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US Army Corps
of Engineers
Construction Engineering
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The Defense Logistics Agency (DLA) Supplement for the Environmental Assessment and Management (TEAM) Guide

In response to the growing number of environmental laws and regulations worldwide, the Defense Logistic Agency (DLA) has adopted an environmental compliance program that identifies compliance problems before they are cited as violations by the U.S. Environmental Protection Agency (USEPA).

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FOREWORD

The research was performed for the Defense Logistics Agency (DLA) under Military Interdepartmental Request (MIPR) number CF-93-4, dated 23 August 1993. The technical monitor was Bill Randell, DLA/ CAAE.

The research was performed by the Environmental Compliance Modeling and Systems Division (EC) of the U.S. Army Construction Engineering Research Laboratories (USACERL). The Principal Investigator was Donna J. Schell, Environmental Protocol Team, CECER-ECP. Dr. Diane K. Mann, CECER-ECP is Team Leader. Dr. John T. Bandy is Chief, CECER-EC, and William D. Goran is Chief, CECER-EL.

LTC David J. Rehbein is Commander and Acting Director, USACERL, and Dr. Michael J. O'Connor is Technical Director.

NOTICE

This manual is intended as general guidance for personnel at Defense Logistics Agency (DLA) installations. It is not, nor is it intended to be, a complete treatise on environmental laws and regulations. Neither the U.S. Government nor any agency thereof, nor any of their employees, makes any warranty, expressed or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information contained herein. For any specific question about, or interpretations of, the legal references herein, consult appropriate counsel.

DLA SUPPLEMENT FOR TEAM GUIDE TABLE OF CONTENTS

INTRODUCTORY SECTION

DLA SUPPLEMENT COMPLIANCE CATEGORIES

INTRODUCTION

The contents of this supplement are to be used in conjunction with The Environmental Assessment and Management (TEAM) Guide. Specifically, this supplement:

1. compiles applicable DLA and DOD regulations with operations and activities
2. synthesizes environmental regulations, management practices (MPs), and risk management issues into consistent and easy to use checklists
3. serves as an aid in the assessment process and management action development phases of a DLA assessment.

The information in this supplement applies to all DLA installations and facilities in the United States and its territories.

Any findings discovered through the use of this supplement by the internal assessment must be validated by the environmental coordinator and Judge Advocate. The findings and corrective actions must be recorded in the Environmental Quality Control committee minutes.

Any changes or suggestions for improving this supplement should be forwarded to Donna J. Schell, USACERL/ECP, P.O. Box 9005, Champaign, IL. 61826-9005. FAX No. 217-373-7222, Telephone 217-352-6511, ext 7667.

The contents of this supplement are up-to-date as of 1 November 1994.

ENVIRONMENTAL COMPLIANCE ASSESSMENT PROCESS

The environmental assessment process can be divided into three distinct phases:

1. pre-assessment activities
2. site assessment activities
3. post assessment activities.

This supplement when used with the TEAM Guide incorporates the first two phases of the program management process.

Pre-assessment Activities - Five key activities should be completed before an assessment team begins the assessment activities.

1. Previsit Questionnaire. The purpose of the previsit questionnaire is to collect information that will familiarize the assessment team with the facility and its operations so that they are able to review the applicable regulations and prepare a detailed assessment schedule. The previsit questionnaire is an essential part of pre-assessment activities for an external assessment. It is also an excellent tool for ensuring internal assessment team members are starting from the same base of information. Table 1 starts on page xxi contains a sample previsit questionnaire.

2. Define Assessment Scope and Team Responsibilities. The installation or MACOM may wish to place special emphasis on certain sections or to review additional areas not covered in the manual. These goals must be stated clearly so the assessment can be planned properly. Additionally, the duration of the assessment, and handling of tenants and offsite facilities must be addressed. Finally, responsibilities for each of the sections must be assigned to team members as appropriate.

3. Review Relevant Regulations. Once the assessment scope and responsibilities are known, the assessors should undertake a thorough review of relevant Federal, state, and local regulations affecting the facility as well as reviewing this Supplement and the TEAM Guide. The applicable environmental regulations must be determined before assessment begins. If not already available, checklist items for state and local requirements must be added to the checklists in the TEAM Guide. See Table 2 starting on page xxxvii for a correlation of major DLA activities and applicable guide and Supplement sections.

4. Develop Assessment Schedule. The team should develop a detailed assessment schedule that includes the activities planned for each day.

5. Review Assessment Sections. Each assessor should know the regulatory requirements, schedule, and be familiar with the assessment checklists that will be used.

Site Assessment Activities - Onsite, the assessors will conduct record searches, interviews, and site surveys to determine the compliance status of the installation. Operations are compared with environmental standards and any deficiencies are written up as findings. The data collected should be sufficient, reliable, and relevant to provide a sound basis for assessment findings and recommendations. Even when there are not findings, all activities surveyed should be documented. An assessment Finding Sheet is available to assist assessors in compiling needed information during an assessment (see Figure 1, page ix). An assessment Finding Sheet should be completed for each finding during the assessment. These Finding Sheets comprise the basis of the assessment report.

All items on the assessment Finding Sheet must be filled in up to *Sampling Results* for negative findings and up to *Criteria* for positive findings. The *CONDITION* is a factual statement describing the status of the process, permit, or situation under investigation. The *CRITERIA* is the environmental standard (Federal, state, local, DOD, DLA, Management Practice (MP)) the installation is being measured against. A condition may be positive if the installation is going above and beyond the requirements. *SUGGESTED SOLUTIONS* is an optional entry, and may include easily identifiable solutions to the deficiency. *COMMENTS* may include any corrective actions already taken or scheduled, or any other appropriate information pertaining to the finding. See Figure 1 for a blank Finding Sheet.

Figure 2 (see page xi) is a finding sheet that is filled out to reflect the following scenario. A team member assigned to assess the installation's small quantity generator (SQG) hazardous waste management program visited the accumulation point at building 5000. The assessor noticed that some of the drums were open and some were damaged. The assessor took a count of the total number of drums and the number of open and damaged drums to get an accurate description for the finding. Three of the eight drums were rusted and bulging, two were open. Checklist item HW.30.2 in the TEAM Guide states that 40 CFR 262.34(d)(2) and 265.171 requires containers to be tightly sealed and not leaking, bulging, rusting, or badly dented. The damaged drums were behind the other in a tight space so the accumulation point manger may have overlooked them during the regular inspections. The accumulation point manager immediately put overpack drums on order.

Figure 1:

Manual Edition Date: _____

DLA INDIVIDUAL FINDING SHEET

- For Official Use Only -

Facility/Activity Name

Manual Section #: _____
Question #: _____

Type of Finding
(POS/NEG): _____
Finding Category: I II III H/S
(See reverse)

O Check only if finding requires immediate actiondue to threat or risk.

CONDITION (Finding Description):

_____

CRITERIA (What is the actual requirement?):

_____

Basis of Finding (Citation or Regulation):

_____

Existing NOV? Y/N
Previous ECAS Finding? Y/N

Recurring NOV? Y/N
NOV Number(s) (if applicable): _____

SUGGESTED SOLUTION(S):

_____

SAMPLING RESULTS:

Universe: _____
Number of Discrepancies: _____

Sample Size: _____
Percentage of Discrepancies: _____

PREPARED BY: **DATE:**

COMMENTS: _____

EXPLANATION OF RATINGS:

FINDING CATEGORIES

1. Environmental Findings I, II, & III

2. Health/Safety Findings

CLASS I FINDINGS: Noncompliance with an existing environmental regulation, compliance agreement, consent order, or operating/discharge permit. These may stem from Federal, state, or local requirements.

CLASS II FINDINGS: Noncompliance with a future deadline in an environmental regulation, compliance agreement, or consent order. These may stem from Federal, state, or local requirements.

CLASS III FINDINGS: Findings based on management practices that are not based on regulatory requirements. These include findings based on DLA Regulations and DOD Directives. Class III findings may be positive or negative.

HEALTH/SAFETY FINDINGS: Findings related to OSHA, DOT, and NFPA as indicated in requirements column in the ECAS protocol. Most health/safety findings are in the Hazardous Materials Management section (Section 3) of the protocol. Health/Safety findings may be regulatory but are not part of the RCS 1383 reporting process and not eligible for any environmental funding. Health/Safety findings are not classified I, II, or III.

Figure 2:

Manual Edition Date: November 1994

SAMPLE DLA INDIVIDUAL FINDING SHEET

- For Official Use Only -

Facility/Activity Name

Manual Section #: Hazardous Waste Mgt.
Question #: HW.30.2

Type of Finding
(POS/NEG): NEG
Finding Category: (I) II III H/S
(See reverse)

○ Check only if finding requires immediate actiondue to threat or risk.

CONDITION (Finding Description):
Three of the eight drums were rusted and bulging and two were open at the accumulation point at Building 5000.

CRITERIA (What is the actual requirement?):
Containers used to store hazardous waste at SQGs must be in good condition and not leaking.

Basis of Finding (Citation or Regulation):
40 CFR 262.34(d)(2) and 265.171

Existing NOV? Y(N)
Previous ECAS Finding? Y(N)

Recurring NOV? Y(N)
NOV Number(s) (if applicable):

SUGGESTED SOLUTION(S):
Put damaged containers in overpack drums and use containers that are not rusted and are in good condition.

SAMPLING RESULTS:
Universe: 8
Number of Discrepancies: 5

Sample Size: 8
Percentage of Discrepancies: 63%

PREPARED BY: Jack Smyth **DATE:** 23 November 1994

COMMENTS: The accumulation point manager immediately put overpack drums on order.

EXPLANATION OF RATINGS:

FINDING CATEGORIES

1. Environmental Findings I, II, & III

2. Health/Safety Findings

CLASS I FINDINGS: Noncompliance with an existing environmental regulation, compliance agreement, consent order, or operating/discharge permit. These may stem from Federal, state, or local requirements.

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ORGANIZATION OF THE DLA SUPPLEMENT

Installations engage in many operations and activities that can cause environmental impacts on public health and the environment if not controlled or properly managed. Many of these activities and operations are regulated by Federal, state, and local regulations, and by DLA regulations/policies. After a review of these activities at installations it is apparent that there are major categories of environmental compliance into which most environmental regulations and DLA activities could be grouped. This supplement and the TEAM Guide is divided into 13 sections that correspond to major compliance categories.

1. Air Emissions Management
2. Cultural Resources Management
3. Hazardous Materials Management
4. Hazardous Waste Management
5. Natural Resource Management
6. Other Environmental Issues
7. Pesticide Management
8. Petroleum, Oil, and Lubricant (POL) Management
9. Solid Waste Management
10. Storage Tanks Management
11. Toxic Substances Management (includes asbestos, PCBs, radon, and noise)
12. Wastewater Management
13. Water Quality Management.

Each section is organized in the following format:

A. **DLA Regulations (DLARs) and Policies**. This identifies the DLARs and DLA policies that apply to the compliance area.

B. **Department of Defense (DOD) Directives and Instructions.** This identifies, in summary form, the key DOD directives and Instructions not yet implemented/superceded by an DLAR that apply to this compliance category.

C. **Using the TEAM Guide for DLA Assessment.** This provides the specifics of how this compliance category in the TEAM Guide will be assessed during DLA assessments.

D. **Key DLA/DOD Compliance Requirements.** This summarizes the significant compliance requirements associated with the regulations included in this Supplement. It is a brief abstract summarizing the overall thrust of the regulations for that particular compliance category.

E. **Key DLA/DOD Compliance Definitions.** This presents definitions taken from DLARs and DOD Directives or Instructions for those key terms associated with each compliance category not already defined by Federal regulations in TEAM Guide.

F. **Additional Records To Review.** This is a list of records that are specific to DLA issues that need to be reviewed in addition to the records listed in TEAM Guide.

G. **Additional Physical Features To Inspect.** This is a list of physical features that are specific to the DLA that need to be inspected in addition to the physical features listed in TEAM Guide.

H. **Compliance Assessment Checklists.** The final portion of each section and its tables contain checklists composed of requirements or guidelines that serve as indicators to point out possible compliance problems, as well as practices, conditions, and situations that could indicate potential problems. They are intended to focus attention on the key compliance questions and issues that should be investigated. Instructions are provided to direct the assessor to the appropriate action, references, or activity that corresponds to the specific requirement.

USING THE DLA SUPPLEMENT CHECKLISTS

Please consult Table 3 (see page xli) for samples of a portion of a Supplement checklist.

- **Checklist Item Numbering**. The structure of the checklist item numbers for the Supplement is different than in TEAM Guide. The checklist items are each assigned a two part number. The first part of the number indicates the section the checklist item is in (i.e., SW for Solid Waste Management, HW for Hazardous Waste Management). The second number indicates the placement of the checklist item within the section.

- **Standard Checklist Items**. The first checklist item in each section of the supplement is standardized. The first item suggests a list of documents that should be kept on file at the installation.

- **Inserting and Deleting Pages**. Each section in the supplement is structured so that where it is complimentary to checklist items in TEAM Guide, it can be inserted.

GLOSSARY OF DLA ACRONYMS

AAFES	Army/Air Force Exchange SErvice
ACHP	Advisory Council on Historic PReservation
ACM	asbestos containing material
AHERA	*Asbestos Hazard Emergency Response Act*
AR	Army Regulations
AST	aboveground storage tank
CAS	Chemical Abstracts Service
CEQ	Council on Environmental Quality
CERCLA	*Comprehensive Environmental Response, Compensation, and Liability Act*
CESQG	conditionally exempt small quantity generator
CFC	chlorofluorocarbons
CFR	Code of Federal Regulations
CHPPM	Center for Health Promotion and Preventive Medicine
COE	Corps of Engineers
CONUS	continental U.S.
CX	categorical exclusion
DA	Department of Army
DASA	Deputy Assistant Secretary of the Army
DASC	Defense Agency Administrative Support Center
DCASMA	Defense Contract Administration Services Management Area
DCASPRO	Defense Contract Administration Services Plant Representative Office
DCASR	Defense Contract Administration Service Region
DCSC	Defense Construction Supply Center
DDMP	Defense Depot Mechanicsburg, Pennsylvania
DDMT	Defense Depot Memphis, Tennessee
DDOU	Defense Depot Ogden, Utah
DDTC	Defense Depot Tracy
DEH	Directorate of Engineering and Housing
DEMIS	Defense Environmental Management Information System
DEQ	Directorate of Environmental Quality
DERA	Defense Environmental Restoration Account
DERP	Defense Environmental Restoration Program
DESC	Defense Electrical Supply Center
DFSC	Defense Fuel Supply Center
DGSC	Defense General Supply Center

DIPEC	Defense Industrial Plant Equipment Center
DLA	Defense Logistics Agency
DLSC	Defense Logistics Service Center
DOD	Department of Defense
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
DODR	Department of Defense Regulation
DOE	Department of Energy
DOT	Department of Transportation
DPSC	Defense Personnel Support Center
DRMO	Defense Reutilization and Marketing Organization
DRMR	Defense Reutilization and Marketing Region
DRMS	Defense Reutilization and Marketing Service
DSH	Directorate of Safety and Health
DTIC	Defense Technical Information Center
EC	Environmental Coordinator
EQCC	Environmental Quality Control Committee
FOTW	federally owned treatment works
GSA	General Service Administration
HQDA	Headquarters, Department of the Army
IAW	in accordance with
IPM	intergrated pest management
IPMP	Installation Pesticide Management Plan
ITAM	integrated training area management
LLA	lowest living area
MEDCEN	medical center
MEDDAC	Medical Department activity
MOA	memorandum of agreement
MSDS	material safety data sheets
NCP	National Contingency Plan
NEPA	*National Environmental Protection Act*
NHPA	*National Historic Preservation Act*
NOI	Notice of Intent
NOV	notice of violation
NPDES	National Pollutant Discharge Elimination System
NPL	National Properties List
NRC	National Response Center
NSN	National Stock Number

OHSCP	Oil and Hazardous Substance Contingency Plan
O&M	operations and maintenance
OSC	on-scene coordinator
PAO	Public Affairs Office
PCB	polychlorinated biphenyls
PLFA	Primary Level Field Activity
POC	point of contact
POL	petroleum, oil, and lubricant
POTW	publicly owned treatment works
QAE	Quality Assurance Evaluator
RCRA	*Resource Conservation and Recovery Act*
RPMA	real property management activities
SARA	*Superfund Amendment and Reauthorization Act*
SHPO	State Historic Preservation Officer
SIP	State Implementation Plan
SMUs	Solid Waste Management Units
SOP	standard operating procedure
SPCC	Spill Prevention Control and Countermeasure Plan
SPDES	State Pollution Discharge Elimination System
SQG	small quantity generator
SRT	spill response team
TSDF	treatment storage and disposal facility
USACERL	U.S. Construction Engineering Research Laboratories
USAEC	U.S. Army Environmental Center
USC	U.S. Code
USCG	U.S. Coast Guard
USEPA	U.S. Environmental Protection Agency
USFWS	U.S. Fish and Wildlife Service
UST	underground storage tank
VOC	volatile organic compounds
VOL	volatile organic liquids

Table 1

DLA PREVISIT QUESTIONNAIRE (PVQ)

This questionnaire will provide background information necessary to plan and conduct an environmental compliance assessment. Additionally it provides insight for properly designing the composition of expertise on the assessment team.

MACOM:_____
Name of Installation:_____
Environmental POC:_____
Telephone Number:_____

	YES	NO	N/A
Does the installation want the assessment team to provide the "optional package" (Appendix A of the report) of preparing the applicable 1383 exhibits, 4283 work orders, and first page of appropriate 1391's relative to the corrective actions?	_____	_____	_____

Section 1. Air Emissions Management

1. Does the installation have any air emissions sources that have an air quality permit (i.e., boilers, incinerators, paint spray booths, POL tanks, degreasers etc.)? If so, please list source categories which are currently required to have a permit: _____ _____ _____

Air Pollution Source	Type of Permit
_____	_____
_____	_____
_____	_____

2. Does the installation operate a central heating plant(s)? _____ _____ _____

   Steam or hot water?_____

   Fuel used_____

   Approximate capacity of plan(s)_____

3. Does the installation maintain other heating sources (i.e., boilers or hot water heaters used for individual residences)? If yes, please identify a POC who can provide detailed data on location, capacity, and fuel type for these units. _____ _____ _____

   Boiler POC/Phone number_____

	YES	NO	N/A
4. Does the installation have diesel generators for backup or emergency power generation? If yes, please identify a POC who can provide detailed data on location, capacity, and fuel type for these units.	_____	_____	_____

Generator POC/Phone number_____

5. Does the facility operate an incinerator (i.e., for classified documents, solid waste, medical waste, sewage sludge, etc.)? If yes, please list type. Indicate whether a stack test has been conducted and the type of pollution abatement equipment, if present. Please identify a POC who can provide detailed data on location, capacity, and fuel type for these units.	_____	_____	_____

Type	Stack Test (yes/no)?	Pollution Abatement Equip.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Incinerator POC/Phone number _____

6. Does the installation operate any munitions disposal furnaces? If yes please list type. Indicate whether a stack test has been conducted and the type of pollution abatement equipment, if present. Please identify a POC who can provide detailed data on location, capacity, and fuel type for these units.	_____	_____	_____

Type	Stack Test (yes/no)?	Pollution Abatement Equip.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Furnace POC/Phone number_____

7. Does the installation operate fuel dispensing facilities (including AAFES and POL facilities)? List the locations of each facility, types of fuel dispensed, and a POC and phone number for each fuel dispensing area.	_____	_____	_____

Location	Fuel Types (yes/no)?	POC/Phone number
_____	_____	_____
_____	_____	_____
_____	_____	_____

	YES	NO	N/A
8. Does the installation have bulk fuel storage areas? List the locations of each facility, types of fuel dispensed, and a POC and phone number for each fuel dispensing area.	____	____	____

Location	Fuel Types	POC/Phone number

9. Are tanker trucks used for loading and transporting fuel at the installation?	____	____	____
10. Does the installation operate maintenance shops?	____	____	____

Location	Shop Title	POC/Phone number

11. Does the installation have any:	____	____	____

solvent degreasers?
spray painting operations?
surface coating operations?
woodworking/carpentry shops?
aggregate or storage piles?
ethylene oxide sterilizers?

Please attach a list of the sources indicated above which are present on the installation. Include the source type, location, and a POC and phone number for each source.

12. Does the installation have any clinics or laboratories? If no, please list the location and name of each facility?	____	____	____

Location	Facility Name

13. Does the installation have a dry cleaning facility?	____	____	____
14. Does the installation have a printing plant?	____	____	____

	YES	NO	N/A
15. Does the installation have any active or closed landfills? If so, please indicate the location, type (i.e., active or closed; municipal/ construction/agricultural/hazardous/asbestos waste(s)) for each site. Identify a landfill POC and phone number.	_____	_____	_____
Location Landfill Type _____ _____ _____ _____ _____ _____			
Landfill POC/Phone number_____			
16. Does the installation operate a wastewater treatment plant?	_____	_____	_____
municipal?	_____	_____	_____
industrial?	_____	_____	_____
17. Does the installation engage in:			
open burning/open detonation?	_____	_____	_____
firefighting training?	_____	_____	_____
controlled burns of brush/ranges?	_____	_____	_____
18. Does the installation operate any weapons training or live fire ranges?	_____	_____	_____
19. Have the installations air emissions resulted in complaints from the public due to:			
odors?	_____	_____	_____
fugitive dust?	_____	_____	_____
other _____?			

	YES	NO	N/A
20. Please list any additional activities that may generate air pollution at your installation?	_____	_____	_____

_____
_____
_____
_____
_____
_____
_____
_____

Section 2. Cultural Resources Management

1. Does the installation have any cultural resources eligible for or that are currently listed in the National Register of Historic Places?	_____	_____	_____
2. Are their any cultural resources (archeological sites, buildings over 50-yr old) that have not been evaluated for the National Register?	_____	_____	_____
3. Does the installation Master Plan contain a cultural resources overlay that is utilized for planning purposes?	_____	_____	_____
4. Does a Soldier's Manual for the Environment exist to inform receipt of cultural resources in training areas?	_____	_____	_____
5. Is there an on-staff Historic Preservation Officer?	_____	_____	_____
6. If not, does a staff person have cultural resources as "other duties as assigned"?	_____	_____	_____
7. Is there a working management system in place in this media area?	_____	_____	_____
8. Does the installation have a Historic Preservation Plan or Cultural Resources Management Plan (CRMP)?	_____	_____	_____
9. Does the installation have any archeological artifacts in storage?	_____	_____	_____
10. Does the installation have in storage or know of any locations of Native American burials, cemeteries, or human remains?	_____	_____	_____
11. Are there any areas on the installation considered to have religious importance to any Native American Tribe?	_____	_____	_____

Section 3. Hazardous Materials Management

1. Has the installation conducted training for individuals working with hazardous materials?	_____	_____	_____
2. Does the installation have an Oil and Hazardous Substances Contingency Plan (OHSCP)?	_____	_____	_____

	YES	NO	N/A
3. Does the installation store any extremely hazardous substances?	_____	_____	_____
4. Does the installation store at one time 10,000 lb or more of any hazardous substances that requires a material safety data sheet (MSDS) (fuel is a hazardous substance which requires an MSDS)?	_____	_____	_____

(NOTE: Using water as a basis of measurement, 10,000 lb is approx. 1250 gal.)

Please list substances

_____
_____
_____

Section 4. Hazardous Waste Management

1. Is the facility a generator of hazardous waste?	_____	_____	_____
2. Does the facility generate less than 100 kg [220.46 lb, approx. 28 gal] of hazardous waste in 1 mo?	_____	_____	_____
3. Does the facility generate more than 100 kg [220.46 lb, approx. 28 gal] but less than 1000 kg [2204.62 lb, approx. 273 gal] of hazardous waste in 1 mo?	_____	_____	_____
4. Does the facility generate more than 1000 kg [2204.62 lb, approx 273 gal] of hazardous waste in 1 mo?	_____	_____	_____
5. What Hazardous Waste permits have been applied for?			
Part A	_____	_____	_____
Part B	_____	_____	_____
Interim Status	_____	_____	_____
None needed	_____	_____	_____
6. Does the installation accept wastes from other installations for treatment, storage, or disposal not turned into the servicing Defense Reutilzation and Marketing Organization (DRMO)?	_____	_____	_____
7. Does the installation operate accumulation points?	_____	_____	_____
How many?_____			
Where?_____			
_____			
8. Does the installation operate satellite accumulation points?	_____	_____	_____
How many? _____			
9. Does the installation treat hazardous waste onsite?	_____	_____	_____
How and where? _____			

	YES	NO	N/A
10. Does the installation store (temporary or long term) hazardous waste onsite at other than an accumulation point?	_____	_____	_____
Where? _____			
11. Does the installation dispose of hazardous waste onsite?	_____	_____	_____
How and where? _____ .			
12. Do satellite/offsite facilities/installations transport hazardous wastes to the installation for DRMO disposal contracts?	_____	_____	_____

Section 5. Natural Resources Management

1. Does the installation have any outdoor recreation areas? (i.e., athletic fields, walking/hiking tracks, off-road vehicles tracks, etc.)	_____	_____	_____
2. Does the installation have a plan for managing its natural resources?	_____	_____	_____
3. Are there any areas on the installation that have:	_____	_____	_____
a. Wetlands? If so, are they permitted/regulated by definition?			
b. Flood Plains? 25-yr _____ 50-yr _____ 100-yr _____			
4. Has a survey to locate and identify threatened and endangered species and critical habitats been initiated?	_____	_____	_____
5. Does the installation have any endangered species on its property?	_____	_____	_____
6. Is the information on the endangered species incorporated into the Installation Master Plan?	_____	_____	_____
7. Are there any conflicts with the inventory of threatened or endangered species and training/firing operations?	_____	_____	_____
8. Is the installation actively involved with ITAM?	_____	_____	_____
9. Does the installation have the following plans?	_____	_____	_____
Forestry Management _____ Wildlife Management _____ Land Management _____			
10. Is the Environmental Office involved with preplanning of training operations and construction activities?	_____	_____	_____
11. Are there any Section 404 Permits?	_____	_____	_____

	YES	NO	N/A

Section 6. Other Environmental Issues

1. Has the installation recently (within the past 5 yr) prepared, or is it in the process of preparing, and environmental assessment (EA) or environmental impact statement (EIS)?	_____	_____	_____
For current mission?			
For future Master Plan?			
Any construction projects, timber sales, etc?			
2. Is the environmental Officer (EO) actively involved in project/work order reviews to preclude conflicts in construction, operations, or training?	_____	_____	_____
3. Does the installation have any operations or maneuvers that produce environmental noise or noise that goes outside the installation (i.e., ranges, skeet ranges, helicopter pad, generators, highway transportation)?	_____	_____	_____
4. Does the installation have an ongoing Installation Restoration Program (IRP)?	_____	_____	_____
How many sites? _____			
5. Has the installation been a source of any offsite contamination?	_____	_____	_____
6. Does the installation have any unofficial landfill sites that are no longer in use?	_____	_____	_____
7. Are all 1383 exhibits submitted to identify sites to be cleaned?	_____	_____	_____
8. Does the IRP come under CERCLA/SARA	_____	_____	_____
9. Does the IRP come under RCRA Corrective Actions?	_____	_____	_____
9. Is the installation engaged in any construction, renovation, or demolition?	_____	_____	_____
11. Is the installation engaged in any real property transaction?	_____	_____	_____
12. Is there currently an understaffing problem?	_____	_____	_____
Total Authorized _____			
Total Recognized _____			
Total Vacancies _____			
Required number of positions needed over and above the TDS authorization to manage all sub-program areas_____			

	YES	NO	N/A
13. What is the total number of sub-environmental programs currently required to manage the entire environmental program (i.e., air, hazardous waste/material, groundwater, surface water, solid waste, noise, training, petroleum, oil, and lubricant (POL), archeology, asbestos, etc.)? _____	_____	_____	_____
14. Is required support being provided to environmental training? List separately:	_____	_____	_____
Environmental Staff: Professional development/staying current			
Civilian Staff Personnel (to include within DEH)			
Military Units/Military Personnel/Unit Commanders			
14. Are comprehensive 1383 exhibits being submitted to identify all resources required to correct deficient areas?	_____	_____	_____
15. Is there an open working relationship between the Environmental Staff and the USEPA/state/local/regional regulators to resolve issues?	_____	_____	_____
From which regulatory entity (Federal, state, local) is help required to resolve conflict?			
COMMENTS: _____ _____			
16. Are other Environmental agencies being used to provide support and expertise to resolve conflicts, crises, and requirements needed (i.e., USAEC, USAEHA, USACERL, ODEP-Conservation (EHSC), and others?	_____	_____	_____
29. Are sufficient awareness tools being routinely used to ensure environmental sensitivity is kept elevated at all levels (Units, Directorate, Annual Training, Tenant Activities, Special Training Exercises, etc.)?	_____	_____	_____
Examples include Installation papers, pamphlets, SOPs and Routine Awarenes,s and National Guard Units.			
17. Are Environmental Awareness issues presented during the Pre-Camp conferences prior to annual Training Units arriving (i.e., Reserve and National GuardUnits)?	_____	_____	_____

	YES	NO	N/A

Section 7. Pesticide Management

1. Does the installation use pesticides? _____ _____ _____

   Contractor application? _____
   In-house application? _____
   Both contractor and in-house application? _____

2. Are any pesticide wastes disposed of at the facility? _____ _____ _____

3. Are pesticides stored on the installation? _____ _____ _____

   Please list locations.

   _____
   _____
   _____

4. Are medical records kept for individual involved in the management of pesticides? _____ _____ _____

5. What are the pesticides used at the installation? (Attach a separate list if necessary) _____ _____ _____

   _____
   _____
   _____
   _____

6. Are pesticides used at offsite satellite facilities? _____ _____ _____

7. Does the installation maintain a pesticide/entomology shop? _____ _____ _____

   If yes, is it permitted by the state? _____ _____ _____

   Are personnel certified/current? _____ _____ _____

8. Is there an annual inventory available for review? _____ _____ _____

Section 8. Petroleum, Oils, and Lubricants (POL) Management

1. Does the installation have a current (3 yr old or less) Spill Prevention Control and Countermeasure (SPCC)/Installation Spill Control (ISC) Plan? _____ _____ _____

2. Is the SPCC/ISC exercised annually (mock spill events conducted)? _____ _____ _____

	YES	NO	N/A
3. Does the installation store used oil?	____	____	____
Where?			
_____			
_____			
_____			
_____			
4. Does the installation have any pipelines?	____	____	____
5. Does the installation operate any service stations?	____	____	____

Section 9. Solid Waste Management

1. Does the installation have a solid waste management facility onsite?	____	____	____
TYPE NUMBER			
Landfill _____			
Incinerator _____			
Transfer Point _____			
2. Does the facility contract out the collection of its solid waste?	____	____	____
3. Does the installation have a:			
DRMO on the installation?	____	____	____
DRMO off the installation?	____	____	____
Solid waste recycling program? List commodities recycled:	____	____	____
_____			
_____			
Construction debris landfill?			
Is it permitted?	____	____	____
Operated by: _____	____	____	____
4. Is waste transported offsite for disposal?	____	____	____
In landfills?	____	____	____
In incinerators?	____	____	____
Transfer stations?	____	____	____
Recycling plant?	____	____	____

	YES	NO	N/A
5. Does the installation dispose of ash residue or sludge?	_____	_____	_____
Offsite?	_____	_____	_____
Onsite?	_____	_____	_____
6. Does the installation receive refuse from outside the United States?	_____	_____	_____
If yes, is laboratory testing performed?	_____	_____	_____
7. Does the installation operate battery shops, including charging areas within vehicle maintenance facilities?	_____	_____	_____

If yes, how many? _____

8. Does the installations have any Solid Waste Management Units (SMUs)?	_____	_____	_____

Section 10. Storage Tank Management

1. Does the installation have aboveground storage tanks (ASTs) used for the storage of petroleum products or hazardous waste? (Attach additional page if necessary)	_____	_____	_____

Location	Substance	Capacity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Does the installation have aircraft fuel underground storage tank (USTs) facilities?	_____	_____	_____

If yes, how many USTs are in the aircraft fuel storage facilities and what size are they?

_____
_____
_____
_____
_____

	YES	NO	N/A
3. Does the installation have ground vehicle UST fuel storage?	____	____	____

If yes, how may USTs are in the ground vehicle fuel storage facilities and what sizes are they?

_____
_____

4. Does the installation have an AAFES operated or other type of gas station?	____	____	____

If yes, how many USTs are located at the station and what size are they?

_____
_____
_____

5. Does the installation have any other USTs used to store petroleum products?	____	____	____

Location	Quantity	Size	Material Stored	Permitted
_____	_____	____	_____	_____
_____	_____	____	_____	_____
_____	_____	____	_____	_____
_____	_____	____	_____	_____
_____	_____	____	_____	_____
_____	_____	____	_____	_____

(Attach a separate inventory sheet if necessary)

6. Does the installation have any USTS to store hazardous substances?	____	____	____

Location	Quantity	Size	Material Stored
_____	_____	____	_____
_____	_____	____	_____
_____	_____	____	_____

(Attach a separate inventory sheet if necessary)

7. Does the installation have any USTs out-of-service or abandoned?	____	____	____
8. Is there a program in place to manage unserviceable/abandoned tanks?	____	____	____
9. Does a complete, comprehensive UST/AST inventory exist?	____	____	____

	YES	NO	N/A
Section 11. Toxic Substances Management			
1. Has the installation conducted a survey for PCBs?	_____	_____	_____
2. Are PCBs or PCB-contaminated oils in use or stored at the installation in	_____	_____	_____
Transformers _____ Capacitors _____ Electromagnets _____ Heat Transfer or Hydraulic Systems _____ Circuit Breaker _____ Fluorescent Light Ballasts_____ Other _____			
3. Does the installation dispose of PCBs or PCB Items at the installation	_____	_____	_____
4. Does the installation transport PCBs	_____	_____	_____
5. Has the installation conducted a complete installation-wide asbestos survey?	_____	_____	_____
6. Does an Asbestos Management Plan exist?	_____	_____	_____
7. Is maintenance done on items insulated with asbestos?	_____	_____	_____
8. Has the installation undergone any asbestos removal projects in the past?	_____	_____	_____
How long ago? _____ By contract or in-house? _____			
9. Is there any asbestos on the installation that has been removed and is awaiting disposal?	_____	_____	_____
10. Will the installation have any demolition, remodeling, or renovation projects underway at the time of the assessment?	_____	_____	_____
Please identify those projects and buildings. _____ _____			
11. Does the installation have primary or secondary schools?	_____	_____	_____
Do they have asbestos?	_____	_____	_____
12. Is asbestos material removed by contract or in-house personnel?	_____	_____	_____
13. Does the installation monitor for radon gas?	_____	_____	_____
14. Is there a program to reduce radon threat?	_____	_____	_____

	YES	NO	N/A
15. Has the installation populace been informed of the final status?	_____	_____	_____
16. Is the installation performing any lead-based paint removal?	_____	_____	_____

Section 12. Wastewater Management

1. Does the installation have a National Pollutant Discharge Elimination System (NPDES) and/or State Pollutant Discharge Elimination System (SPDES) permit? Identify the types of discharges:	_____	_____	_____
Stormwater runoff permits?_____			
Drainage water from dredge and fill materials?_____			
Wastewater treatment plant? _____			
How many and what size?_____			
Process wastewater?_____			
Heat/Power production cooling blowdown water?_____			
Stormwater runoff from fuel dispensing areas, airfields, and parking lots/aprons and maintenance facilities?_____			
Vehicle wash facilities? How many?_____			
Plating shops? _____			
Does the installation maintain sedimentation holding ponds or seepage pits from vehicle/aircraft washing, maintenance shop drainage (shop operations and motor parks), and other activities? _____			
Operate cooling towers and pass through water? _____			
Septic Systems?_____			
Fresh water wetlands?_____			
Industrial waste system/discharge?_____			
Lines which bypass treatment structures?_____			
Other?_____			
2. Does the installation discharges into a publicly owned treatment works (POTW) any of the following?	_____	_____	_____
Process wastewater?_____			
Domestic (sanitary) wastewater?_____			
Industrial wastewater treatment plant effluent?_____			
Other?_____			
3. Are there any discharge bypass lines in the system?	_____	_____	_____
4. Does the installation make use of an onsite wastewater treatment system prior to effluent discharge?	_____	_____	_____
5. Does the installation have any sludge disposal areas from vehicles/ equipment washing operations?	_____	_____	_____
Is the sludge analyzed or characterized on a scheduled frequency prior to disposal?	_____	_____	_____

	YES	NO	N/A
6. What percent of vehicle maintenance is performed by contract?	_____	_____	_____
Is it performed onsite or offsite?_____			

Section 13. Water Quality Management

1. How many separate drinking water systems does the installation operate? _____	_____	_____	_____
How many are public (regulated) water systems?_____			
2. For each water system operated provide the following:	_____	_____	_____
a. Classification (community, nontransient, noncommunity, transient noncommunity, or nonpublic systems)?_____			
b. Number of customers served by each system?_____			
c. Type of sources used (wells, rivers/streams, reservoir, etc.)?_____			
3. Is operational and regulatory monitoring of drinking water performed? If yes, who performs the monitoring?_____	_____	_____	_____
4. Are water system operational/maintenance practices (e.g., flushing) conducted?	_____	_____	_____
5. Is there a cross connection control program to prevent contamination of the drinking water system?	_____	_____	_____
6. Does a wellhead program exist?	_____	_____	_____
7. Is the installation located on a sole source aquifer?	_____	_____	_____

Signature of individual completing this form:_____

Date completed:_____

Additional Information

ATTENTION: The following records should be available for review by the assessment team either prior to the assessment or immediately upon arrival at the installation. Not all installations will have, or are even required to have, all of the following documents.

General

1. Detailed maps of the facility indicating street names and building numbers. Enough for one for every member of the assessment team.
2. A phone list.
3. Copies of notice of violations (NOVs) issued to the installation in any of these areas.
4. A copy of the Building Information Schedule (activity listing by building number).

Air Emissions Management

1. Air emissions inventory which details the location, capacity, and emissions of all installation sources of air pollution.
2. All air related permits.
3. Emergency Episode/Emergency release plans.
4. Ambient air monitoring data.

Cultural Resources Management

1. Any cultural or archeological resources surveys.
2. Management plans for cultural and archeological resources.
3. A list of properties nominated for the National Register.

Hazardous Materials Management

1. A list of hazardous material storage/use areas.
2. A waste minimization plan.
3. MSDS.
4. Documentation of personnel training.
5. The OHSCP.
6. A copy of any reports of spills.
7. Copies of the Tier I or Tier II reports.
8. Documentation on contaminated sites.

Hazardous Waste Management

1. The Hazardous Waste Management Plan.
2. A list of hazardous wastes generated at the facility.
3. A list of waste generation/storage areas.
4. USEPA Identification number.
5. Manifests.
6. Any permits.
7. The biennial report.
8. Personnel training records.

Natural Resources Management

1. The endangered species survey.
2. The Natural Resources Management Plan.
3. Any land management plans.
4. Section 404 permits.

Other Environmental Issues
1. Copies of EISs, EAs, FNSIs.
2. Noise complaint log.
3. IRP community relations plan.
4. most recent A-106 and 1383.

Pesticides Management
1. The Pesticide Management Plan.
2. A list of pesticide storage sites.
3. Application records.
4. MSDSs for pesticides.
5. Personnel Certifications for applicators.
6. Contracts for pesticide application.

POL Management
1. The SPCC plan.
2. A list of POL storage areas (not including tanks).

Solid Waste Management
1. Any contracts with waste haulers.
2. Any recycling plans.
3. All documentation pertaining to landfill operation or closure.
4. Records on groundwater sampling resulting from monitoring wells.

Storage Tank Management
1. A list of installation storage tanks (POL, hazardous waste, etc.).
2. Upgrading and/or closure plans for USTs.
3. Release detection documentation.
4. Integrity test results for ASTs and USTs.
5. Site contamination reports after tank removal.

Toxic Substances Management
1. The PCB inventory and annual report.
2. The results of the asbestos survey.
3. The Asbestos Management Plan.
4. Radon survey results.

Wastewater Management
1. All NPDES/SPDES permits.
2. Maps of the storm, sanitary, and industrial sewers.
3. A copy of pretreatment standards imposed on the facility.
4. A list of maintenance shops/operations to include wash facilities.
5. Locations of holding ponds, sedimentation pits, and open/end of-pipe discharge points.

Water Quality Management
1. Copies of drinking water test results.
2. Copies of reports to the state.

(continued)

Table 2

Major Activities at DLA Facilities and Related Sections				
Major Activities/ Operations	**1 Air Emissions Mgt.**	**2 Cultural Resources Mgt.**	**3 Hazardous Materials Mgt.**	**4 Hazardous Waste Mgt.**
1. Incinerators	•			•
2. Heat/Power Production	•			
3. Medical Treatment Facility	•		•	•
4. Aircraft Operations			•	•
5. Aircraft Maintenance			•	•
6. Sludge Disposal				•
7. Fuel Storage	•		•	
8. Sanitary/Industrial Wastewater Treatment			•	•
9. Stormwater Runoff	•		•	•
10. POL Dispensing	•		•	•
11. Wastewater Treatment	•		•	•
12. Vehicles Maintenance			•	•
13. Shop Activities	•		•	•
14. Solid Waste Generators				
15. Water Supply			•	
16. Toxic/HazMat Use			•	
17. PCB Electrical Equipment				
18. Pesticide/Herbicide Use			•	
19. Emergency Planning			•	•
20. Asbestos Removal				
21. Underground Storage Tanks			•	
22. Remodeling Activities	•	•		
23. New Construction Activities		•	•	•
24. Indoor Firing Range	•			
25. Marine Operations			•	•
26. Ongoing IRP Program				
27. Training/ Range Impact Areas		•		
28. Deicing/Salt Activities			•	•
29. Open Burning/Detonation	•			•

Table 2 (continued)

Major Activities at DLA Facilities and Related Sections				
Major Activities/ Operations	**5 Natural Resources Mgt.**	**6 Other Environmental Issues Mgt.**	**7 Pesticide Mgt.**	**8 POL Mgt.**
1. Incinerators				
2. Heat/Power Production				•
3. Medical Treatment Facility				
4. Aircraft Operations				•
5. Aircraft Maintenance				•
6. Sludge Disposal				
7. Fuel Storage				•
8. Sanitary/Industrial Wastewater Treatment				
9. Stormwater Runoff		•		•
10. POL Dispensing				•
11. Wastewater Treatment				
12. Vehicles Maintenance				•
13. Shop Activities		•	•	•
14. Solid Waste Generators				
15. Water Supply				
16. Toxic/HazMat Use			•	
17. PCB Electrical Equipment				
18. Pesticide/Herbicide Use			•	
19. Emergency Planning			•	
20. Asbestos Removal				
21. Underground Storage Tanks				
22. Remodeling Activities	•			
23. New Construction Activities	•			
24. Indoor Firing Range				
25. Marine Operations				•
26. Ongoing IRP Program		•		
27. Training/ Range Impact Areas		•		
28. Deicing/Salt Activities				
29. Open Burning/Detonation		•		

Table 2 (continued)

Major Activities at DLA Facilities and Related Sections					
Major Activities/ Operations	**9 Solid Waste Mgt.**	**10 Storage Tank Mgt.**	**11 Toxic Substances Mgt**	**12 Wastewater Mgt**	**13 Water Quality Mgt**
1. Incinerators					
2. Heat/Power Production		•			
3. Medical Treatment Facility	•				
4. Aircraft Operations	•	•		•	
5. Aircraft Maintenance	•	•		•	
6. Sludge Disposal	•			•	
7. Fuel Storage		•			
8. Sanitary/Industrial Wastewater Treatment				•	
9. Stormwater Runoff				•	
10. POL Dispensing		•			
11. Wastewater Treatment	•			•	
12. Vehicles Maintenance	•	•		•	
13. Shop Activities	•	•		•	
14. Solid Waste Generators	•				
15. Water Supply					•
16. Toxic/HazMat Use			•	•	
17. PCB Electrical Equipment			•		
18. Pesticide/Herbicide Use				•	
19. Emergency Planning			•		
20. Asbestos Removal			•		
21. Underground Storage Tanks		•			
22. Remodeling Activities	•		•		
23. New Construction Activities	•			•	
24. Indoor Firing Range		•			
25. Marine Operations	•			•	•
26. Ongoing IRP Program					
27. Training/ Range Impact Areas	•			•	
28. Deicing/Salt Activities				•	
29. Open Burning/Detonation	•				

Table 3
AIR EMISSIONS MANAGEMENT
US. TEAM Guide: DLA Supplement

REGULATORY REQUIREMENTS:	REVIEWER CHECKS: DRAFT
ALL INSTALLATIONS	
A.1. Copies of all relevant Federal, DOD, DLA, state, and local regulations and guidance documents on air emissions should be available at the facility (MP).	Verify that copies of the following regulations are available and kept current: - 40 CFR 60, *Standards of Performance for New Stationary Sources.* - 40 CFR 61, *National Emission Standards for Hazardous Air Pollutants.* - 40 CFR 80, *Regulation of Fuels and Fuel Additives.* - 40 CFR 82, *Protection of Stratospheric Ozone.* - DOD 4120.14, Environmental Pollution Prevention, Control, and Abatement. - DOD 6050.9, *Chlorofluorocarbons (CFCs) and Halons.* - applicable state and local regulations.

Section 1

Air Emissions Management (DLA Supplement)

SECTION 1

AIR EMISSIONS MANAGEMENT

A. DLA Regulations (DLARs) and Policies

- Defense Logistics Agency Manual (DLAM) 6050.1, *DLA Environmental Protection Manual.* This manual, summarizes and highlights the environmental regulatory requirements that are of primary concern to DLA activities and provides guidance and direction on how to comply. In relation to air emissions it directs compliance with state and Federal laws and the creation of air emission inventories.

- Defense Logistics Agency Regulation (DLAR) 6050.4, *Chlorofluorocarbons (CFCs) and Halons Management.* This regulation implements Department of Defense (DOD) Directive 6050.9 and requires internal quarterly reporting of CFCs and Halon procurement,.

- DLAR 6055.1, *DLA Safety and Health Manual.* This regulation addresses safety issues throughout DLA operations. In Chapter XI it required that DLA vehicles undergo annual inspections, including an evaluation of the exhaust emissions.

B. Department of Defense (DOD) Directives and Instructions

- DOD Directive (DODD) 6050.9, *Chlorofluorocarbons (CFCs) and Halons.* This directive details the requirements for decreasing the use of CFCs and Halons along with reporting annual procurement of these substances.

C. Using the TEAM Guide for DLA Assessments

- No special instructions.

D. Key DLA/DOD Compliance Requirements

- Training - Personnel who operate or monitor air pollution control equipment are required to be trained.

- Vehicular Emission Inspections - Many states require owners of fleet vehicles to have annual inspections of exhaust gases to determine emissions of CO and hydrocarbons.

E. Key DLA/DOD Compliance Definitions

- None

F. Additional Records To Review

- DLA air pollution control regulations
- Personnel training records
- CFC and Halon Annual Usage Report

G. Additional Physical Features To Inspect

- Defense Fuel Support Point (fugitive benzene emissions)

H. Guidance for Air Emissions Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
All Installations	A.1 through A.4	5
Exhaust Emissions	A.5	7
CFCs and Halons	A.6 and A.7	9

COMPLIANCE CATEGORY: AIR EMISSIONS MANAGEMENT: U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
ALL INSTALLATIONS	
A.1. Copies of all relevant Federal, DLA, state, and local regulations and guidance documents on air emissions should be available at the installation (MP).	Verify that copies of the following regulations are available and kept current: - 40 CFR 60, *Standards of Performance for New Stationary Sources.* - 40 CFR 61, *National Emission Standards for Hazardous Air Pollutants.* - 40 CFR 80, *Regulation of Fuels and Fuel Additives.* - 40 CFR 82, *Protection of Stratospheric Ozone.* - DOD 6050.9, *Chlorofluorocarbons (CFCs and Halons*, 13 February 1989. - DLAM 6050.1, *DLA Environmental Protection Manual.* - DLAM 6055.1, *DLA Safety and Health Manual*, 29 June 1990.
A.2. An annual emissions inventory must be prepared by the heads of DESC, DCSC, DPSC, DFSC, DGSC, DDMT, DDOU, DDRW, DNSC, and DIPES (DLAM 6050.1, Chapter 5, para 5-4(b)(1)).	Determine if an emissions inventory has been done. Verify that the emissions inventory is updated annually.
A.3. A program to train personnel who operate or monitor air pollution control equipment must be established by the heads of DESC, DCSC, DPSC, DFSC, DGSC, DDMT, DDOU, DDRW, DNSC, and DIPES (DLAM 6050.1, Chapter 5, para 5-4(b)(3)).	Determine if the following types of personnel receive training if they are working with air pollution control equipment: - equipment operators - mechanics - environmental managers.

COMPLIANCE CATEGORY: AIR EMISSIONS MANAGEMENT: U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
A.4. The heads of DESC, DCSC, DPSC, DFSC, DGSC, DDMT, DDOU, DDRW, DNSC, and DIPES are required to coordinate with local representatives of Federal, state, and regional agencies in developing and executing the Installation Master Plan in relation to air pollution sources (DLAM 6050.1, Chapter 5, para 5-4(b)(6)).	Verify that appropriate representatives are consulted.

COMPLIANCE CATEGORY: AIR EMISSIONS MANAGEMENT: U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
EXHAUST EMISSIONS **A.5.** All DLA vehicles are required to pass, at least annually, a safety inspection which will ensure that exhaust emissions do not exceed any applicable Federal, state, or municipal requirements (DLAM 6055.1, para 11-3a and para 11-16a).	Verify that a safety inspection is done at least annually. Verify that exhaust emissions do not exceed any applicable Federal, state, or municipal requirements.

COMPLIANCE CATEGORY: AIR EMISSIONS MANAGEMENT: U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
CFCs AND HALONS	
A.6. Installations that procure and store CFCs and halons for mission critical applications when substitutes are not available, or use them to service equipment, are required to produce a CFC and Halon Report (DOD Directive 6050.9, para E3 and DLAR 6050.4, para III(H)).	Determine if the CFC and Halon Report (DD Form 2530) has been completed. Verify that the form indicates the following: - aggregate procurement (by thousand lb) of CFCs and halons for which they are the integrated item manager - data on significant noncentralized CFC and halon procurement. Verify that in areas where CFCs and halons are used or stored the following is being done: - dependence on CFCs and halons is reduced - emissions are being minimized - conservation practices have been implemented. Verify that the installation is working toward the goals in Appendix 1-1. Verify that procurement data is collected quarterly.
A.7. In order to minimize atmospheric emissions of ozone-depleting substances, specific good management practices should be instituted at the installations (DLAR 6050.1, para 5-3e).	Verify that ozone-depleting substances are procured only in the absence of suitable alternatives. Verify that there is no disposal of ozone-depleting substance by direct release to the atmosphere.

Appendix 1-1

Department of Defense Goals For Reduction

Releases, Procurement, and Use of Ozone-Depleting Substances

Phase I	Phase II	Phase III	Phase IV	Phase V
Institute plans to reduce unnecessary releases during operation, maintenance, and training.	Institute plans to eliminate procurement and use.	Stop use in new procurements.	Phaseout of current applications to 50 percent of 1986 levels.	Reduce use in all applications to zero.

Goals for CFCs

	Phase I	Phase II	Phase III	Phase IV	Phase V
Category III	OCT 90	OCT 92	OCT 96	OCT 96	OCT 2000
Category I	OCT 90	OCT 93	OCT 98	OCT 98	Upon available substitutes

Goals for Halons

Category III	OCT 90	OCT 90	OCT 90	---	OCT 95
Category II	OCT 90	OCT 90	OCT 90	OCT 95	OCT 2000*
Category I	OCT 90	OCT 90	OCT 95	OCT 95	Upon available substitutes

*Meet requirement from recycle or inventory.

NOTE: All phaseout goals are dependent on development of suitable substitutes for ozone-depleting substances in a timely manner. To prevent interruption of supplies for mission-critical uses (Category I), these uses will be identified and plans initiated not later than October 1990 to recycle existing stocks and to initiate stockpiling of sufficient quantities of ozone-depleting substances to allow operation for the useful life of the weapons system.

Category I: Mission-Critical Uses -- The highest-priority uses will be those that are mission critical. Mission-critical uses have a direct impact on combat mission capability and include uses that are integral to combat mission assets or affect operability of these assets. Mission-critical uses include cooling operational suppression systems in tactical vehicle crew compartments to protect the lives of mission-critical personnel.

Category II: Essential Uses -- Essential uses include those applications which have an indirect effect on combat mission assets and play an auxiliary role in ensuring the operability of those assets. Essential uses include process cooling applications and charging portable fire extinguishers for electronic area protection.

Category III: Nonessential Uses -- This category includes all nonessential uses. Nonessential uses include uses for comfort cooling in family housing and installation support activities.

Section 2

Cultural Resources Management (DLA Supplement)

SECTION 2

CULTURAL RESOURCES MANAGEMENT

A. DLA Regulations (DLARs) and Policies

The DLA has decided to meet Army Regulation (AR) requirements until they promulgate their own regulations addressing *National Historic Preservation Act* (NHPA) issues.

- Army Regulation (AR) 420-40, *Historic Preservation*. This AR provides policy and regulatory guidance on historic preservation. It establishes the Army's goals to protect buildings, structures, sites, and objects of historical, architectural, archaeological, or cultural value located on Army-controlled property, as required by the NHPA, *Archeological Resources Preservation Act* (ARPA), and other laws. It contains definitions of pertinent terms and descriptions of compliance procedures.

B. Department of Defense (DOD) Directives and Instructions

- Department of Defense (DOD) Directive 4710.1, *Archaeological and Historic Resources Management*. This directive, dated 21 June 1984, provides policy, prescribes procedures, and assigns responsibilities for the management of archaeological and historic resources located in and on water and land under DOD control. It establishes the policy that DOD components will integrate the archaeological and historical preservation requirements of applicable laws with the planning and management of activities under DOD control.

C. Using the TEAM Guide for DLA Assessments

- Use Version 1 of the TEAM Guide checklist.

D. Key DLA/DOD Compliance Requirements

- Historic Preservation - DLA installations are required to protect, restore, and maintain culturally significant properties and to locate, inventory, and nominate to the Secretary of the Interior all properties under their ownership or control that appear to qualify for listing on the National Register of Historic Places. They must consider effects of their actions on eligible properties and consult with the SHPO and Advisory Council. Installations with such properties must also develop a historic preservation plan that ensures compliance with these responsibilities.

E. Key DLA/DOD Compliance Definitions

- *Significant* - having a characteristic that makes a property eligible for listing on the National Register (DOD Directive 4710.0).

F. Additional Records To Review

- None

G. Additional Physical Features To Inspect

- None

H. Guidance for Cultural Resources Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
All Installations	C.1 and C.2	5
Archeological Resources	C.3	7
Historic Properties	C.4 through C.7	9

COMPLIANCE CATEGORY: CULTURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
ALL INSTALLATIONS	
C.1. Installations should maintain a current file of applicable Federal, DOD, U.S. Army, DLA, and state/local regulations for cultural resources management (MP).	Determine if the following documents are maintained and kept current at the installation: - 25 CFR 261, *Preservation of Antiquities.* - 32 CFR 229, *Protection of Archaeological Resources; Uniform Regulations.* - 36 CFR 60, *National Register of Historic Places.* - 36 CFR 63, *Determinations of Eligibility for Inclusion in the National Register of Historic Places.* - 36 CFR 65, *National Historic Landmarks Program.* - 36 CFR 79, *Curation of Federally-Owned and Administered Archeological Collections.* - 36 CFR 800, *Protection of Historic and Cultural Properties.* - 43 CFR 3, *Preservation of American Antiquities.* - AR 420-40, *Historic Preservation.* - Applicable state and local regulations.
C.2. Personnel must be designated and trained for the responsibilities of historic preservation management (AR 420-40, para 1-4e(2)).	Verify that the installation staff includes individuals designated and trained for the responsibility of historic preservation management. Examples include: - archaeologist - historical architect - architectural historian - historian - preservation expert.

COMPLIANCE CATEGORY: CULTURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
ARCHEOLOGICAL RESOURCES **C.3.** The DLA is responsible for archeological resources located on properties under its control (AR 420-40, para 1-4f(4), 1-4f(8), 2-11c, 2-13c, 4-6, 4-7c, and 4-8).	Verify that an inventory has been made of archeological sites by appropriate means and verify that all sites that appear eligible have been nominated to the National Register. Assess treatment of archeological sites, including: - percentage of area surveyed - potentially significant sites identified - avoidance of significant sites - physical protection - protection of a statistically valid sample of different classes of significant sites - monitoring of protection measures - data recovery before destruction. Verify that the following are provided: - findings are made public knowledge at local museum or historical society. - qualified archeologist - training - attendance at professional meetings - storage facilities, including records and reports - necessary resources. Verify that all archeological field investigations are monitored. Verify that a bailment agreement exists if any materials have been transferred to local museums, universities, or equivalent offpost facilities. Verify that measures are taken to enforce laws protecting archeological sites. (NOTE: The location of archeological sites or other properties likely to be subject to vandalism will not be known to the public or to DLA members without a need to know.)

COMPLIANCE CATEGORY: CULTURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
HISTORIC PROPERTIES	
C.4. Installations with historic properties that are listed or may be eligible for listing on the National Register are required to prepare a Historic Preservation Plan that meets certain requirements (AR 420-40, para 2-1b, 2-2g, 2-3, 2-4, and 2-7).	Verify that the Historic Preservation Plan (HPP) meets any criteria agreed upon in a MOA between the installation and the SHPO. Verify that the HPP: - integrates historic preservation requirements with the planning and conducting of military training, construction, other undertakings, and real property or land use decisions - sets priorities for field, analytical and documentation projects needed to develop, evaluate, and manage the inventory of significant historic properties - establishes a procedures for evaluating historic properties - ranks installation undertakings by their potential to damage historic properties - provides guidelines for protection or treatment of historic properties - identifies funding, staffing, and milestones. Verify that the plan includes the following components: - an overview - an inventory - a protection plan. Verify that the DEH reviews the HPP at least once every 4 yr.
C.5. Installations that do not have any properties eligible for listing on the National Register or that meet the criteria of the national register are required to obtain a letter from the SHPO agreeing there are no significant historic properties (AR 420-40, para 2-1a).	Verify that the installation has a copy of the SHPOs letter on file.

COMPLIANCE CATEGORY: CULTURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
C.6. The Historic Preservation Officer should have a Memorandum of Agreement pertaining to cultural resources management and should be involved with master planning (MP).	Verify that the milestones and schedules outlined in the MOA are being met. Verify that Historic Preservation Officer attends Master Planning Board meetings to ensure coordination of historic preservation planning and projects with master planning and that EA and EIS documentation is appropriately prepared.

C.7. All historic buildings are required to be protected and conserved to mitigate natural deterioration and eliminate negligence and improper repair (AR 420-40, para 2-13d, 2-13e, 4-7a-b, and 4-8).	Verify that all buildings that appear eligible have been nominated to the National Register by examining the inventory of historic buildings.
	
	Verify that the following are provided:
	- findings are made public at local museum or historical society
	- qualified historic preservation expertise
	  - training
	  - attendance at professional meetings
	- facilities
	- resources.
	
	Verify that historic structures are properly maintained if adaptive use has been found.
	
	Verify that significant physical characteristics are retained in the integrity and authenticity of the structural form during repairs.
	
	Verify that measures are taken to enforce laws protecting historic properties.
	
	(NOTE: The location of historic properties likely to be subject to vandalism will not be known to the public or to DLA members without a need to know.)

Section 3

Hazardous Materials Management (DLA Supplement)

SECTION 3

HAZARDOUS MATERIALS MANAGEMENT

A. DLA Regulations (DLARs) and Policies

- Defense Logistics Agency Manual (DLAM) 4145.11, *Storage and Handling of Hazardous Materials*. This manual, dated May 1992, established uniform procedures, policies, and responsibilities for the receipt, storage, and handling of hazardous materials.

- DLAM 6050.1, *DLA Environmental Protection Manual.* This manual, summarizes and highlights the environmental regulatory requirements that are of primary concern of DLA activities and provides guidance and direction on how to comply. Included in this manual is guidance on compliance with emergency planning and community right-to-know procedures.

- DLAM 6055.1, *DLA Safety and Health Manual.* This manual outlines policies and guidance relating to the DLA Safety and Health Program.

- DLAR 4145.25, *Storage and Handling of Compressed Gases an Liquids in Cylinders, and of Cylinders.* This regulation prescribes policy, procedure, and responsibilities for the storage, handling, and quality surveillance of industrial and medical compressed gases.

- DLAR 4210.4, *Comprehensive Hazardous Materials Management Program.* This regulation requires the appointment of a Chairperson or Program Manager to oversee issues of hazardous materials minimization.

B. Department of Defense (DOD) Directives and Instructions

- DOD Instruction (DODI) 6050.5, *Hazardous Material Information System*, authorizes the Publication of DOD Instruction 6050.5-M, *Hazardous Material Information System Procedures*, which describes the procedures for collection, maintenance, and dissemination of hazardous material data.

C. Using the TEAM Guide for DLA Assessments

- No special instructions.

D. Key DLA/DOD Compliance Requirements

- Hazardous Materials Inventory - DLA installations are required to have an inventory of all sites at which material safety data sheet (MSDS) chemicals are stored. This inventory is to be updated annually.

- Plans - DLA installations are required to have a comprehensive plan for the management of hazardous materials mishap prevention. Installations are also required to have an Installation Spill Contingency Plan (ISCP).

- Requirements for Primary Level Field Activities (PLFAs) - PLFAs are required to have a designated hazardous materials minimization Program Manager/chairperson. PLFAs are required to test the effectiveness of the ISCP periodically.

- Hazardous Materials Storage - DLA installation may not allow the storage of non-DOD owned toxic or hazardous materials onsite. Storage sites are required to be secured to prevent unauthorized entry. Absorbent materials are required to be available for the cleanup of hazardous materials spills. Flammable/combustible liquids, compressed gases, and acids must all be stored such that they do not pose a hazard.

- Emergency Planning - DLA installations are required to establish Emergency Planning Programs.

- Personnel - individuals that are potentially exposed to a hazardous material identified in a Local Health Hazard Inventory (LHHI) are required to undergo periodic medical examinations.

E. Key DLA/DOD Compliance Definitions

- None

F. Additional Records To Review

- Medical surveillance records
- The LHHI
- The ISCP

G. Additional Physical Features To Inspect

- None

H. Guidance for Hazardous Materials Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
All Installations	HM.1 through HM.8	5
Emergency Planning	HM.9	9
Documentation	HM.10 and HM.11	11
Hazardous Materials Storage	HM.12	13
Medical Examinations	HM.13	15
Releases	HM.14	17
Flammable/Combustible Liquid Storage	HM.15 and HM.16	19
Compressed Gas Storage	HM.17 through HM.19	21

COMPLIANCE CATEGORY: HAZARDOUS MATERIALS MANAGEMENT U.S. TEAM Guide: DLA Supplement

REGULATORY REQUIREMENTS:	REVIEWER CHECKS: November 1994
ALL INSTALLATIONS	
HM.1. Copies of all relevant Federal, DLA, state, and local regulations and guidance documents on hazardous materials management should be available at the installation (MP).	Verify that copies of the following regulations are available and kept current: - Executive Order (EO) 12088, *Federal Compliance with Pollution Control Standards*. - 40 CFR 300, *National Oil and Hazardous Substances Pollution Contingency Plan*. - 40 CFR 302, *Reportable Quantities of Hazardous Materials (Table 302.4)*. - 40 CFR 355, *Emergency Planning and Notification*. - 40 CFR 370, *Hazardous Chemical Reporting: Community Right-To-Know* - 49 CFR 178, *Specifications by Packaging*. - 49 CFR 179, *Specifications for Tank Cars*. - NFPA, *Fire Protection Guide of Hazardous Materials* - DODD 6050.8, *Storage and Disposal of non-DOD owned Hazardous or Toxic Materials on DOD Installations*, 27 February 1986. - DLAM 4145.11, *Storage and Materials Handling*, May 1992. - DLAM 6050.1, *DLA Environmental Protection Manual*, July 1991. - DLAM 6055.1, *DLA Safety and Health Manual*, 5 August 1986. - DLAR 4145.25, *Storage and Handling of Compressed Gases and Liquids in Cylinders, and of Cylinders*, 16 January 1990. - DLAR 4210.4, *Comprehensive Hazardous Materials Management Program*, 8 August 1990.
HM.2. Installations are required to have a comprehensive plan for the management of hazardous materials mishap prevention (DLAM 6055.1, para 9-5b).	Verify that the installation has a plan that includes the following: - procedures to ensure that hazardous materials are stored compatibly and handled correctly - personal protective equipment needs for the response team - up-to-date inventory of chemicals.
HM.3. An inventory of all sites at which MSDS chemicals are stored on base is required to be developed and updated annually by the Emergency Planning Committee (DLAM 6050.1, para 2-5c(2)(c)).	Verify that the inventory exists and is up-to-date. (NOTE: Hazardous constituents of expired materials discovered during the inventory process, or at any other time, should be identified prior to disposal, see appropriate checklist item in *Resource Conservation and Recovery Act* (RCRA), Subtitle C.

COMPLIANCE CATEGORY: HAZARDOUS MATERIALS MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
HM.4. PLFAs are required to have a designated hazardous materials minimization Program Manager/Chairperson (DLAR 4210.4, Enclosure 2, para IV (B)(1)).	Verify that the PLFA has a designated hazardous materials minimization Program Manager/Chairperson that is actively implementing a hazardous materials minimization program.
HM.5. Installations may not allow the storage of non-DOD-owned toxic or hazardous materials on site (DOD Directive 6050.8, para D).	Verify that the installation does not allow the storage of non-DOD-owned toxic or hazardous materials on site. (NOTE: This does not apply to: - agreements with General Services Administration for the storage of strategic and critical materials in the National Stockpile Program - agreements between DOD Components and other Federal agencies for temporary storage or disposal of explosives - emergency lifesaving assistance to civil authorities involving the temporary storage or disposal of explosives - excess explosive generated under a DOD contract - arrangements with the Department of Energy for the temporary storage of nuclear materials or non-nuclear classified materials - military resources used during peacetime civil emergencies - assistance and refuge for commercial carriers carrying material of other Federal agencies during transportation emergencies.)
HM.6. Potential spill sites where hazardous materials are stored or handled must be inspected frequently on a regular basis (DLAM 6050.1, para 2-3b(6)).	Verify that potential spill sites where hazardous materials are stored or handled are inspected frequency on a regular basis according to procedures and schedules outlined in the SPCC plan. Verify that inspection records are kept on file for 3 yr

COMPLIANCE CATEGORY: HAZARDOUS MATERIALS MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
HM.7. Installations should coordinate with the local fire department concerning the types of hazardous chemicals used at the installation, the areas where they are used, what they are used for, and the quantities which are used in a given operation (MP).	Determine if the installation has coordinated efforts with the local fire department. Determine if the department is aware of areas that are at high risk for chemical incidents.
HM.8. Specific persons should be designated responsible for hazardous materials storage areas, and the precise nature of their responsibilities should be specified (MP).	Verify that specific individuals have been designated responsible for hazardous materials storage areas. Verify that the individuals designated responsible for hazardous materials storage areas are aware of the precise nature of their responsibilities.

COMPLIANCE CATEGORY: HAZARDOUS MATERIALS MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
EMERGENCY PLANNING **HM.9.** Installations are required to establish Emergency Planning Programs which are comparable to the extent practicable to community programs (DLAM, 6050.1, para 2-3f and 2-5c).	Verify that the installation has an Emergency Planning Program. Verify that the committee is chaired by the environmental officer and includes representatives from the following: - the health and safety office - facility engineer - security office - fire department - DRMO - activities which store, use or generate oil or hazardous substances. Verify that the committee meets at least annually to review and update contingency plans.

COMPLIANCE CATEGORY: HAZARDOUS MATERIALS MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
DOCUMENTATION	

HM.10. Installations are required to have an ISCP detailing responses to spills of hazardous substances (DLAM 6050.1, para 2-2a(2) and 2-3b).	Verify that the installation has an ISCP that contains the following:
	- designated installation on-scene coordinator (IOSC)
	- composition of the Installation Response Team (IRT)
	- emergency contacts
	- description of initial response actions
	- quantities and locations of available resources
	- training requirements and exercises
	- detailed protocols for:
	  - notifying the authorities
	  - alerting the public
	  - mobilizing resources
	  - protecting people and property
	  - cleaning up and removing harmful releases
	(NOTE: This plan must include oil as a hazardous material.)
	Verify that the plan is reviewed and evaluated at lest once every 3 yr or whenever the plan fails under emergency or training conditions or a change in conditions.

HM.11. PLFAs are required to test the effectiveness of the ISCP periodically (DLAM 6050.1, para 2-4a(4)).	Verify that the effectiveness of the plan is tested periodically through drills.

COMPLIANCE CATEGORY: HAZARDOUS MATERIALS MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
HAZARDOUS MATERIALS STORAGE **HM.12.** Installations or individual site that store or handle hazardous materials are required to be secured to prevent unauthorized entry (DLAM 6050.1, para 2-5b(7)).	Verify that entrance gates are locked or guarded when the facility is unattended. Verify that any valves which allow the direct emptying of a tank to the environment are locked closed when not operating. Verify that the starter controls on all pumps are locked in the off position or electrically disconnected when not in use.

COMPLIANCE CATEGORY: HAZARDOUS MATERIALS MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
MEDICAL EXAMINATIONS **HM.13.** Personnel that are potentilla exposed to a hazardous material as identified in a Local Health Hazard Inventory (LOHHI) are required to undergo periodic medical examinations (DLAM 6055.1, para 8-4b(3)(b)(i)).	Determine if the installation has had a LOHHI conducted. Verify that individuals working in areas where they are potentially exposed to hazardous materials undergo periodic medical exams.

COMPLIANCE CATEGORY: HAZARDOUS MATERIALS MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
RELEASES **HM.14.** Absorbent materials are required to be available for spill and/or release cleanup in areas where hazardous materials are used or stored (DLA 6055.1, para 9-5b).	Verify that absorbent materials are available for spill cleanup.

COMPLIANCE CATEGORY: HAZARDOUS MATERIALS MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
FLAMMABLE/ COMBUSTIBLE LIQUIDS STORAGE	
HM.15. Specific good management practices should be considered when storing and handling flammable/combustible materials (MP).	Verify that the following good management practices are followed: - there are no positive sources of ignition (open flames, welding, radial heat, mechanical sparks) in the immediate area - items are not stored against pipes or coils producing heat - paint drums that are stored horizontally are rolled a half turn every 90 days - containers of paint are palletized prior to storage - aerosol containers are stored in well-ventilated areas. Verify that containers are stored and handled such that: - open flame devices are not in use in the storage area - combustible materials, other than wood pallets used in the storage of flammable/combustibles, are not stored in the storage facility - handling is done so as to avoid damaging the label - materials received without a date of manufacture label are marked with the shipping document date - leaking containers are removed from the storage area immediately - containers are stored so that they are issued or used in the order of dates of manufacture, with the material being the oldest used first - there are no open containers.
HM.16. Storage cabinets used for the storage of flammable/combustible liquids should meet specific requirements (MP).	Verify that storage cabinets meet the following: - materials within the cabinet are segregated - there are no open containers within the cabinet - all containers in the cabinet are labeled.

COMPLIANCE CATEGORY: HAZARDOUS MATERIALS MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
COMPRESSED GAS STORAGE	
HM.17. Storage of compressed gases in enclosed storage facilities must meet certain criteria (DLAM 4145.11, para 4-14).	Examine the compressed gases storage areas for the following: - building is one story in height, preferably of noncombustible construction - storage aids are noncombustible and include steel edge protectors, frames and frame supports, separators, battens, and pallets - cylinders are not stored near unprotected platform edges or in other locations where they are likely to be struck by heavy, moving objects - storage temperature does not exceed 125 ^{o}F - when stored inside, cylinders are not near exits.
HM.18. All cylinders that are being filled, in service, or in transit are required to be secured (DLAR 4145.25, para 5-1).	Verify that cylinders at fill stations, work stations, on hand trucks, or in transit are secured.
HM.19. Compressed gases are required to be handled according to specific procedures and practices (DLAR 4145.25, para 5-4).	Verify that the following practices and procedures are followed: - removable caps are kept on the valve outlet except when connected - valves are closed at all times except when in use - the cylinders are not placed where they might become a part of an electrical circuit.

Section 4

Hazardous Waste Management (DLA Supplement)

SECTION 4

HAZARDOUS WASTE MANAGEMENT

A. DLA Regulations (DLARs) and Policies

- Defense Logistics Agency Manual (DLAM) 6050.1, *DLA Environmental Protection Manual.* This manual, summarizes and highlights the environmental regulatory requirements that are of primary concern to DLA activities and provides guidance and direction on how to comply. In the area of hazardous waste, the manual further enforces the need to meet Federal standards and to develop a hazardous waste management plan.

- DLAR 4210.1, *Comprehensive Hazardous Material Management Program.* This regulation further underscores the necessity of minimizing the production of hazardous waste through life-cycle management of hazardous materials.

B. Department of Defense (DOD) Directives and Instructions

- Defense Environmental Quality Program Policy Memorandum (DEQPPM) 80-5, *DOD Hazardous Material Disposal Policy,* designates the DLA as the single manager for disposal of hazardous materials within DOD. This policy is implemented through regional Defense Reutilization and Marketing Offices (DRMOs) around the country that are responsible for managing the offsite disposal of hazardous wastes for DLA installations.

- DEQPPM 80-8, *RCRA Hazardous Waste Management Regulations*, establishes management procedures for implementing the DOD Hazardous Waste Management Program.

C. Using the TEAM Guide for DLA Assessments

- No special instructions.

D. Key DLA/DOD Compliance Requirements

- Plans - DLA installations are required to have an up-to-date hazardous waste management plan.

- Waste Minimization - DLA installations are required to procure and use resources in such a manner that waste production is minimized.

- Training - all installation personnel, regardless what size generator the installation is, are required to have hazardous waste training.

E. Key DLA/DOD Compliance Definitions

- *Chemical Warfare Agent* - a substance, which because of its chemical properties is used in military operations to kill, seriously injure, or incapacitate humans or animals or deny use of indigenous resources (AR 200-1, Glossary).

F. Additional Records To Review

- Hazardous waste management plan.

G. Additional Physical Features To Inspect

- None

H. Guidance for Hazardous Waste Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
All Installations	HW.1 through HW.5	5
Personnel Training Requirements	HW.6 and HW.7	7
Disposal	HW.8	9

COMPLIANCE CATEGORY: HAZARDOUS WASTE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
ALL INSTALLATIONS	
HW.1. Copies of all relevant Federal, DLA, state, and local regulations and guidance documents on hazardous waste should be available at the installation (MP).	(NOTE: States may obtain partial authorization to operate the RCRA program from USEPA, provided regulations at least as stringent as USEPA regulations have been passed and an agreement has been signed with USEPA.) Verify that copies of the following regulations are available and kept current: - 40 CFR 260, *Hazardous Waste Management Systems: General.* - 40 CFR 261, *Identification and Listing of Hazardous Waste.* - 40 CFR 262, *Standards Applicable to Generators of Hazardous Waste.* - 40 CFR 263, *Standards Applicable to Transporters of Hazardous Waste.* - 40 CFR 264, *Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities.* - 40 CFR 265, *Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities.* - 40 CFR 266, *Standards for the Management of Specific Hazardous Wastes and Specific Types of Hazardous Waste Management Facilities.* - 40 CFR 267, *Interim Standards for Owners and Operators of new Hazardous Waste Land Disposal Facilities.* - 40 CFR 268, *Land Disposal Restriction.* - DLAM 6050.1, *DLA Environmental Protection Manual*, July 1991. - DLAR 4210.4, *Comprehensive Hazardous Material Management Program*, 8 August 1990. - state hazardous waste management regulations. Determine if installation environmental staff are familiar and knowledgeable of regulatory requirements.

HW.2. Installations are required to prepare and periodically update an installation-wide hazardous waste management plan (DLAM 6050.1, para 6-4b and 6-5f).	Verify that the installation has developed a hazardous waste management plan that contains each point of generation.
	
	Verify that the plan contains:
	
	- an installation wide inventory
	- an evaluation of the costs associated with the use of hazardous materials and potential alternatives
	- a review of the adequacy of personnel training and facilities at each point of generation
	- a review of the adequacy of waste minimization procedures
	- a list of recommendations and corrections
	- the following as applicable:
	  - waste analysis plan
	  - training plan
	  - inspection plan
	  - spill prevention control and countermeasure plan.

COMPLIANCE CATEGORY: HAZARDOUS WASTE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
HW.3. Material resources should be procured and used in a way that minimizes waste production (DLAM 6050.1, para 6-3a and DLAR 4210.4, para VI(B)(1)).	Verify that the installation has a plan to recycle, reuse material, and substitute less hazardous products to greatest extent possible.
HW.4. Specific persons should be designated responsible for hazardous waste storage areas, and the precise nature of their responsibilities should be specified (MP).	Verify that specific individuals have been designated responsible for hazardous waste storage areas. Verify that the individuals designated responsible for hazardous waste storage areas are aware of the precise nature of their responsibilities.
HW.5. Environmental officers are required to act as the Installation Hazardous Waste Program Coordinator and there is required to be a Hazardous Waste Management Committee (DLAM 6050.1, para 6-5f(2) through 6-5f(3)).	Verify that the Environmental Officer is acting as the Installation Hazardous Waste Program Coordinator. Verify that there is a Hazardous Waste Management Committee that ensures: - installation-wide sources of hazardous waste are identified - appropriate training is being provided - opportunities for waste minimization are reviewed for each activity generating hazardous waste - knowledge of regulatory requirements, DRMO turn-in procedures, and the like are exchanged/

COMPLIANCE CATEGORY: HAZARDOUS WASTE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PERSONNEL TRAINING REQUIREMENTS	
HW.6. All installation personnel who handle hazardous waste must be trained (DLAM 6050.1, para. 6-3d).	Verify that proper training is provided to personnel who manage, use, store, or dispose of hazardous waste.
HW.7. Training records should be maintained for all installation staff who manage hazardous waste (MP).	Examine training records and verify they include the following: - job title and description for each employee by name - written description of how much training each position will obtain - documentation of training received by name. Determine if training records are retained for 3 yr after employment at the installation. Verify that records are transferred with employees.

COMPLIANCE CATEGORY: HAZARDOUS WASTE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
DISPOSAL **HW.8.** Hazardous waste and excess hazardous materials are required to be turned into DRMO for disposal (DLAM 6050.1, para 6-5g).	Verify that hazardous waste and excess hazardous materials are turned into DRMO for disposal.

Section 5

Natural Resources Management (DLA Supplement)

SECTION 5

NATURAL RESOURCES MANAGEMENT

A. DLA Regulations (DLARs) and Policies

The DLA has decided to abide by the Army Regulations (AR) currently in effect as of the writing of this protocol. As DLA regulations are developed they will replace the Army Regulations.

- AR 420-74, *Natural Resources-Land, Forest, and Wildlife Management.* This regulations provides Army policy for managing natural resources and attaining the goal of ensuring that Army actions are not likely to jeopardize the continued existence of endangered or threatened species or result in the destruction or adverse modification of the critical habitat of such species.

B. Department of Defense (DOD) Directives and Instructions

- DOD Directive (DODD) 4700.4, *Natural Resources-Conservation and Management.* This directives, dated 29 January 89, prescribes DOD policies and establishes an integrated program for multiple-use management of the renewable natural resources on DOD lands. It directs installations to protect, conserve, and manage the watersheds and natural landscapes, the soil, the forest and timber growth, the fish and wildlife, and endangered species as vital elements of the DLA mission. It further stipulates that the natural resources will be used and cared for in the combination best serving the present and future needs of the United States and its people.

- DOD Instruction (DODI) 7310.5, *Accounting for Production and Sale of Forest Products.* This instruction, dated 25 January 1988, provides policy on DOD forestry accounting procedures.

C. Using the TEAM Guide for DLA Assessments

- No special instructions.

D. Key DLA/DOD Compliance Requirements

- Management Plans - Installations which have land and water areas that possess, or are capable of producing, natural resources will develop a program for restoring, improving, developing, and conserving natural resources. They will develop natural resource management plans for land (soil and water), grazing and cropland, forest, fish and wildlife, and outdoor recreation, where there are resources to manage. The plan is in parts (Part 1: General; Part 2: Land Management and Grounds Maintenance Plan; Part 3: Forest Management; Part 4: Fish and Wildlife Management; and Part 5: Outdoor Recreation) as required.

- Cooperative Agreements - Installations will maintain liaison with agencies through cooperative agreements. These agreements assist in developing and implementing well-coordinated, multiple-use natural resources programs.

- Natural Resources Report; Defense Environmental Management Information System - Installations are required by the *Sikes Act* (16 USC 670) to prepare an annual report on their natural resources activities. It includes information on all natural resources activities, including outdoor recreation, forestry, and fish and wildlife conservation.

- Land Management - This is required to be done in a manner that is consistent with modern conservation and land use principles. A protective vegetative cover will be used to reduce erosion problems.

E. Key DLA/DOD Compliance Definitions

- *Category I* - installations having land and water areas suitable for the conservation and management of fish and wildlife, and other natural resources (AR 420-74, para 10-4a(1)).

- *Category II* - installations for which a decision is pending as to program suitability within the meaning of Category I (AR 420-74, para 10-3a(2)).

- *Coastal Zone* - the coastal waters (including lands therein and thereunder) and the adjacent shorelands (including the waters therein and thereunder) strongly influenced by each other and in proximity to the shoreline of the several coastal states (AR 420-74, para 1-19).

- *Conservation* - the protection, improvement and use of natural resources according to principles that will provide optimum public benefit and support the military missions (AR 420-74, para 1-7).

- *Cooperative Plan Agreements* - a plan for the management of fish and wildlife on an installation which has been mutually agreed upon by the Installation Commander, Regional Director, US Fish and Wildlife Service, and the State Fish and Wildlife Agency (AR 420-74, para 1-25).

- *Forest Management* - the science, the art, and the practice of managing and using for human benefit the natural resources that occur on or in association with forest lands (AR 420-74, para 1-10).

- *Grounds* - all land and water acreage for which an installation commander has responsibility (including satellite areas). Grounds are grouped into the following three categories: improved grounds; semi-improved grounds; and unimproved grounds (AR 420-74, para 1-13).

- *Improved Grounds* - acreage on which intensive maintenance activities must be planned and performed annually as fixed requirements. Activities include mowing, irrigation, fertilization, cultivation, aerification, seeding, sodding, spraying, pruning, trimming, weed, dust, and erosion control, drainage, planting for landscape effect, wind and sound abatement, and other intensive practices (AR 420-74, para 1-13).

- *Land Management* - the planning and execution of programs to improve, utilize and maintain all land and water areas for the greatest net public benefit while supporting the military mission. Included are subordinate land uses that are mutually compatible and consistent with maintaining environmental qualities (AR 420-74, para 1-9).

- *Multiple-Use* - the integrated management of all natural resources, each with the other, to achieve the optimum use and enjoyment while maintaining the environmental qualities, ecological relationships and esthetic values in proper balance (AR 420-74, para 1-6).

- *Natural Resources* - the viable and/or renewable products of nature and their environments of soil, air, and water. Included are plants and animals occurring on grasslands, rangelands, croplands, forests, lakes, and streams (AR 420.74, para 1-6).

- *Semi-improved Grounds* - includes areas on which periodic recurring maintenance is performed but to a lesser degree than on improved grounds. Practices normally include such cyclic variables as soil sterilization, weed and brush control, drainage maintenance, and mowing for fire protection. Semi-improved grounds acreage may be combined with improved grounds acreage for reporting purposes when only two categories of grounds are used (AR 420-74, para 1-13).

- *Sustained Yield* - production of renewable natural resources a land or water area can maintain at a given intensity of management (AR 420-74, para 1-16).

- *Unimproved Grounds* - acreage not classified as improved or semi-improved (AR 420-74, para 1-13).

F. Additional Records To Review

- Cooperative Use Agreements
- Installation Natural Resources Management Plan

G. Additional Physical Features To Inspect

- None

H. Guidance for Natural Resources Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
All Installations	NR.1 and NR.2	7
Wildlife Management	NR.3	9
Natural Resources	NR.4 through NR.6	11
Outdoor Recreation Resources	NR.7 through NR.10	13
Forest Management	NR.11	15
Land Management	NR.12 through NR.14	17
Natural Resources Law Enforcement	NR.15	19

COMPLIANCE CATEGORY: NATURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
ALL INSTALLATIONS	
NR.1. Installations should maintain a current file of applicable Federal, DOD, DLA, Army, and state/local regulations for natural resources management (MP).	Verify that the following documents are maintained and kept current at the installations. - 7 CFR 360, *Noxious Weed Regulations.* - 50 CFR 21, *Migratory Bird Permits* - 50 CFR 402, *Interagency Cooperation-Endangered Species Act of 1973, as amended.* - EO 12088, *Federal Compliance with Pollution Standards.* - DODI 4700.4, *Natural Resources-Conservation and Management.* - AR 215-2, *Management and Operations of Army Morale, Welfare, and Recreation Programs and Nonappropriated Funds Instrumentalities.* - AR 420-74, *Natural Resources - Land, Forest, and Wildlife Management.* - applicable state and local regulations.
NR.2. Personnel are required to be designated and trained for environmental responsibilities (DODD 4700.4, para E3(a), and AR 420-74, para 2-2 and 2-3c).	Verify that staffing optimizes professionally trained personnel necessary for technical guidance in planning and executing the Natural Resources Program such as: - aquatic/fisheries biologist - an agronomist - a forester - a wildlife manager - a landscape architect - a soil conservationist - an agricultural engineer - ecologist - an horticulturist. Determine if periodic and comprehensive technical instruction concerning land preparation, soil management, fertilization, pruning, spraying, and other horticulture skills is provided for personnel engaged in the care and maintenance of lawns, trees, shrubs, and other landscape plants.

COMPLIANCE CATEGORY: NATURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
WILDLIFE MANAGEMENT **NR.3.** The installations Fish and Wildlife Management Program must be operated according to specific parameters (AR 420-74, para 5-1, 5-2, 5-5, and 5-6).	Verify that fishing, hunting and trapping are authorized and controlled in conformance with Federal and state laws, local regulations, and approved management plans. Verify that foreign species of fish and wildlife have not been introduced to DLA land without approval from the Fish and Wildlife Service (FWS), the state and HQ DAEN-ZCF-B.

COMPLIANCE CATEGORY: NATURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
NATURAL RESOURCES	
NR.4. Installations are required to have a Natural Resources Management Plan that meets specific criteria (AR 420-74, para 8-1a, 8-2a, 8-3b, and 8-4).	Verify that the Natural Resources Management Plan includes the following chapters according to the indicated parameters: - Part I: General (include if the installation has 500 or more acres of improved, semi-improved and unimproved grounds combined, or 50 or more acres of improved grounds - Part II: Land Management and Ground Maintenance (include if the installation has 500 or more acres of improved, semi-improved and unimproved grounds combined, or 50 or more acres of improved grounds - Part III: Forest Management (include if the installation has 100 or more acres of commercial forest land - Part IV: Fish and Wildlife Management (include if the installation has land and water areas suitable for the management of fish and wildlife resources - Part V: Outdoor Recreation (include if the installation has an outdoor recreation program that depends on the maintenance and management of natural resources. Verify that the plan is reviewed annually and revised as necessary. Verify that the plan was prepared or updated within the previous 5 yr. Verify that all major initiatives in plan have environmental documentation consistent with NEPA and Council of Environmental Quality (CEQ) requirements. Verify that the plan was prepared and is kept current by qualified personnel.
NR.5. All Category I installations are required to prepare and implement Cooperative Plan Agreements for Conservation and Development of Fish and Wildlife Resources (AR 420-74, para 8-1b, 8-3b, and 5-4).	Verify that the Cooperative Plan Agreement for Conservation and Development of Fish and Wildlife Resources is prepared and amended as appropriate in coordination with state and Federal fish and wildlife conservation agencies. (NOTE: Category I installations are those having land and water areas suitable for the conservation and management of fish, wildlife, and other natural resources as determined by consultation with appropriate Federal and state fish and wildlife agencies.)

COMPLIANCE CATEGORY: NATURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
NR.6. Installations with active natural resources programs or the potential for natural resources programs under the concept of AR 420-74 are required to have a Natural Resources Conservation and Beautification Committee (AR 420-74, para 2-7).	Determine if the installation has an active natural resources program or the potential for a program as described in 420-74. Verify that the installation has a Natural Resources and Beautification Committee that: - assures continuous planning and balanced application of the Natural Resources Program - plans, promotes, and fosters natural beauty and environmental protection and enhancement programs both on base and in cooperation with local communities. Verify that the Committee includes: - the facilities engineer - the natural resource management personnel - the environmental coordinator - the entomologist - the provost marshal/security officer - operations, safety, legal, medical, recreation services, and veterinarian personnel - a representative of the installations' rod and gun club.

COMPLIANCE CATEGORY: NATURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
OUTDOOR RECREATION RESOURCES	
NR.7. Installations are required to provide for controlled public access at DLA installations with areas suitable for the recreational use and enjoyment of the public (AR 420-74, para 2-8a).	Determine if the installation has any land and water areas suitable for recreational use and enjoyment by the public. Verify that access is provided within manageable quotas and without impairment of mission. (NOTE: When access must be withheld the reasons must be substantiated by a statement in the Cooperative Plan Agreement.)
NR.8. Grounds are required to be maintained to meet designated uses and assure harmony with natural landscape (DOD Directive 4700.4, para B1(h), and AR 420-74, para 3-1, 3-2, and 3-8).	Verify that turf areas are maintained with a permanent vegetative cover of desirable plants. Verify that improved grounds are maintained in accordance with (IAW) parts 1 and 2 of the Natural Resources Management Plan. Verify that landscape planting, pruning, cultivation, and other maintenance is done according to TM 5-630.
NR.9. Installations with recreation resources are required to be actively involved in developing a Cooperative Plan Agreement for Outdoor Recreation (AR 215-2, and AR 420-74, para 7-1).	Examine Outdoor Recreation Program for the following: - maintenance responsibilities - evaluations for off-road vehicles - fish and wildlife resources management - installation potential to support community recreation needs.

COMPLIANCE CATEGORY: NATURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
NR.10. Installations are required to complete the Installation Natural Resources Report (DD-MIL(A)670) according to specific standards (AR 420-74, para 10-1 through 10-4).	Verify that the installation has prepared the Natural Resources Report at the end of each fiscal year and dispatched it to HQDA (DANE-ZCF-B). Verify that the report includes: - Part I: Land Use and Conservation, DA Form 2785-R (only required if the installation is required to prepare the Land Management part of the Installation Natural Resources Management Plan) - Part II: Forest Management, DA Form 2785-1-R (only required if the installation is required to prepare the Forest Management Part of the Installation Natural Resources Management Plant) - Part III: Fish and Wildlife Management, DA Form 2785-2-2 (only required to be completed by Category I and II installations annually).

COMPLIANCE CATEGORY: NATURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**

FOREST MANAGEMENT
 	
NR.11. Effective forest management must provide for the sustained production of timber and related natural resources values (AR 420-74, para 4-1 and 4-4).
	Verify that forest management is done so that:
	
	- volume inventories are made and kept current for all forest lands managed for timber production
	- small volume (including firewood) sales are in accordance with AR 405-90
	- harvesting and treatment provides for:
	  - sustained yield
	  - improved training areas
	  - improved watersheds
	  - improved wildlife habitat
	- it complements natural beauty values along scenic corridors.

COMPLIANCE CATEGORY: NATURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
LAND MANAGEMENT	
NR.12. Land management operations are required to be consistent with modern conservation and land use principles (AR 420-74, para 2-10 and 2-13 through 2-16).	Verify that land management at the installation includes the following issues: - dust and erosion control - fire protection - weed control. Examine leases, easements, and other special uses and interview natural resource manager to determine compatible uses and periodic inspections for land involved, including: - condition of agriculture, grazing, and timber (or other resources) sale areas leased - compliance with lease provisions, environmental recreation, and good professional practice. Verify that an inventory and classification has been done of the current resources, including identification and evaluation of the condition and potential of wetland, marine, and estuarine area, fresh water, forest land, grasslands, scenic and natural areas, aesthetics, and any other significant environmental element. Verify that inventories identify endangered and threatened species of flora and fauna and archeological and historic sites.
NR.13. A protective vegetative cover or other measures will be used to control dust and erosion damage to land (AR 420-74, para 2-14 and 3-1).	Verify that the Land Management Plan addresses, in detail, erosion problems on training and maneuver areas and proposes remedial actions. Verify that the installation has been surveyed to locate areas where bare soil is exposed and current or potential erosion is obvious. Verify that remedial actions have been initiated.
NR.14. Installations should have a mitigation and monitoring plan (MP).	Verify that the installation has developed plans to preserve, protect, and acquire the water supplies necessary to support all natural resources projects and programs and evaluate effectiveness of mitigation measures. Verify that mitigation and/or monitoring plans conform to the commitments of NEPA documents and Federal/state environmental permits.

COMPLIANCE CATEGORY: NATURAL RESOURCES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
NATURAL RESOURCES LAW ENFORCEMENT **NR.15.** Natural resources law enforcement personnel should be specially trained and certified as natural resources law officers (*Sikes Act,* 16 USC 670 et seq).	Verify that the personnel charged with enforcing natural resources law are specifically trained and warranted in natural resources law enforcement.

Section 6

Other Environmental Issues
(DLA Supplement)

SECTION 6

OTHER ENVIRONMENTAL ISSUES

A. DLA Regulations (DLARs) and Policies

Program Management

- Defense Logistics Agency Manual (DLAM) 6050.1, *DLA Environmental Protection Manual.* This manual, summarizes and highlights the environmental regulatory requirements that are of primary concern to DLA activities and provides guidance and direction on how to comply. Chapter 10 specifically addresses the A-106 reporting process.

- Defense Logistics Agency Regulation (DLAR) 4210.4, *Comprehensive Hazardous Material Management Program.* This regulation requires that hazardous materials management and minimization be considered as a part of strategic planning.

B. Department of Defense (DOD) Directives and Instructions

Environmental Impacts

- DOD Directive (DODD) 6050.1, *Environmental Effects in the United States of DOD Actions*, implements the CEQ regulations and provides policy and procedures enabling DOD officials to be informed of, and take into account environmental considerations during the decisionmaking stage of possible major DOD actions in the United States. Specifically, the DOD is charged with ensuring that, consistent with its mission of providing for the national defense: practical means and measures are used to protect, restore, and enhance the quality of the environment; adverse environmental consequences are avoided or minimized; the widest range of beneficial uses of the environment without degradations, risk to health and safety, or other undesirable consequences are achieved; important historic, cultural, and natural resources are preserved; a balance between resource use and development with the carrying capacity of the ecosystem involved is achieved; the quality of renewable resources is enhanced; and efforts are made to achieve the maximum level of recycling of depletable resources.

C. Using the TEAM Guide for DLA Assessments

- Assure that the EA or EIS considers the impact of radiological operations on the environment.

D. Key DLA/DOD Compliance Requirements

- Point of Contact (POC) - Each field activity will have a single POC for environmental matters.

- Environmental Coordination Committee - Each field activity that manages real property or which have mission responsibilities subject to significant regulatory concerns are required to have an environmental coordination committee.

- Training - Installation personnel involved in environmental concerns are required to be trained.

- A-106 Pollution Abatement Program/RCS 1383 Report. The A-106/RCS 1383 Report is required for all DLA installations.

E. Key DLA/DOD Compliance Definitions

- *Applicable or Relevant and Appropriate Requirements (ARARs)* - Federal and state laws which must be considered when a remedial action is being chosen.

- *Class I* - includes projects that are out of compliance, have been the subject of an enforcement action, or that involve a signed consent order or compliance agreement with EPA of a state government agency (DLAM 6050.1, para 1-5a(3)).

- *Class II* - includes those projects that must be dealt with in an agency's current planning cycle to meet a compliance deadlines in the immediate future (DLAM 6050.1, para 1-5a(3)).

- *Class III* - includes other projects that the individual Federal agencies believe are important but are not related to an imminent compliance requirements (DLAM 6050.1, para 1-5a(3)).

- *Compliance Status* - a four letter code identifying the current compliance status of the pollution source for which a project is being funded (DLAM 6050.1, para 1-5a(3)).
    1. CMPA: Required to meet conditions of a signed Federal Facility Compliance Agreement, Consent Order or equivalent state or local enforcement action. Project Assessment value: HIGH.
    2. INOV: Required to meet deficiencies found on inspection by regulatory authority or cited in a notice of violation (NOV) or equivalent. Project Assessment value: HIGH.
    3. ESDP: Does not meet established standard and compliance deadline has passed. Project Assessment value: HIGH.
    4. ESDF: Does not meet established standard and compliance deadline is in the future.
    5. PSDF: Does not meet pending standard and compliance deadline is in the future.
    6. ESRO: Meets established standard but needs replacement due to need for obsolescence.
    7. ESRE: Meets established standard but needs replacement due to need for expansion.
    8. ESDL: Meets established standard but needs to demonstrate leadership.
    9. OTHR: Other. Projects which don't fit any of the above categories.

- *Cost* - the amount of funds required to put in place the necessary environmental protection measures, irrespective of the appropriation chargeable.

- *Practicable* - capable of being used in accordance with applicable specifications, available at a reasonable price and within a reasonable time-frame, and with the maintenance of a satisfactory level of competition.

- *Procuring Agency* - all Federal agencies, or any state agency, or agency of a political subdivision of a state, that is using appropriated Federal funds for such procurement, or any person contracting with any such agency with respect to work performed under such a contract.

- *Progress Code* - a code which describes the state of execution of a project is in. Valid numeric codes are (DLAM 6050.1, para 1-5a(3)):
    1. planning phase
    2. design phase

3. construction phase
4. work ongoing; nonconstruction
5. completed (to be archived)
6. discontinued (to be archived)
7. deferred (long range activity
8. other (explain in description)
9. continuous (annual recurring).

F. Additional Records To Review

- Record of previous environmental compliance assessments
- Environmental agreements
- A-106 pollution abatement plan / RCS 1383 reports
- Preliminary Assessment Screening (PAS)
- NOVs submitted
- 1485/DEMIS Report
- Annual Work Plan (Environmental Impact)
- Command Operating Budget (COB)
- Unfinanced Requirements Report (UFR)
- Spill logs

G. Additional Physical Features To Inspect

- None

H. Guidance for Other Environmental Issues Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
Environmental Impacts		
All Installations	O1.1	7
Environmental Noise		
All Installations	O2.1 through O2.3	9
Program Management		
All Installations	O5.1 through O5.10	11
A-106 Pollution Abatement Plan and RCS1383 Report	O5.11 through O5.14	15
Construction	O5.15	17

COMPLIANCE CATEGORY: OTHER ENVIRONMENTAL ISSUES MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
ENVIRONMENTAL IMPACTS **All Installations** **O1.1.** Copies of all relevant Federal, DLA, state, and local regulations and guidance documents on NEPA resources management should be available at the installation (MP).	Verify that copies of the following regulations are available and kept current: - Executive Order 12088, *Federal Compliance with Pollution Control Standards.* - 7 CFR 658, *Farmland Protection Policy Act.* - 40 CFR 1500-1508, *Council on Environmental Quality.* - 50 CFR 17, *Endangered and Threatened Wildlife and Plants.* - 50 CFR 402, *Interagency Cooperation-Endangered Species Act 1973, as amended.* - state and local regulations.

COMPLIANCE CATEGORY: OTHER ENVIRONMENTAL ISSUES U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
ENVIRONMENTAL NOISE **All Installations**	
O2.1. Copies of all relevant Federal, DLA, state, and local regulations and guidance documents on environmental noise management should be available at the installation (MP).	Verify that copies of the following regulations are available and kept current: - Executive Order (EO) 12088, *Federal Compliance with Pollution Control Standards*.
O2.2. A single installation point of contact should be identified for noise complaints (MP).	Verify that a point of contact has been identified. Verify that POC keeps a log of complaints on noises produced by activities and operations.
O2.3. Actions of the installation that might impact tenant activities or neighbors should be reviewed for noise impacts (MP).	Determine if there are activities that create noise that impact tenant activities or neighbors. Verify that activities have been reviewed for noise impacts.

COMPLIANCE CATEGORY: OTHER ENVIRONMENTAL ISSUES U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PROGRAM MANAGEMENT **All Installations**	
O5.1. Copies of all relevant Federal, DOD, DLA, and state/local regulations should be maintained at the installation (MP).	Verify that copies of the following regulations are maintained on the installation: - EO 12088, *Federal Compliance with Pollution Standards.* - DOD Directive 6050.1, *Environmental Effects in the United States of DOD Actions.* - DLAM 6050.1, *DLA Environmental Protection Manual*, July 1991. - DLAR 4210.4, *Comprehensive Hazardous Material Management Program*, 8 August 1990. - Applicable state and local regulations.
O5.2. Each installation is required to request sufficient funding to perform the required environmental compliance activities (DLAM 6050.1, para 1-3d and 10-4c)	Verify that necessary staffing is requested to support environmental program requirements. Examine the number of environmental staff versus the number of environmental subprograms the office must manage. If the ratio of personnel to programs exceeds 1 to 3, potential exists for staffing deficiencies.
O5.3. Each field activity will have an individual appointed to serve as the point of contact for environmental matters with the responsibility for managing and coordinating all internal actions and programs in areas of interest that affect the environment (DLAM 6050.1, para 1-4d(2)).	Verify that each field activity has a designated environmental point of contact.

COMPLIANCE CATEGORY: OTHER ENVIRONMENTAL ISSUES U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
O5.4. DLA field activities that manage real property or which have mission responsibilities subject to significant regulatory concerns are required to have a environmental coordination committee (DLAM 6050.1, para 1-5c).	Verify that the installation has an environmental coordination committee, and that it is comprised of the following persons: - - base environmental officer who will serve as chairperson - legal counsel - public affairs office - representatives of major staff elements subject to environmental concerns - the Defense Reutilization and Marketing Officer. Verify that the committee meets quarterly, or as often as considered necessary by the chairperson.
O5.5. Field activities are required to ensure that activities which are a tenant on DLA-managed installation comply with environmental law and environmental permit requirements (DLAM 6050.1, para 1-4d(8)).	Determine if the installation has any tenant activities. Verify that the tenant activity is included in the environmental audit of the installation.
O5.6. Installation personnel involved in environmental affairs are required to receive the necessary environmental training (DLAM 6050.1, para 1-5d).	Verify that DLA environmental officers have attended the 2-week Basic Environmental Coordinators Course offered by Army Logistics Management Center (ALMC) or other comparable Military Service training. Verify that appropriate refresher training is done at least once every 3 yr. Verify that environmental officers have also taken an appropriate course in the preparation of environmental documents under NEPA.
O5.7. Environmental compliance information must be incorporated into the Defense Environmental Management Information System (DEMIS) (MP).	Verify that DEMIS is regularly updated. Verify that submission suspenses are being met.

COMPLIANCE CATEGORY: OTHER ENVIRONMENTAL ISSUES U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
O5.8. PLFAs are required to incorporate Comprehensive Hazardous Materials Management Program (CHAMMP) goals and initiatives into strategic planning documents (DLAR 4210.4, para VI(B)(4)).	Verify that CHAMMP goals and initiatives have been included in future acquisition plans and construction plans specifically.
O5.9. Noncompliance and violations must be reported to the proper office (DLAM 6050.1, para 1-5e(4)).	Verify that Notices of Noncompliance (NON) and NOVs, or other letter from a regulatory agency requesting corrective actions are forwarded to DLA-W.
O5.10. Compliance agreements will be prepared according to specific standards when a violation identified by the USEPA or authorized state agency cannot be corrected in a timely manner, usually 60 days (DLAM 6050.1, para 1-5e(4)).	Verify that the Compliance Agreement includes a remedial plan and compliance schedule for correcting deficiencies. Verify that Interagency agreements with USEPA Headquarters office are forwarded to DLA-W for action.

COMPLIANCE CATEGORY: OTHER ENVIRONMENTAL ISSUES U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PROGRAM MANAGEMENT **A-106 Pollution Abatement Plan and RCS 1383 Report**	
O5.11. Determine actions or changes since previous review of the A-106 Pollution Abatement Plan/RCS 1383 Report (MP).	Obtain a copy of previous report and determine if noncompliance issues have been resolved.
O5.12. All construction projects, expenditures, or other types of contractual efforts which are either undertaken or planned in order to protect the environment or comply with environmental standards must be reported in the A-106 Report (DLAM 6050.1, para 1-3).	Verify that necessary activities are included in the A-106 report.
O5.13. The A-106 / RCS 1383 report must be completed in an accurate manner (DLAM 6050.1, para 10-5a(3)).	Determine if the installation has available a current DLAM 6050.1. Verify that members of the installation have received training on the DB1383 software. Verify that the installation uses appropriate sources and resources for establishing project cost estimates, pollution categories, and Law/Regulation codes, i.e., COE field offices, and relevant regulations. Verify that appropriate pollutant categories are used, see Appendix 6-1.
O5.14. Semiannual reports must be prepared at DLA-managed activities (DLAM 6050.1, para 10-4d and 10-5a(1)).	Verify that the installation submits the report by 15 April and 15 November of each year.

COMPLIANCE CATEGORY: OTHER ENVIRONMENTAL ISSUES U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
PROGRAM MANAGEMENT **Construction**	
O5.15. DLA activities are required to obtain construction and operating permits from environmental authorities (DLAM 6050.1, para 1-5e(2)).	Verify that permits have been obtained prior to the start of construction and/or operation.

Appendix 6-1

Pollutant Categories for the A-106 Pollution Abatement Plan/RCS 1383 Report (DLAM 6050.1, para 1-5a(3))

Media	Law/Regulation	Pollutant Category	Code
1	CAA	Permits (fees and applications preparations and modification costs)	PRMT
		National Ambient Air Quality Standards - Point Source Control	NAQP
		- State Implementation Plan Requirements	SIPS
		Pollution Prevention	POLP
		Waste Minimization	WMIN
		National Emission Standards for Hazardous Pollutants	NEHP
		Control of Toxic Air Pollutants	CTAP
		Control of Volatile Organic Compounds (VOCs)	CVOC
		Asbestos	ASBS
		Radon	RADN
		Training	TRNG
2	Historic Preservation Act (HPA)	Archeological Surveys	ARCH
		Historic Preservation Surveys	HIST
		Mitigation Measures	MITM
		Training	TRNG
3	Hazardous Materials Management		
4	RCRA-C	Hazardous Waste Storage and Disposal	HAZD
		Hazardous Waste Disposal Costs	DISP
		Permits (fees and applications preparations and modification costs)	PRMT
		Waste Minimization	WMIN
		Pollution Prevention	POLP
		Generator Requirements	GENR
		Transporter Requirements	TRAN
		Closure Plans (Sec 6008)	CPLN
		Corrective Action (Sec 3004 u & v)	CORA
		Training	TRNG
5	Natural Resources Management	Endangered Species Surveys	ENDG
		Mitigation Measures	MITM
		Forest Management	FSTM
		Land Management	LNDM
		Training	TRNG

(continued)

Appendix 6-1 (continued)

Media	Law/Regulation	Pollutant Category	Code
6	NEPA	Preparation of EIS/EA on Specific Projects	EAIS
		Mitigation Measures Required Through Record of Decision	MITM
		Training	TRNG
	Noise Control Act (NCA)	Noise Control Planning	NPLN
		Pollution Prevention	POLP
		Construction	NCON
		Training	TRNG
	Superfund (SFND)/ (CERCLA/SARA) and RCRA Corrective Actions	Removal Action	RMVA
		Waste Minimization	WMIN
		Toxic (Pretreatment)	PRET
		Operating Units and Long-Term Monitoring	OPLM
		Hazardous Waste Storage and Disposal	HAZD
		Groundwater	GWAT
		Pollution Prevention	POLP
		Preliminary Assessment/Site Investigation	PASI
		Listing Site Investigation	LISI
		Remedial Investigation and Feasibility Study	RIFS
		Remedial Investigation	RINV
		Feasibility Study	FEAS
		Remedial Design	REMD
		Remedial Action	REMA
		Training	TRNG
7	FIFRA	Pesticide Storage, Application and Disposal	PSAD
		Waste Minimization	WMIN
		Pollution Prevention	POLP
		Training	TRNG
8	CWA	Spill Prevention, Control and Countermeasures Plan	SPCC
9	RCRA-D	Permits (fees and applications preparations and modification costs)	PRMT
		Groundwater Monitoring Installation	GWMI
		Landfills	SUBD
		Pollution Prevention	POLP
		Solid Waste Management Plans	SWMP
		Recycling Programs	RCYP
		Training	TRNG

(continued)

Appendix 6-1 (continued)

Media	Law/Regulation	Pollutant Category	Code
10	RCRA-I	Groundwater Monitoring Installation	GWMI
		Underground Storage Tanks	USTS
		Pollution Prevention	POLP
		Corrective Action (Sec 3004 u & v)	CORA
		Training	TRNG
	CWA	Spill Prevention, Control and Countermeasures Plan	SPCC
11	TSCA	Storage and Disposal of PCBs	PCBS
		Waste Minimization	WMIN
		Pollution Prevention	POLP
		Training	TRNG
	Asbestos Management Program	Asbestos	ASBS
		Training	TRNG
	Radon Program	Radon	RADN
		Training	TRNG
12	CWA	Point Source Control (Sec 402)	PSCS
		Permits (fees and applications preparations and modification costs)	PRMT
		Marine Sanitation Devices	MSDV
		Waste Minimization	WMIN
		Pollution Prevention	POLP
		Pre-Treatment	PTRQ
		Toxic Water Pollutants (Sec 3 04)	TWPS
		Estuaries	ESTU
		Wastewater Treatment	WWTR
		Spill Prevention, Control and Countermeasures Plan	SPCC
		Stormwater Point Source	SWPS
		Wetlands (Sec 404)	WLND
		Non-Point Source	NPTS
		Training	TRNG
13	SDWA	Primary Drinking Water Standards	PDWS
		Permits (fees and applications preparations and modification costs)	PRMT
		Waste Minimization	WMIN
		Underground Injection Control	UNIC
		Pollution Prevention	POLP
		Secondary Drinking Water Standards	SDWS
		Lead in Drinking Water	PBDW
		Sole Source Aquifer	SSAQ
		Wellhead Protection	WLHP
		Training	TRNG

Section 7

Pesticide Management (DLA Supplement)

SECTION 7

PESTICIDE MANAGEMENT

A. DLA Regulations (DLARs) and Policies

- Army Regulation (AR) 200-1, *Environmental Protection and Enhancement.* This AR prescribes responsibilities, policies, and procedures to preserve, protect, and restore the quality of the environment.

- AR 420-76, *Pest Management.* This AR provides policies, standards, and procedures for pest control activities at U.S. Army-controlled facilities. It sets minimum levels of pest management operations in real property maintenance activities (RPMA) and states that these operations are to be compatible with national environmental protection mandates.

- DLAR 4145.31, *Integrated Stored Products Pest Management.* This regulation, dated 8 June 1990, details the program requirements to protect stored products from pest infestation.

B. Department of Defense (DOD) Directives and Instructions

- DOD Directive (DODD) 4150.7, *Pest Management Program.* This directive sets forth the policies, responsibilities, and procedures for pest management programs. This directive establishes the DOD policy of maintaining safe, efficient, environmentally sound, and integrated pest management programs to prevent or control pests that may adversely affect health or damage structures, material, or property.

- DOD 4160.21-M, *Defense Utilization and Disposal Manual.* In Chapter 9, *Hazardous Property Management*, sets out guidance for the handling, processing, and disposing of hazardous property in accordance with applicable environmental, safety, and other laws and regulations.

C. Using TEAM Guide for DLA Assessments

- No special instructions.

D. Key DLA/DOD Compliance Requirements

- Certification - A specific number of certified pesticide applicators must be present at each facility according to the productive work-years stipulated by the pest control needs of the facility (DODR 4150.7; Appendix 9-1).

- Pesticide Management Plan - Installations are required to have a Pesticide Management Plan which addresses all the pesticide application activities on the installation.

- Highly Toxic Pesticide Storage and Use - Storage facilities for pesticides and excess pesticides classed as highly toxic or moderately toxic that are labeled DANGER, POISON, or with the skull and crossbones symbol, should meet specific structural, operational, and storage requirements. These include pesticides being kept in a dry separate room with fire protection which is not near

food or feed, and in containers in good condition with plainly visible labels. There should be decontamination facilities and the local fire department, hospitals, public health officials, and police departments should be notified in writing that the pesticides are being stored.

- Infestible Products - Infestible products are required to undergo inspection, be stored according to specific requirements, and treated appropriately in case of infestation.

E. Key DLA/DOD Compliance Definitions

- *Infestible Products* - those subsistence, clothing and textile, medical, and wooden items which are subject to insect, rodent or other pest infestation, damage, or contamination (DLAR 4145.31 (III)(D)).

F. Additional Records To Review

- Infestation reports.
- Pesticide Management Plan.

G. Additional Physical Features To Inspect

- Food and clothing warehouses

I. Guidance for Pesticide Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
All Installations	PM.1 through PM.10	5
General Pesticide Application	PM.11 through PM.18	9
Infestible Products		
Inspection	PM.19 through PM.21	13
Storage	PM.22 through PM.26	17
Pesticide Application	PM.27 through PM.36	21
Additional Reports	PM.37 through PM.40	27
Store, Mix, or Prepare Pesticides	PM.41 through PM.50	29
Moderately or Highly Toxic Pesticides	PM.51 through PM.58	33
Disposal	PM.59 through PM.62	37

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
ALL INSTALLATIONS	
PM.1. Current copies of all relevant Federal, DOD, U.S. Army, DLA and state/local regulations and guidance should be maintained (MP).	Verify whether copies of the following regulations are kept at the installation: - 40 CFR 152, *Pesticide Registration and Classification Procedures.* - 40 CFR 165, *Regulations for the Acceptance of Certain Pesticides and Recommend Procedures for the Disposal and Storage of Pesticides and Pesticide Containers.* - 40 CFR 166, *Exemption of Federal and State Agencies for use of pesticides Under Emergency Conditions.* - 40 CFR 171, *Certification of Pesticide Applicators.* - Executive Order (EO) 12088, *Federal Compliance with Pollution Standards.* - DODR 4145.19-1, *Storage and Materials Handling.* - DOD Directive 4150.7, *Pest Management Program.* - DOD 4160.21-M, *Hazardous Property Management.* - AR 11-34, *The Army Respiratory Protection Program.* - AR 40-5, *Preventive Medicine.* - AR 200-1, *Environmental Protection and Enhancement.* - AR 385-32, *Protective Clothing and Equipment.* - AR 420-76, *Pest Management.* - TIM No.14, *Protective Equipment for Pest Control Personnel.* - TIM No.15, *Pesticide Spill Prevention and Management.* - TIM No.16, *Pesticide Fires: Prevention, Control and Cleanup.* - TIM No.21, *Pesticide Disposal Guide for Pest Control Shops.* - MIL HDBK-1028/8A *Design of Pesticide Management Facilities* - applicable state and local regulations.
PM.2. The installation must have a Pest Management Coordinator (AR 420-76, para 2-4e and para 2-8).	Determine whether a person has been designated to coordinate all installation pest management activities. Verify that this person is responsible for preparation of the pest management plan and the collection of the information necessary to prepare the DD Form 1532. Verify that this person oversees performance of pest control contracts.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
PM.3. Each DLA installation must have a comprehensive Installation Pest Management Plan (IPMP) (AR 420-76, para 2-3l, 2-5a, and 3-2a).	Determine whether an IPMP has been prepared. Verify whether all installation activities and satellite sites that perform pest control have been included in the IPMP. Examples include: - Land Management Section - Forestry Section - Fish and Wildlife Section - Golf Course Grounds Maintenance - Grounds Section - Contract Pest Control - Greenhouses - Airfield Management - Clubs. Verify whether the IPMP has been reviewed and approved by the appropriate MACOM Pest Management Consultant (PMC). Verify whether the pest management plan has been updated during the past year. (NOTE: A plan is required whether the pest management operations are in-house or contractual.)
PM.4. The IPMP must address specific issues (DOD Directive 4150.7, para F5 and AR 420-76, para 3-2b, and Appendix C).	Determine whether the IPMP contains a pest control worksheet for each pest control function. Verify whether each pest control worksheet contains: - objectives of control - surveillance on which control is based - control operations to be performed - precautions to be taken in sensitive areas - special health and safety measures required - manpower requirements. Determine whether the IPMP emphasizes integrated pest management procedures rather than spray schedules.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.5. The responsible pest control activity for each installation storing DLA-owned materials must provide an information copy of the monthly DD Form 1532, *Pest Management Report* (RCS DD-P&L (A&AR) 1080) to DPSC-HQ(E) (DLAR 4145.31, para VII(A)).	Determine whether the installation stores DLA-owned materials. Verify that the pest control activity provides an information copy of the monthly DD Form 1532, *Pest Management Report* (RCS DD-P&L (A&AR) 1080) to DPSC-HQ(E). Verify that if the pest control activity does not utilize DD Form 1532 the appropriate information is provided via local or Service unique means.
PM.6. DD Form 1532, Pest Management Report, must be submitted monthly or according to MACOM requirements (AR 420-76, para 4-4c(1), para 4-4c(3) through para 4-4c(5)).	Determine whether the DD Form 1532, which reports pest control operations and pesticide use, is prepared monthly and distributed within 15 days of the reporting period. Verify whether the DD Form 1532 includes all installation pest control operations. Verify whether the DD Form 1532 records surveillance time (engineer, veterinarian, and preventative medicine (PVNTMED)). Verify that a copy of DD Form 1532 is sent to: - MACOM PMC - Installation PVNTMED Officer - USCHPPM.
PM.7. Contracts for installation pest control services must be reviewed and approved prior to advertisement for bid (AR 420-76, para 3-12c, para 3-12d, para 4-3a, para 4-3c, and 4-3k).	Determine whether contracts for pest control services have been approved (preferably in writing) by the MACOM PMC. Verify whether contract pest control services are monitored by a DOD trained and certified Quality Assurance Evaluator (QAE). Verify whether contractor employees are certified (DOD certification is not required) to apply pesticides.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
PM.8. A self-help pest control program must be available for use by housing occupants to control minor infestations of household pests (AR 420-76, para 2-3m and 3-13, and Appendix G).	Determine whether a self-help pest control program has been established. Determine whether housing occupants are required to make a self-help pest control effort before services from the installation pest control services are scheduled. Verify that housing occupants are being trained on the safe and proper use of self-help pesticides. Verify that the pesticides being distributed by self-help have been approved by the MACOM PMC. Verify that records are being maintained of pest control supplies issued and the records are provided to the pest management coordinator once a mo to be included on the DD Form 1532-1.
PM.9. The impact of the installation pest management program must be addressed in the installation Environmental Assessment (EA) or Environmental Impact Statement (EIS) (AR 200-2, para 5-3c and 420-76, para 3-10).	Determine whether the current installation EA or EIS addresses pest management operations. Verify whether EAs are on file for pest management operations that: - use a restricted use pesticide - may have the potential to contaminate surface or groundwater - are more than 259 contiguous hectares (640 acres) treated - may affect endangered, threatened, or protected species or their habitat. Verify whether an EA and validation statement have been prepared in accordance with AR 40-574 before the aerial dispersal of pesticides. Verify that if the installation does not have a current EA or EIS, the environmental impacts of pest management operations are being addressed as part of IPMP.
PM.10. Installations are required to dispose of or store any pesticide, pesticide container, or pesticide residue according to specific restrictions (AR 420-76, para 4-2a(2) and 4-2a(3)).	Verify that pesticides, pesticide container, and/or pesticide residues are stored and/or disposed of so that: - it is not inconsistent with labeling - open dumping of pesticides or pesticide containers is not done - open burning is not done except when allowed by state and local regulation - food or feed contamination does not occur - water dumping or ocean dumping does not occur. Verify that pesticides or pesticide-related waste generated by the civilian community are not stored or turned in at the installation. (NOTE: These requirements are based on recommendations found in 40 CFR 165.7.)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
GENERAL PESTICIDE APPLICATIONS	
PM.11. Government personnel who apply pesticides are required to be DOD certified or under the direct supervision of a certified individual (AR 420-76, para 3-1).	Verify that government applicators are trained and certified if they: - are full time employees who perform pest management activities at least 25 percent of their on-duty time - apply restricted-use, state licensed, or controlled pesticides. Verify that part-time pesticide applicators (less than 25 percent on-duty time) who do not use restricted use or controlled pesticides are trained in: - the safe efficient, and environmentally sound use of pesticides. - other integrated pest management techniques. Verify that the installation has an appropriate number of certified pesticide applicators required to perform pest management operations at the installation (see Appendix 7-1).
PM.12. All government pest control personnel must be participating in a medical surveillance program (AR 40-5, para 10-15).	Determine whether all government pesticide applicators are participating in a medical surveillance program. (NOTE: Contract pesticide applicators should be in a medical surveillance program provided by their employer.) Verify whether the medical surveillance consists of, at a minimum: - annual physical examination - periodic blood cholinesterase tests. (NOTE: This requirement is based on recommendations found in 40 CFR 165.10(e)(2)(vi).)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.13. Personal protective equipment and clothing must be provided, at employer (DLA or contractor) expense (DODR 4145.19-1, para 3-415a(1) and 3-415(a)(6) through 3-415(a)(8), AR 11-34, para 3-5b(2), 385-32, para 4a, and 420-76, para 4-1c).	Verify that the pesticide mixing and storage rooms are ventilated, providing a minimum of six air changes per hour and the mixing sink equipped with a local exhaust system with a minimum air velocity of 100 linear feet per minute at the face of the hood. Verify that an emergency deluge shower and eyewash station are immediately available whereever pesticide mixing is conducted, including an outdoor mixing pad. Verify that personal protective clothing and equipment is provided. (NOTE: What equipment is required depends on the types of operations, but at a minimum the following equipment is available: - respirators with pesticide approved cartridges - respirators with HEPA filter when performing rodent control - gloves - safety shoes - coveralls - self contained breathing apparatus (SCBA) for limited circumstances in fumigation - head covering - hearing protection - rubber boots - safety goggles and/or face shield.) Verify that operations include health and safety procedures emphasizing good work habits, reduction or elimination of hazards, and use of personal protective equipment. Verify that laundering of protective clothing is provided by the installation or employer. Verify that protective clothing and equipment is stored separate from chemical areas. Verify that appropriate/approved respirators are being used when handling and applying pesticides. Verify that respirator cartridge/canisters are changed at appropriate intervals. Verify that a log of respirator cartridge/canister use is maintained. Verify that periodic fit testing of respirators is conducted. Verify that severely contaminated clothing is disposed of as pesticide waste.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.14. Vehicles used for pesticide applications must be dedicated to pest control operations and meet specific design requirements (DODR 4145.19-1, para 3-415a(3) and AR 420-76, para 4-1d and 4-1e(1)).	Determine which vehicles are used for pesticide applications. Verify that vehicles used during pest control operations are single purpose. Verify that pest control vehicles have separate cab and cargo compartments. Verify that lockable storage is provided on the vehicles. Verify that spill cleanup kits are placed on vehicles. Verify that a portable eye wash is available for use on vehicles at remote application sites.
PM.15. Daily pesticide application and surveillance records are required (AR 420-76, para 4-4b).	Verify that DD Form 1532-1 is used to account for daily applications of pesticides.
PM.16. Public safety should be ensured when applying or using pesticides (MP).	Confirm elimination of hazardous exposure to the general public by checking for the following: - appropriate signs for treatment area are posted - scheduling for low use periods or restricted usage for a number of days - water use restrictions and reentry times are followed according to the pesticide labels.
PM.17. Pesticides for sale in post exchanges and commissaries must meet specific restrictions (AR 40-5, para 10-4h).	Verify that pesticides for sale in post exchanges and commissaries are registered as General Use pesticides. Verify that no Restricted Use pesticides or pesticides with labels indicating that only professional pest management personnel may use the product are sold in the post exchange or commissary. Verify that the pesticides are arranged separately on sales display shelves and in storage according to type. Verify that they are segregated from all food products.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
PM.18. Post exchange and commissary personnel are required to be familiar with cleanup procedures for pesticide spills (AR 40-5, para 10-4h(3)).	Verify that employees are familiar with cleanup procedures and a spill kit is available.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
INFESTIBLE PRODUCTS **Inspection**	
PM.19. All installations with shipments of infestible products are required to meet specific inspection requirements (DLAR 4145.31, para VI(F)).	Determine if the installation has shipments of infestible products (see Appendix 7-2 for a list of infestible products). Verify that all shipments of infestible products are inspected according to the following procedures: - all shipments receive both closed and open package inspection at time of receipt - examinations of seams, closures, indentations, flaps, wrappings, etc., on shipping containers, intermediate containers, and unit of issue containers are performed to determine the presence of infestation or contamination - open package inspections are performed to determine if the actual product or item is infested or contaminated - shipments are inspected for pest infestation, both closed and open package, during scheduled warranty and cyclic inspections - shipments are inspected for pest infestation, both closed and open package, at time of issue - shipments are inspected for pest infestation, both closed and open package, when special inspections are determined necessary by either Defense Personnel Support Center (DPSC) or the inspection authority - inspections of infestible subsistence products for pest infestation are accomplished in accordance with guidance contained in Appendix 7-2 and appropriate inspection authority directives - all infestations discovered in DLA-owned infestible products are immediately reported to a DPSC entomologist.
PM.20. Food inspection personnel are required to determine the extent of infestation (DLAR 4145.31, para VI(G)).	Verify that food inspection personnel determine the extent of infestation (packaging, product, or both) within 24 h of discovering the infestation. (NOTE: DLA-owned infested subsistence product in depots or activities may not be shipped to another potential user regardless of the species or number of insects present in the product.) Verify that food inspection personnel contact a DPSC entomologist by telephone or message (RUEOBKA/DPSC PHILADELPHIA PA//DPSC-HQ(E)) within 24 h of discovering the infestation. Verify that specimens of infesting insects from the affected product are submitted to an appropriate identification laboratory with a completed DD Form 1222, *Request For and Results of Tests.*

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
PM.20. (continued)	Verify that specimens of infesting insects from the affected product are submitted to an appropriate identification laboratory in accordance with DPSCM 4155.6, Subsistence Inspection Manual, Subsection 218.2, *Entomological Laboratory Identification Services.* Verify that at the time specimens of infesting insects from the affected product are submitted the product is placed in Condition Code "J". (NOTE: Condition Code "J" will remain pending results of the insect identification and subsequent pest control actions.) Verify that the responsible pest control activity is contacted by the warehouse manager or other accountable officer to arrange for appropriate pest control measures. Verify that after appropriate pest control operations have been completed the supporting food-inspection activity is requested to make a determination as to the serviceability and/or disposition of the affected product.
PM.21. All installations that have infested clothing and textiles, medical items, and wooden products are required to meet specific reporting requirements (DLAR 4145.31, para VI(H)(1)).	Determine if the installation has infested clothing and textiles, medical items, or wooden products. Verify that inspection personnel contact a DPSC entomologist by telephone or message (RUEOBKA/DPSC PHILADELPHIA PA//DPSC-HQ(E)) within 24 h of discovering the infestation. Verify that specimens of infesting insects from the affected product are submitted to an appropriate identification laboratory with a completed DD Form 1222, Request for and Results of Tests. Verify that specimens of infesting insects from the affected product are submitted to an appropriate identification laboratory in accordance with DPSCM 4155.6, Subsistence Inspection Manual, Subsection 218.2, *Entomological Laboratory Identification Services.* Verify that at the time specimens of infesting insects from the affected product are submitted the product is placed in Condition Code "J". (NOTE: Condition Code "J" will remain pending results of the insect identification and subsequent pest control actions.) Verify that the responsible pest control activity is contacted by the warehouse manager or other accountable officer to arrange for appropriate pest control measures. Verify that the responsible pest control activity consults a DPSC entomologist for control recommendations after notification of infestation of clothing or textiles or wooden products by warehouse personnel.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.21. (continued)	Verify that after completion control procedures inspection personnel confirm eradication of the infestation of clothing or textiles or wooden products and notify a DPSC entomologist. Verify that the responsible pest control activity and a DPSC entomologist jointly determine the disposition of the affected product. (NOTE: Stock will normally be returned to issue unless extenuating circumstances exist which would make it unusable.)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
INFESTIBLE PRODUCTS **Storage**	
PM.22. All installations that store infestible products are required to meet specific sanitation requirements (DLAR 4145.31, para VI(A)(1)).	Determine if the installation stores infestible products. Verify that spilled food, waste packaging/packing material, broken pallets, trash containers, and other debris is cleaned up and disposed of at the end of each workday. (NOTE: In no case may such spills or debris be allowed to collect within a storage area for more than 24 h.) (NOTE: All requests for exceptions or modifications to any part of DLAR 4145.31 must be approved by a DPSC entomologist.) Verify that the grounds surrounding the perimeter of the installation are maintained in a clean and orderly manner. Verify that bulk trash receptacles are positioned away from the building proper and covered at all times. Verify that in-bound conveyances are inspected for the presence of pest infestation and/or filth and that appropriate measures are taken if encountered. Verify that out-bound conveyances are inspected and rendered clean and pest-free before loading.
PM.23. All installations that store infestible products must meet specific requirements with respect to rodent control (DLAR 4145.31, para VI(A)(4)).	Verify that installation rodent-proofing is accomplished as necessary to preclude rodent entry into the warehouse. Verify that if mechanical windup traps are utilized in storage facilities they are properly checked and maintained. Verify that if single-dose anticoagulant rodenticides in tamper-proof bait stations or liquid rodenticides are used such use will be coordinated with a DPSC entomologist. (NOTE: The use of rodenticides and mechanical traps may be supplemented be the use of glue boards and snap traps when evidence of rodent activity is present. Glue boards may also be utilized for rodent surveillance purposes in all types of storage facilities.)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.24. All installations are required to exercise bird control in warehouse facilities by means of bird-proofing and the elimination of roosts and harborage areas (DLAR 4145.31, para VI(A)(5)).	Verify that if bird repellents or toxicants are used to bird-proof the warehouse facility such use will be accomplished only after coordination with a DPSC entomologist. Verify that if the elimination of bird activity is not feasible the tops of products which are subject to potential contamination are covered. Verify that if covers are used contaminated covers are removed and disposed of before the product is issued or shipped.
PM.25. All installations that store infestible products are required to meet specific maintenance requirements (DLAR 4145.31, para VI(A)(2)).	Verify that repairs are made as required to prevent roof/wall leaks and accumulations of standing water. Verify that all holes or gaps in walls or floors, including those around plumbing and electrical lines, are sealed. Verify that all windows, air exchangers, and vents are screened with one of the following: - 16-mesh screen - operable louvers. Verify that all doorframes are constructed of rodent-proof material in such a manner to preclude rodent entry when closed. (NOTE: Though not required, loading-dock doors should be equipped with full-length vinyl strips or inflatable boots whenever possible.)
PM.26. All installations that store infestible products are required to meet specific storage requirements (DLAR 4145.31, para VI(A)(3)).	Determine if the installation stores infestible products. Verify that infestible stocks of like commodities are consolidated to the maximum extent possible. Verify that infestible products are stacked away from walls and partitions a minimum of 18 in. [45.70 cm]. Verify that inspection/control aisles of at least 18 in. [45.70 cm] are maintained between each three stacks/rows of product. (NOTE: Naturally-occurring breaks in the warehouse made by posts or pillars may be utilized as long as the three stack/row rule is not exceeded.) Verify that each individual storage location is assigned a number or is otherwise identified as a single storage location. (NOTE: No single storage location may contain infestible items of different nomenclature or different contract numbers of the same item nomenclature.)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.26. (continued)	Verify that damaged products discovered while in storage are removed immediately. Verify that a DPSC entomologist is immediately informed of any products found to be infested while in storage.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
INFESTIBLE PRODUCTS **Pesticide Application**	
PM.27. All installations that store infestible subsistence products are required to apply a residual pesticide, selected in coordination with a DPSC entomologist, by means of crack and crevice and/or spot treatment on a monthly basis or as permitted by label guidance. (DLAR 4145.31, para VI(B)(1)).	Determine if the installation stores infestible subsistence products. Verify that a residual pesticide is selected for application in coordination with a DPSC entomologist. Verify that the residual pesticide is applied by one of the following means: - crack and crevice treatment - spot treatment. Verify that broadcast application of residual pesticides is not done.
PM.28. All installations that store infestible subsistence products are required to treat all storage areas with an approved fogging material under the specific guidance of a DPSC entomologist (DLAR 4145.31, para VI(B)(2)).	Determine if the installation stores infestible subsistence products. Verify that the storage areas are treated with an approved fogging material. Verify that the frequency of treatment is based on the following factors: - the installation's insect surveillance program - product inspection results - climatic conditions - storage practices. Verify that the following fogging treatment characteristics are determined in coordination with a DPSC entomologist: - pesticide to be utilized - dosage rate - frequency of application - equipment to be used.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.29. All installations that store infestible subsistence processed products are required to fumigate those products with aluminum phosphide (DLAR 4145.31, para VI(B)(3)(a)).	Determine if the installation stores infestible subsistence processed products. Verify that the aluminum phosphide fumigation is done in accordance with the following: - the product label - Armed Forces Pest Management Board Technical Information Memorandum Number II, Hydrogen Phosphide Fumigation of Subsistence with Aluminum Phosphide (TIM No. 11). Verify that if actual infestation is discovered within a storage area in-place (stack) fumigation is conducted after consultation with a DPSC entomologist. Verify that following in-place fumigation and after clearance a determination as to product fitness and issue status will be made in accordance with DLAR 4145.31. Verify that all other fumigations are accomplished in accordance with guidance provided by a DPSC entomologist.
PM.30. Depending on whether fumigation is determined to be necessary, all installations that have infested subsistence products are required to meet specific pesticidal application requirements (DLAR 4145.31, para VI(G)(3)).	Determine whether fumigation is necessary. Verify that fumigation is accomplished in a safe manner and as quickly as possible. Verify that all aspects of the fumigation operation, including clearance of the fumigated product, are performed by a certified pest control operator. (NOTE: No further inspections will be accomplished until the product has been properly cleared.)
PM.31. All installations that store stocks not of 100 percent manmade fibers are required to meet specific Integrated Pest Managment (IPM) program modifications in addition to the general provisions of DLAR 4145.31 (DLAR 4145.31, para VI(D)).	(NOTE: Stocks of 100 percent manmade fibers are not considered infestible for the purposes of DLAR 4145.31.) Determine if the installation stores stocks not of 100 percent manmade fibers. Verify that a residual pesticide is selected in coordination with a DPSC entomologist. Verify that the residual pesticide is applied by one of the following means: - crack and crevice treatment - spot treatment. Verify that the residual pesticide is applied on a quarterly basis or more frequently if insect infestation is discovered. (NOTE: The broadcast application of residual pesticides is prohibited.)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.31. (continued)	Verify that all storage areas are space-treated on a quarterly basis and when infestation is discovered. (NOTE: The future frequency of space treatment, after infestation is discovered, will be determined through coordination with a DPSC entomologist.) Verify that fumigation of clothing and textile stocks is accomplished only after contacting a DPSC entomologist for guidance. (NOTE: Though naphthalene or paradichlorobenzene flakes or crystals should be replenished any time that an exterior shipping case or wrapper is removed for inspection prior to repacking or repackaging stocks not of 100 percent manmade fibers this treatment is unnecessary if the item has been treated with a moth-proofing agent within the 9 mo previous to the inspection.)
PM.32. All installations that store products containing infestible wood are required to meet specific IPM program procedures in addition to the general guidance of DLAR 4145.31 (DLAR 4145.31, para VI(E)).	Determine if the installation stores products containing infestible wood. (NOTE: All products containing wood, which have not been pressure or soak-treated with an approved wood preservative and are not stored in accordance with the storage recommendations contained in DOD 4145.19-R-1, *Storage and Materials Handling*, are considered infestible.) (NOTE: If an installation chooses to treat infestible wooden products by dipping or soaking them in insecticidal baths, it should consult a DPSC or supporting Military Service entomologist for details concerning these treatments.) Verify that space treatment of wooden product storage areas is accomplished only after coordination with a DPSC entomologist. Verify that the fumigation of insect-infested wood is accomplished under the following guidelines: - the fumigant used is registered with the USEPA for use with wood products - a DPSC or Military Service entomologist is consulted for specific recommendations prior to the initiation for wood products fumigation. (NOTE: Fumigation treatment is exempted if not economically feasible.)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.33. All installations that store interdepot transferred stock that is infestible subsistence processed product are required to accomplish in-transit fumigation from 1 April through 31 October. (DLAR 4145.31, para VI(B)(3)(b)).	Determine if the installation stores interdepot transferred stock that is infestible subsistence processed product. Verify that in-transit fumigation of interdepot transferred stock is accomplished from 1 April through 31 October. (NOTE: The above requirement may be specifically exempted by a DPSC entomologist.)
PM.34. All installations that clear in-transit fumigated rail cars, interdepot or source-loaded, are required to do so by a certified pesticide applicator in accordance with TIM No. 11 (DLAR 4145.31, para B(3)(c)).	Determine if the installation has in-transit fumigated rail cars, interdepot or source-loaded, on its premises. Verify that clearance of the rail cars is accomplished by a certified pesticide applicator in accordance with TIM No. 11.
PM.35. All installations that store Operational Rations in conjunction with other infestible subsistence products are required to follow the guidance contained in DLAR 4145.31 (DLAR 4145.31, para VI(C)).	Determine if the installation stores Operational Rations in conjunction with other infestible subsistence products. Verify that the guidance contained in DLAR 4145.31 is applied to the joint storage area.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.36. All installations that store Operational Rations in a separate warehouse from other infestible subsistence products, or in a separate bay within a subsistence storage facility within which described area only Operational Rations are stored, are required to meet specifically modified requirements to DLAR 4145.31 (DLAR 4145.31, para VI(C)).	Determine if the installation stores Operational Rations in a separate warehouse from other infestible subsistence products, or in separate bay within a subsistence storage facility within which described area only Operational Rations are stored. Verify that in all instances fumigation of Operational Rations is accomplished only after coordination with a DPSC entomologist. Verify that space treatment is accomplished on a quarterly basis and when infestation is discovered. Verify that if infestation is discovered the future frequency of space treatment is determined in coordination with a DPSC entomologist.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**

INFESTIBLE PRODUCTS
 	
Additional Reports
 	
PM.37. A summary incident report must be prepared for each stored products infestation occurrence involving DLA-owned infestible material (DLAR 4145.31, para VII(B)).
	Verify that a summary incident report is prepared for each stored products infestation occurrence.
	
	(NOTE: Telephonic or message (RUEOBKA/DPSC PHILADELPHIA PA//DPSC-HQ(E)) reporting to a DPSC entomologist is authorized.)
	
	Verify that the required information is compiled jointly by storage activity, inspection unit, and pest control personnel.
	
	Verify that the following information is provided for each infestation occurrence:
	
	- date infestation discovered
	- date product received
	- source: supplier or other depot
	- method of shipment (truck/rail)
	- material infested:
	  - nomenclature
	  - national stock number
	  - contract number/lot number
	  - quantity
	  - dollar amount
	- name of pest(s) involved
	- degree of infestation
	- pest control procedure(s) utilized
	- disposition of material
	- additional comments.
	
	(NOTE: The required information is outlined in enclosure 2 to DLAR 4145.31 and may be reproduced for reporting purposes and submitted to DPSC-HQ(E) within 10 working days after the infestation occurrence.)
	
	Verify that DPSC-HQ(E) provides a quarterly summary to DLA-OW and DLA-W/DEPO concerning the reported infestation occurrence.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.38. The responsible pest control activity must retain records of all stored products pest management procedures for a period of at least 1 yr from date of completion (DLAR 4145.31, para VII(C)).	Verify that the records of all stored products pest management procedures are retained for a period of at least 1 yr from date of completion.
PM.39. All installations must maintain product quality history records (DLAR 4145.31, para VII(D)).	Verify the records include the following documentation: - all associated pest infestations and resultant control activities - all product fumigations.

PM.40. Consulting DOD entomologists, as designated by Interservice Support Agreement or Memorandum of Understanding, are required to meet specific reporting requirements (DLAR 4145.31, para VII(E)).	Verify that consulting DOD entomologists provide the following:
	- a written report detailing the annual (more frequently if required) Stored Products Pest Management Program review containing:
	  - observations
	  - significant findings
	  - conclusions
	  - recommendations designed to correct deficiencies noted
	- a written summary report submitted for each requested special
	- problem evaluation
	- insect identification results submitted to DPSC-HQ(E) via completed DD Form 1222
	(NOTE: The report on the Stored Products Pest Management Program must be submitted to DPSC-HQ(E), 2800 South 20th Street, P.O. Box 8419, Philadelphia, PA 19101-8419, within 30 days of the date of visit.)
	(NOTE: The above-described reports are exempt from Reports Control per DLAR 5000.12, *Management and Control of DLA Information Requirements.*)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
STORE, MIX, OR PREPARE PESTICIDES	
PM.41. The pesticide storage and mixing facility must be included in the Spill Prevention Control and Countermeasure (SPCC) Plan (AR 200-1, para 8-4a(2)(d)).	Verify that the SPCC Plan identifies the pesticide storage facility and addresses measures to prevent or minimize impact of a pesticide spill at the facility. Verify that the SPCC Plan includes an inventory of pesticides stored in the pesticide storage facility.
PM.42. Stored pesticides must be addressed in the Installation Spill Contingency Plan (ISCP) (AR 200-1, para 8-5).	Verify that the ISCP addresses procedures and techniques used to contain and cleanup a pesticide spill at the pesticide storage facility.
PM.43. Sites where pesticides are mixed and/or stored meet specific requirements (AR 420-76, para 4-1b(1)).	Verify that pesticides are mixed and/or stored only in facilities where due regard has been given to the hazardous nature of pesticide, site selection, protective enclosures and operating procedures.
PM.44. Outdoor sites/ facilities used to mix pesticides are required to meet specific parameters (AR 420-76, para 4-1b(1)).	(NOTE: These requirements only apply to pesticides or excess pesticides classed as highly toxic or moderately toxic and are labeled DANGER, POISON, WARNING, or with the skull and crossbones symbol.) Verify that berms, curbing, impervious surfaces are present to contain liquids resulting from accidental spills during mixing operations. Verify that drains do not connect to sanitary sewer or stormwater systems unless permitted to do so under a NPDES permit. Verify that personnel decontamination facilities are available at or near the site.
PM.45. Outdoor mixing sites should meet specific requirements (MP).	Verify that the outdoor mixing site has a wind screen. Verify that the outdoor mixing site has a frost free elevated water fill pipe.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.46. Storage facilities for pesticides specific structural and operating requirements (AR 420-76, para 4-1b(2)).	Verify that storage is in a dry, well-ventilated, separate room, building, or covered area where fire protection is provided. Verify that the storage area is protected from freezing temperatures and direct sunlight. Verify that rigid containers are stored in an upright position. Verify that all containers are stored off the ground with labels plainly visible to permit ready access and inspections. Verify that herbicides and insecticides are stored separately with sufficiently safe segregation, with the use of 4 ft [1.22 m] aisles, in order to avoid cross-contamination or adverse reactions. Verify that floor drains are not present. Verify that stored pesticides are inspected monthly to determine the condition of the containers.
PM.47. Movable equipment used for handling pesticides must be labeled and handled according to specific requirements (AR 420-76, para 4-1b(3)).	Verify that mobile equipment used for pesticide applications that might be used for other purposes is labeled CONTAMINATED WITH PESTICIDES. Verify that mobile equipment is not removed unless thoroughly decontaminated.
PM.48. Pre-fire plans for pesticide storage areas are required to be updated annually (AR 420-76, para 4-1f).	Verify that the pesticide management coordinator has a pre-fire plan and that it is updated annually.
PM.49. Pesticides in deteriorated or leaking containers will be recontainerized or overpacked in approved containers (AR 240-76, para 4-2c).	Verify that leaking pesticide containers are recontainerized or overpacked to prevent further leakage.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.50. A pesticide spill cleanup kit must be strategically located where pesticides are stored and mixed (AR 420-76, para 4-1e(1)).	Verify that a pesticide spill cleanup kit is available to cleanup and detoxify spills in the pesticide storage facility, transportation equipment, and mixing areas.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
MODERATELY OR HIGHLY TOXIC PESTICIDES	
PM.51. Sites where pesticides and excess pesticides that are classed as highly toxic or moderately toxic and are required to be labeled DANGER, POISON, WARNING, or the skull and crossbones are stored must meet specific requirements (AR 420-76, para 4-1b(1)).	Verify that the site location, where possible, is in an area where flooding is unlikely and where hydrogeologic conditions prevents contamination of any water system by runoff or percolation by: - inspecting area surrounding facilities and determine proximity to surface water - noting location relative to floodplains, depth of groundwater, and general soil types and typical permeabilities. Verify that, when needed, drainage from the site is contained by natural or artificial barriers or dikes. (NOTE: These requirements are based on recommendations found in 40 CFR 165.10(b).)
PM.52. Storage facilities for pesticides and excess pesticides classed as highly toxic or moderately toxic which are required to be labeled with DANGER, POISON, WARNING, or the skull and crossbones symbol must meet specific structural requirements (AR 420-76, para 4-1b(1)).	Verify that storage is in a dry, well-ventilated, separate room, building, or covered area where fire protection is provided. Verify that the entire storage facility is secured by a climb-proof fence and doors and gates are kept locked to prevent unauthorized entry. (NOTE: These requirements are based on recommendation found in 40 CFR 165.10(c)(1).)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** November 1994
PM.53. The storage of pesticides and excess pesticides classed as highly toxic or moderately toxic which are required to be labeled with DANGER, POISON, WARNING, or the skull and crossbones symbol must meet specific operational requirements (AR 420-76, para 4-1b(1)).	Verify that: - pesticide containers are stored with the label plainly visible - all containers are in good condition - the lids and bungs on metal or rigid plastic containers are tight - the pesticides are segregated and stored under a sign containing the name of the formulation - rigid containers are stored upright and all containers are stored off the ground. Verify that a complete inventory is kept indicating the number and identity of containers in a storage unit. Verify that containers are inspected regularly for corrosion and leaks and that absorbent material is available for spill cleanup. Verify that excess pesticides and their containers are segregated according to the method of disposal. (NOTE: These requirements are based on recommendations found in 40 CFR 165.10(d).)
PM.54. Decontamination facilities are required for personnel and equipment at installations which use pesticides classed as highly toxic or moderately toxic and are required to bear the signal words DANGER, POISON, WARNING, or the skull and crossbones symbol on the label (AR 420-76, para 4-1b(1)).	Verify that facilities are available for personnel decontamination. Verify that facilities are available for the decontamination of equipment, including vehicles which have been used for pesticide applications. Verify that berms, curbing, impervious surfaces and catchment drains which are used to impound washwater resulting from decontamination prevent spillage of washwater. Verify that drains impound washwater and do not connect to sanitary sewer or stormwater systems unless permitted to do so under a National Pollutant Discharge Elimination System (NPDES) permit. Verify that the procedure for disposal of washwater resulting from decontamination activities is the same as for excess pesticides. (NOTE: These requirements are based on recommendations found in 40 CFR 165.10(c)(4).)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.55. Installations where pesticides are stored/used that are classed as highly toxic or moderately toxic and are required to bear the signal words DANGER, POISON, WARNING, or the skull and crossbones symbol are required to follow specific practices and procedures to ensure safety (AR 420-76, para 4-1b(1)).	Verify that no food consumption, drinking, smoking, or tobacco use is undertaken in any area where pesticides are present. Verify the following practices are performed in pest management operations: - persons handling pesticides keep hands away from mouths and eyes and wear rubber gloves during all pesticide handling - persons handling pesticides wash hands immediately upon completion of working with pesticides and always prior to eating, smoking or using toilet facilities - persons handling concentrated pesticides wear protective clothing which is removed if found to be contaminated - persons working regularly with organophosphates and N-alkyl carbamate pesticides have periodic physical examinations, including cholinesterase tests - a stock of protective clothing is available - self-contained breathing apparatus and impermeable suits are available when handling pesticides which can potentially be absorbed through the skin - inspect all containers for leakage prior to handling - do not store next to food or feed intended for consumption by humans or articles used in food preparation or handling - do not permit unauthorized persons in the storage area. (NOTE: These requirements are based on recommendations found in 40 CFR 165.10(e) and 165.10(f).)
PM.56. Pesticide storage facilities and equipment which contain or use pesticides classed as highly toxic or moderately toxic and are labeled DANGER, POISON, WARNING, or the skull and crossbones symbol are required to have signs and safety procedures posted (AR 420-76, para 4-1b(1)).	Verify that signs which read DANGER, POISON, PESTICIDE STORAGE are posted on or near entries to storage facilities. Verify that safety precautions and accident prevention measures are posted. Verify that an inventory of pesticides is displayed outside of the storage facility identifying all chemicals in storage. Verify that mobile equipment used for pesticide applications is labeled CONTAMINATED WITH PESTICIDES. (NOTE: These requirements are based on recommendations found in 40 CFR 165.10(c)(2) through 165.10(c)(3), 165.10(e), and 165.10(g)(2).)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
PM.57. Where large quantities of pesticides classed as highly toxic or moderately toxic and are labeled DANGER, POISON, WARNING, or with the skull and crossbones symbol are being stored, or other conditions warrant, the local fire department, hospitals, public health officials, and police department must be notified in writing that pesticides are being stored in the event of a fire (AR 420-76, para 4-1b(1)).	Verify that notification has been submitted and includes a statement of the hazards that pesticides may present during a fire. Verify that a floor plan of the storage facility indicating the location of the different pesticide classifications has been submitted to the fire department. Verify that the fire chief has the home telephone numbers of the person(s) responsible for the pesticide storage facility. (NOTE: These requirements are based on recommendations found in 40 CFR 165.10(g)(1).)
PM.58. Certain precautions are to be taken in the event of a fire at a pesticide storage area where pesticides classed as highly toxic or moderately toxic and are labeled DANGER, POISON, WARNING, or with the skull and crossbones symbol (AR 420-76, para 4-1b(1)).	Verify that the following procedures are practiced by interviewing the Fire Chief: - fire fighting personnel wear supplied air suits and rubberized clothing - personnel avoids breathing or otherwise contacting toxic smoke and fumes - personnel washes completely as soon as possible after encountering smoke and fumes - the water used in fire fighting is contained within the storage site drainage system - individuals who might be threatened by the fumes/smoke are evacuated - firemen take cholinesterase tests after fighting fires involving organophosphate or N-alkyl carbamate pesticides. (NOTE: These requirements are based on recommendations found in 40 CFR 165.10(g)(3).)

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
DISPOSAL	
PM.59. Disposal must be initiated for all excess pesticides and strict turn-in procedures followed (DOD Directive 4160.21 M, para VI(B)(77) and AR 420-76, para 4-2b).	Determine whether efforts have been made to transfer or exchange excess serviceable pesticides. Verify that reports have been made to: - MACOM PMC - USCHPPM Pesticide Hotline. (NOTE: The best method for disposal of excess pesticides, if not restricted by a suspension or cancellation notice by USEPA, is to use them in accordance with label directions.) Verify that paper work to turn in excess serviceable pesticides that cannot be used and unserviceable pesticides has been submitted to the installation DRMO and that it is ensured that DRMO has proper storage facilities with adequate space. (NOTE: Pesticides awaiting disposal must be stored in accordance with 40 CFR 165.10. Therefore, DRMO may or may not take physical custody of the pesticides.)
PM.60. Installations are required to dispose of any pesticide, pesticide container, or pesticide residue according to specific restrictions (AR 420-76, para 4-2a(2) and 4-2a(3)).	Verify that pesticides, pesticide container, and/or pesticide residues are disposed of so that: - it is not inconsistent with labeling - open dumping of pesticides or pesticide containers is not done - open burning is not done except when allowed by state and local regulation - food or feed contamination does not occur - water dumping or ocean dumping does not occur. Verify that pesticides or pesticide-related waste generated by the civilian community are not stored or turned in at the installation. (NOTE: These requirements are based on recommendations found in 40 CFR 165.7.)
PM.61. Excess spray and rinsewater must be disposed in a manner that does not constitute open dumping (AR 420-76, para 4-2d(1) and 40-5, para 10-5c).	Verify that the following procedures are in effect to limit excess finished spray: - proper calculation - mixing only the amount of chemical required for each job. Verify that excess finished spray is not disposed of in the sanitary sewer but is disposed of using one of the following methods: - used in accordance with label directions - disposed of as a pesticide related waste.

COMPLIANCE CATEGORY: PESTICIDE MANAGEMENT U.S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PM.61. (continued)	Verify that container and equipment rinsewater is handled in one of the following ways: - saved for use as dilutent in a subsequent spray operation - disposed of as a pesticide related waste. (NOTE: These requirements are based in recommendations found in 40 CFR 165.8 and 165.9.)
PM.62. Empty pesticide containers must be disposed in a manner that does not constitute open dumping (AR 420-76, para 4-2d).	Verify through interviewing personnel managing pesticides, that empty pesticide containers are: - drained for 1 min into the spray or mix tank - triple rinsed - rendered unusable (crushed and punctured) - disposed of in an approved landfill - recycled in accordance with label instructions or approved recycling plan. Determine which of the following types of containers the installation has onsite: - Group I Containers: combustible containers which formerly contained organic or metallo-organic pesticides - Group II Containers: noncombustible containers which formerly held organic or metallo-organic pesticides - Group III Containers: containers (both combustible and noncombustible) which formerly held organic mercury, lead, cadmium, or arsenic or inorganic pesticides. Verify that Group I Containers are disposed of in a pesticide incinerator or buried in a specially designated landfill. Verify that Group II Containers are triple-rinsed and containers not in good condition punctured prior to transport to a recycling facility or disposal. Verify that Group III Containers are triple rinsed and punctured prior to disposal in a sanitary landfill. (NOTE: These requirements are based on recommendations found in 40 CFR 165.8 and 165.9.)

Appendix 7-1

Requirements for Installation Pest Management Program

Pest Control Recognized Requirements Manhours*	Minimum No. of Certified Full-time Pesticide Applicators Required	Installation Pest Management Plan (IPMP)	Onsite Program Review
Less than 0.25	None unless restricted use pesticides are used or unusually sensitive environmental conditions exist, including endangered species	Individual plan not required; included in supporting installation plan	Requirements established by MACOM PMC
0.25 to 0.49	One	Same as above	Same as above
0.50 to 1.49	One	Individual pest management plans required	Annual or biennial
1.50 to 3.99	Two	Same as above	Same as above
4.00 or more	50 percent of the pest management workforce	Same as above	Same as above

* Multiply the total productive man-years required for the pest management program by a factor of 1.19 to determine the recognized requirement. This factor includes essential time allowance for annual and sick leave, on-the-job training, formal training, mandatory attendance at lectures on safety, security, and fire prevention, and required medical examination.

Appendix 7-2

Representative Infestible Products List
(DLAR 4145.31, Enclosure 1)

A. Substance

Any of the following product types not packaged in cans or hermetically sealed glass may be susceptible to pest infestation or contamination.

1. Flour
2. Pasta noodles
3. Rice
4. Dry beans, peas, and lentils
5. Pet food
6. Baking/bakery mixes
7. Rolled oats
8. Yeast
9. Cereal and cereal mixes
10. Grain based food additives
11. Cookies and pastry products
12. Crackers
13. Cocoa and cocoa beverage powder
14. Dry milk products
15. Spices and spiced mixes (except salt)
16. Dried/dehydrated fruits and vegetables
17. Nuts
18. Candy and confectionaries
19. Coffee and tea
20. Coconut
21. Dehydrated soup//mixes
22. Pearl barley
23. Hominy grits
24. Farina
25. Popcorn
26. Cheese
27. Cigarette
28. Operational rations.

B. Clothing and Textiles

1. Any clothing item not made of 100 percent manmade fibers
2. Any textile product not made of 100 percent manmade fibers.

(NOTE: Some medical supply items may fall into the above category.)

(continued)

C. Wooden Products

1. Lumbar and wooden building materials (untreated)
2. Furniture
3. Ornamental and decorative wood

(NOTE: Paper products and books are infestible and should not be stored in subsistence storage facilities.)

Section 8

Petroleum, Oil, and Lubricant (POL) Management (DLA Supplement)

SECTION 8

PETROLEUM, OIL, AND LUBRICANT (POL) MANAGEMENT

A. DLA Regulations (DLARs) and Policies

- Defense Logistics Agency Manual (DLAM) 6050.1, *DLA Environmental Protection Manual.* This manual, summarizes and highlights the environmental regulatory requirements that are of primary concern to DLA activities and provides guidance and direction on how to comply.

B. Department of Defense (DOD) Directives and Instruction

- DOD Directive (DODD)4140.25M, *Procedures for the Management of Petroleum Products,* describes procedures for the management of petroleum products on military installations.

- DODD 5030.41, *Oil and Hazardous Substances Pollution Prevention and Contingency Program,* addresses requirements for compliance with the National Oil and Hazardous Substances Pollution Contingency Plan.

- Defense Environmental Quality Program Policy Memorandum (DEQPPM) 79-3, *Management of Recoverable and Waste Liquid Petroleum Products,* addresses the management of recoverable and waste liquid petroleum products.

C. Using the TEAM Guide for DLA Assessments

- No special instructions.

D. Key DLA/DOD Compliance Requirements

- Spill Prevention Control and Countermeasure Plan - DLA activities that are tenants on Federal or commercial facilities are required to comply with the spill response planning programs of the host activity. Depending on how much is stored at the DLA installation, the installation may need a Spill Prevention Control and Countermeasure (SPCC) Plan.

- Spill Response Training - Primary level field activities (PLFAs) are required to test the effectiveness of the SPCC periodically. All installation personnel involved with POL are required to be trained in spill response.

- Storage/Containment - Potential spill sites are required to be inspected on a regular basis. Sites where oil is stored or handled should be secured to prevent unauthorized entry.

- Loading/Unloading Racks - Railroad and tank truck loading and unloading racks are required to have a quick drainage and containment system as well as warning lights, signs, and barriers.

- Used Oil - Used oil must be tested for PCBs is there is a reason to believe it has been contaminated with polychlorinated biphenyls (PCBs).

E. Key DLA/DOD Compliance Definitions

- None

F. Additional Records To Review

- None

G. Additional Physical Features To Inspect

- Defense Fuel Support Point

H. Guidance for POL Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
All Installations	PO.1	5
Spill Plans	PO.2 through P.6	7
Storage/Containment	PO.7 and P.8	9
Loading/Unloading Racks	PO.9	11
Pipelines	PO.10	13
Used Oil	PO.11	15

COMPLIANCE CATEGORY: POL MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
ALL INSTALLATIONS **PO.1.** The installation should maintain current and effective regulations on POL management requirements (MP).	Verify current copies of the following are maintained at the installation: - 33 CFR 154, *Facilities Transferring Oil or Hazardous Materials in Bulk.* - 33 CFR 158, *Reception Facilities for Oil, Noxious Liquid Substances, and Garbage.* - 33 CFR 323. *Permits for Discharges of Dredged or Fill Material into Waters of the United States.* - 49 CFR 194, *Transportation of Hazardous Liquids by Pipeline.* - 49 CFR 195, *Response Plans for Onshore Oil Pipelines.* - DOD Directive 5030.41, *Oil and Hazardous Substance Pollution Prevention and Contingency Program*, 26 September 1978. - DLAM 6050.1, *DLA Environmental Protection Manual*, July 1991 - applicable state and local regulations. Determine if current state/local wastewater discharge regulations are maintained and followed at the installation.

COMPLIANCE CATEGORY: POL MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
SPILL PLANS	
PO.2. DLA facilities which are tenants on Federal or commercial facilities will cooperate with spill response planning programs of the host activity (DLAM 6050.1, para 2-3c)).	Determine if the DLA facility is a tenant. Verify that if it is a tenant, it is complying with the tenant spill response planning programs.

PO.3. The DOD requires SPCC plans to be developed for a broader range of activities than the Code of Federal Regulations (DOD Directive 5030.41, para D).	Verify that a SPCC plan has been developed for each installation or activity, including Government-owned contractor-operated facilities, which have discharged or could reasonably discharge oil in harmful quantities into or upon the waters of the United States or its shorelines.
	
	Verify that a SPCC Plan has been developed if the installation:
	- has the potential to spill oil or hazardous substance in a quantity that would be harmful to human health or welfare or to the environment
	- meets at least one of the following criteria:
	  - aggregate aboveground oil storage on the installation is greater than 1320 gal [5002.8 L]
	  - any single aboveground oil storage tank on the installation exceed 660 gal [2501.4 L]
	  - total underground oil storage on the installation is greater than 42,000 gal [159,180 L]
	- one or more hazardous substance is stored in quantities that would be harmful to human health or welfare, or to the environment if a spill were to occur.

PO.4. PLFAs are required to test the effectiveness of the SPCC periodically (DLAM 6050.1, para 2-4a(4)).	Verify that the effectiveness of the plan is tested periodically through drills.
PO.5. Installations should have a plan for the management of reclaimed, recoverable, and waste liquid petroleum products (MP).	Verify that a Management of Recoverable and Waste Liquid Petroleum Products Plan has been prepared and adopted.

COMPLIANCE CATEGORY: POL MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
PO.6. All installation personnel involved with the management and handling of oil must take part in periodic training in spill prevention and response (DLAM 6050.1, para 2-5b(8)).	Verify that proper training has been conducted by reviewing training records and interviewing the staff. Verify that training addresses the procedures to follow when a spill occurs, such as: - notification - containment - safety practices. Verify that spill prevention briefings are given quarterly for operating personnel and a record of training maintained.

COMPLIANCE CATEGORY: POL MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
STORAGE/ CONTAINMENT	
PO.7. Potential spill sites where oil is stored or handled must be inspected frequently on a regular basis (DLAM 5060.1, para 2-3b(6)).	Verify that potential spill sites where oil is stored or handled are inspected frequency on a regular basis according to procedures and schedules outlined in the SPCC Plan. Verify that inspection records are kept on file for 3 yr.
PO.8. Installations or individual site that store or handle oil are required to be secured to prevent unauthorized entry (DLAM 6050.1, para 2-5b(7)).	Verify that entrance gates are locked or guarded when the facility is unattended. Verify that any valves which allow the direct emptying of a tank to the environment are locked closed when not operating. Verify that the starter controls on all pumps are locked in the off position or electrically disconnected when not in use.

COMPLIANCE CATEGORY: POL MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
LOADING/ UNLOADING RACKS **PO.9.** Railroad and tank truck loading/unloading racks are required to meet specific standards in order to prevent spills (DLAM 6050.1, para 2-5b(5)).	Verify that the rack area has quick drainage and containment system that will hold the maximum capacity of the largest compartment of the tank trucks or rail tank cars that operate at the facility. Verify that warning lights, signs, or physical barriers are provided to prevent vehicles from departing before the transfer lines are disconnected.

COMPLIANCE CATEGORY: POL MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
PIPELINES **PO.10.** DLA operated offsite pipelines should be inspected regularly (MP).	Determine if inspections are performed. Verify that detected leaks and failures have been reported and leaking pipes repaired or replaced.

COMPLIANCE CATEGORY: POL MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
USED OIL **PO.11.** Used oil is required to be tested for PCBs if there is reason to believe that it has become contaminated with polychlorinated biphenyls (PCBs) (DLAM 6050.1, para. 8-4f).	Verify that, if necessary, used oil is tested for PCBs.

Section 9

Solid Waste Management
(DLA Supplement)

SECTION 9

SOLID WASTE MANAGEMENT

A. DLA Regulations (DLARs) and Policies

- Defense Logistics Agency Manual (DLAM) 6050.1, *DLA Environmental Protection Manual.* This manual summarizes and highlights the environmental regulatory requirements that are of primary concern to DLA activities and provides guidance and direction on how to comply. The recycling of beverage containers is mandated when economically advantageous.

- DLAR 4160.7, *Precious Metals Recovery Program (PMRP).* This regulation implements the DOD mandated PMRP for the identification, recovery and refinement of precious metals from DOD scrap metals.

B. Department of Defense (DOD) Directives and Instructions

- DOD Directive (DODD) 4165.60, *Solid Waste Collection, Disposal, Material Recovery, and Recycling*, provides guidance and direction to all DOD facilities relative to solid waste collection, disposal, material recovery, and recycling in agreement with the *Solid Waste Disposal Act.*

C. Using the TEAM Guide for DLA Assessments

- No special instructions.

D. Key DLA/DOD Compliance Requirements

- Recycling - DLA installations are required to participate in numerous recycling programs when economically feasible. Products to be recycled or recovered include beverage containers, precious metals newspaper, and cardboard.

E. Key DLA/DOD Compliance Definitions

- None

F. Additional Records To Review

- None

G. Additional Physical Features To Inspect

- Precious Metals Recovery Units

H. Guidance for Solid Waste Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBER:
All Installations	SO.1	5
Storage/Collection	SO.2 and SO.3	7
Recycling	SO.4 through SO.7	9

COMPLIANCE CATEGORY: SOLID WASTE MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
ALL INSTALLATIONS **SO.1.** Copies of all relevant Federal, DLA, state, and local regulations and guidance documents on solid waste management should be available at the installation (MP).	Verify that copies of the following regulations are available and kept current: - Executive Order (EO) 12088, *Federal Compliance with Pollution Control Standards.* - 7 CFR 330, *Federal Plant Pest Regulations, General, Plant Pests, Soil, Stone Quarry Products, and Garbage.* - 29 CFR 1910.1030, *Bloodborne Pathogens.* - 40 CFR 240, *Guidelines for Thermal Processing of Solid Waste.* - 40 CFR 241, *Guidelines for Land Disposal of Solid Wastes.* - 40 CFR 243, *Guidelines for the Storage and Collection of Residential, Commercial, and Institutional Solid Waste.* - 40 CFR 245, *Promulgation Resource Recovery Facility Guidelines.* - 40 CFR 246, *Source Separation for Materials Recovery Guidelines.* - 40 CFR 258, *Criteria for Municipal Solid Waste Landfills.* - DOD Directive 4165.60, *Solid Waste Management*, 4 October 1976. - DLAM 6050.1, *DLA Environmental Protection Manual.* - DLAR 4160.7, *Precious Metal Recovery Program (PMRP)*, 15 June 1984. (NOTE: A consolidated listing of approved test methods should also be maintained at the installation.) *Test Methods for Evaluating Solid Waste, Physical/Chemical Methods,* USEPA Publication SW-846, Document # PB87-120-291).)

COMPLIANCE CATEGORY: SOLID WASTE MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
STORAGE/ COLLECTION	
SO.2. As a good management practice, installation industrial shop waste receptacles should be inspected quarterly to verify that hazardous wastes are not being deposited (MP).	Verify that receptacles were inspected by reviewing records and interviewing personnel. Verify that corrective actions were taken where indicated. Verify that hazardous waste is not present in the solid waste receptacles at shops by a visual check.
SO.3. Installation personnel should be periodically informed about materials that are prohibited from disposal in solid waste receptacles (MP).	Verify that a program exists at the installation to keep personnel informed about proper waste disposal practices.

COMPLIANCE CATEGORY: SOLID WASTE MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
RECYCLING	
SO.4. DLA installations are required to participate in state and local recycling programs and to reduce the volume of solid waste materials at the source whenever practical (DOD 4165.60, para V(a), V(c), and V(h)).	Determine if a solid waste reduction/resource recovery program exists. Verify that recycling program is in compliance with applicable state or local requirements. Verify that reusable or marketable materials are collected at regular intervals.
SO.5. DLA activities are required to collect and recycle beverage containers when it is determined to be economically advantageous (DLAM 6050.1, para 7-5b(2)).	Verify that if it is economically feasible, in the installation is recycling beverage cans.
SO.6. All DOD installations generating precious metals-bearing property, scrap or residual material, or requiring fine precious metals, will participate in the PMRP (DLAR 4160.7 (II)(A)(G)).	Determine if the installation generates precious metals-bearing property, scrap or residual material, or requires fine precious metals. Verify that the installation participates in the PMRP. (NOTE: Reutilization of end items which contain precious metals will take precedence over recovery of precious metals from such items.) (NOTE: Precious metals will be recovered from all precious metals-bearing scrap only if the value of the recovered fine metals and residual materials exceeds the costs of recovery.) (NOTE: Surplus property containing precious metals will not be sold unless the net proceeds from sale clearly exceed the commercial market value of the precious metals and the market value of residual materials, less recovery costs.)

COMPLIANCE CATEGORY: SOLID WASTE MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
SO.7. Installations which have been approved for participation in the PMRP by DLA and the General Services Administration (GSA), and which generate material for DOD recovery, may acquire recovered fine precious metals for their authorized use (DLAR 4160.7(II)(B)).	Verify that if the installation acquires recovered fine precious metals for their authorized use it generates material for DOD recovery and has been approved for participation in the PMRP by DLA and GSA.

Section 10

Storage Tank Management
(DLA Supplement)

SECTION 10

STORAGE TANK MANAGEMENT

A. DLA Regulations (DLARs) and Policies

- Defense Logistics Agency Manual (DLAM) 6050.1, *DLA Environmental Protection Manual.* This manual, summarizes and highlights the environmental regulatory requirements that are of primary concern to DLA activities and provides guidance and direction on how to comply.

B. Department of Defense (DOD) Directives and Instruction

- DOD Directive (DODD) 4140.25M, *Procedures for the Management of Petroleum Products.* This directive describes procedures for the management of petroleum products on military installations.

- DODD 5030.41, *Oil and Hazardous Substances Pollution Prevention and Contingency Program.* This directive addresses requirements for compliance with the National Oil and Hazardous Substances Pollution Contingency Plan.

- Defense Environmental Quality Program Policy Memorandum (DEQPPM) 79-3, *Management of Recoverable and Waste Liquid Petroleum Products*, addresses the management of recoverable and waste liquid petroleum products.

C. Using the TEAM Guide for DLA Assessments

- No special instructions.

D. Key DLA/DOD Compliance Requirements

- Petroleum Storage Tanks - The areas in which these tanks are located are required to be inspected regularly and secure against unauthorized entry. The aboveground storage tanks (ASTs) are to be visually inspected for leaks once a month.

E. Key DLA/DOD Compliance Definitions

- None

F. Additional Records To Review

- AST inspection records

G. Additional Physical Features To Inspect

- Defense Fuel Support Point

H. Guidance for Storage Tank Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
All Installations	ST.1	5
Petroleum Storage Tanks	ST.2 through ST.7	7
Heating Oil USTs	ST.8	9

COMPLIANCE CATEGORY: STORAGE TANK MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
ALL INSTALLATIONS **ST.1.** The installation should maintain current and effective regulations on storage tank management requirements (MP).	Verify current copies of the following are maintained at the installation: - 33 CFR 154, *Facilities Transferring Oil or Hazardous Materials in Bulk.* - 33 CFR 158, *Reception Facilities for Oil, Noxious Liquid Substances, and Garbage.* - 33 CFR 323, *Permits for Discharges of Dredged or Fill Material into Waters of the United States.* - 49 CFR 194, *Transportation of Hazardous Liquids by Pipeline.* - 49 CFR 195, *Response Plans for Onshore Oil Pipelines.* - 40 CFR 280, *Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks (UST).* - EO 12088, *Federal Compliance with Pollution Standards.* - DOD Directive 4140.25M, *Procedures for The Management of Petroleum Products.* - DOD Directive 5030.41, *Oil and Hazardous Substance Pollution Prevention and Contingency Program*, 26 September 1978. - DLAM 6050.1, *DLA Environmental Protection Manual*, July 1991. - applicable state and local regulations. Determine if current state/local storage tank management regulations are maintained and followed at the installation.

COMPLIANCE CATEGORY: STORAGE TANK MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PETROLEUM STORAGE TANKS	
ST.2. Potential spill sites where oil is stored or handled must be inspected frequently on a regular basis (DLAM 5060.1, para 2-3b(6)).	Verify that potential spill sites where oil is stored or handled are inspected frequency on a regular basis according to procedures and schedules outlined in the SPCC plan. Verify that inspection records are kept on file for 3 yr.
ST.3. Installations or individual site that store or handle oil are required to be secured to prevent unauthorized entry (DLAM 6050.1, para 2-5b(7)).	Verify that entrance gates are locked or guarded when the facility is unattended. Verify that any valves which allow the direct emptying of a tank to the environment are locked closed when not operating. Verify that the starter controls on all pumps are locked in the off position or electrically disconnected when not in use.
ST.4. A product recovery system should be installed at the tank water drain-off valve for tanks storing aviation fuels (MP).	Verify that product recovery systems are in place and operating correctly on aviation fuel tanks. (NOTE: Federal regulations do not require product recovery system for ground use petroleum products; however, state and local regulations may require such systems.)
ST.5. Wastewater and fuel sludges resulting from periodic tank cleaning should not be discharged to surface waters, sewers, or to the ground (MP).	Determine if residues from tank cleaning operations were properly disposed, including testing for hazardous characteristics as needed.
ST.6. All aboveground tanks, appurtenances, and containment systems are required to be visually inspected for leaks at least once a month (DLAM 6050.1, para 2-5b(3)(b)(1)).	Verify that all tanks, appurtenances, and containment systems are visually inspected once a month.

COMPLIANCE CATEGORY: STORAGE TANK MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
ST.7. Periodic inspection of MOGAS, diesel, kerosene, and aviation fuel test cell storage tanks should be done (MP).	Determine if inspections have been conducted as required. Verify that leaking or deteriorated tanks have been repaired or replaced. Verify that leaks were reported to the DEH Director, Environmental Coordinator, and Safety Officer.

COMPLIANCE CATEGORY: STORAGE TANK MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
HEATING OIL USTs **ST.8.** USTs used to store heating oil for consumptive use on the premise should meet the requirements outlined in 40 CFR 280 (MP).	Determine if the installation has tanks used for storing heating oil for consumptive use on the premise. Verify that these tanks meet release detection requirements, spill and overfill protection requirements, corrosion control requirements, and release reporting requirements applicable to tanks that meet the definition of underground storage tank. (NOTE: Under 40 CFR 280.12, USTs storing heating oil for consumptive use on the premises are exempted from the regulatory definition of UST.)

Section 11

Toxic Substances Management (DLA Supplement)

SECTION 11

TOXIC SUBSTANCES MANAGEMENT

A. DLA Regulations (DLARs) and Policies

- *DLA Policy on Asbestos Management.* This policy, dated 27 April 1992, requires DLA installations to be surveyed for asbestos and all asbestos hazards to be minimized.

- DLAM 6050.1, *DLA Environmental Protection Manual.* This manual, summarizes and highlights the environmental regulatory requirements that are of primary concern to DLA activities and provides guidance and direction on how to comply.

B. Department of Defense (DOD) Directives and Instructions

- None

C. Using the TEAM Guide for DLA Assessments

- In reference to PCB Transformers, the DLA considers all DLA-managed office buildings as commercial buildings.

D. Key DLA/DOD Compliance Requirements

- PCB Transformers - No PCB Transformer with greater than 60,000 ppm will be in use on the installation. A program is supposed to be in place to remove all PCB Transformers and PCB-contaminated Transformers from DLA managed office buildings or other sites which could pose a threat to the public.

- Asbestos Management - An asbestos Survey is required to be done at the installation. The condition of the asbestos will determine what actions are required to be taken.

E. Key DLA/DOD Compliance Definitions

- None

F. Additional Records To Review

- Asbestos Survey

G. Additional Physical Features To Inspect

- None

H. Guidance for Toxic Substances Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
PCB Management		
All Installations	T1.1 through T1.4	5
Transformers	T1.5 and T1.6	7
Asbestos Management		
All Installations	T2.1 through T2.3	9
Renovation and Demolition	T2.4	11
Radon Management		
All Installations	T3.1 through T3.3	13

COMPLIANCE CATEGORY: TOXIC SUBSTANCES MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PCB MANAGEMENT **All Installations**	
T1.1. Copies of all relevant Federal, Agency, state, and local regulations and guidance documents on PCBs management should be available at the installation (MP).	Verify that copies of the following regulations are available and kept current: - Executive Order (EO) 12088, *Federal Compliance with Pollution Control Standards.* - 40 CFR 761, *PCB Manufacturing, Processing, Distribution in Commerce and Use Prohibitions.* - DLAM 6050.1, *DLA Environmental Protection Manual*, July 1991.

T1.2. Certain regulations and practices should be followed to ensure the health of personnel who come in contact with PCBs (MP).	Verify that personnel are instructed to practice the following:
	
	- wash hands and exposed skin during workshift before:
	  - eating
	  - drinking
	  - smoking
	  - using toilet facilities
	- shower thoroughly before changing into street clothes.
	
	Verify that protective clothing is provided and worn when working with PCBs:
	
	- gloves
	- boots
	- overshoes
	- coveralls
	- safety glasses
	- face shields.

T1.3. Airborne contamination of PCBs should be assessed and certain precautionary practices to protect personnel must be followed (MP).	Determine if measurements are made of air in the workplace to determine if airborne PCB contamination is present. Verify that if the contamination level is at or above 0.5 mg PCB/m^3: - respirators are worn by all personnel - nondisposable equipment and clothing are thoroughly washed before being stored for reuse.

COMPLIANCE CATEGORY: TOXIC SUBSTANCES MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
T1.4. Certain records and practices should be enacted for employees exposed to PCBs (MP).	Verify that employees with potential exposure to PCBs are given medical examinations that include: - medical history - physical examination emphasizing liver function and skin condition. Verify that the liver function tests include: - serum glutamic oxaloacetic transaminase (SGOT) - serum glutamic pyuvic transaminase (SGPT) - gamma glutamyl transpeptidase (GGTP). Verify that if respirators are used, each employee is checked annually for ability to work using such equipment. Verify that records and results of medical examinations are maintained for at least 40 yr after the termination of employment.

COMPLIANCE CATEGORY: TOXIC SUBSTANCES MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
PCM MANAGEMENT **Transformers**	
T1.5. PCB Transformer containing more than 60,000 ppm PCBs are required to be removed from use (DLAM 6050.1, para 8-3d).	Verify that no PCB Transformer of more than 60,000 ppm remains in service.
T1.6. DLA installations are required to establish a program to remove all PCB Transformers and PCB-contaminated Transformers from DLA- managed office buildings or other sites which could pose a threat to the public health or to property (DLAM 6050.1, para 8-4i).	Verify that a program and schedule for removal is in place.

COMPLIANCE CATEGORY: TOXIC SUBSTANCES MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
ASBESTOS MANAGEMENT **All Installations**	
T2.1. Copies of all relevant Federal, DLA, state, and local regulations and guidance documents on asbestos management should be available at the installation (MP).	Verify that copies of the following regulations are available and kept current: - Executive Order (EO) 12088, *Federal Compliance with Pollution Control Standards*. - 40 CFR 61, Subpart M, *National Emission Standards for Hazardous Air Pollutants*. - DLA Policy, *Asbestos Management*, 27 April 1992.
T2.2. All installations are required to conduct an asbestos survey to locate and record the existence of asbestos-containing material (ACM) and develop a management plan based on the results of the survey (DLA Policy on Asbestos Management, para 5a and 5b).	Verify that a survey has been conducted. Verify that an asbestos management plan based on the results of the survey is prepared that outlines the following: - procedures for alerting and protecting personnel during renovation, repair or demolition projects - procedures for disposal of asbestos.
T2.3. Depending on the condition of asbestos, all installations are required to take specific actions (DLA Policy on Asbestos Management, para 5c, 5d, and 5e).	Verify that if the ACM is exposed or damaged and if potential health hazards have been determined by industrial hygiene/safety and health personnel, corrective action to expeditiously remove of encapsulate the ACM has been taken. Verify that if the ACM is in good condition but has a high potential for future fiber release abatement and/or remediation with building renovation, maintenance or repair has been scheduled. (NOTE: If the ACM is in good condition and has a low potential for future disturbance, damage or erosion, no further action is required except continued monitoring.)

COMPLIANCE CATEGORY: TOXIC SUBSTANCES MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
ASBESTOS MANAGEMENT **Renovation and Demolition** **T2.4.** All installations are required to verify that buildings are free of ACM prior to alteration, repair, renovation or demolition, or to identify the location of ACM for removal as part of the project (DLA Policy on Asbestos Management, para 5f).	Determine if buildings are to be altered, repaired, renovated, or demolished. Verify that one of the following requirements is met: - the buildings are free of ACM prior to alteration, repair, renovation, or demolition - the location of ACM has been identified for removal as part of the project.

COMPLIANCE CATEGORY: TOXIC SUBSTANCES MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
RADON MANAGEMENT **All Installations**	
T3.1. Copies of all relevant Federal, DLA, state, and local regulations and guidance documents on radon gas should be available at the installation (MP).	Verify that copies of the following regulations are available and kept current: - Executive Order (EO) 12088, *Federal Compliance with Pollution Control Standards.*
T3.2. Studies have shown a linkage between continuous exposure to radon gas and increased incidence of lung cancer. Awareness of this potential problem and precautions, if necessary, are a good management practice (MP).	Determine whether a geological survey has been conducted of the installation area and if any of the strata are composed of one or more of the following: - granite - phosphate - shale - uranium.
T3.3. Levels of indoor radon gas in excess of 4 pCi/L are considered dangerous (MP).	Determine if radon gas survey has been done at the installation. Determine if the installation has had any radon gas measurements exceeding 4 pCi/L in an occupied building and if preventive measures are being taken to reduce exposure.

Section 12

Wastewater Management
(DLA Supplement)

SECTION 12

WASTEWATER MANAGEMENT

A. DLA Regulations (DLARs) and Policies

- Defense Logistics Agency Manual (DLAM) 6050.1, *DLA Environmental Protection Manual.* This manual, summarizes and highlights the environmental regulatory requirements that are of primary concern to DLA activities and provides guidance and direction on how to comply.

B. Department of Defense (DOD) Directives and Instructions

- DOD Instruction (DODI) 4120.14, *Policies for Improvements Needed to Abate Water Pollution Emanating from DOD Facilities* (NOTAL), implements within DOD policies provided by EO 12088, *Federal Compliance with Pollution Standards*, and OMB Circular A-106, and establishes policies for developing and submitting plans for installing improvements needed to abate water pollution emanating from DOD facilities.

C. Using the TEAM Guide for DLA Assessments

- No special instructions.

D. Key DLA/DOD Compliance Requirements

- Inventory - The installation is required to have an inventory of all point sources that is updated annually.

- Training - Wastewater treatment plant operators are required to be trained.

E. Key DLA/DOD Compliance Definitions

- None

F. Additional Records To Review

- Point Source Inventory

G. Additional Physical Features To Inspect

- Stockpiles

H. Guidance for Wastewater Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
All Installations	WA.1	5
NPDES Permits	WA.2	7
Discharges to POTWs	WA.3	9

COMPLIANCE CATEGORY: WASTEWATER MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIRMENTS:	**REVIEWER CHECKS: November 1994**
ALL INSTALLATIONS **WA.1.** The installation should maintain current and effective regulations on wastewater discharge requirements (MP).	Verify current copies of the following are maintained at the installation: - 33 CFR 154, *Facilities Transferring Oil or Hazardous Materials in Bulk.* - 33 CFR 158, *Reception Facilities for Oil, Noxious Liquid Substances, and Garbage.* - 33 CFR 323, *Permits for Discharges of Dredged or Fill Material into Waters of the United States.* - 40 CFR 122, *The National Pollutant Discharge Elimination System.* - 40 CFR 136, *Test Procedures for the Analysis of Pollutants.* - 40 CFR 403, *General Pretreatment Regulations for Existing and New Sources.* - 40 CFR 413, *Electroplating Point Source Category.* - 40 CFR 423, *Steam Electric Power Generating Point Source Category.* - 40 CFR 433, *Metal Finishing Point Source Category.* - 40 CFR 459, *Photographic Point Source Category.* - 40 CFR 460, *Hospital Point Source Category.* - 40 CFR 503, *Standards for the Use of Disposal of Sewage Sludge.* - 49 CFR 194, *Transportation of Hazardous Liquids by Pipeline.* - 49 CFR 195, *Response Plans for Onshore Oil Pipelines.* - DODD 5030.41, *Oil and Hazardous Substance Pollution Prevention and Contingency Program*, 26 September 1978. - DLAM 6050.1, *DLA Environmental Protection Manual*, July 1991. - applicable state and local regulations. Determine if current state/local wastewater discharge regulations are maintained and followed at the installation.

COMPLIANCE CATEGORY: WASTEWATER MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIRMENTS:	**REVIEWER CHECKS: November 1994**
NPDES PERMITS **WA.2.** The installation is required to have an inventory of all point sources that is updated annually (DLAM 6050.1, para 4-4a).	Determine if an inventory has been done. Verify that the inventory is updated annually and that it is accurate.

COMPLIANCE CATEGORY: WASTEWATER MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIRMENTS:	**REVIEWER CHECKS:** **November 1994**
DISCHARGES TO POTWS	
WA.3. Operators of wastewater treatment plants at the installation or pretreatment facilities must be adequately trained in order to perform their duties in an effective manner (DLAM 6050.1, para 4-3d).	Verify through interviews that operators of wastewater treatment plants at the installation or pretreatment facilities are adequately trained.

Section 13

Water Quality Management
(DLA Supplement)

SECTION 13

WATER QUALITY MANAGEMENT

A. DLA Regulations (DLARs) and Policies

- Defense Logistics Agency Manual (DLAM) 6050.1, *DLA Environmental Protection Manual.* This manual, summarizes and highlights the environmental regulatory requirements that are of primary concern to DLA activities and provides guidance and direction on how to comply. In the area of drinking water, the manual further enforces the need to meet Federal standards and provide potable water for its personnel.

B. Department of Defense (DOD) Directives and Instructions

- DOD Directive (DODD) 6230.1, *Safe Drinking Water.* This directive of 24 April 1978, sets forth DOD policy for provisions of adequate safe drinking water and compliance with the *Safe Drinking Water Act* and the standards established by 40 CFR 141.

C. Using the TEAM Guide for DLA Assessments

- No special instructions.

D. Key DLA/DOD Compliance Requirements

- Water System Operation - DLA installations with public water systems are required to maintain a cross-connection control program. Operators at these plants are required to be trained and have certification. Flushing of water systems must be done according to a specific schedule.

- Reports - Copies of all regulated drinking water analyses ar required to be submitted to the installation medical authority and the Commander USAEHA. Violations ar to be reported to DLA Headquarters.

E. Key DLA/DOD Compliance Definitions

- None

F. Additional Records To Review

- Cross connection control program

G. Additional Physical Features To Inspect

- None

H. Guidance for Water Quality Management Checklist Users

	REFER TO CHECKLIST ITEMS:	REFER TO PAGE NUMBERS:
All Installations	WQ.1	5
Water Systems	WQ.2 through WQ.6	7
Notification and Reporting Requirements	WQ.7	9

COMPLIANCE CATEGORY: WATER QUALITY MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
ALL INSTALLATIONS **WQ.1.** Copies of all relevant Federal, DLA, state, and local regulations and guidance documents on water quality should be available at the installation (MP).	Verify that copies of the following regulations are available and kept current: - Executive Order (EO) 12088, *Federal Compliance with Pollution Control Standards.* - 40 CFR 141, *National Primary Drinking Water Regulations.* - 40 CFR 142, *National Primary Drinking Water Regulations Implementation.* - 40 CFR 149, *Sole Source Aquifers.* - DLAM 6050.1, *DLA Environmental Protection Manual,* July 1991. - applicable state and local regulations.

COMPLIANCE CATEGORY: WATER QUALITY MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS: November 1994**
WATER SYSTEMS	
WQ.2. Installations that operate a public water system are required to maintain a cross-connection control program to protect the potable water system from backflow contamination (DLAM 6050.1, para 3-4b and 3-5l(2)).	Determine if the installation is a public water system. Verify that a cross-connection control program is in place.
WQ.3. Water system operator are required to have adequate training and state certification (DLAM 6050.1, para 3-4c).	Verify that DLA water system operator are trained and have received any required state certifications or licenses.
WQ.4. The Environmental Compliance Manager should review plans for water system modifications (MP).	Determine if the Environmental Compliance Manager has reviewed the plans.
WQ.5. Water systems re require to be flushed according to a specific schedule (DLAM 6050.1, para 3-5l(3)).	Verify that all new mains and extensions or repairs to existing mains or service connections are flushed prior to placing them into service. Verify that existing water mains are flushed on an annual basis.
WQ.6. After being flushed, new or extensively repaired water mains are required to be disinfected before being put into service (DLAM 6050.1, para 3-5l(4)).	Verify that after being flushed, new or extensively repaired water mains are disinfected before being put into service.

COMPLIANCE CATEGORY: WATER QUALITY MANAGEMENT U. S. TEAM Guide: DLA Supplement	
REGULATORY REQUIREMENTS:	**REVIEWER CHECKS:** **November 1994**
NOTIFICATION AND REPORTING REQUIREMENTS **WQ.7.** Copies of all regulated drinking water analyses are required to be submitted to the installation medical authority for review and to the Commander USAEHA and violations concurrently reported to DLA Headquarters (DLAM 6050.1, para 3-5j).	Verify that copies of analyses are submitted to USAEHA. Verify that copies of all notices of violations are concurrently reported to DLA Headquarters.