

Environmental Compliance Checklist

IAW Fort Bragg Regulation 200-1 and Fort Bragg ECO/ECA Guide

Unit:	Activity:	Bldg #:	Date:
KEY: C = Compliance NC = Noncompliance N/A = Not Applicable * = Admin Note		Status	Remarks
1. TRAINING			
A. Environmental Compliance Officer (ECO) assigned on appointment orders and orders available.			
B. Environmental Compliance Assistant (ECA) assigned on appointment orders and orders available.			
C. ECO/ECA has attended Fort Bragg's environmental training and certificates available.			
D. Job description and training completed/available for all personnel that handle hazardous waste.			
E. All training for personnel and ECO/ECA is current within the last 12 months.			
2. ADMINISTRATION			
A. Current Fort Bragg Regulation 200-1 and Fort Bragg ECO/ECA Guide available.			
B. Unit Environmental Standard Operating Procedure (SOP) available and approved (signed) by DPW.			
C. Current annual hazardous material inventory is available and maintained electronically (FB Form 3007-E).			
D. Site specific spill prevention plan current, available, and approved (signed) by DPW.			
E. Hazardous and/or Universal Waste inspections are performed on FB Form 3003 and maintained for 3 years.			
F. Above-ground Storage Tank (AST) inspections performed on FB Form 3003-1 and maintained for 3 years.			
G. ECO/ECA poster displayed.			
H. Evacuation map posted near all exits.			
I. Monthly inspections of the oil water separator are performed and maintained for three years.			
J. Unit has a copy of the oil water separator user's manual and cleaning schedule.			
K. Point source discharges are recorded on Fort Bragg Form 2003-2 and maintained for three years.			
L. Unit has a copy of their Spill Prevention Control and Countermeasures Plan map.			
M. Material safety data sheets (MSDSs) for all hazardous materials are posted and accessible to personnel.			
3. HW SAS MANAGEMENT			
A. SAS is located as far away as practical from storm water or sewer drains.			
B. SAS is at or near the point of generation.			
C. Fire extinguisher is located within 50 feet of area.			
D. Spill absorbent material available within 50 feet and compatible with stored waste.			
E. SAS has adequate secondary containment and overhead protection.			
F. Container is labeled HAZARDOUS WASTE (HW) with unit, contents, and accumulation start date.			
G. Container is kept closed and securely sealed when HW is not being added.			
H. Container is in good condition, compatible with waste and DPW/DOT approved.			

I. Container is transferred to HW Office by appointment prior to reaching the 55 gallon limit or annually.		
J. Highly flammable containers (ex. MOGAS, solvent) are grounded.		
K. All HW is being stored and managed properly.		
4. UNIVERSAL WASTE		
A. Container is labeled UNIVERSAL WASTE with contents and accumulation start date.		
B. Waste is segregated by type.		
C. Container is in good condition and compatible with waste.		
D. Container is kept closed and securely sealed except when waste is being added.		
E. Waste is transferred to HW Office by appointment. Cannot exceed six month accumulation period.		
F. All universal waste is being stored and managed properly.		
5. CONTROLLED MATERIAL		
A. Containers have adequate secondary containment.		
B. Spills are cleaned immediately and absorbent material disposed of properly through the HW office.		
C. Containers are kept closed except when material is being added.		
D. All strainers/funnels are kept clean of foreign matter (Ex: debris, parts, cans, etc.).		
E. Containers with liquids are scheduled for pumping when no more than 3/4 full.		
F. Controlled materials are kept segregated.		
G. Contaminated dry sweep is stored properly and disposed of at the HW Office.		
H. Oily/dirty rags are stored in a closed metal container, properly labeled and turned in for laundering.		
I. Used oil filters are properly drained/crushed and stored for recycling.		
J. Used oil tanks are maintained properly: labeled, clean and grounded.		
K. The unit has a station in place to recycle aluminum cans and plastic bottles.		
L. All controlled materials are being stored and managed properly.		
6. HAZARDOUS MATERIAL STORAGE		
A. Containers have adequate secondary containment and overhead protection.		
B. Containers are in good condition and compatible with stored material.		
C. Containers of hazardous materials were kept closed.		
D. Containers are labeled properly and closed securely when not in use.		
E. Materials are not outdated or excessive for mission requirements.		
F. All hazardous materials are properly bar-coded by Self Service Supply Center (SSSC).		
G. Incompatible materials are properly segregated.		
H. New and in-use materials are segregated.		
I. Current annual hazardous material inventory posted at each storage area (FB Form 3007-E).		
J. Empty containers are disposed of properly.		

K. Spill absorbent material is available.		
L. Spills are cleaned up immediately.		
M. All hazardous materials were not being stored or managed properly.		
7. WASH RACK		
A. Wash rack and oil water separator are functional or closed for repair.		
B. Wash rack/grit chamber does not have excessive oil or grit buildup and is free of debris.		
C. Unit removes debris from the wash rack/grit chamber (to include v-notch weir).		
D. No detergents are used on the wash racks unless listed on DPW approved detergent list.		
E. Hoses are equipped with nozzles to stop water flow when not in use.		
F. The wash rack does not have vehicles or hazardous materials stored on it.		
8. MAINTENANCE AREAS		
A. Spill absorbent material available; spills cleaned immediately until product can no longer be removed.		
B. Containers properly labeled (Ex: clean rags, dirty rags, clean dry sweep, etc.).		
C. Paper towels for POL use are limited but if used, are turned in to the HW Office for processing.		
D. Drains are free of dirt and other debris.		
E. Solvent parts washers are kept closed when not in use and are used properly.		
9. VEHICLE LINE		
A. Spill absorbent material is available (Ex: dry sweep, spill kit, etc.).		
B. Spills are cleaned immediately until product can no longer be removed.		
C. No hazardous materials/waste stored in connexes on vehicle line.		
D. Drip pans are placed properly under leaking vehicles.		
E. Drip pans are emptied daily and monitored during inclement weather.		
F. Drip pans are labeled with the contents (Ex: used oil).		
G. HEMTT tankers, fuel pods or fuel tanks are stored on adequate secondary containment.		
10. STORM WATER DRAINS		
A. There is no hazardous material residue in the storm water drains.		
B. Spill kits are available for rapid response to protect storm water drains from accidental spills.		

Paint Booth		Aluminum Cans		Plastic Bottles	
Used Oil		Wash Rack		Bead Blast Machines	
Anti-freeze		Scrap Metal		ODC's	
Generators		Cardboard			
Fuel Trucks		Paper Products			
Non-Mil Spec Fuel		Wood			
Used Fuel Filters		Used Aerosols			
Cooking Oil:				Status:	
Cooking Oil Container inspections are performed monthly and kept on file for three years.				N/A	
Containers have approved secondary containment and overhead protection.				N/A	
Secondary containment is in good condition.				N/A	
Site needs immediate attention (Yes/No)				N/A	
Solvent Tank:					
Solvent tank inspections are performed monthly and kept on file for three years.					
Type and Model Number					
Serial Number					
XO:		POC:		DPW Assessor:	
ECO:		POC:			
ECA:		POC:			