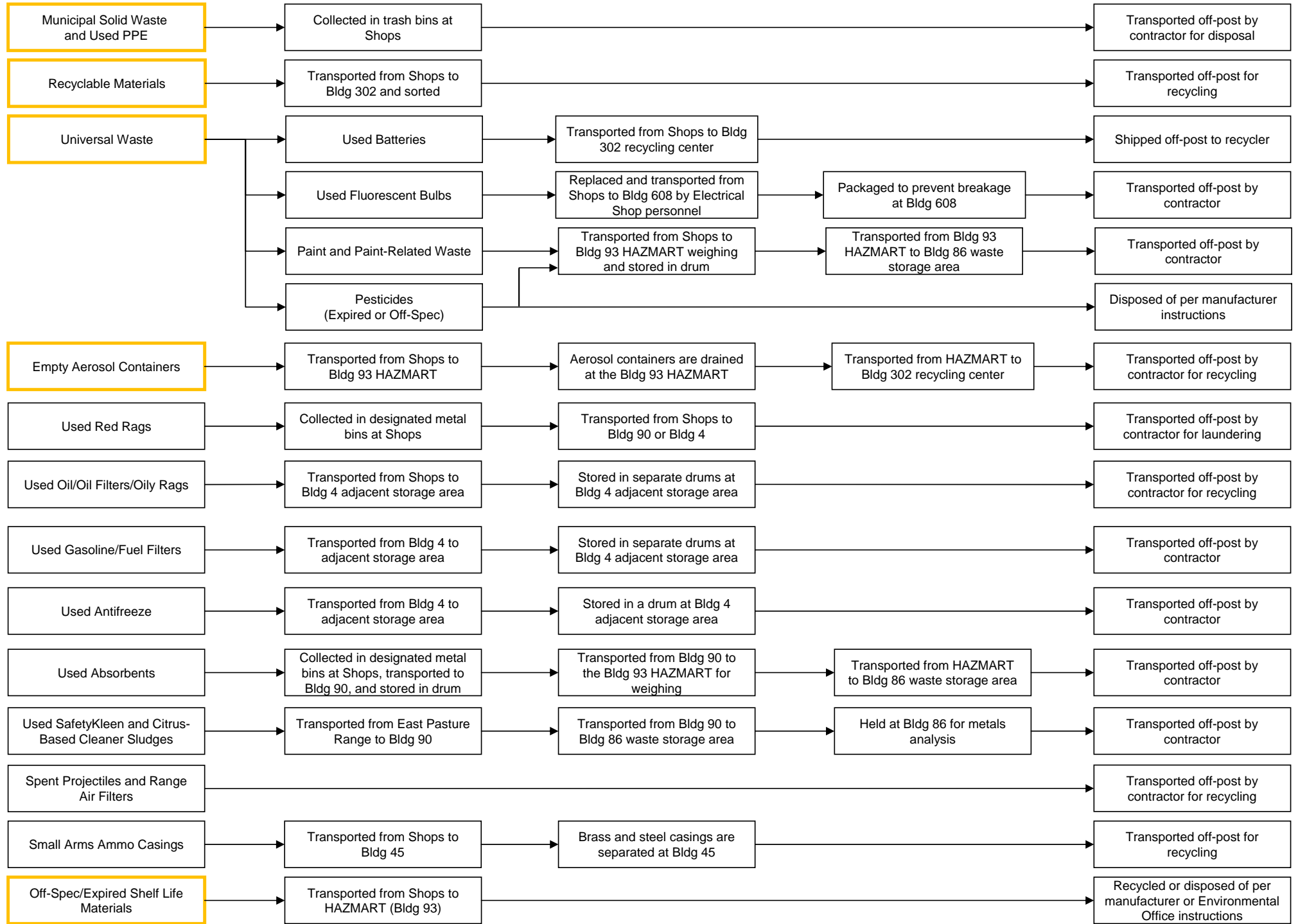
- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

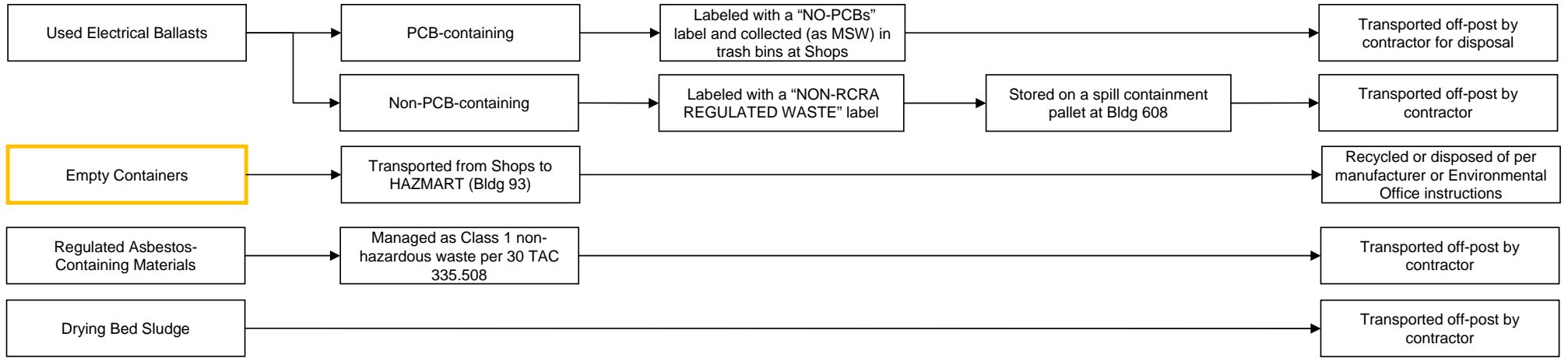
For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

Pest Management Waste Stream

**Final**

**Transportation Branch  
Building 93 HAZMART  
Waste Management Plan and  
Standard Operating Procedures**



*Prepared for:*

**Camp Stanley Storage Activity  
Boerne, Texas**

**September 2010**

## Transportation Branch - Building 93 HAZMART

The HAZMART at Bldg 93 provides a single point of control and management, accountability and tracking of the distribution and use of all hazardous materials brought on-post. Daily functions of the HAZMART include: receiving, storing, and repackaging hazardous materials; regulating the distribution of hazardous materials to other on-post Shops; reusing or recycling materials returned to the HAZMART; and managing hazardous and non-hazardous wastes generated by materials that cannot be reused or recycled.

The HAZMART uses the Hazardous Inventory Tracking System (HITS) to regulate the distribution of hazardous materials on-post. The objectives of HITS are to provide real-time chemical inventory information to users, to allow HAZMART personnel to access relevant chemical safety information, and to facilitate efficient and compliant disposal of chemical waste.

### Managed Waste Streams

Table 1 lists the solid and liquid waste streams managed by the HAZMART. Wastes brought to the HAZMART from other Shops on post are deposited in bins labeled with the individual Shop names (Figure 1). Aerosol cans are punctured and drained at the HAZMART per SOP-001, then transported to the recycling center (Bldg 302). Any unknown or unmarked wastes that are left at the HAZMART should be held for analysis and the Environmental Office should be notified immediately.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles, used PPE	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the recycling center (Bldg 302) or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
	Paint and paint-related waste	Collected in 30-gallon storage drums at the HAZMART. Contact Environmental Office when drums are $\frac{3}{4}$ full or it has been one year since the drum was



Source	Description	Disposal Location
		started, whichever comes first.
Empty Aerosol Containers	Empty aerosol cans of paint or paint-related materials	Punctured at the HAZMART using a separate puncturing unit for paint. Residual waste is drained and disposed of as Universal Waste.  Empty cans are transported to the recycling center (Bldg 302).
	Empty aerosol cans of petroleum-based products (e.g., brake cleaner, WD-40)	Punctured at the HAZMART using a separate puncturing unit for petroleum products. Residual waste is drained and transported to the Motor Pool (Bldg 4) and managed as used oil.  Empty cans are transported to the recycling center (Bldg 302).
	Empty aerosol cans of adhesive	Punctured at the HAZMART using a separate puncturing unit for adhesives. Residual waste is drained and disposed of as MSW when the material has been allowed adequate time to dry completely.  Empty cans are transported to the recycling center (Bldg 302).
	Empty aerosol cans of pesticides	Punctured at the HAZMART using a separate puncturing unit for pesticides. Residual waste is drained and disposed of as Universal Waste.  Empty cans are transported to the recycling center (Bldg 302).
Empty Non-aerosol Paint Containers	Empty paint cans from Shop operations	Disposed of as MSW once any paint residue in the can has been allowed adequate time to dry completely.
Used Red Rags	Red rags saturated with cleaning fluid or oil	Stored in a designated metal container. When container is full, transport the rags to the Motor Pool (Bldg 4) where they are collected and transported off-post by a contractor.

<b>Source</b>	<b>Description</b>	<b>Disposal Location</b>
Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, cleaning fluids, or other dated materials	Recycled or disposed of by the HAZMART manager per instruction from the product manufacturer or the Environmental Office.
Empty Containers	Empty product containers that once held hazardous materials	Recycled or disposed of by the HAZMART manager per instruction from the product manufacturer or the Environmental Office.
Unmarked Waste from Unknown Shop	Partially-filled containers left at the HAZMART with no label indicating the contents or the Shop of origin	Notify the Environmental Office and hold for analysis/identification.

### **Shop-specific Standard Operating Procedures**

Table 2 lists the SOPs for managing select waste streams that are specific to the Bldg 93 HAZMART. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Aerosol Can Puncturing	SOP-001
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Handling of Partially-filled Containers	SOP-004
Recycling	SOP-006
Municipal Solid Waste	SOP-007
New Container Requirements	SOP-009
Labeling and Marking of Nonhazardous Waste Containers	SOP-013



**Figure 1 - Labeled bins at the HAZMART receiving area.**

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Aerosol Can Puncturing</b>		
<b>Document ID: SOP-001</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>14 Sep 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

Provide a standard procedure for the puncturing of empty or damaged aerosol paint cans and for the disposal of all wastes collected from aerosol can puncturing at Camp Stanley Storage Activity (CSSA).

## **APPLICABILITY**

This SOP applies to CSSA personnel in the HAZMART (Bldg 93) that drain liquids and propellant from empty or damaged aerosol paint containers. An aerosol can is considered "empty" when the product can no longer be propelled from the can in accordance with the manufacturer's directions. An aerosol can is considered "damaged" when the can's structure or mechanism (e.g., clogged nozzle) is such that the product can no longer be safely or efficiently propelled from the can. Shops should use as much as possible of the product prior to bringing empty or damaged aerosol cans to the HAZMART.

Aerosol can products that may be punctured at the HAZMART include:

- paints
- petroleum-based products (WD-40, brake cleaner),
- adhesives, and
- pesticides.

Each of these products should be drained into a separate drum such that different types of products do not mix. Waste products are collected in an appropriate and approved container attached to the "aerosol can puncturing unit". The containers are located on secondary containment pallets within the HAZMART.

Waste paints, including both water- and oil-based paints, are considered Universal Waste as described in 30 TAC 335.262(b) (see SOP-002). Petroleum-based products are disposed of as used oil (see SOP-010), dried adhesives are disposed of as municipal solid waste (see SOP-007), and pesticides are disposed of as Universal Waste (see SOP-002).

## **PROCESS**

*Note: Always wear safety glasses when managing aerosol cans to avoid eye contact.*

### **Aerosol Can Puncturing Procedure**

1. Collect the empty aerosol cans in a centralized area at the HAZMART.
2. Take the empty aerosol can to the appropriate puncturing unit.
3. The accumulation drum for the aerosol can puncturing unit should be labeled appropriately according to the type of waste it contains (i.e., paint or paint-related waste, used oil, adhesives).
4. Slide open the top plate cover of the puncturing unit.
5. Remove the stem of the aerosol can and place the can upside side down and inverted into the puncturing unit.
6. Slide and lock the top plate cover over the aerosol can.
7. Fully depress the lever handle to puncture the aerosol can.
8. Allow the aerosol can to drain for a minimum of five (5) minutes.
9. Slide the top plate cover open and remove the drained aerosol can and place in the designated collection container for scrap metal cans.
10. Wipe down the puncturing unit and the top of the collection drum if any product has dripped during puncturing and properly dispose of the rag as municipal trash.
11. The aerosol can puncturing unit filter is to be replaced when it changes color from green to red. The puncturing pin should be inspected when the filter is replaced.
12. Recycle the punctured aerosol can as scrap metal.
13. Follow the manufacturer's operation manual for more detailed information.

### **Aerosol Accumulation Drum Procedure**

1. Once the appropriate and approved accumulation drum is  $\frac{3}{4}$  full or it has been one year since the drum was started (whichever comes first), unscrew the puncturing device and the associated filter, and close and seal the drum with the 2 bungs

- provided. Make sure the date when the first material was added to the drum is on the drum label, and notify the Environmental Office at (210) 698-5208.
2. Contact the Environmental Office for a new appropriate and approved drum for the puncturing device. Place the new waste accumulation drum on the containment pallet provided inside the HAZMART. Remove the 2 bungs provided with the drum and store them for resealing the drum in a Ziploc bag taped to the side of the drum.
  3. Securely attach the aerosol can puncturing unit and the filter to the accumulation drum. If the filter has changed from green to red, discard the filter in the appropriate container provided by CSSA's environmental office as a paint and paint-related universal waste and replace with a new filter.
  4. Attach the grounding device following the directions provided in the operating manual for the unit. Ensure that the aerosol can puncturing unit is closed and sealed.
  5. Label the drum with the date the first material is emptied into the container.

Example labels for each type of waste drained from aerosol cans at the HAZMART are included as Figures 1 through 3. See the following SOPs for management of wastes drained from aerosol cans:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-007 – Municipal Solid Waste
- SOP-010 – Used Oil Requirements

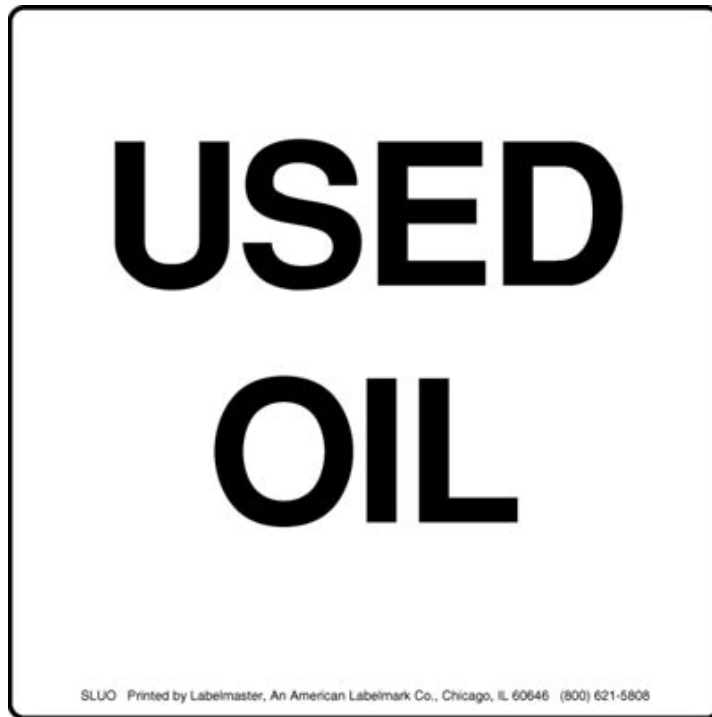


Figure 1 – Example USED OIL label for petroleum-based wastes drained from aerosol cans.

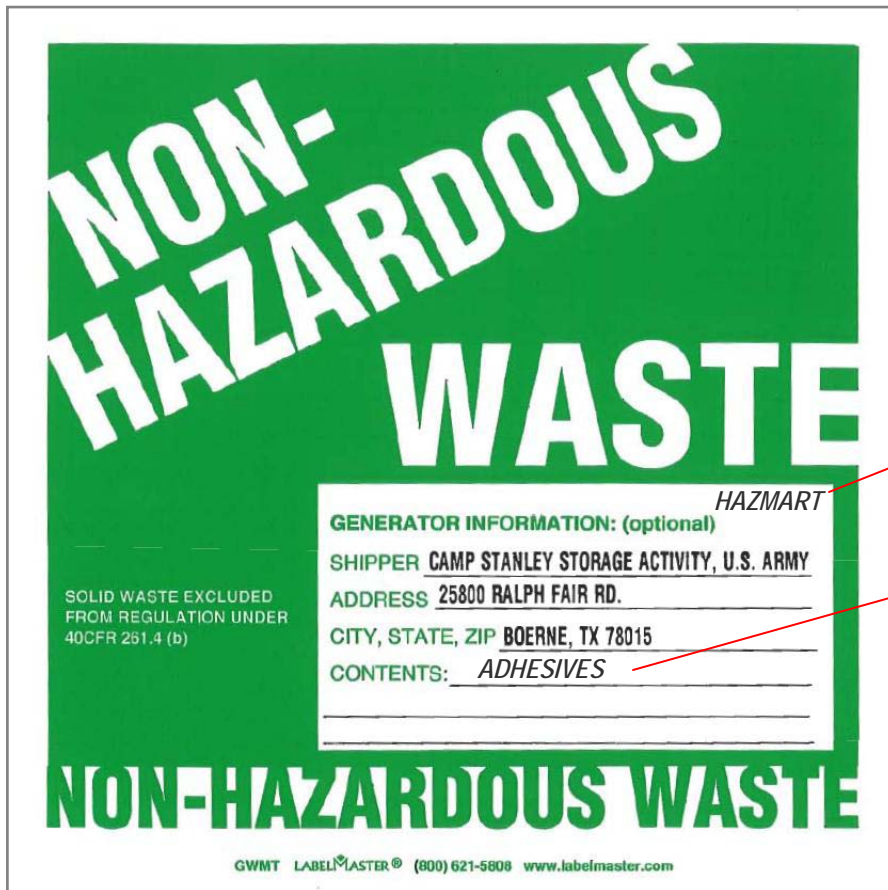


Figure 2 – Example NON-HAZARDOUS WASTE label for adhesives drained from aerosol cans.



<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries*. Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

---

***Paint and paint-related waste***

---

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

**APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA’s HAZMART (Bldg 93).

**PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA’s HAZMART.
4. Empty containers shall be taken to CSSA’s HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Handling of Partially Filled Containers</b>		
<b>Document ID: SOP-004</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

Provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel handling of partially filled product containers.

## **APPLICABILITY**

This SOP is applicable to the handling of partially filled product containers.

## **PROCESS**

*Note: Always wear proper personal protective equipment (PPE) including safety glasses when consolidating or mixing paint products and other waste materials to avoid eye contact.*

Partially full containers of waste (e.g., waste paint, pesticides, petroleum waste, or other unusable hazardous materials) should be handled using the following procedures (if you are unsure of whether or not a partially-filled container holds a hazardous material, call the Environmental Office at 210-698-5208):

1. When the material in the partially filled container is no longer needed at the Shop, transfer the container to CSSA's HAZMART for proper storage or disposal.
2. HAZMART will consolidate the contents from other similar containers as much as possible into one container large enough to hold ALL of the waste material. Guidance concerning types of materials that can be consolidated may be obtained by contacting the Environmental Office at (210) 698-5208.
3. If the partially filled container does not have a CSSA HAZMART barcode, clearly label the container with the Shop name and the contents of the container and any other identifying information before taking it to CSSA's HAZMART.

4. **DO NOT** leave an unmarked partially filled container at CSSA's HAZMART without notifying the HAZMART manager.
5. Drained and properly dried containers of material should be considered empty and handled as an empty container (refer to *SOP-003: Handling of Empty Containers*).

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.



## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BE RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.

## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

<b>Procedure: New Container Requirements</b>		
<b>Document ID: SOP-009</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

Provide a standard operating procedure (SOP) for Camp Stanley Storage Activity container requirements holding liquid and solid wastes (both non-hazardous and hazardous).

**APPLICABILITY**

This SOP is applicable to the use of appropriate containers (30 to 55 gallon size drums) for both nonhazardous waste and hazardous waste collection and accumulation. The containers shall be maintained in accordance with the procedures outlined below.

**PROCESS**

**Container Requirements**

Ensure that the appropriate size containers (30- to 55-gallon drums) are used for both nonhazardous waste and hazardous waste collection and accumulation. The Shop authorized personnel shall ensure that the containers are maintained in accordance with the procedures outlined below. The containers for liquid waste must:

1. Be kept closed and sealed except when removing, adding, inspecting, or sampling waste; or venting the container.
2. Be in good condition having no dents or rust, and closure rings or bungs must be tightly fitted.
3. Be made of or lined with a material which will not react with the waste it will contain.
4. Be opened, closed, and handled in a manner to prevent rupture or leakage of the containers.

5. Each container should have sufficient space (4 inches) between the surface of the liquid and top of the container to ensure neither leakage from overflow nor distortion of the container as a result of expansion.
6. Unused or partially used hazardous materials may be kept in the original 5-gallon (or smaller) containers at Shop as long as the quantity limit, labeling, and container handling requirements are met. Should you have any questions regarding if the waste is a hazardous waste or not, please call the Environmental Office at (210) 698-5208.
7. Small containers must be repackaged into Department of Transportation (DOT) specification drums (i.e., 30 or 55 gallon drums) prior to transportation. This is usually done by the disposal company.



<b>Procedure: Labeling and Marking of Nonhazardous Waste Containers</b>		
<b>Document ID: SOP-013</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel labeling and marking of nonhazardous waste containers.

## **APPLICABILITY**

This SOP is applicable to the labeling and marking of nonhazardous waste containers.

## **PROCESS**

Each shop will place a warning label on each container used for nonhazardous waste collection.

The following information must be placed on the nonhazardous waste label (all entries shall be made in indelible marker):

1. SHIPPER (include Shop Name).
2. CONTENTS (See Table 1 in Shop Waste Management Plan).

**NON-HAZARDOUS WASTE**

**NON-HAZARDOUS WASTE**

SOLID WASTE EXCLUDED FROM REGULATION UNDER 40CFR 261.4 (b)

**GENERATOR INFORMATION: (optional)** *SHOP NAME*

SHIPPER CAMP STANLEY STORAGE ACTIVITY, U.S. ARMY

ADDRESS 25800 RALPH FAIR RD.

CITY, STATE, ZIP BOERNE, TX 78015

CONTENTS: LIST TYPE OF WASTE (see below)

GWMT LABELMASTER® (800) 621-5808 www.labelmaster.com

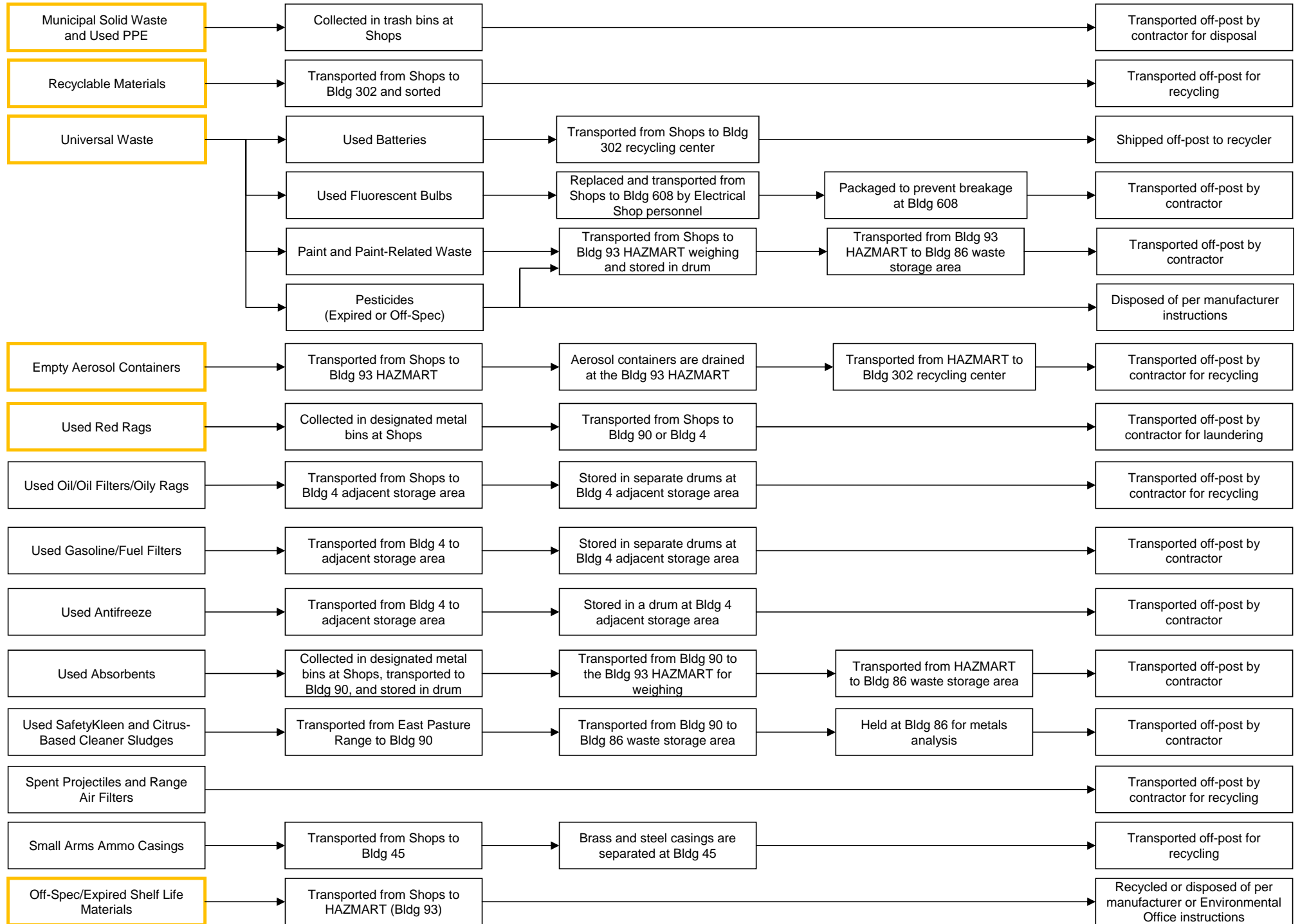
Write the Shop name somewhere on the label.

**Possible types of Non-hazardous Waste to be entered on the container label:**

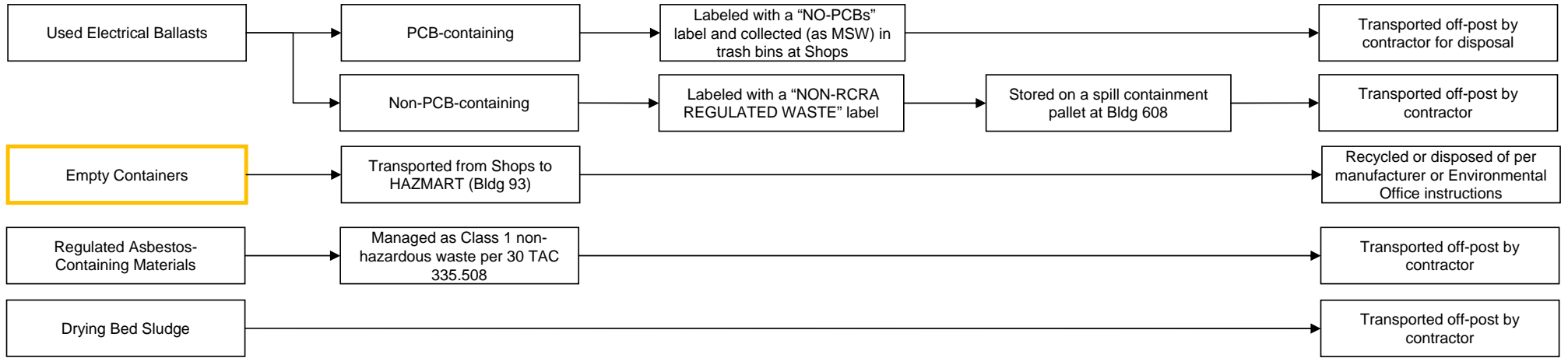
1. Used Antifreeze
2. Used Absorbant
3. Used Abrasives

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

HAZMART Waste Stream

**Final**

**Transportation Branch  
Building 302 Recycling Collection Center  
Waste Management Plan and  
Standard Operating Procedures**



*Prepared for:*

**Camp Stanley Storage Activity  
Boerne, Texas**

**January 2010**

## Transportation Branch – Building 302 Recycling Center

The Recycling Collection Center at Bldg 302 serves as the central collection and sorting point for all recyclable materials at CSSA (with the exception of used oil, fuel, and antifreeze). A list of recyclable materials that are collected at the Collection Center is included in the attached *SOP-006: Recycling*. CSSA personnel transport segregated recyclable items from the Collection Center to a processing facility located at Lackland Air Force Base, San Antonio, TX.

### Managed Waste Streams

Table 1 lists the waste streams managed by the Recycling Collection Center. Any unknown or unmarked wastes that are left at the Recycling Collection Center should be held for analysis and the Environmental Office should be notified immediately.

**Table 1 –Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and sorted at the recycling center and transported off-post for further segregating and processing. Scrap metal is transported to the scrap metal bin near Bldg 78.
Universal Waste	Used Batteries received from other Shops	Stored in the “green box” until it is filled, then shipped it to the recycler per the instructions provided with the box.
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
Unmarked Waste from Unknown Shop	Partially-filled containers left at the recycling center with no label indicating the contents or the Shop of origin	Notify the Environmental Office and hold for analysis/identification.

### Shop-specific Standard Operating Procedures

Table 2 lists the SOPs for managing select waste streams that are specific to the Bldg 302 Recycling Collection Center. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Recycling	SOP-006
Municipal Solid Waste	SOP-007

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**



<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries.* Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

\_\_\_\_\_

***Paint and paint-related waste***

\_\_\_\_\_

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

**APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA’s HAZMART (Bldg 93).

**PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA’s HAZMART.
4. Empty containers shall be taken to CSSA’s HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BY RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**





# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.

## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

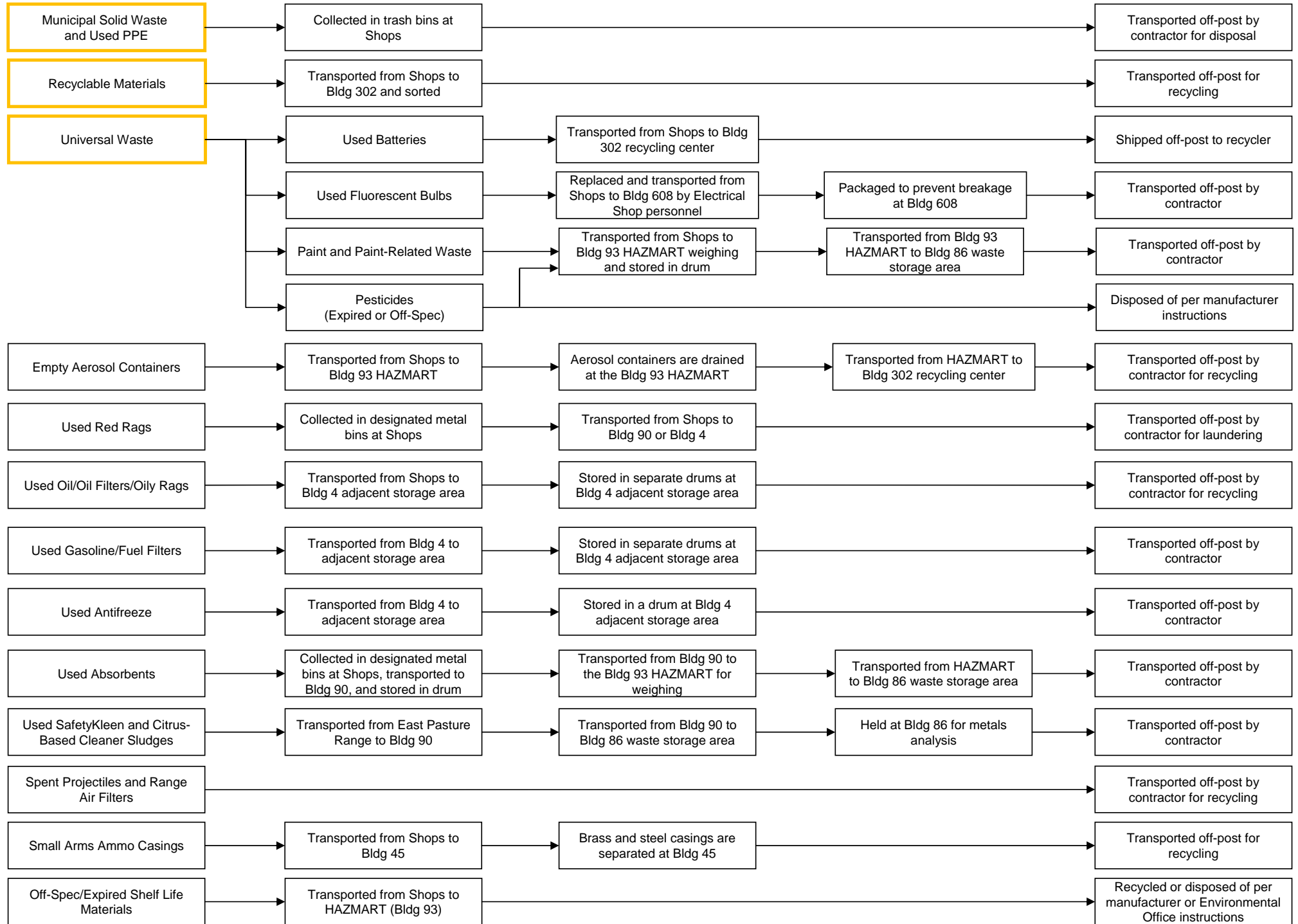
- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

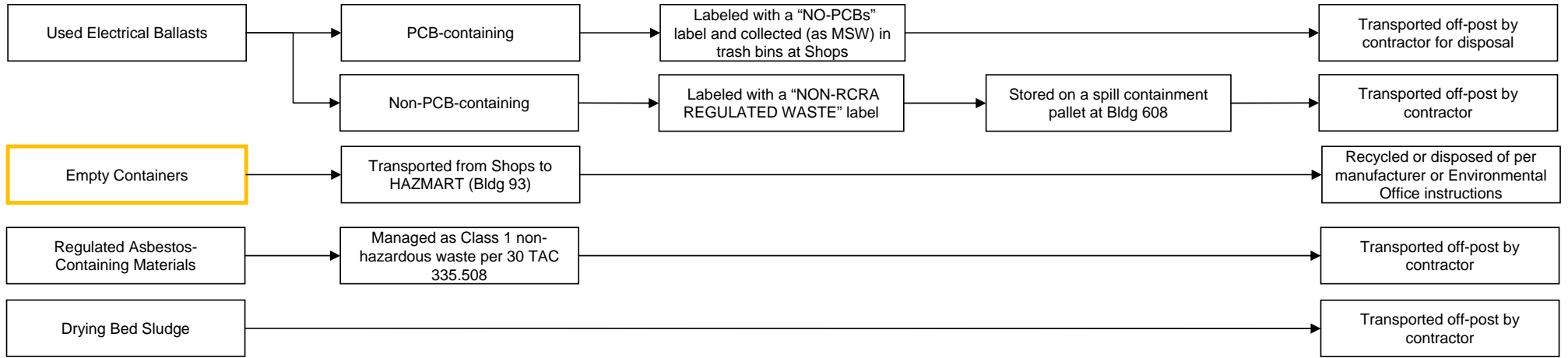
For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

Recycling Center Waste Stream

**Final**

**Transportation Branch  
Building 4 Motor Pool  
Waste Management Plan and  
Standard Operating Procedures**



*Prepared for:*

**Camp Stanley Storage Activity  
Boerne, Texas**

**January 2010**

## Transportation Branch – Building 4 Motor Pool

CSSA utilizes a fleet of cars and trucks on-post which are leased from the US. General Services Administration (GSA) and/or owned by CSSA. These vehicles are maintained and serviced by commercial facilities off-post. CSSA’s motor pool provide maintenance and service to CSSA owned heavy equipment, tractors, forklifts and other light machinery.

Used oil filters and oily rags generated during light maintenance are managed offsite. The motor pool also generates used absorbent, oil, gas, hydraulic fluid, and anti-freeze. These materials are stored in separate barrels in a storage container outside Bldg 4 (see Figures 1 and 2). These materials are recycled offsite by a licensed contractor.

### Managed Waste Streams

Table 1 lists the solid and liquid waste streams managed by the Motor Pool.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the recycling center (Bldg 302) or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Exchange lead/acid batteries at the place of purchase. All other batteries collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
	Paint and paint-related waste	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Paint or Aerosol Containers	Empty aerosol cans or metal paint cans from Shop operations	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Used Oil and Hydraulic Fluid	Oil or hydraulic fluid drained from service vehicles	Transferred to the used oil collection container outside Bldg 4 and transported off-post by a contractor.
Used Oil Filters	Oil filters removed from service vehicles	Used oil is drained from the filters and the filters are crushed.



Source	Description	Disposal Location
		The used oil and oil filters are stored separately in the collection container outside Bldg 4 (Figure 3) and transported off-post for recycling.
Used Gasoline	Gasoline drained from service vehicles.	Drained from vehicles into a small container and transferred to a drum in the used fuel collection container outside Bldg 4 (Figure 4). Some fuel is retained for prescribed burns at CSSA and the rest is transported off-post by a contractor.
Used Fuel Filters	Fuel filters removed from service vehicles	Used gasoline is drained from the filters and the filters are left intact (i.e., not crushed). The used fuel filters are in the collection container outside Bldg 4.
Used Red Rags	Red rags saturated with cleaning fluid or oil from Bldg 4 or other Shops	Stored at Bldg 4 in a designated metal container and transported off-post once a week for laundering by a contractor.
Oily Rags	Oil-soaked rags that are not contractor-managed red rags	Oily rags are stored in a collection container outside Bldg 4 and transported off-post for recycling.
Used Antifreeze	Antifreeze drained from service vehicles	Transferred to the used antifreeze collection container outside Bldg 4 and transported off-post by a contractor.
Used Abrasives	Abrasives used for grit-blasting activities that may be coated in metals or petroleum-based or paint products	Stored in a 55-gallon drum in the storage area adjacent Bldg 4. When a drum is $\frac{3}{4}$ full, it is transferred to Bldg 86 and held for analysis/waste characterization through the Environmental Office.
Car Wash Oil/Water Separator	Grit, sand, and other solid residues from the car wash near Bldg 4	Call the Environmental Department and coordinate with the Public Works Branch to have residues removed from the o/w separator and disposed of.
Off-Spec/Expired	Expired fire extinguishers,	Collected in a container labeled

<b>Source</b>	<b>Description</b>	<b>Disposal Location</b>
Shelf Life Materials	cleaning fluids, or other dated materials	with Shop name and transported to the HAZMART (Bldg 93).
Empty Containers	Empty product containers that once held hazardous materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

**Shop-specific Standard Operating Procedures**

Table 2 lists the SOPs for managing select waste streams that are specific to the Motor Pool at Bldg 4. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Handling of Partially-filled Containers	SOP-004
Recycling	SOP-006
Municipal Solid Waste	SOP-007
Used Oil Requirements	SOP-010
Handling of Used Antifreeze	SOP-011
Handling of Used Gasoline and Used Fuel Filters	SOP-012
Labeling and Marking of Nonhazardous Waste Containers	SOP-013
Used Abrasives	SOP-018



**Figure 1 – Exterior of used oil and gasoline storage container outside Bldg 4 Motor Pool.**



**Figure 2 - Interior of used oil and gasoline storage container outside Bldg 4 Motor Pool.**



**Figure 3 - Storage drum for used oil filters outside Bldg 4 Motor Pool.**



**Figure 4 - Drum of used fuel retained for prescribed burns.**

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries.* Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

\_\_\_\_\_

***Paint and paint-related waste***

\_\_\_\_\_

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.



<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

## **APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA's HAZMART (Bldg 93).

## **PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA's HAZMART.
4. Empty containers shall be taken to CSSA's HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Handling of Partially Filled Containers</b>		
<b>Document ID: SOP-004</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

Provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel handling of partially filled product containers.

## **APPLICABILITY**

This SOP is applicable to the handling of partially filled product containers.

## **PROCESS**

*Note: Always wear proper personal protective equipment (PPE) including safety glasses when consolidating or mixing paint products and other waste materials to avoid eye contact.*

Partially full containers of waste (e.g., waste paint, pesticides, petroleum waste, or other unusable hazardous materials) should be handled using the following procedures (if you are unsure of whether or not a partially-filled container holds a hazardous material, call the Environmental Office at 210-698-5208):

1. When the material in the partially filled container is no longer needed at the Shop, transfer the container to CSSA's HAZMART for proper storage or disposal.
2. HAZMART will consolidate the contents from other similar containers as much as possible into one container large enough to hold ALL of the waste material. Guidance concerning types of materials that can be consolidated may be obtained by contacting the Environmental Office at (210) 698-5208.
3. If the partially filled container does not have a CSSA HAZMART barcode, clearly label the container with the Shop name and the contents of the container and any other identifying information before taking it to CSSA's HAZMART.

4. **DO NOT** leave an unmarked partially filled container at CSSA's HAZMART without notifying the HAZMART manager.
5. Drained and properly dried containers of material should be considered empty and handled as an empty container (refer to *SOP-003: Handling of Empty Containers*).

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BE RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.



## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

<b>Procedure: Used Oil Requirements</b>		
<b>Document ID: SOP-010</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

Provide a standard operating procedure (SOP) for the management of used oil and other waste materials generated from the handling of used oil. This SOP incorporates regulations stipulated by the "Standards for the Management of Used Oil" (40 Code of Federal Regulations [CFR] 279) as well as the Spill Prevention, Control, and Countermeasure Plan (SPCC) adopted by Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This SOP applies to all Shops/activities that generate used oil, used hydraulic fluid, and other waste materials generated from the handling of used oil including:

- Used oil filters;
- Oily rags; and
- Used oil absorbents.

## 3.0 PROCESS

***(USED OIL IS NOT TO BE DISPOSED OF DOWN ANY DRAIN OR CATCH BASIN)***

Used oil is defined as "any oil that has been refined from crude oil, or any synthetic oil, that has been used and as a result of such use is contaminated by physical or chemical impurities" (40 CFR 279.1). Used oil is currently not classified as either a hazardous waste or a universal waste, but is subject to the federal requirements under 40 CFR 279. Although classified as non-hazardous, waste oil shall not be placed in the regular trash or disposed of down the drain, or catch basin. When used oil requires disposal, the following procedures shall be followed:

## Used Oil

1. When changing oil, ensure that no spills occur and the oil is drained into the designated used oil container using a funnel and rags. All oil changes must occur over a solid surface away from any unprotected floor drains.
2. Immediately transfer used oil to the used oil container located outside the Motor Pool at Bldg 4.
3. Ensure the top of the used oil container remains closed at all times unless a transfer of used oil is occurring.
4. Ensure that the used oil container is always labeled “USED OIL” (Figure 1). **Do not label the container with a Non-Hazardous Waste label.**
5. Document any releases of used oil and associated cleanup activities in accordance with the CSSA SPCC.
6. Used oil will be collected by a contractor for offsite recycling.
7. Contact the Environmental Office at (210) 698-5208 to arrange for disposal if the storage container reaches 4 inches from the top of the container.

## Used Oil Filters

1. Used oil filters will be allowed to drain into a used oil collection pan prior to disposal.
2. Allow used oil filters to drain for a minimum of one hour or until all free flowing oil has been allowed to drain from the filter. Handle collected used oil as described above. Once drained, the used oil filter should be crushed.
3. Place drained oil filters into the dedicated oil filter storage drum outside the Motor Pool at Bldg 4.
4. Ensure that the used oil filter container is labeled with a “USED FILTERS – OIL” label (Figure 2).
5. Used oil filters will be collected by a contractor for offsite recycling.
6. Contact the Environmental Office at (210) 698-5208 to arrange for disposal if the storage container reaches  $\frac{3}{4}$  of the container capacity.

### **Oily Rags (Red Rags)**

1. Place red rags in a contractor-provided metal storage container.
2. Oily rags will be collected by a contractor at the Motor Pool (Bldg 4) and the Ordnance Maintenance Branch (Bldg 90) shops and laundered offsite.
3. Clean rags will be provided at the time of the red rag pick-up.
4. Oily red rags shall not be disposed of as municipal solid waste.

### **Oily Rags (Non Red Rags)**

1. Rags saturated with oil that are not contractor-managed red rags shall be stored in a used oil container located outside the Motor Pool at Bldg 4.
2. Ensure that the used oil container is always labeled “USED OIL” (see example label below). **Do not label the container with a Non-Hazardous Waste label.**
3. Used oily rags will be collected by a contractor for offsite recycling.
4. Contact the Environmental Office at (210) 698-5208 to arrange for disposal when the storage container is  $\frac{3}{4}$  full.

### **Used Absorbents**

1. Used absorbent patches (“Sta Dri”, pads, etc) may be disposed of as municipal solid waste in concurrence with Environmental Office policy.
2. Used absorbent floor sweep (“Speedy Dry”, etc) shall be collected in a 30- or 55-gallon drum at the shop. Affix “USED OIL” and “HOLD FOR TEST RESULTS” stickers to the drum, and contact the Environmental Office at (210) 698-5208 to arrange for testing.



Figure 1 - Example USED OIL label.



Figure 2 - Example USED FILTERS label.

**HOLD FOR  
TEST  
RESULTS**

---

Write the date the  
sample was collected  
for analysis.

**Figure 3 - Example HOLD FOR TEST RESULTS label.**



<b>Procedure: Handling of Used Antifreeze</b>		
<b>Document ID: SOP-011</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

Provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel managing used antifreeze. This SOP incorporates requirements stipulated by the Spill Prevention, Control, and Countermeasure Plan (SPCC) adopted by Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This SOP applies to all Shops/activities that generate used antifreeze.

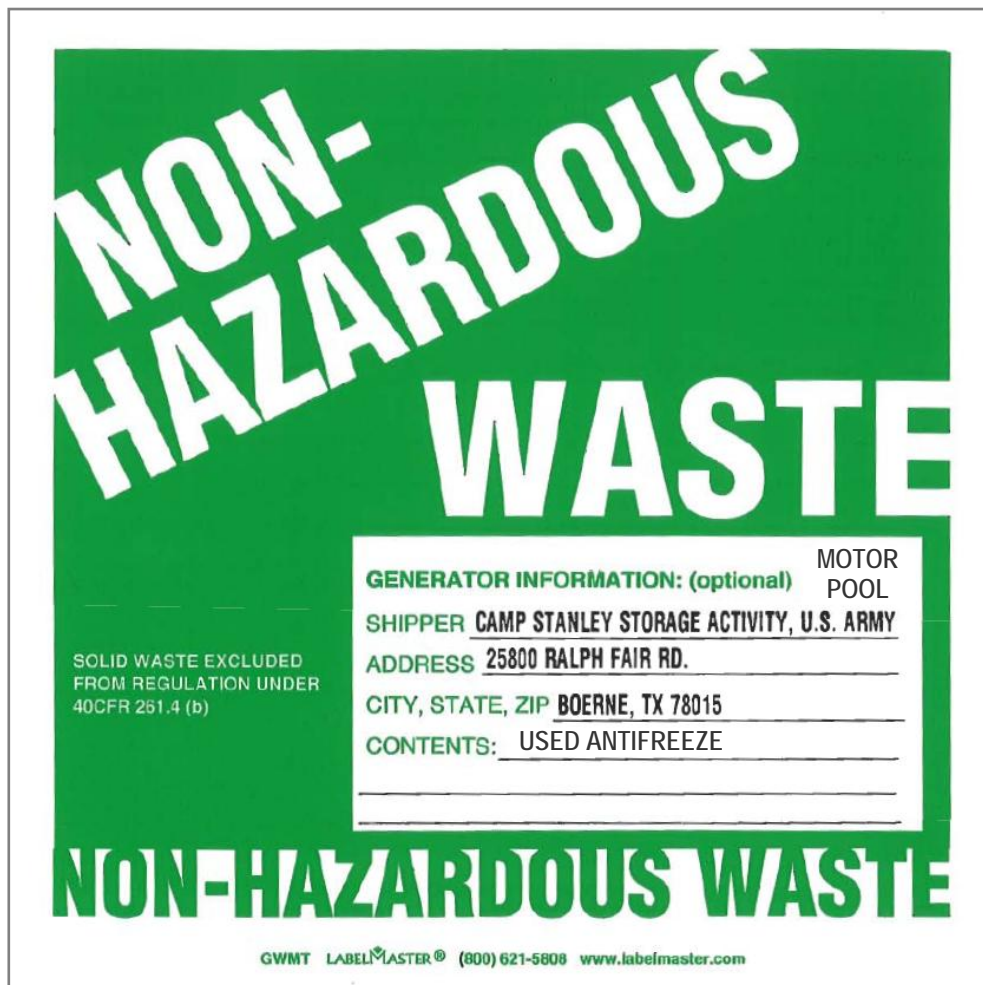
## 3.0 PROCESS

***(USED ANTIFREEZE IS NOT TO BE DISPOSED OF DOWN ANY DRAIN OR CATCH BASIN)***

Used antifreeze is currently not classified as either a hazardous waste or a universal waste. Although classified as non-hazardous, used antifreeze shall not be placed in the regular trash or dumped down the drain, or catch basin. When used antifreeze requires disposal, the following procedures shall be followed:

1. When changing antifreeze, ensure that no spills occur and the antifreeze is drained into dedicated containers using a funnel and rags. All antifreeze changes must occur over a solid surface away from any unprotected floor drains.
2. Immediately transfer used antifreeze to the used antifreeze 55-gallon drum located in the storage area outside the Motor Pool (Bldg 4).
3. Ensure the top of the used antifreeze drum remains closed at all times unless a transfer of used antifreeze is occurring.

4. Ensure that the used antifreeze collection tank is always labeled using a Non-Hazardous Waste label and the words "USED ANTIFREEZE" for the CONTENTS. The Shop name should also be indicated on the label (see example below).
5. Document any releases of used antifreeze and associated cleanup activities by contacting the Environmental Office at (210) 698-5208.
6. Used antifreeze will be collected by a contractor for offsite recycling.
7. Contact the Environmental Office at (210) 698-5208 to arrange for disposal if the storage drum reaches  $\frac{3}{4}$  of the container capacity.



<b>Procedure: Handling of Used Gasoline and Used Fuel Filters</b>		
<b>Document ID: EMS SOP-012</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This standard operation procedure (SOP) sets forth the requirements for handling used gasoline and used fuel filters at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This SOP applies to Motor Pool (Bldg 4) personnel who drain used gasoline and other used petroleum fuel products, such as diesel, from vehicles.

## 3.0 PROCESS

Motor Pool personnel drain gasoline from vehicles into an approved container, and then transferred to a 55-gallon container, which is placed in secondary storage in a locked area outside Bldg 4. The used gasoline is stored here until it is needed as fuel for prescribed burns at CSSA or transported off-post by a contractor.

### Used Gasoline

**After the gasoline has drained from the vehicle, transfer it into a 55-gallon steel container**

- 1) Obtain a non-removable head container with a serviceable bung cap, which has a rubber gasket that can be properly screwed into the container opening.
- 2) Check each empty container for leaks, rust, and dents. If the container is damaged do not accept or use it.
- 3) Properly check each empty container for the type of material it will be used to store, for example use for liquid or solid waste storage. If the proper container is not used, do not accept the container until transfer of contents has been made.
- 4) Transfer the used gasoline into the approved container and properly screw the cap into the container opening securely.

- 5) Label the container with a “USED FUEL” label (see example label below). **Do not label the container with a Non-Hazardous Waste label.**

**Storage building located outside Bldg 4 for storing the used gasoline.**

Note: The storage building must be marked with a flammable liquid sign.

- 1) Ensure all used gasoline containers in the storage building are labeled properly with a “USED FUEL” label.
- 2) During storage used gasoline must have a 4-inch head space, which is the amount of space between the liquid and the top of the container.
- 3) Keep all containers closed.

**Used Fuel Filters**

1. Used fuel filters will be allowed to drain into a used gasoline collection container prior to disposal.
2. Allow used fuel filters to drain until all free flowing gasoline has been allowed to drain from the filter. Handle collected used gasoline as described above. Once drained, the used fuel filter should be crushed.
3. Place drained fuel filters into the dedicated fuel filter storage drum outside the Motor Pool at Bldg 4.
4. Ensure that the used fuel filter container is labeled with a “USED FILTERS – FUEL” label.
5. Used fuel filters will be collected by a contractor for offsite recycling.
6. Contact the Environmental Office at (210) 698-5208 to arrange for disposal if the storage container reaches  $\frac{3}{4}$  of the container capacity.

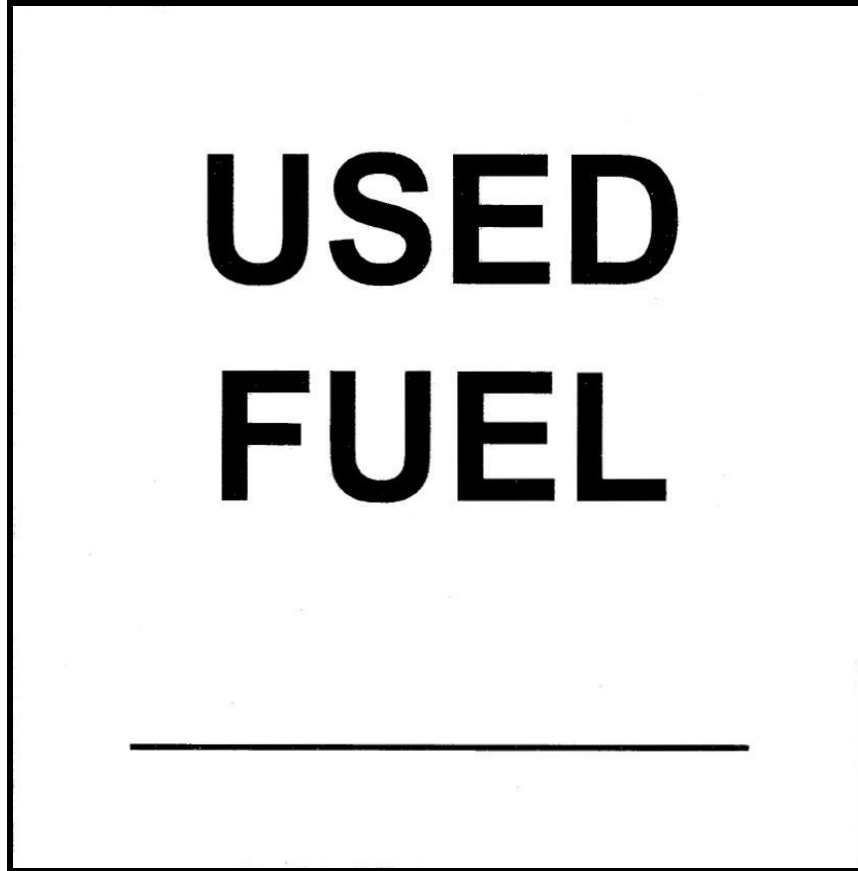


Figure 1 - Example USED FUEL label.



Clearly indicate on the label that the container holds used fuel filters.

Figure 2 - Example USED FILTERS label.

<b>Procedure: Labeling and Marking of Nonhazardous Waste Containers</b>		
<b>Document ID: SOP-013</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel labeling and marking of nonhazardous waste containers.

## **APPLICABILITY**

This SOP is applicable to the labeling and marking of nonhazardous waste containers.

## **PROCESS**

Each shop will place a warning label on each container used for nonhazardous waste collection.

The following information must be placed on the nonhazardous waste label (all entries shall be made in indelible marker):

1. SHIPPER (include Shop Name).
2. CONTENTS (See Table 1 in Shop Waste Management Plan).

**NON-HAZARDOUS WASTE**

**NON-HAZARDOUS WASTE**

SOLID WASTE EXCLUDED FROM REGULATION UNDER 40CFR 261.4 (b)

**GENERATOR INFORMATION: (optional)** *SHOP NAME*

SHIPPER CAMP STANLEY STORAGE ACTIVITY, U.S. ARMY

ADDRESS 25800 RALPH FAIR RD.

CITY, STATE, ZIP BOERNE, TX 78015

CONTENTS: LIST TYPE OF WASTE (see below)

**NON-HAZARDOUS WASTE**

GWMT LABELMASTER® (800) 621-5808 www.labelmaster.com

Write the Shop name somewhere on the label.

**Possible types of Non-hazardous Waste to be entered on the container label:**

1. Used Antifreeze
2. Used Absorbant
3. Used Abrasives

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Used Abrasives</b>		
<b>Document ID: SOP-018</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel managing used abrasives generated from grit blasting operations. This includes the abrasives generated at the Operations and Maintenance Branch at Bldg. 90 and the Motor Pool at Bldg 4.

## **APPLICABILITY**

This SOP is applicable to the management of used abrasives from grit-blasting activities.

## **PROCESS**

1. Following grit-blasting activities, used abrasives should be stored in a 55-gallon drum at either a waste accumulation point inside Bldg 90, or in the waste storage area outside Bldg 4 (if generated at the Motor Pool).
2. When the first material is placed in the empty drum, affix a NON-HAZARDOUS WASTE label to the outside of the drum and label the contents as USED ABRASIVES.
3. When the drum is  $\frac{3}{4}$ , contact the Environmental Office at (210) 698-5208 to arrange for transfer of the drum to the Bldg 86 waste storage area.
4. The contents of the drum will be analyzed by a laboratory prior to disposal off-post by a contractor. Below the NON-HAZARDOUS WASTE label, affix a HOLD FOR TEST RESULTS label (see examples below).



**NON-HAZARDOUS WASTE**

**NON-HAZARDOUS WASTE**

SOLID WASTE EXCLUDED FROM REGULATION UNDER 40CFR 251.4 (b)

GENERATOR INFORMATION: (optional) **SHOP NAME**

SHIPPER CAMP STANLEY STORAGE ACTIVITY, U.S. ARMY

ADDRESS 25800 RALPH FAIR RD.

CITY, STATE, ZIP BOERNE, TX 78015

CONTENTS: USED ABRASIVES

GWMT LABELMASTER® (800) 621-5808 www.labelmaster.com

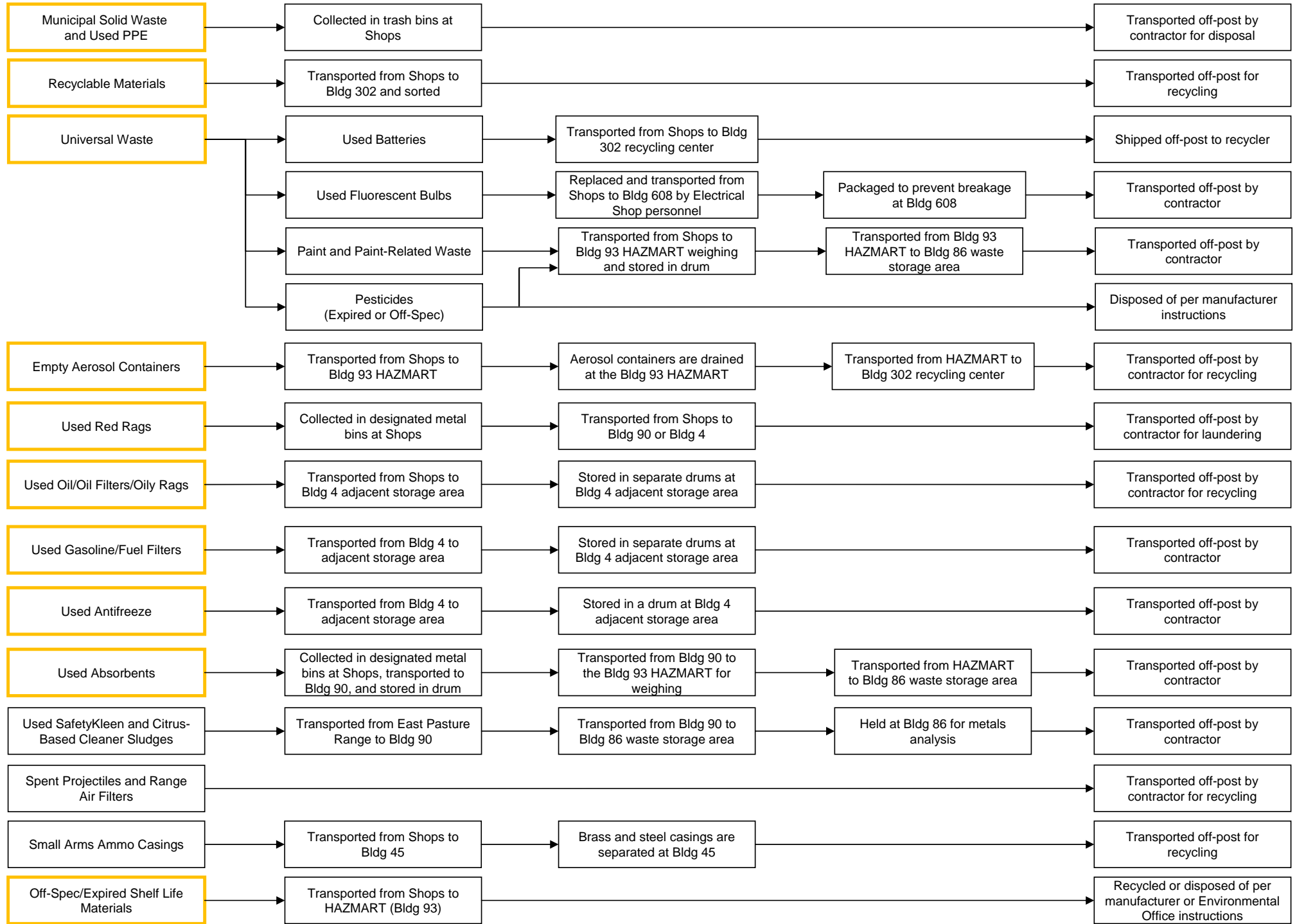
Write the Shop name somewhere on the label.

**HOLD FOR TEST RESULTS**

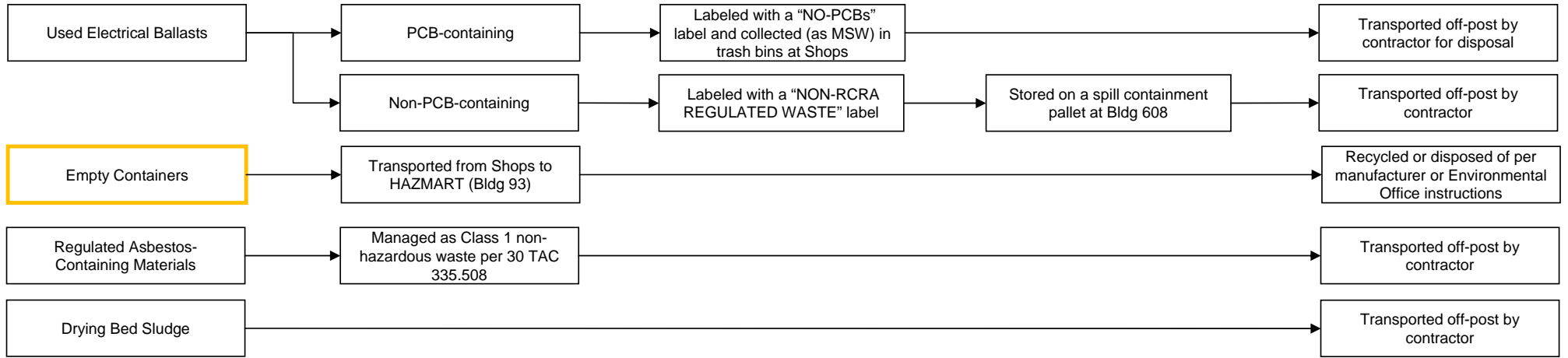
---

Write the date the sample was collected for analysis.

# SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

Motor Pool Waste Stream

**Final**

**Special Equipment Branch  
Building 91  
Waste Management Plan and  
Standard Operating Procedures**



*Prepared for:*

**Camp Stanley Storage Activity  
Boerne, Texas**

**June 2009**

## Special Equipment Branch - Building 91

This branch operates in Building 91 and is responsible for special projects on an as-needed basis.

The wastes generated from this branch may include empty containers, soiled red rags, universal waste, recyclable materials, and other non-hazardous municipal solid waste (MSW).

### Managed Waste Streams

Table 1 lists the solid and liquid waste streams managed by the Special Equipment Branch.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles, pipe cuttings, plastic reels from weed trimmer, and other matter derived from Shop operations	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the Recycling Collection Center or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Exchange lead/acid batteries at the place of purchase. All other batteries collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
	Paint and paint-related waste	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, paints, adhesives, or cleaning fluids	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Containers	Empty product containers that once held hazardous materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

## Shop-specific Standard Operating Procedures

Table 2 lists the SOPs for managing select waste streams that are specific to the Special Equipment Branch at Bldg 91. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Recycling	SOP-006
Municipal Solid Waste	SOP-007

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.



*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries*. Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

---

***Paint and paint-related waste***

---

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

**APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA’s HAZMART (Bldg 93).

**PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA’s HAZMART.
4. Empty containers shall be taken to CSSA’s HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BY RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.



## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

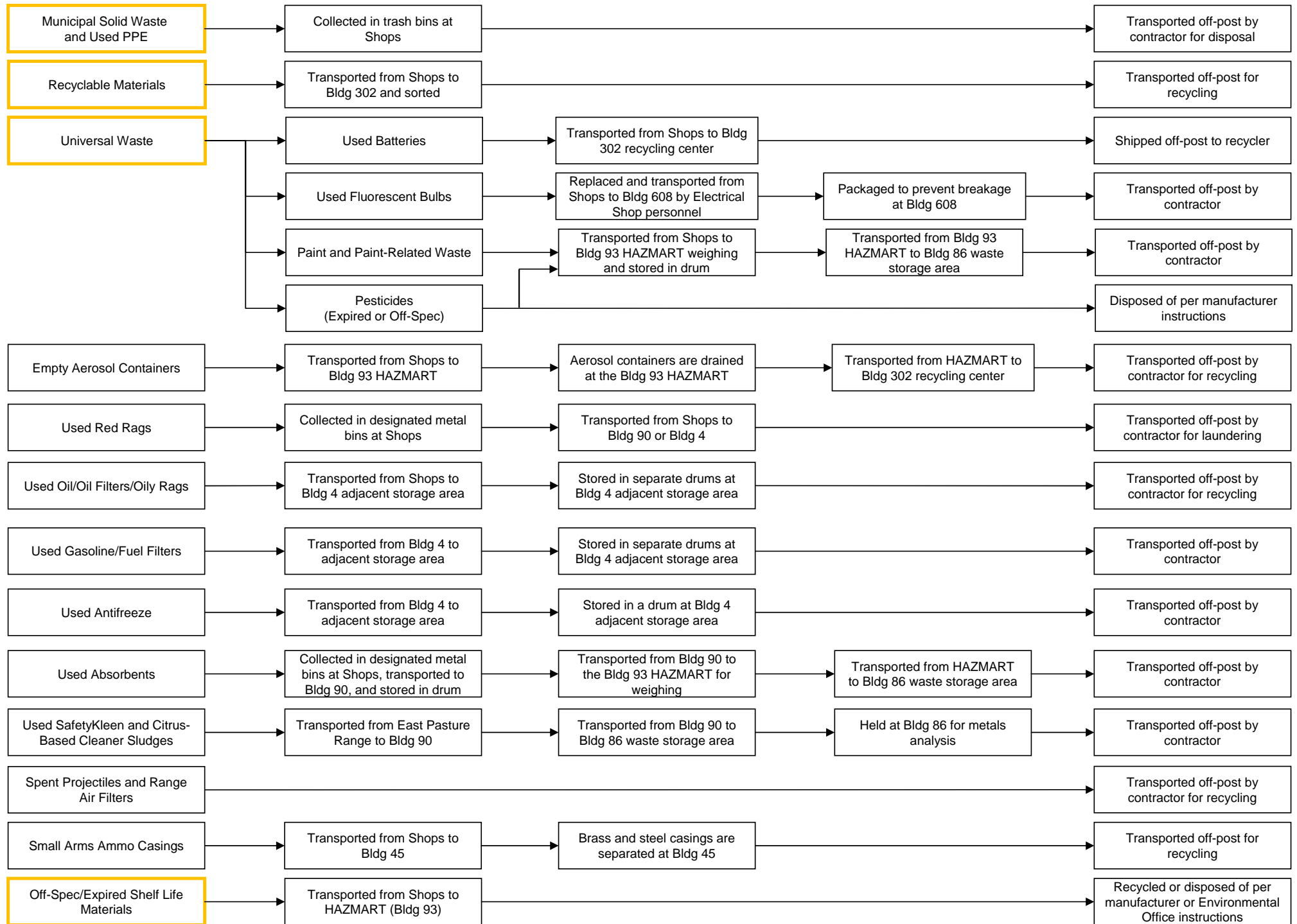
- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

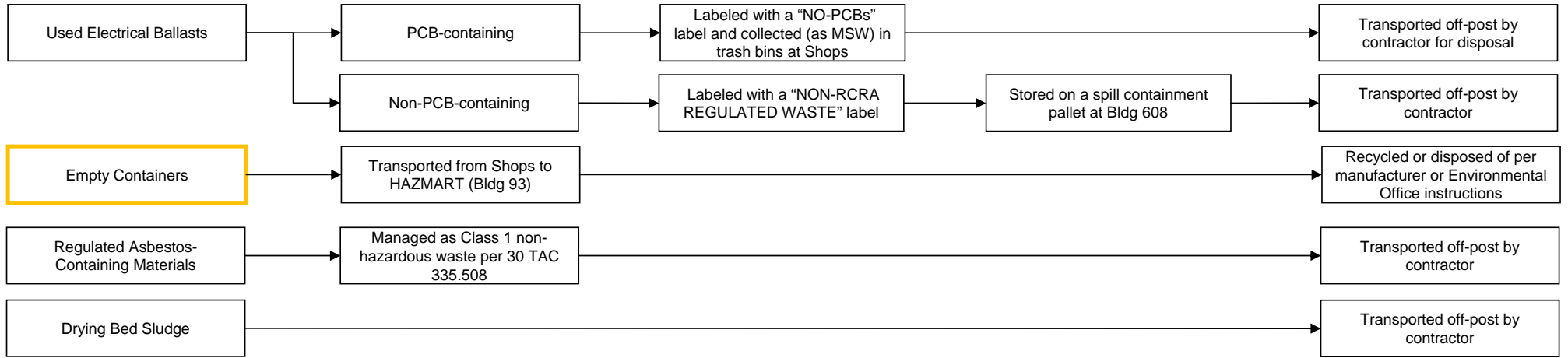
For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

Special Equipment Branch Waste Stream

**Final**

**Stockpile Reliability Branch  
Building 44 and Quick Range  
Waste Management Plan and  
Standard Operating Procedures**



*Prepared for:*

**Camp Stanley Storage Activity  
Boerne, Texas**

**September 2010**

## Stockpile Reliability Branch – Building 44 and Quick Range

The Stockpile Reliability Branch includes the Shop at Bldg 44 and the adjacent Quick Range. These Shops are responsible for quality assurance of ammunition. Selected samples of ammunition lots are destructively tested to assess the quality of the batch. There is a large range where munitions are test fired. This is an active range area and the spent projectiles are routinely removed from the area.

The wastes generated from this branch may include used spray paint cans, empty product containers, lead or copper projectiles and filters, small arms ammo casings (steel and brass), gun cleaning patches, used oil, personal protective equipment (PPE), soiled red rags, recyclable materials, and other non-hazardous municipal solid waste (MSW).

### Managed Waste Streams

Table 1 lists the solid and liquid waste streams managed by the shops at Bldg 44 and Quick Range.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles, and other matter derived from Shop operations	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the Recycling Collection Center (Bldg 302) or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Transport lead/acid batteries to the Motor Pool (Bldg 4). All other batteries collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
	Paint and paint-related waste	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Paint or Aerosol Containers	Empty aerosol spray paint cans or other metal paint cans from occasional painting activities	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Used Absorbents	Patches saturated with gun	Collected in a designated metal

<b>Source</b>	<b>Description</b>	<b>Disposal Location</b>
	cleaning fluids	container at the Shop and transported to the Ordnance Maintenance Branch (Bldg 90).
Used Red Rags	Red rags saturated with cleaning fluid or oil	Stored in a designated metal container. When container is full, transport the rags to the Motor Pool (Bldg 4) where they are collected and transported off-post by a contractor.
Used PPE	Latex gloves and booties coated with lead and/or propellant	Collected as MSW in trash cans/bins at each shop and transported off-post by a contractor.
Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, paints, or cleaning fluids	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Small Arms Ammo Casings	Brass and steel casings	Collected at Bldg 45 where brass and steel casings are separated.
Spent Projectiles	Recycled lead and copper projectiles and filters, spent time fuse delays, spent grenades	Managed by an outside contractor through the CSSA Environmental Office.

### **Shop-specific Standard Operating Procedures**

Table 2 lists the SOPs for managing select waste streams that are specific to the Shops at Bldg 44/quick range. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Handling of Partially-filled Containers	SOP-004
Recycling	SOP-006
Municipal Solid Waste	SOP-007
Spent Steel/Brass/Ammo Management	SOP-016
APC Filter Management	SOP-017



**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries.* Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

---

***Paint and paint-related waste***

---

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

**APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA’s HAZMART (Bldg 93).

**PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA’s HAZMART.
4. Empty containers shall be taken to CSSA’s HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Handling of Partially Filled Containers</b>		
<b>Document ID: SOP-004</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

Provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel handling of partially filled product containers.

## **APPLICABILITY**

This SOP is applicable to the handling of partially filled product containers.

## **PROCESS**

*Note: Always wear proper personal protective equipment (PPE) including safety glasses when consolidating or mixing paint products and other waste materials to avoid eye contact.*

Partially full containers of waste (e.g., waste paint, pesticides, petroleum waste, or other unusable hazardous materials) should be handled using the following procedures (if you are unsure of whether or not a partially-filled container holds a hazardous material, call the Environmental Office at 210-698-5208):

1. When the material in the partially filled container is no longer needed at the Shop, transfer the container to CSSA's HAZMART for proper storage or disposal.
2. HAZMART will consolidate the contents from other similar containers as much as possible into one container large enough to hold ALL of the waste material. Guidance concerning types of materials that can be consolidated may be obtained by contacting the Environmental Office at (210) 698-5208.
3. If the partially filled container does not have a CSSA HAZMART barcode, clearly label the container with the Shop name and the contents of the container and any other identifying information before taking it to CSSA's HAZMART.

4. **DO NOT** leave an unmarked partially filled container at CSSA's HAZMART without notifying the HAZMART manager.
5. Drained and properly dried containers of material should be considered empty and handled as an empty container (refer to *SOP-003: Handling of Empty Containers*).

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## **2.0 APPLICABILITY**

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## **3.0 PROCESS**

The following is a description of CSSA recycling and handling procedures.

### **SOLID WASTE**

#### **Facility Recyclable Solid Waste**

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:



- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BY RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles – clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics – numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans – metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper – newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.

## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

<b>Procedure: Spent Small Arms Ammunition Cartridge Management</b>		
<b>Document ID: SOP-016</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>14 Sept 10</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) spent small arms ammunition cartridge management. Small arms ammunition are defined as items smaller than 50 caliber. The small arms cartridges are segregated by type and sent to appropriate recycling facility for proper reuse of recycling.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate small arms casings.

## 3.0 PROCESS

The following is a description of CSSA management and handling procedures.

### **Spent Small Arms Ammunition Cartridges**

Fired brass (small arms: 7.62mm, 5.56mm, 9mm, etc.) will be segregated by type and will be free of all foreign substances, such as steel clips, links, sand, and dirt.

(1) All brass will be kept within appropriate labeled containers at the range(s) or within Building 90 until containers are full at which time will be turned over to Munitions Storage Maintenance Branch (MSMB) Personnel for inspection and turn in to the Defense Logistics Agency (DLA). Brass from test fires at the indoor range adjacent to Building 44 will be collected upon completion of firing and turned in to MSMB Personnel.

(2) MSMB Personnel will transport brass to Building 45 for temporary storage until an inspection by certified personnel can be conducted.

(3) Turn in of all brass to DLA will be done on DD 1348's with the following statement and



signature of the inspecting individual hand written on it in the remark blocks:

“I certify that the above listed items are free of any and all explosive residue per my inspection on (date).”

(4) All quantities on the DD 1348's will be written in pounds, not by number of shell casings turned in. All markings or lettering on the outside of empty containers must be obliterated and the container marked as empty except if the container is to be used later to reissue ammunition. MSMB Personnel have a designated storage area for all containers that are to be used at a later date. The container must be completely marked out with Black paint and kept in the designated storage area. If empty ammunition containers are going to DLA, the following is required:

(1) All markings of lettering on the outside of the container must be obliterated and the container marked as empty. Empty containers that are subject to turn-in to DLA will be marked by affixing a weather resistant placard or tag stenciled with the word “EMPTY” in approximately 1-inch letters. Palletized containers will be marked with the word “EMPTY” on at least one side of the pallet. Each ammunition container that is not palletized will be marked individually with a tag or placard with the word “EMPTY” on it.

(2) Munitions containers will have all explosive residue and rounds removed. Plastic and cardboard must be removed from these containers and all hazardous markings must be obliterated and the container marked as empty.

(3) All ammunition containers will not be used for any other purpose except storage of ammunition, until the container has been inspected and marked by certified personnel.

(4) High-dollar value containers (aviation ordnance containers, copperhead cans, etc.) will be returned to the MSMB. All hazardous markings are to be obliterated and the container marked as empty.



**Spent Shot Gun Shell Casings Label**

<b>Procedure: Management of Air Pollution Control Filters from Munitions Range Activity</b>		
<b>Document ID: SOP-017</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel managing filters generated from air pollution control (APC) devices on indoor weapons and ammunition testing facilities. This includes the filters generated at weapons testing facility in Bldg. 90 Test Fire Room and the quick range near Bldg. 44 used to test ammunition.

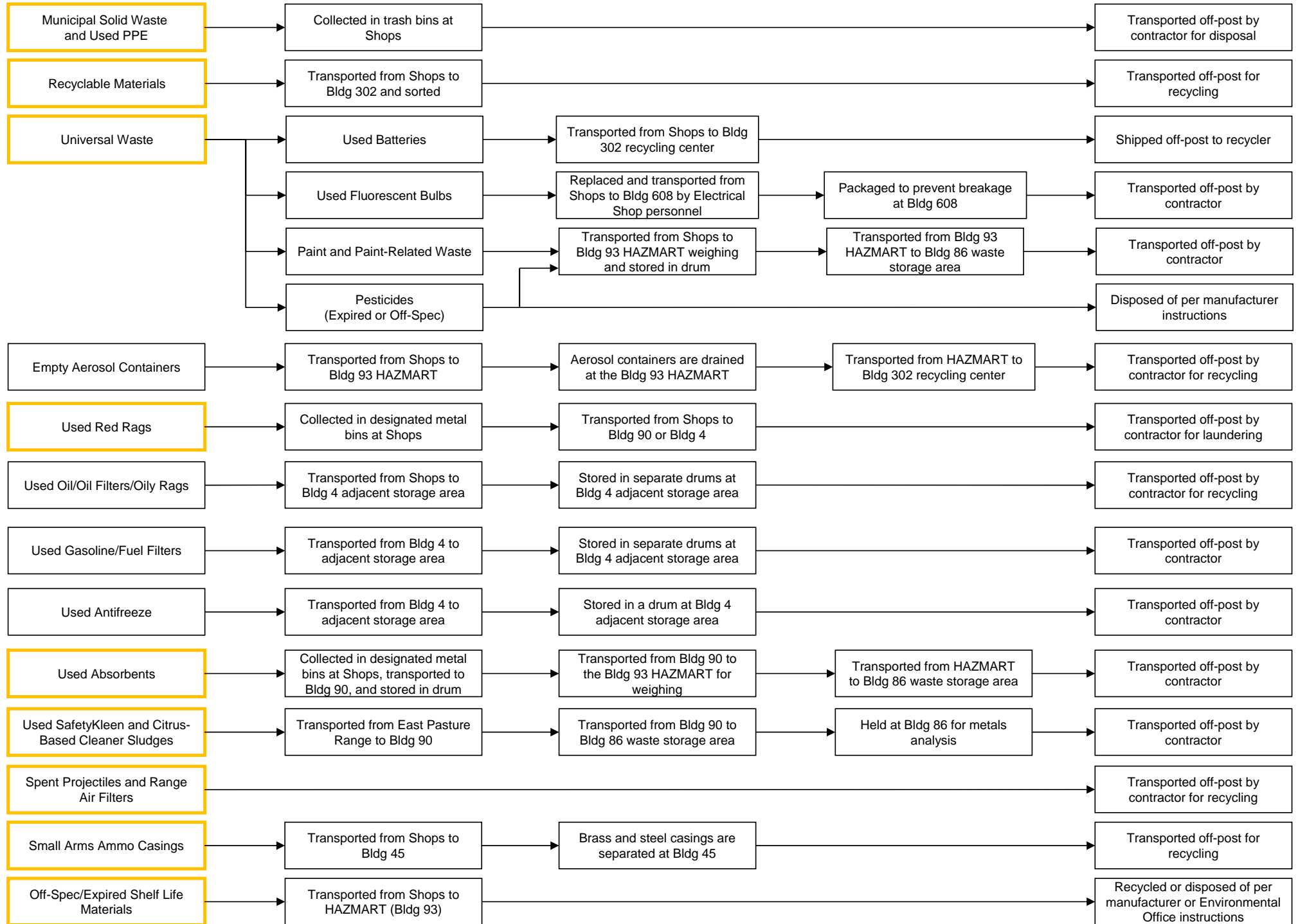
**APPLICABILITY**

This SOP is applicable to the management of filters as recyclable metal.

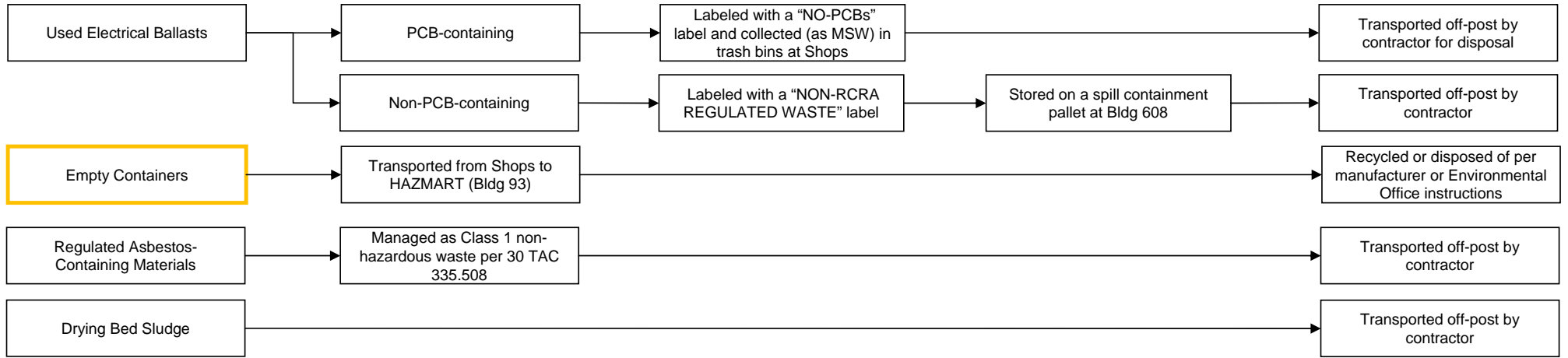
**PROCESS**

CSSA’s Environmental Shop is responsible for managing the used air filters generated from ammunition and weapons testing facilities. The recyclable metals generated from the APC units are defined as “sludge” by 30 Texas Administrative Code (TAC) section 335.17(2)/ section 336.003 Texas Health and Safety Code. Therefore the APC filters are exempt from being a solid waste when reclaimed pursuant to 30 TAC section 335.1(131)(D)(iii). The used filters are managed in supplied Carboys from ECS Refining located in Terrell, Texas. Recyclable metal containers will have a “scrap metal for recycling” label on each container used for metals recycling collection (see example below).

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

Building 44 Waste Stream

**Final**

**Munitions Storage and Maintenance Branch  
Buildings 45 and 200  
Waste Management Plan and  
Standard Operating Procedures**



*Prepared for:*

**Camp Stanley Storage Activity  
Boerne, Texas**

**September 2010**

**Munitions Storage and Maintenance Branch – Buildings 45 and 200**

The Munitions Storage and Maintenance Branch includes the Shops at Bldg 45 and Bldg 200. This branch has operations in several locations including a paint shop in Building 200 for painting ammunition boxes and other small parts. A spray booth is used in addition to small hand painting jobs using spray paint.

The wastes generated from this branch may include used spray paint cans, filters from the spray paint booth, empty product containers, lead or copper projectiles and filters, small arms ammo casings (steel and brass), gun cleaning patches, personal protective equipment (PPE), soiled red rags, recyclable materials, and other non-hazardous municipal solid waste (MSW).

**Managed Waste Streams**

Table 1 lists the solid and liquid waste streams managed by the shops at the Bldg 45 and Bldg 200 Shops.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the recycling center (Bldg 302) or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Transport lead/acid batteries to the Motor Pool (Bldg 4). All other batteries collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
	Paint and paint-related waste	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Paint or Aerosol Containers	Empty aerosol spray paint cans or other metal paint cans from paint booth activities at Bldg 200.	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Used Absorbents	Patches saturated with gun cleaning fluids	Collected in a designated metal container at the Shop and transported to the Ordinance

<b>Source</b>	<b>Description</b>	<b>Disposal Location</b>
		Maintenance Branch (Bldg 90).
Used Red Rags	Red rags saturated with cleaning fluid or oil	Stored in a designated metal container. When container is full, transport the rags to the Motor Pool (Bldg 4) where they are collected and transported off-post by a contractor.
Used PPE	Latex gloves and booties coated with lead and/or propellant	Collected as MSW in trash cans/bins at each shop and transported off-post by a contractor.
Small Arms Ammo Casings	Brass and steel casings	Collected at Bldg 45 where brass and steel casings are separated. Casings are transported off-post for disposal.
Spent Projectiles and Filters	Recycled lead and copper projectiles and filters, spent time fuse delays, spent grenades	Managed by an outside contractor through the CSSA Environmental Office.
Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, paints, or cleaning fluids	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).
Empty Containers	Empty product containers that once held hazardous materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

### **Shop-specific Standard Operating Procedures**

Table 2 lists the SOPs for managing select waste streams that are specific to the Shops at Bldg 45 and Bldg 200. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Handling of Partially-filled Containers	SOP-004
Recycling	SOP-006
Municipal Solid Waste	SOP-007
Spent Steel/Brass/Ammo Management	SOP-016
APC Filter Management	SOP-017



**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries*. Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.**

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

---

***Paint and paint-related waste***

---

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

## **APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA's HAZMART (Bldg 93).

## **PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA's HAZMART.
4. Empty containers shall be taken to CSSA's HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

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<b>Procedure: Handling of Partially Filled Containers</b>		
<b>Document ID: SOP-004</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **PURPOSE**

Provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel handling of partially filled product containers.

## **APPLICABILITY**

This SOP is applicable to the handling of partially filled product containers.

## **PROCESS**

*Note: Always wear proper personal protective equipment (PPE) including safety glasses when consolidating or mixing paint products and other waste materials to avoid eye contact.*

Partially full containers of waste (e.g., waste paint, pesticides, petroleum waste, or other unusable hazardous materials) should be handled using the following procedures (if you are unsure of whether or not a partially-filled container holds a hazardous material, call the Environmental Office at 210-698-5208):

1. When the material in the partially filled container is no longer needed at the Shop, transfer the container to CSSA's HAZMART for proper storage or disposal.
2. HAZMART will consolidate the contents from other similar containers as much as possible into one container large enough to hold ALL of the waste material. Guidance concerning types of materials that can be consolidated may be obtained by contacting the Environmental Office at (210) 698-5208.
3. If the partially filled container does not have a CSSA HAZMART barcode, clearly label the container with the Shop name and the contents of the container and any other identifying information before taking it to CSSA's HAZMART.

4. **DO NOT** leave an unmarked partially filled container at CSSA's HAZMART without notifying the HAZMART manager.
5. Drained and properly dried containers of material should be considered empty and handled as an empty container (refer to *SOP-003: Handling of Empty Containers*).



<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BY RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.

## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements



<b>Procedure: Spent Small Arms Ammunition Cartridge Management</b>		
<b>Document ID: SOP-016</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>14 Sept 10</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) spent small arms ammunition cartridge management. Small arms ammunition are defined as items smaller than 50 caliber. The small arms cartridges are segregated by type and sent to appropriate recycling facility for proper reuse of recycling.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate small arms casings.

## 3.0 PROCESS

The following is a description of CSSA management and handling procedures.

### **Spent Small Arms Ammunition Cartridges**

Fired brass (small arms: 7.62mm, 5.56mm, 9mm, etc.) will be segregated by type and will be free of all foreign substances, such as steel clips, links, sand, and dirt.

(1) All brass will be kept within appropriate labeled containers at the range(s) or within Building 90 until containers are full at which time will be turned over to Munitions Storage Maintenance Branch (MSMB) Personnel for inspection and turn in to the Defense Logistics Agency (DLA). Brass from test fires at the indoor range adjacent to Building 44 will be collected upon completion of firing and turned in to MSMB Personnel.

(2) MSMB Personnel will transport brass to Building 45 for temporary storage until an inspection by certified personnel can be conducted.

(3) Turn in of all brass to DLA will be done on DD 1348's with the following statement and

signature of the inspecting individual hand written on it in the remark blocks:

“I certify that the above listed items are free of any and all explosive residue per my inspection on (date).”

(4) All quantities on the DD 1348's will be written in pounds, not by number of shell casings turned in. All markings or lettering on the outside of empty containers must be obliterated and the container marked as empty except if the container is to be used later to reissue ammunition. MSMB Personnel have a designated storage area for all containers that are to be used at a later date. The container must be completely marked out with Black paint and kept in the designated storage area. If empty ammunition containers are going to DLA, the following is required:

(1) All markings of lettering on the outside of the container must be obliterated and the container marked as empty. Empty containers that are subject to turn-in to DLA will be marked by affixing a weather resistant placard or tag stenciled with the word “EMPTY” in approximately 1-inch letters. Palletized containers will be marked with the word “EMPTY” on at least one side of the pallet. Each ammunition container that is not palletized will be marked individually with a tag or placard with the word “EMPTY” on it.

(2) Munitions containers will have all explosive residue and rounds removed. Plastic and cardboard must be removed from these containers and all hazardous markings must be obliterated and the container marked as empty.

(3) All ammunition containers will not be used for any other purpose except storage of ammunition, until the container has been inspected and marked by certified personnel.

(4) High-dollar value containers (aviation ordnance containers, copperhead cans, etc.) will be returned to the MSMB. All hazardous markings are to be obliterated and the container marked as empty.



**Spent Shot Gun Shell Casings Label**

<b>Procedure: Management of Air Pollution Control Filters from Munitions Range Activity</b>		
<b>Document ID: SOP-017</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel managing filters generated from air pollution control (APC) devices on indoor weapons and ammunition testing facilities. This includes the filters generated at weapons testing facility in Bldg. 90 Test Fire Room and the quick range near Bldg. 44 used to test ammunition.

**APPLICABILITY**

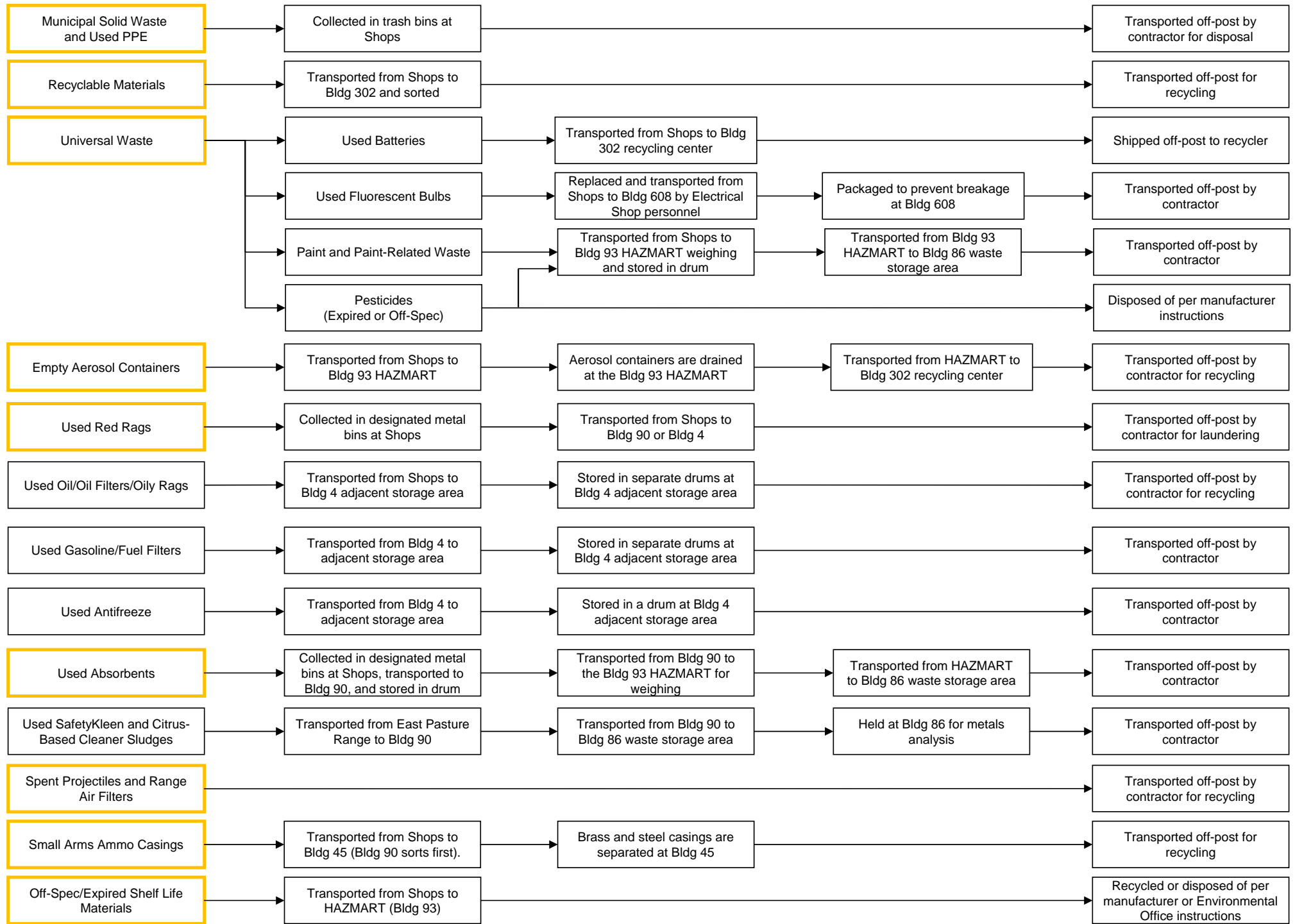
This SOP is applicable to the management of filters as recyclable metal.

**PROCESS**

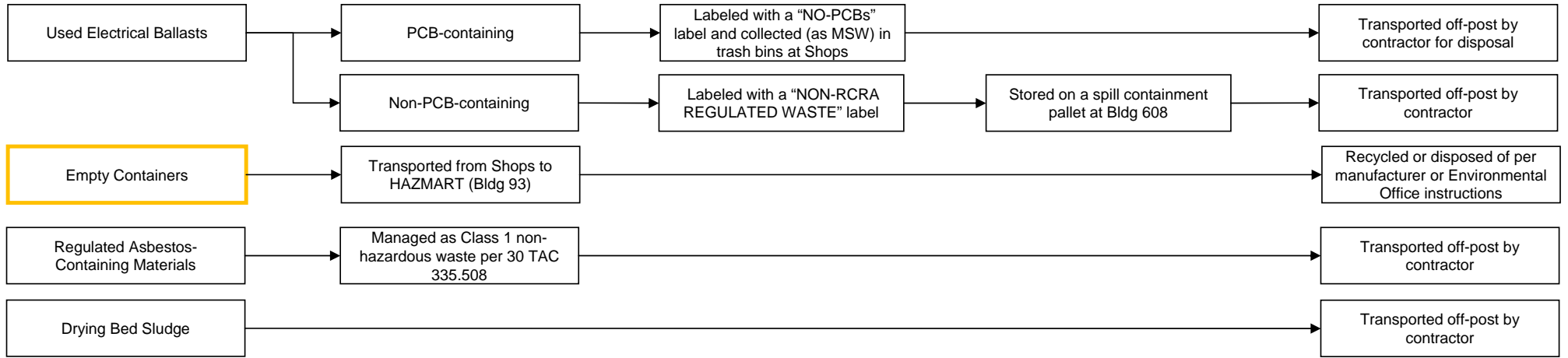
CSSA’s Environmental Shop is responsible for managing the used air filters generated from ammunition and weapons testing facilities. The recyclable metals generated from the APC units are defined as “sludge” by 30 Texas Administrative Code (TAC) section 335.17(2)/ section 336.003 Texas Health and Safety Code. Therefore the APC filters are exempt from being a solid waste when reclaimed pursuant to 30 TAC section 335.1(131)(D)(iii). The used filters are managed in supplied Carboys from ECS Refining located in Terrell, Texas. Recyclable metal containers will have a “scrap metal for recycling” label on each container used for metals recycling collection (see example below).

# **SCRAP METAL FOR RECYCLING**

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

Building 45 Waste Stream

**Final**

**Joint Combat Systems Research Team  
East Pasture Range Classroom & Small  
Arms Firing Range  
Waste Management Plan and  
Standard Operating Procedures**



*Prepared for:*

**Camp Stanley Storage Activity  
Boerne, Texas**

**September 2010**



**Joint Combat Systems Research Team – East Pasture Range Classroom & Small Arms Range**

The East Pasture range area is used for training and practice shooting. This is an active range area and the spent projectiles are routinely removed from the area.

The wastes generated from this branch may include empty product containers, lead or copper projectiles and filters, small arms ammo casings (steel and brass), gun cleaning patches, used oil, personal protective equipment (PPE), Saftey-Kleen or citrus-based solvent sludges, soiled red rags, recyclable materials, and other non-hazardous municipal solid waste (MSW).

**Managed Waste Streams**

Table 1 lists the solid and liquid waste streams managed by the shops at the East Pasture Range.

**Table 1 – Solid and Liquid Waste Streams**

<b>Source</b>	<b>Description</b>	<b>Disposal Location</b>
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the recycling center (Bldg 302) or the scrap metal bin near Bldg 78.
Universal Waste	Used batteries	Collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
Used Absorbents	Patches saturated with gun cleaning fluids	Collected in a designated metal container at the Shop and transported to the Ordinance Maintenance Branch (Bldg 90).
Used Safety-Kleen and Citrus-based Cleaners	Sludge produced from parts-washing processes	Sludge that accumulates in the base of the parts washer is transported to the Ordinance Maintenance Branch (Bldg 90).
Used Red Rags	Red rags saturated with cleaning fluid or oil	Stored in a designated metal container. When container is full, transport the rags to the Bldg 90 where they are collected and transported off-post by a

<b>Source</b>	<b>Description</b>	<b>Disposal Location</b>
		contractor.
Used PPE	Latex gloves and booties coated with lead and/or propellant	Collected as MSW in trash cans/bins at each shop and transported off-post by a contractor.
Small Arms Ammo Casings	Brass and steel casings	Collected at Bldg 45 where brass and steel casings are separated.
Spent Projectiles	Recycled lead and copper projectiles and filters	Managed by an outside contractor through the CSSA Environmental Office.
Off-Spec/Expired Shelf Life Materials	Expired fire extinguishers, paints, or cleaning fluids	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

### **Shop-specific Standard Operating Procedures**

Table 2 lists the SOPs for managing select waste streams that are specific to the East Pasture Range. These SOPs are included in Attachment 1.

**Table 2 – Shop-specific SOPs**

<b>Procedure</b>	<b>Document No.</b>
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Recycling	SOP-006
Municipal Solid Waste	SOP-007
Operation of Safety-Kleen Parts Washers	SOP-008
Spent Steel/Brass/Ammo Management	SOP-016
APC Filter Management	SOP-017

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

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## 3.0 PROCESS

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*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries.* Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

\_\_\_\_\_

***Paint and paint-related waste***

\_\_\_\_\_

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.

<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

**APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA’s HAZMART (Bldg 93).

**PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA’s HAZMART.
4. Empty containers shall be taken to CSSA’s HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:



- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BY RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles – clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics – numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans – metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper – newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans – Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper – Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.

## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

- liquid hazardous materials.

For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

<b>Procedure: Operation of Safety-Kleen Parts Washers</b>		
<b>Document ID: SOP-008</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for operating the Safety-Kleen Parts Washers at Bldg 90 and the East Pasture Range at Camp Stanley Storage Activity (CSSA).

## **2.0 APPLICABILITY**

This SOP applies to all CSSA operations that use Safety-Kleen Parts Washers.

## **3.0 REGULATORY COMPLIANCE**

Safety-Kleen Parts Washers have a totally enclosed recycling process that effectively separates mineral spirit solvents from oil and other impurities. This process does not chemically change the resulting residual material, which can be managed as used oil according to Federal regulations and is exempt from hazardous waste disposal and recovery regulations. Federal Regulation 40 CFR 279 Subpart B, paragraph (b)(2)(iii) documents that where a mixture of mineral spirits and used oil does not exhibit ignitable characteristics, the presence of mineral spirits does not keep the substance from being treated as used oil, even when there is less than 100 percent separation.

In cases where the oily residue is classified as a regulated hazardous waste, Federal Regulation 40 CFR 261.5(a) and 261.5(g)(3) allows this waste to be placed into used oil containers and regulated as used oil.



## **4.0 PROCESS**

### **4.1 General**

Safety-Kleen Parts Washers are used at Bldg 90 and the East Pasture Range and use Safety-Kleen Premium Gold Solvent (containing petroleum distillates and mineral spirits), which can be recycled through distillation to ensure the units operate with fresh solvent.

### **4.2 Safety**

Note: Rehab (Bldg 90) and the East Pasture Range personnel are responsible for the proper handling of residual material by-product and proper use of the Safety-Kleen equipment according to this SOP and the manufacturer's User Manual and specifications.

4.2.1 Read and follow the Material Safety Data Sheet (MSDS) and the unit solvent label before operating the Parts Washers.

Note: The Parts Washers are designed for use at 102°F (39°C) without forced ventilation, such as a fan or ventilation hood.

Note: If Parts Washers are used in higher temperatures, increase the spacing.

4.2.2 Keep the Parts Washers at least three feet from any potential source of ignition, such as electrical receptacles, switches, pilot lights, fixtures, contacts, or other spark-producing devices.

4.2.3 Do not place hot parts in the solvent.

4.2.4 The Parts Washers have a fusible link in the lid assembly to hold the lid open during use. Do not modify, alter, or obstruct the operation of the fusible link and do not leave unattended parts in the sink, which would interfere with closing the lid.

4.2.5 Do not smoke, eat, or drink in the work area where the parts cleaners are located. Wash hands thoroughly with soap and water after using the parts cleaners and before eating, drinking, or using tobacco products.

4.2.6 Do not operate the units in any manner that causes splashing or a mist to form.

4.2.7 Use only in well-ventilated areas.

4.2.8 Wear protective equipment, such as gloves, eyewear, or apron, and follow the protective equipment instructions on the MSDS and solvent label.

- 4.2.9 Do not clean or degrease porous or absorbent materials such as cloth, leather, wood, or paper.
- 4.2.10 Do not use the solvent to clean friction materials, such as brake linings or clutch surfaces, that will be reused.
- 4.2.11 Use only Safety-Kleen Premium Gold Solvent and do not add any other chemicals to prevent a hazardous condition.
- 4.2.12 Do not modify Parts Washers in any manner.
- 4.2.13 Turn off the Parts Washer when adding solvent.
- 4.2.14 Do not add solvent during the recycling process.
- 4.2.15 Periodically clean the sink strainer, but NEVER operate the machine without the strainer.
- 4.2.16 Do not operate or continue to operated the Parts Washer if a leak is observed. Contain the leak, absorb the leaked solvent using a spill kit, and contact the Safety-Kleen representative.
- 4.2.17 Do not leave the Parts Washer unattended when in use.
- 4.2.18 Close the lid when not in use as a safety precaution and to minimize solvent evaporation.

### **4.3 Cleaning Parts**

- 4.3.1 Put on protective equipment.
- 4.3.2 Ensure the parts washer is plugged into a grounded, three-prong outlet that is in working order before pressing the On/Off button.
- 4.3.3 Lift the lid and ensure the lid catches and is held in the upright position.
- 4.3.4 Wipe any loose or excess dirt from the washer.
- 4.3.5 Drain all excess fluids then place parts to be washed in the washer sink.
- 4.3.6 Adjust the nozzle by centering it inside the sink.
- 4.3.7 Push the On/Off button to start the solvent flow through the nozzle and brush.

Note: If the washer does not flow, press and hold the On/Off button for 20 seconds to activate it. Repeat as needed.

4.3.8 Clean the parts in the sink avoiding splashing solvent outside of it. Use a stiff brush to remove any heavy deposits.

Note: Do not use compressed air to agitate the solvent or to dry parts. Do not use this solvent for other operations.

4.3.9 Drain cleaned parts in the parts cleaner sink for about 15 seconds or until dripping stops.

4.3.10 Push the On/Off button to stop the solvent flow.

4.3.11 Keep solvent use to a minimum by closing the parts washer lid when not in use.

#### **4.4 Recycling Solvent**

4.4.1 Ensure the washer lid is closed

4.4.2 Push the Recycle Button to transfer dirty solvent into the distillation tank and return clean fluid into the sink.

Note: This transfer takes about four minutes.

4.4.3 The Discharge Knob will be hot to touch during the recycle process. Do not touch it until the process is complete or the temperature indicator turns green and the knob is cool to touch.

#### **4.5 Residue Removal**

Note: The Recycling (distillation) process separates solids or contaminant particles (residual material) from the used solvent. Once this process is complete, the clean solvent is returned for use in cleaning parts and the residual material is collected in the base of the parts washer.

4.5.1 CSSA personnel will remove the residual material from the washer, collect it in an appropriate container in a satellite accumulation area at Building 90, and transport it to the Bldg 86 waste storage area. The Environmental Office will ensure that the residual material is tested for metals content prior to shipment off-post. This residual material will be treated as used oil (see SOP-010); therefore a Used Oil label should be affixed to the storage drum. Below the Used Oil label, affix a HOLD FOR TEST RESULTS label (see examples below).

# USED OIL

SLUO Printed by Labelmaster, An American Labelmark Co., Chicago, IL 60646 (800) 621-5808

# HOLD FOR TEST RESULTS

Write the date the  
sample was collected  
for analysis.

---

<b>Procedure: Spent Small Arms Ammunition Cartridge Management</b>		
<b>Document ID: SOP-016</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>14 Sept 10</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) spent small arms ammunition cartridge management. Small arms ammunition are defined as items smaller than 50 caliber. The small arms cartridges are segregated by type and sent to appropriate recycling facility for proper reuse of recycling.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate small arms casings.

## 3.0 PROCESS

The following is a description of CSSA management and handling procedures.

### **Spent Small Arms Ammunition Cartridges**

Fired brass (small arms: 7.62mm, 5.56mm, 9mm, etc.) will be segregated by type and will be free of all foreign substances, such as steel clips, links, sand, and dirt.

(1) All brass will be kept within appropriate labeled containers at the range(s) or within Building 90 until containers are full at which time will be turned over to Munitions Storage Maintenance Branch (MSMB) Personnel for inspection and turn in to the Defense Logistics Agency (DLA). Brass from test fires at the indoor range adjacent to Building 44 will be collected upon completion of firing and turned in to MSMB Personnel.

(2) MSMB Personnel will transport brass to Building 45 for temporary storage until an inspection by certified personnel can be conducted.

(3) Turn in of all brass to DLA will be done on DD 1348's with the following statement and

signature of the inspecting individual hand written on it in the remark blocks:

“I certify that the above listed items are free of any and all explosive residue per my inspection on (date).”

(4) All quantities on the DD 1348's will be written in pounds, not by number of shell casings turned in. All markings or lettering on the outside of empty containers must be obliterated and the container marked as empty except if the container is to be used later to reissue ammunition. MSMB Personnel have a designated storage area for all containers that are to be used at a later date. The container must be completely marked out with Black paint and kept in the designated storage area. If empty ammunition containers are going to DLA, the following is required:

(1) All markings of lettering on the outside of the container must be obliterated and the container marked as empty. Empty containers that are subject to turn-in to DLA will be marked by affixing a weather resistant placard or tag stenciled with the word “EMPTY” in approximately 1-inch letters. Palletized containers will be marked with the word “EMPTY” on at least one side of the pallet. Each ammunition container that is not palletized will be marked individually with a tag or placard with the word “EMPTY” on it.

(2) Munitions containers will have all explosive residue and rounds removed. Plastic and cardboard must be removed from these containers and all hazardous markings must be obliterated and the container marked as empty.

(3) All ammunition containers will not be used for any other purpose except storage of ammunition, until the container has been inspected and marked by certified personnel.

(4) High-dollar value containers (aviation ordnance containers, copperhead cans, etc.) will be returned to the MSMB. All hazardous markings are to be obliterated and the container marked as empty.



**Spent Shot Gun Shell Casings Label**

<b>Procedure: Management of Air Pollution Control Filters from Munitions Range Activity</b>		
<b>Document ID: SOP-017</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard operating procedure (SOP) for Camp Stanley Storage Activity (CSSA) personnel managing filters generated from air pollution control (APC) devices on indoor weapons and ammunition testing facilities. This includes the filters generated at weapons testing facility in Bldg. 90 Test Fire Room and the quick range near Bldg. 44 used to test ammunition.

**APPLICABILITY**

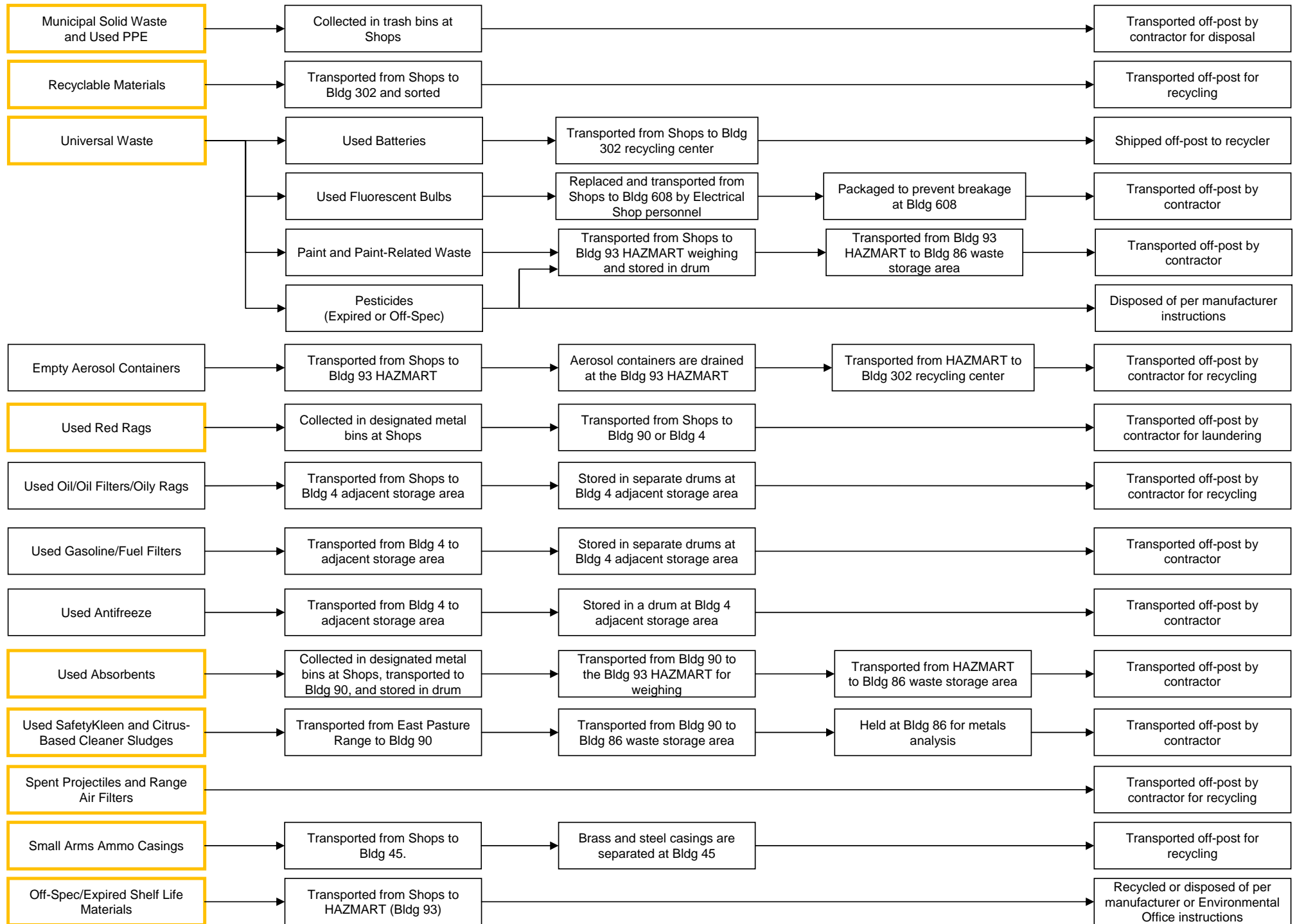
This SOP is applicable to the management of filters as recyclable metal.

**PROCESS**

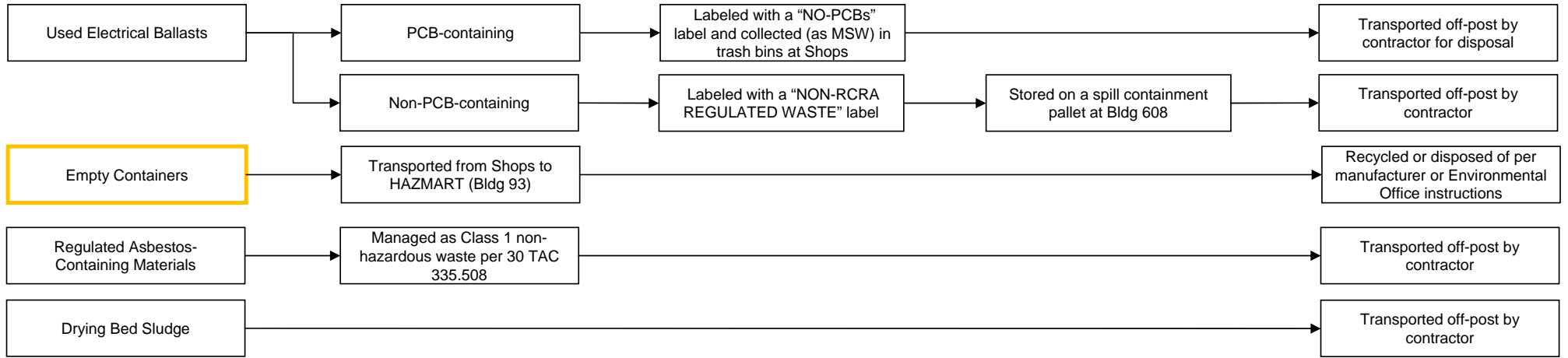
CSSA’s Environmental Shop is responsible for managing the used air filters generated from ammunition and weapons testing facilities. The recyclable metals generated from the APC units are defined as “sludge” by 30 Texas Administrative Code (TAC) section 335.17(2)/ section 336.003 Texas Health and Safety Code. Therefore the APC filters are exempt from being a solid waste when reclaimed pursuant to 30 TAC section 335.1(131)(D)(iii). The used filters are managed in supplied Carboys from ECS Refining located in Terrell, Texas. Recyclable metal containers will have a “scrap metal for recycling” label on each container used for metals recycling collection.



## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

East Pasture Range Waste Stream

# **CSSA Operational Staff**

## **Waste Management Plan and Standard Operating Procedures**



*Prepared for:*

**Camp Stanley Storage Activity  
Boerne, Texas**

**January 2010**

## CSSA Operational Staff

The wastes generated from CSSA's operating personnel may include empty containers, recyclable materials, and other non-hazardous municipal solid waste (MSW).

## Managed Waste Streams

Table 1 lists the general waste streams managed by CSSA.

**Table 1 – Solid and Liquid Waste Streams**

Source	Description	Disposal Location
Municipal Solid Waste	Waste paper, packaging, containers, food waste, textiles, pipe cuttings, plastic reels from weed trimmer, and other matter derived from Shop operations	Collected in trash cans/bins at each shop and transported off-post by a contractor.
Universal Waste	Used batteries	Exchange lead/acid batteries at the place of purchase. All other batteries collected in a container labeled with Shop name and transported to the recycling center (Bldg 302).
	Fluorescent bulbs	Managed by the Electrical Shop (Bldg 608).
Recyclable Materials	Aluminum cans, glass, plastic, cardboard, scrap metal, scrap paper, newspaper	Collected and transported to the Recycling Collection Center or the scrap metal bin near Bldg 78.
Empty Containers	Empty product containers that once held hazardous materials	Collected in a container labeled with Shop name and transported to the HAZMART (Bldg 93).

## Shop-specific Standard Operating Procedures

Table 2 lists the SOPs for managing select waste streams that are generated during routine operations at CSSA.

**Table 2 – Shop-specific SOPs**

Procedure	Document No.
Universal Waste Management	SOP-002
Handling of Empty Containers	SOP-003
Recycling	SOP-006
Municipal Solid Waste	SOP-007

**ATTACHMENT 1**  
**SHOP-SPECIFIC SOPs**

<b>Procedure: Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste</b>		
<b>Document ID: SOP-002</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 1</b> <b>Revision Date:</b> <b>06 Jan 2010</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for all personnel associated with Universal Waste management at Camp Stanley Storage Activity (CSSA).

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA personnel who handle and manage universal waste.

## 3.0 PROCESS

This procedure sets forth the requirements for Universal Waste Management per regulations issued by the Environmental Protection Agency; and published in *40 Code of Federal Regulations (CFR) Part 273* and authorized by *Texas Administrative Code (TAC) Title 30 Chapter 335.261* and *30 TAC 335.262* (paint and paint-related waste).

The U.S. EPA has recognized the fact that regulations covering certain wastes are more restrictive than necessary. In 40 CFR 273, the EPA has established regulations that offer alternative management standards for what it calls “universal wastes.”

*Accumulation* of Universal Waste (per 40 CFR 273) will be for no longer than one year from the date it was generated. The date the accumulation started shall be written on the Universal Waste packaging used for shipment offsite. Note the type of waste on the Universal Waste label. If the waste is paint or paint-related, indicate this on the label (Figure 1).

*Training* – A small quantity handler (less than 5,000 kilograms per year) must train personnel in the proper handling and emergency procedures for universal waste (40 CFR 273.16). Contact the Environmental Office at (210) 698-5208 to obtain training.

*Recordkeeping* – A small quantity handler of universal waste is not required to keep records of shipments of universal waste. Although no recordkeeping is required, universal waste manifests are maintained at the Environmental Office.

*Universal Waste* is defined as used batteries; off-spec pesticides; mercury-containing equipment including thermostats; fluorescent tubes and/or incandescent lamps as described in 40 CFR 273.5; and paint and paint-related waste as described in 30 TAC 335.262(b).

- *Batteries.* Non-automotive batteries should be transported to the Recycling Center at Bldg 302. Automotive (lead/acid) batteries should be exchanged for a new battery at the place of purchase, or should be transported to Motor Pool at Bldg 4 labeled with your Shop name.
- *Pesticides* are managed by Integrated Pest Management personnel at Bldg 30. Empty aerosol pesticide cans are brought to the HAZMART for puncturing and recycling.
- If *mercury-containing equipment and/or thermostats* are used or found on site, the Environmental Department should be contacted at (210) 698-5208 for proper disposal instructions.
- *Fluorescent bulbs* are generated, installed, and removed by Electrical Shop personnel at Bldg 608 under the Public Works Branch.
- *Paint and paint-related waste* are managed by CSSA's HAZMART personnel at Bldg 93 or stored in an appropriately-labeled container within Bldg 86.

**UNIVERSAL WASTE**

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL  
THE FOLLOWING MATERIALS ARE REGULATED AS A  
UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.

UNIVERSAL WASTE - BATTERY(IES)

UNIVERSAL WASTE - MERCURY THERMOSTAT(S)

UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT

UNIVERSAL WASTE - PESTICIDE(S)

UNIVERSAL WASTE - LAMP(S)

**Shop Name**

ACCUMULATION START DATE: \_\_\_\_\_

\_\_\_\_\_

***Paint and paint-related waste***

\_\_\_\_\_

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX  
(REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO  
REGULATED BY 49CFR PARTS 172-180)

**HANDLE WITH CARE!**

Style UW05T © 2005 LABELMASTER® (800) 621-5808 www.labelmaster.com

Indicate the type of Universal Waste on the label.

If the waste is paint or paint-related, indicate this on the label.

Write the Shop name somewhere on the label.

Write the date the first material was put into the waste container.

**Figure 1 – Example UNIVERSAL WASTE label.**

**Possible types of Universal Waste to be entered on the container label:**

1. Paint and paint-related waste
2. Batteries
3. Mercury thermostat(s)
4. Mercury-containing equipment
5. Pesticides
6. Fluorescent light bulbs  
(4-foot and 8-foot straight tubes)
7. Compact fluorescent light (CFL) bulbs
8. Metal halide bulbs

If you have an item that is not included on the above list, contact the Environmental Department for proper labeling or disposal procedures.



<b>Procedure: Handling of Empty Containers</b>		
<b>Document ID: SOP-003</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

**PURPOSE**

To provide a standard procedure for Camp Stanley Storage Activity (CSSA) personnel management of empty containers that previously held hazardous materials.

**APPLICABILITY**

This SOP is applicable to the handling of empty containers that held hazardous materials and does not apply to new containers provided by CSSA’s HAZMART (Bldg 93).

**PROCESS**

1. Make every reasonable effort to fully use the contents of all containers to ensure that as little hazardous material residue as possible is left within the container.
2. All containers shall be properly closed and sealed when not in use.
3. Empty containers shall be allowed to air dry for at least 24 hours prior to being resealed and then properly disposed through CSSA’s HAZMART.
4. Empty containers shall be taken to CSSA’s HAZMART for recycling or disposal.

If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.

<b>Procedure: Recycling</b> <b>Document ID: SOP-006</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## 1.0 PURPOSE

This document provides a standard procedure for the Camp Stanley Storage Activity (CSSA) Recycling Program. Recycling as many items as possible cuts down on space needed for landfills. Recycling gives everyone a chance to minimize waste and preserve our resources.

## 2.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all CSSA activities that generate recyclable materials.

## 3.0 PROCESS

The following is a description of CSSA recycling and handling procedures.

### SOLID WASTE

#### Facility Recyclable Solid Waste

To help reduce the volume of solid waste requiring landfilling, CSSA has instituted a recycling program for its employees and residents. The goal of the recycling program is to divert items, such as paper, cardboard, glass, plastics, and metals, away from the municipal waste stream. CSSA's first step in implementing the recycling program is educating post personnel and residents on the benefits of recycling and the economic rewards of source reduction and recycling through the use of brochures, training classes, newsletters and post informational bulletins.

CSSA operates the recycling collection facility at Bldg 302 (Figure 1). Recyclable materials are sorted, collected and packaged at this location (Figure 2); and prepared for transport for off-post recycling. Currently, the following residential items are recycled:

- Glass jars and bottles – clear, green, and dark;
- Plastics – numbers 1-7;
- Cans – metal, tin, and aluminum;
- Paper – newspaper, phonebooks, books, magazines, and junk mail;
- Cardboard;
- Shredded paper – multi-colored; and
- Clothes hangers – metal only.

CSSA personnel should make every effort to keep recyclable materials out of the MSW stream and they recycle applicable materials at the recycling facility.

#### Other Solid Waste Recycling

The following solid waste streams are generated at CSSA and are recycled.

1. *Used tires* are stored at the Motor Pool at Bldg 4. The tires are collected by a contractor and transported off-post for recycling.
2. *Metal parts* such as mufflers, tail pipes and other scrap metals are transferred to the scrap metal bin near Bldg 78 by Shop personnel. The scrap metal is collected by a contractor and transported off-post for recycling.
3. *Used oil filters* are stored in 55-gallon containers outside the Motor Pool at Bldg 4. The used filters are collected by a contractor and transported off-post for recycling. The SOP for handling used oil filters for Shops other than the Motor Pool is to transport them to the Motor Pool at Bldg 4. Motor Pool personnel will handle used oil filters according to *SOP-010: Used Oil Requirements*.
4. *Oily rags* are collected in a properly marked red container in the shop area. The rags are collected by a contractor and transported off-post for laundering. Clean laundered rags are returned for reuse.
5. Typically, *used lead-acid batteries* are transported by Shop personnel to the motor pool. The batteries are stored at the motor pool until they can be transported by motor pool personnel to the automobile parts store and turned in for recycling. Lead-acid batteries may be picked up directly from the Shop by the supplier for off-post recycling.

## **LIQUID WASTE**

1. *Used oil* is stored in 55-gallon containers within the designated storage building located outside the Motor Pool at Bldg 4. The used oil is collected by a contractor and transported off-post for recycling. Used hydraulic oil is also placed in the used oil storage container. See *SOP-010: Used Oil Requirements* for additional information.
2. *Used antifreeze* is stored in 55-gallon containers within the designated storage building located outside Motor Pool at Bldg 4. The used antifreeze is collected by a contractor and transported off-post for recycling. See *SOP-011: Used Antifreeze Requirements*.

### **4.0 ITEMS THAT CANNOT BY RECYCLED**

The following items cannot be recycled:

- Any paper with reference to CSSA on it (unless shredded)
- Greasy paper and pizza boxes
- Wax coated paper boxes (milk cartons and juice boxes)
- Waxed paper
- Tissue paper
- Napkins and paper towels
- Paper plates and cups
- X-ray and plastic film
- Plastic bags
- Plastic microwave dishes
- Plastic toys, plant pots
- Styrofoam products
- Plate glass (window panes or mirrors)
- Carbon paper
- Twine, string, or wires
- Ceramic dishes or ovenware
- Diapers and other personal care products

Paint cans, aerosol paint cans, and thermometers must be disposed of through the HAZMART at Bldg 93. If you are unsure of how to dispose of an item, call the Environmental Office at (210) 698-5208.



**Figure 1 - Recycling Collection Center at Bldg 302**



**Figure 2 – Labeled bin for aluminum can recycling at Bldg 302.**



# CSSA's Recycling Program for On-Site Personnel and Residents



## Guidelines

**Recycling Bins** are provided to CSSA offices and residences. Personnel and residents are encouraged to recycle the items indicated below and to implement Pollution Prevention initiatives, including canceling subscriptions to unread magazines and newspapers, using "environmentally friendly" cleaners, reducing the use of plastic and paper products, using 30% or more post consumer fiber recycled products, or using incoming packaging material for outgoing mail shipments.

**Residents/Personnel** should collect recyclable items (i.e. newspapers, glass, cardboard, aluminum cans, telephone books, metal cans, plastic soda bottles, milk jugs, etc.) in the recycling bins provided and take it to the Recycling Collection Area (Bldg 302), sort recycled items and place in the appropriate recycling container.

The material for recycling should be divided into separate categories:

- |   |                         |
|---|-------------------------|
| 1.) Glass Jars and Bottles - clear, green, and dark;                | 5.) Cardboard;          |
| 2.) Plastics - numbers 1-7;   | 6.) Shredded Paper; and |
| 3.) Cans - metal, tin, and aluminum;                                | 7.) Clothes Hangers.    |
| 4.) Paper - newspaper, phonebooks, books, magazines, and junk mail; |                         |

It is important that the waste streams be segregated and do not become mixed.

**Please...No Plastic Bags!!** Plastic bags are not marketable; suggest you reuse these bags or recycle at the nearest HEB and Wal-Mart stores.

CSSA Personnel and residents are encouraged to **utilize commercial recycling programs** when you purchase replacement tires and batteries.

New and used oils (i.e. motor oil, hydraulic oil, etc), antifreeze, and used oil and gas filters, must be disposed of in appropriate ways - it is **unlawful** to dispose of them in household trash.

## Recyclable Materials and Drop-Off Locations

### RECYCLING COLLECTION AREA (BLDG 302)

POC: Dan Adams (210) 867-9950

**Glass Jars and Bottles**  
Clear and Colored  
Rinse and Remove Lids

**Plastic Soda Bottles and Milk Jugs**  
Rinse and Remove Lids  
Numbers 1 - 7 only

**Cans - Aluminum, Tin, and Metal Cans**  
Rinse

**Cardboard**  
Keep dry and clean  
Fold cardboard flat

**Shredded Papers**  
Multi-colored

**Clothes Hangers**  
Metal only

**Paper - Newspapers and inserts/Telephone Books/Books/Magazines/Junk Mail**  
Keep dry and clean

### Special Handling Items for Recycling

#### **Paints, Thermometers, and other Items**

Call the Environmental Program Manager at (210) 295-7453 or the Environmental Office at (210) 698-5208 for disposal of paint cans, aerosol paint cans, thermometers, etc.

#### **Fluorescent Light Tubes**

Residents **are required** to submit Work Orders for **ALL** fluorescent light tube replacements through the MAXIMO Service Desk at (210) 295-7330.

## **What CANNOT Be Recycled?**

- Any paper with reference to CSSA on it
- Greasy Paper and Pizza Boxes
- Wax Coated Paper Boxes (Milk Cartons and Juice Boxes)
- Waxed Paper
- Tissue Paper
- Napkins and Paper Towels
- Paper Plates and Cups
- X-Rays and Plastic Film
- Plastic Bags
- care products
- Plastic Microwave Dishes
- Plastic Toys, plant pots
- Styrofoam products
- Plate Glass (window panes or mirrors)
- Carbon Paper
- Twine, String, or Wire
- Ceramic Dishes or Ovenware
- Engine Oil Containers
- Diapers and other personal

## **Quick Tidbits**

### **What happens to my recyclables?**

CSSA personnel transport segregated recyclable items at the recycling collection area to a processing facility located at Lackland Air Force Base, San Antonio, TX. The recyclable items are further segregated, processed, and shipped to various locations for use in making new products.

### **What are the operating hours for the recycling collection area?**

The recycling collection area is located at Bldg 302 in the W section and is open 24 hours a day, 7 days a week.

### **What do I do if I have recycling questions?**

Call the Environmental Office at 698-5208 or contact the Environmental Program Manager at 295-7453.

**For More Information:**

**Call the Environmental Office  
698-5208 or 295-7453.**

**The Recycling Collection Area is located at Bldg 302  
(former Forklift Shed) east of Warehouse 94 in the W  
section.**

<b>Procedure: Municipal and Non-hazardous Solid Waste</b>		
<b>Document ID: SOP-007</b>		
<b>Document Owner:</b>	<b>Approval:</b>	<b>Revision: 0</b> <b>Revision Date: NA</b>
<b>EMS Management Representative</b>	<b>Environmental Manager</b>	<b>Original Date:</b> <b>01 June 2009</b>

## **1.0 PURPOSE**

This document provides a standard procedure for handling Municipal Solid Waste (MSW) at Camp Stanley Storage Activity (CSSA). For the purpose of this Standard Operating Procedure (SOP), the term MSW will encompass all non-hazardous solid wastes.

## **2.0 APPLICABILITY**

This SOP applies to all CSSA activities that generate MSW.

## **3.0 PROCESS**

The Texas State Solid Waste Management Regulations define MSW as that waste which is normally composed of residential, commercial, and institutional solid waste (e.g., household trash) or nonhazardous waste. MSW primarily consists of waste paper, packaging, containers, food waste, textiles and other matter derived from residential and base operations. MSW generated at CSSA also includes dry rags (excluding oily rags) and empty material containers. Municipal solid waste is placed in dumpsters and collected by truck from each Shop for transport off-post to an approved municipal waste landfill.

CSSA personnel should ensure that non-MSW materials are NOT placed in the MSW stream.

Some examples of non-MSW materials include:

- used “oily mats”;
- oily rags;
- used oil filters;
- universal waste (i.e., paints, fluorescent bulbs, pesticides);
- recyclable materials;
- hazardous waste; and

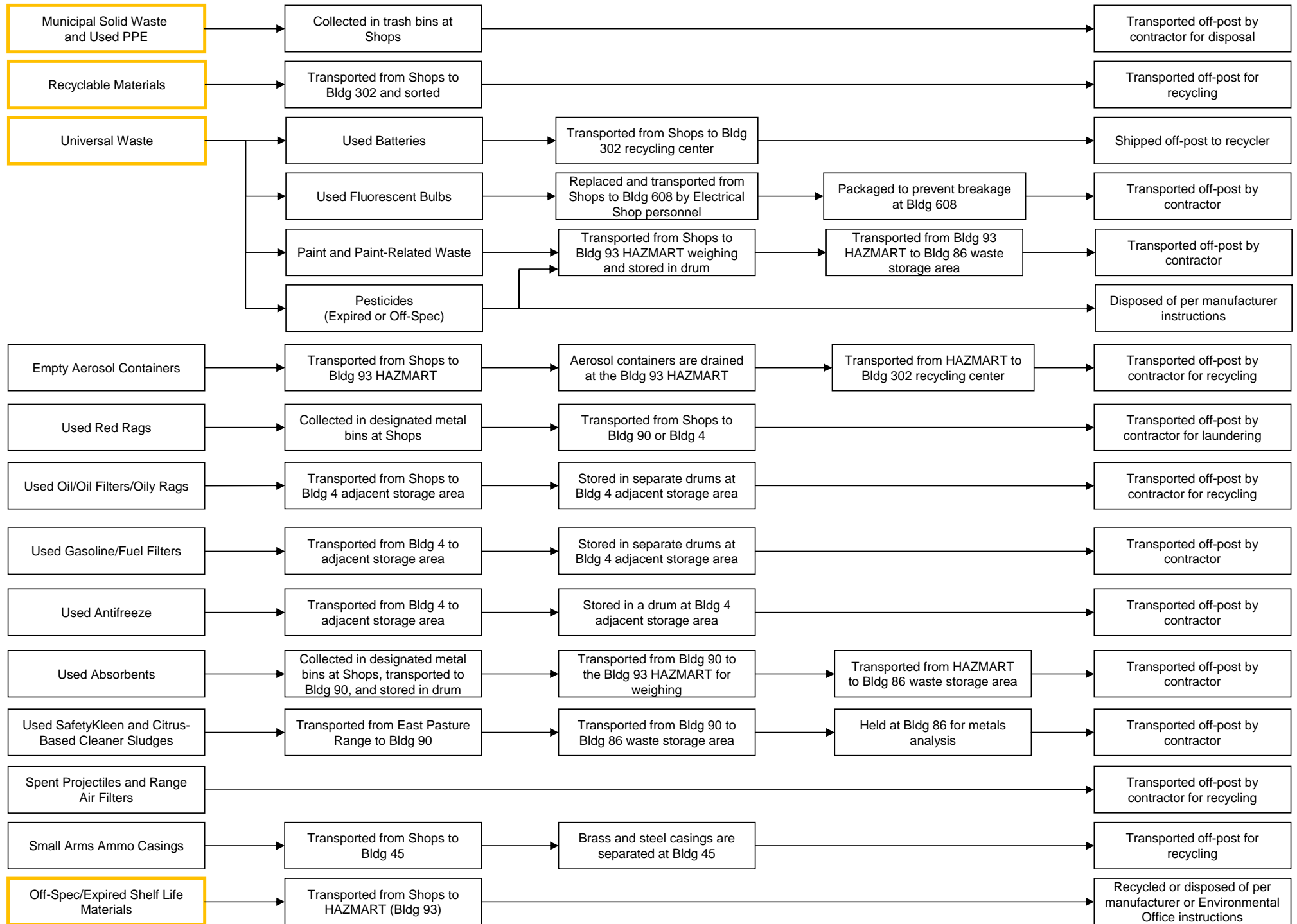


- liquid hazardous materials.

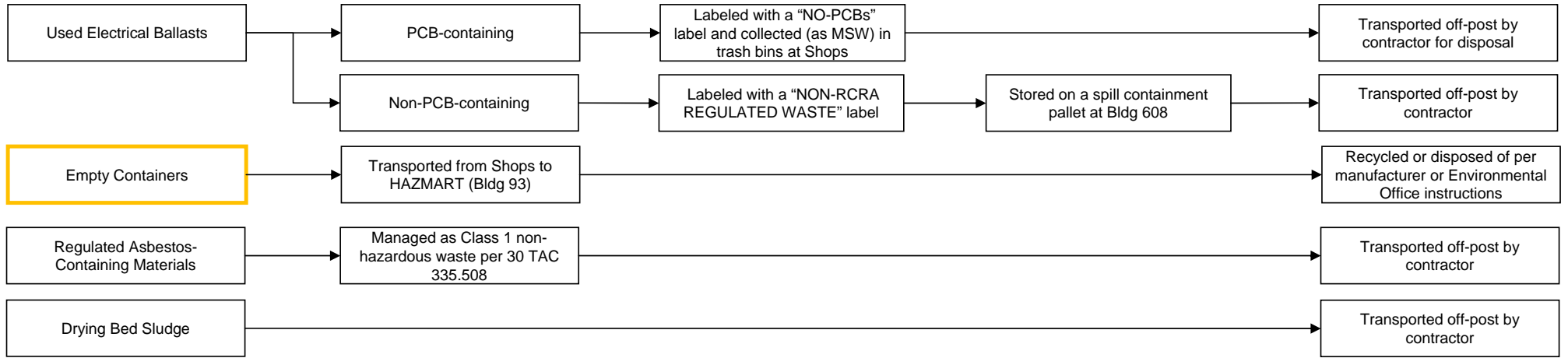
For these items, see the following SOPs:

- SOP-002 – Universal Waste Management: Batteries, Pesticides, Mercury-containing Equipment, Fluorescent Bulbs, Paint and Paint-related Waste
- SOP-006 – Recycling
- SOP-010 – Used Oil Requirements

## SUMMARY OF SHOP WASTE STREAMS AT CSSA



**SUMMARY OF SHOP WASTE STREAMS AT CSSA  
(Continued)**



**FLOWCHART LEGEND**

CSSA Waste Stream

CSSSA Operational Staff Waste Stream