DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
BAHRAIN
FPO AE 09834-2800

NSABAHRAININST 5090.6A
N45
20 OCT 2019

U.S. NAVAL SUPPORT ACTIVITY, BAHRAIN INSTRUCTION 5090.6A

From: Commanding Officer, U.S. Naval Support Activity, Bahrain
To: Director, Environmental Department, U.S. Naval Support Activity, Bahrain

Subj: WASTE MANAGEMENT STANDARD OPERATING PROCEDURES

Ref: (a) Final Governing Standards for U.S. Forces in Bahrain of 13 Mar 12
(b) U.S. Naval Support Activity Bahrain Spill Prevention and Response Plan of Sep 17
(c) U.S. Naval Support Activity Bahrain Environmental Management System
(d) U.S. Naval Support Activity Bahrain Environmental Policy Statement ltr 5100 of 18 Sep 19

Encl: (1) Designation of Primary and Alternate Environmental Coordinators
(2) Hazardous Waste Management Standard Operating Procedures
(3) Solid Waste Management Standard Operating Procedures
(4) Spill Response Standard Operating Procedures
(5) Expended Brass Management Standard Operating Procedures
(6) Medical Waste Management Standard Operating Procedures

1. Purpose. To establish and implement policy regarding waste management at Naval Support Activity (NSA), Bahrain.

2. Cancellation. NSABAHRAININST 5090.6.

3. Applicability. This instruction applied to all U.S. Department of Defense (DoD) activities permanently or temporarily assigned to NSA, Bahrain.

4. Policy

a. Reference (a) establishes the environmental criteria for DoD activities within the Kingdom of Bahrain and references (b) and (c) establish the management requirements aboard NSA Bahrain. NSA Bahrain will use the Public Works Department (PWD) Environmental Division as the entity responsible for monitoring and ensuring compliance with this instruction.

b. All Generating Activities (GA) shall officially designate a primary and an alternate Environmental Coordinator (EC). Primary and alternate ECs can be officially designated by each GA, using enclosure (1), following EC's successful completion of a 3-day Hazardous Waste Operation and Emergency Response training.

c. Enclosures (2) through (6) establish the responsibilities and actions associated with management of Hazardous Waste, Solid Waste, Spill Response, Expended Brass and Medical Waste; PWD Environmental Division shall review and, as required, update enclosures to ensure compliance with references (a) through (d).

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed in accordance with Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17A, NSA Bahrain will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless reissued or canceled in the interim and will be reissued by the 10-year anniversary date, or an extension has been granted.

G. A. SMITH

Releasability and distribution:
This notice is cleared for public release and is available electronically only via the NAVSUPPACT Web site: https://ossp.me.navy.mil/bahrain/NSA/Pages/default.aspx

_____
(D Mmm YY)

From: _____ (Department / Command)
To: Naval Support Activity Bahrain, Environmental Department (N45)

Subj: **DESIGNATION OF ENVIRONMENTAL COORDINATORS**

Ref: (a) OPNAVINST 5090.1 Series
(b) Final Governing Standards for U.S. Forces in Bahrain of 13 Mar 12
(c) Naval Support Activity Bahrain Spill Prevention and Response Plan of Sep 17
(d) NSABAHRAININST 5090.6 Series

1. The following are description of duties/responsibilities of Environmental Coordinators (EC):
- Receive Environmental Management System (EMS) Awareness training prior to assuming duties, and ensure training remains current throughout their designation as primary or alternate environmental coordinator.
- Serve as their generating activity's (GA) point of contact (POC) for ALL environmental issues, to include attendance at any Naval Support Activity (NSA) Bahrain Environmental Coordinator meetings.
- Coordinate with N45 to evaluate their GA's environmental compliance, then to correct associated deficiencies.
- Ensure their GA complies with the Waste Management Standard Operating Procedures within reference (d).
- Ensure their GA properly handles and stores hazardous materials and/or waste (HAZMAT / HW).
- Ensure regulatory compliance status at each waste accumulation point within their assigned area(s).
- Ensure their GA properly marks, labels and stores HW inside their designated accumulation point(s).
- Ensure their GA maintains current training certificates, inspections, and copy of references (a) through (d).
- Ensure their GA maintains current Authorized User and HAZMAT Inventory lists, and Safety Data Sheet (SDS) –or Material Safety Data Sheet (MSDS)– binders.
- Respond to spills within their activity and report all spills to N45.

2. In accordance with references (a) through (d), the following personnel are hereby assigned the duties listed above as our Primary and Alternate Environmental Coordinator.

Primary Designee: _____ Rank/Grade: _____

Division/Shop: _____ Ext: _____

Alternate Designee: _____ Rank/Grade: _____

Division/Shop: _____ Ext: _____

_____	_____	_____	_____
Immediate Supervisor	d Mmm YY	Department Head	d Mmm YY

3. Designated Primary and Alternate Environmental Coordinators acknowledgment of duties and responsibilities:
I HAVE READ PARAGRAPH 1, ABOVE, AND UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS MY DEPARTMENT/COMMAND'S PRIMARY OR ALTERNATE ENVIRONMENTAL COORDINATOR.

_____	_____	_____	_____
Primary Environmental Coordinator	d Mmm YY	Alternate Environmental Coordinator	d Mmm YY

HAZARDOUS WASTE MANAGEMENT STANDARD OPERATING PROCEDURES

1. Responsibilities

a. Naval Support Activity (NSA) Bahrain Environmental Department (N45) has primary responsibility for managing Hazardous Waste (HW), to include maintaining incoming and outgoing turn-in documents for a minimum of three (3) years.

b. Each generating activity (GA) shall, in coordination with N45, train and designate a primary and alternate Environmental Coordinator (EC); until trained, EC'S must work closely with N45 for guidance on the proper handling of HW.

c. ECs shall coordinate with N45 for the removal of GA HW for appropriate storage, treatment, recycling and/or disposal. ECs shall also retain copies of turn-in documents for a period of three (3) years, and ensure that prior to assumption that of duties that documentation for the previous three (3) years is complete/accurate; ECs shall notify N45 immediately if they find documentation issues upon initial designation.

2. Hazardous Communication Binders. GAs shall maintain an easily accessible binder containing the following minimum elements:

a. Environmental Policy

b. Hazardous Material (HAZMAT) Inventory

c. Safety Data Sheet (SDS) –or Material SDS (MSDS) – of each HAZMAT in the GA

d. Spill Response Plan

e. Emergency contact name and phone numbers

f. Primary and Alternate EC Training Certificate

g. Primary and Alternate EC Official Designation letter

h. Copies of NSABAHRAIN INSTs 5090.6 and Qualified Recycling Program (QRP)

i. Records of environmental compliance inspections conducted by N45

j. Environmental Management System (EMS) roles and responsibilities

k. EMS "CARE" package

l. Standard Operations Procedures (SOPs) related to the identified significant EV aspects at the shop.

3. HW Accumulation Point(s) (HWAP). GAs shall establish, in coordination with N45, HWAPs. All HWAPs shall meet the following criteria:

a. Be designed/operated to provide appropriate segregation for different HW streams.

b. Have appropriate International or U.S. National Fire Protection Association warning signs for the HW being accumulated.

c. Be at, or nearby, the point of generation and under the control of the generator.

d. Not exceed 55-gallons of normal HW, or 1-liter of acute HW, from each potential HW stream. This amount DOES NOT include HW intended to be recycled, which are exempted from a volume limit; however, recyclable HW must be transported off-site to a final destination facility within one-year of generation.

4. HW Drums. GAs shall use ONLY United Nations (UN) certified drums to containerize HW. Additionally, the drums –including over-pack containers– must meet the following requirements:

a. Be in good condition, free from severe rusting, bulging, or structural defects.

b. Be compatible with the materials stored.

c. Remain closed during storage, opening only when necessary to add or remove HW.

d. Not be opened, handled or stored in a way that could cause drum rupture or leakage.

e. Be properly marked and labeled with the following information:

(1) Name of Generating Activity

(2) Start Date of Accumulation

(3) Type of HW

(4) Hazard Class of the Waste Contained (flammable, corrosive, etc.)

f. HW drums of flammable liquids shall also be grounded to prevent static electricity discharges when transferring flammable liquids from one drum to the other.

g. HW drums contain free liquids shall be:

(1) Provided with a secondary containment that is sufficient to contain leaks, spills and accumulated precipitation until the collected material is detected and removed.

(2) Has sufficient capacity to contain either ten percent of the volume of the stored containers, or the volume of the largest container, whichever is greater.

5. HW Recycling Programs. Some HW materials are collected for recycling or centralized management by N45; ECs should contact N45 via email environmental@me.navy.mil or at DSN 439-4603 / Comm: +973-1785-4603 to turn in the following items:

Recyclable / Centrally Managed Materials	
Aerosol Cans	Fluorescent Light Bulbs
Oil/Fuel Filters	Empty HAZMAT Cans (e.g. oil and paint cans)
Toner Cartridges	Empty Gas Cylinders*
	Used Petroleum, Oil, and Lubricants (POL)**

* these items MUST be mutilated and/or crushed beyond reuse
** these items MUST be containerized in 55-Gallon Closed-Top Drums

6. Disposal

a. Within five (5) working days of reaching HWAP storage capacity, or within one (1) year of recyclable HW accumulation, EC will prepare the following HW documents, and then submit via email to environmental@me.navy.mil, to support turn-in of HW to N45:

(1) DD 1348-1A

(2) Safety Data Sheet (SDS) –or Material Safety Data Sheet (MSDS)

(3) HW Profile Sheet (HWPS), see page 4 of this enclosure, and

(4) Waste Management Manifest Part "A', see page 5 of this enclosure.

b. N45 shall, after receipt of proper documentation, coordinate HW disposal.

HAZARDOUS WASTE PROFILE SHEET

PART I

A. GENERAL INFORMATION

1. GENERATING ACTVITY	2. WASTE PROFILE NO.
3. FACILITY ADDRESS	

4. TECHNICAL CONTACT	5. TITLE	6. PHONE

B. HAZARDOUS WASTE INFORMATION

1. NAME OF WASTE	2. NSN
3. PROCESS GENERATING WASTE	
4. PROJECTED ANNUAL VOLUME/UNITS	5. MODE OF COLLECTION

6. IS THIS WASTE A DIOXIN LISTED WASTE AS DEFINED IN 40 CFR 261.31 ? ☐ YES ☐ NO
(eg., F020, F021, F022, F023, F026, F027, OR F028)

7. IS THIS WASTE RESTRICTED FROM LAND DISPOSAL? (40 CFR 268) ☐ YES ☐ NO

HAS AN EXEMPTION BEEN GRANTED? ☐ YES ☐ NO

DOES THE WASTE MEET APPLICABLE TREATMENT STANDARDS? ☐ YES ☐ NO

REFERENCE STANDARDS: _____

PART II

1. RCRA CHARACTERISTICS

PHYSICAL STATE ☐ SOLID ☐ LIQUID ☐ SEMI- SOLID

☐ GAS ☐ OTHER _____

☐ IGNITABLE

FLASH POINT _____

ph _____

2. MATERIAL COMPOSITION

COMPONENT	CONCENTRATION	RANGE
TOTAL	_____	*(100%)*

3. CHEMICAL COMPOSITION

COPPER _____ NICKEL _____

ZINC _____ CHROMIUM- HEX _____

PHENOLICS _____ TOTAL HALOGENS _____

VOLALITE ORGANICS _____ PCBs _____

OTHER _____

NOTE: EXPLOSIVES, SHOCK SENSITIVE, PYROPHORIC, RADIOACTIVE, AND ETIOLOGICAL WASTE ARE NOT NORMALLY ACCEPTED BY THE DRMO

4. SHIPPING INFORMATION

DOT HAZ. MATERIAL ? ☐ YES ☐ NO

PROPER SHIPPING NAME _____

HAZARD CLASS _____

SHIPMENT METHOD ☐ BULK ☐ DRUM ☐ OTHER

SPECIAL HANDLING INFORMATION

_____

5. GENERATOR CERTIFICATION

☐ CHEMICAL ANALYSIS (ATTACH TEST RESULTS)

☐ USER KNOWLEDGE (ATTACH SUPPORTING DOCUMENTS)

Explain how and why these documents comply with RCRA requirements

_____

_____

I, _____

HEREBY CERTIFY THAT ALL INFORMATION SUBMITTED IN THIS AND ALL ATTACHED DOCUMENTS IS TO THE BEST OF MY KNOWLEDGE AN ACCURATE REPRESENTATION OF THE WASTE TUNED IN TO THE DRMO. ALL KNOWN OR SUSPECTED HAZARDS HAVE BEEN DISCLOSED.

_____ _____

Signature of Environmental Coordinator Date

WASTE MANAGEMENT MANIFEST No. _____

A) For Waste Generator Use Only

Generator's Name: Generator's CR no. : _____

Generator's Address:

Name of Contact Person: Designation: Environmental Coordinator

#	Waste Description	Containers Type	No. of Loads	Total Qty.	Unit (m^3, kg, Gal)
a.					
b.					
c.					

Generator's Certification:

I hereby declare that the contents of this manifest are fully and accurately described above and are classified, packed, marked and labeled appropriately. The contents are confirmed to be environmentally safe in all respect and will be handled and transported by road/highway and delivered to the identified disposal facility as per applicable laws and regulations of the Kingdom of Bahrain.

_____ _____

Date Signature & Stamp

B) For Transporter Use Only

Transporter's Name: Transporter's CR no.:

Name of Contact Person:

Transporter agreement Acknowledgment of receipt of materials as noted in part (A).

_____ _____

Date Signature & Stamp

C) For NSA Environmental Dept. Use Only

Permitted for transport and

1- Disposal at:

2- Temporary storage at: HWSA

3- Exchange for ☐ Treatment at: _____

☐ Recycle at: _____

☐ Reuse at: _____

☐ **Approved**

☐ **Not Approved**

Remarks: _____

_____

Authorized by:

_____ _____

Date Signature & Stamp

D) For Waste Receiver Use Only

Facility owner/operator has received the waste materials covered by this manifest as noted in part (A and C).

Name of Contact Person:

_____ _____

Date Signature & Stamp

SOLID WASTE MANAGEMENT STANDARD OPERATING PROCEDURES

1. Responsibilities

a. Naval Support Activity (NSA) Bahrain Environmental Department (N45) has primary responsibility for managing and operating the Qualified Recycling Program (QRP).

b. Each generating activity (GA), in coordination with N45, shall maximize closed-loop supply systems and minimize haphazard staging of solid wastes pending disposition.

2. Recyclables

a. The table below represents solid waste materials which are recycled at NSA Bahrain, barring hazardous material or food waste contamination, or product pulverization:

Recycled Materials			
Papers	**Plastics**	**Metals**	**Others**
Mixed Paper	Bottles	Aluminum Cans	Lead-Acid Batteries
Cardboard	Shopping Bags	Brass	Toner Cartridges
	Plastic Wrap	Copper	Electrical Scrap
	Styrofoam	Metal Scrap	

b. N45 shall support each GA with recycling bins for aluminum cans, plastic bottles and mixed paper recycling within the GA area of operation.

c. Outdoor recycling bins for aluminum cans, plastic bottles, plastic shopping bags and mixed paper recycling shall be placed throughout heavily trafficked pedestrian areas; all other recycled materials shall have collection areas at strategic locations throughout the Installation.

3. Wooden Pallets. To the greatest extent possible, each GA shall utilize closed-loop pallets systems with their suppliers. When closed-loop systems cannot be establish, or wooden pallets cannot be returned the original vendor, the wooden pallets shall be properly stacked in designated areas on base and kept free from other trash; contact the Public Works Department Trouble Desk for disposal assistance at M-BA-PWD-TroubleDesk@OCONUS.NAVY.MIL.

4. Tires and Rims. DLA Disposition Services in Bahrain at BANZ 2 (WH12) shall manage tires and rims, to include Lockheed Martin (LM) and consumable tires. Tires and rims must be separated and tires must be demilitarization code "A" items; contact DLA Disposition Services Rep at +973-3832-0842 for further assistance.

5. Accountable Items. DLA Disposition Services in Bahrain at BANZ 2 (WH12), is the only agent authorized to coordinate the disposal of accountable items such as used generators, refrigerators, computers, etc.

SPILL RESPONSE STANDARD OPERATING PROCEDURES

1. Responsibilities

a. Naval Support Activity (NSA) Bahrain Environmental Department (N45) has primary responsibility for spill preparedness, and distribution of spill containment and response supplies.

b. All U.S. Department of Defense activities permanently or temporarily assigned to NSA Bahrain shall, in the event of a spill, take immediate actions to safely report and/or contain the spill in accordance with the procedure in paragraph 2 below. Activities shall coordinate with N45 for self-management of inventories for all required spill containment and response supplies.

c. NSA Bahrain Emergency Management Office (EMO) is responsible for coordinating spill containment response efforts that require multiple response units (e.g. Fire, Security, etc.).

2. Actions

a. Spilling activity (SA) shall alert personnel and isolate affected area(s) by evacuating nonessential personnel and vehicles to an area uphill and upwind from the immediate area.

b. SA shall shutdown all appropriate vessel, manifold storage tank and truck valves and/or pumps. SA shall, within their capabilities and capacity, restrict all ignition sources and prevent release from coming into contact with incompatible materials or entering a water source, storm water drain or sanitary sewer system.

c. If any release to water or if a fire is involved, and/or the SA cannot manage the release internally, **immediately call** emergency at **439-4911 (+973-1785-4911)**. SA shall provide assistance to emergency responders, as determined by the incident commander. ONLY properly-trained individuals should attempt to extinguish fires associated with releases; release response efforts are suspended until the area is deemed safe by a competent person –generally the incident commander.

d. Once deemed safe, properly trained personnel shall, without stepping into the spill, try to confine and contain the release to the smallest area possible while working uphill and upwind from the spill, then contain the release as follows:

(1) Liquid Release: Use absorbent material from nearest spill kit.

(2) Solid Release: Cover with plastic.

e. ALL wastes generated are turned over to N45 for proper management.

f. Within 30-minutes of release remediation, SAs shall complete and submit the "Spill Notification Report Form" (see page 2 of this enclosure) to environmental@me.navy.mil.

SPILL NOTIFICATION REPORT FORM

From: _____

To: Naval Support Activity (NSA) Bahrain Environmental Department (N45)

1. Date and time release occurred / discovered: _____
2. Unit Name of Activity originating release: _____
3. Spill Location: _____
4. Amount Spilled (best estimate in gallons): _____
5. Type of hazardous material spilled: _____
6. Operation under way when spill occurred: _____
7. Spill Cause: (Provide descriptive narrative of specific spill cause indicating principle cause ie. Structural failure, equipment failure, monitoring error, procedural/ communication error, human error, etc.)

_____

_____

_____

_____

8. Slick Description and movement: (size: length and width) _____

   Color (circle one): barely visible, silvery, faint color, bright color bands, dull brown, dark brown

   On-Scene wind: (direction, speed) _____

9. Areas Damaged or Threatened: (name a body of water affected; nature and extent of damage to property, wildlife, or other resources; areas or resources threatened, etc.) _____

_____

10. Samples were / were not taken: _____
11. Containment method used: _____
12. Spill removal method used: _____
13. Point of contact for additional information: _____

Report HAZMAT / HAZWASTE spills to: **NSA Emergency: 1785-4911**
NSA Bahrain Environmental Department (N45)
Phone: DSN 439-4603 COMM: 1785-4603 FAX: 1785-3028
Env Duty Phone: (M) 3946-9720 & 3944-1681 (O) 1785-4602
Env Director: (M) 3999-0124
E mail: environmental@me.navy.mil

14. Corrective/preventive action taken to prevent recurrence: _____

_____

_____

EXPENDED BRASS MANAGEMENT STANDARD OPERATING PROCEDURES

1. Responsibilities

a. Naval Support Activity (NSA) Bahrain Weapons Division Officer (or appropriately delegated Chief Petty Officer) is responsible for qualifying Authorized Certifiers and Verifiers.

b. Lead Range Safety Officer(s) shall ensure only inert brass is placed into expended brass collection containers.

2. Actions

a. Qualification and Designation of Authorized Certifier/Verifier(s):

(1) Potential Authorized Certifiers and Verifiers shall qualify using the Explosives Qualification/Certification Program.

(2) NSA Weapons Division Officer shall provide NSA Bahrain Environmental Department (N45) with as needed updates to Authorized Certifier and Verifier designation lists.

b. When collection container/drum(s) is/are full, a DD Form 1348-1A will be completed by an Authorized Certifier, with certification in the remarks block stating “The material listed on this form has been inspected or processed by DDESB-approved means, as required by DOD policy, and to the best of my knowledge and belief does not pose an explosive hazard."

c. Authorized Verifiers shall verify the DD Form 1348-1A.

d. Call N45 for collection once certified AND verified as inert/free of explosives.

MEDICAL WASTE MANAGEMENT STANDARD OPERATING PROCEDURES

1. Responsibilities

a. Naval Support Activity (NSA) Bahrain Environmental Department (N45) has primary responsibility for managing the ultimate disposal of medical waste.

b. Each generating activity (GA), in coordination with N45, shall establish a waste collection area for temporary storage (not to exceed 24-hours) of waste pending disposition.

2. Actions

a. GA's shall establish and maintain a medical waste logbook; cataloguing the type of waste generated, date of generation, classification, quantity, and turn-in date to N45.

b. GA's shall properly segregate, separate, classify, pack and label medical waste within their temporary collection area using the table below as guidance. All waste MUST be packed in bio-waste bags (minimum of 3 mils thick, with durability, puncture resistance and burst strength to prevent rupture/leaks during ordinary use); drums, tri-walls and/or boxes will not be accepted.

No	Type of waste	Description	Example	Bag/ Container color
1	Pathological waste with boney elements	Body parts (with bones) and considered for burial	Amputated limbs and body parts	Red bag 
2	Pathological waste of soft tissue only (no bones)	Human tissue or fluids	Placenta, fat tissue, breast tissue, etc.	Yellow bag* 
3	Infectious Waste	Which may transmit bacteria, viral or parasitic disease to human being, waste suspected to contain pathogen	Laboratory culture, tissues (swabs), bandage, cottons (soaked with blood or body fluid)	Yellow bag* 
4	Pharmaceutical Waste	Expired outdate drugs		Yellow bag* 
5	Chemotherapeutic Waste	Waste contain cytotoxic drugs which often used in cancer therapy 'chemotherapy'	All materials that have contact with cytotoxic drug like disposable linen, gowns, any other	Yellow bag* 

			disposable non sharp items	
6	Sharps (e.g. needles, razors, broken glass, etc.)	Sharp waste	Needle, scalpels, knives, blades, etc.	Yellow container 
7	Chemical/ Hazardous Waste	a. Chemicals (Hazmat)	Laboratory reagent, disinfectants, film developer, alcohol container, etc.	Follow NSA Bahrain Waste Management SOP. Turn in as Hazardous Waste to NSA EV Dept.
		b. Other chemicals	Amalgam, thermometers, etc.	
		c. Batteries	Lithium batteries, Ni-Cd, Lead acid, etc.	
		d. Empty Hazmat Cans	Empty cans of Medicines, chemicals, etc.	

c. GA's shall prepare the following documents for turn-in:

(1) DD 1348-1A (for each type of waste generated) and, when required,

(2) Safety Data Sheets (SDS or MSDS) for lab chemicals.

d. Call N45 for an appointment to turn-in at the Hazardous Waste Storage Area.