

# SATELLITE ACCUMULATION POINT (SAP)

## Quick Reference Card

### DO

- Keep containers closed at all times, except when adding waste
- Keep areas free of spills and contamination
- Ensure primary and alternate Hazardous Waste Coordinator has attended 24hr OSHA/RCRA/DOT initial training and 8hr Hazardous Waste review annually if needed
- Conduct weekly & monthly SAP inspections
- Proper fill records are kept for drums with which this applies
- Ensure current Form 2 and Waste Profile is on-hand for every waste generated
- Verify Waste Label on container is correct for waste being generated
- Write on container to the right of Waste Label your Cost Center, Waste Name, and Satellite Number
- Label Daily Accumulation Containers properly with Waste Name, Satellite Number, and “Empty after every shift/day”
- Ensure electrical bonding and grounding procedures are followed for flammable and/or combustible liquid waste
- Contact the NASCC Environmental Division if assistance is needed

### DO NOT

- **Do not** Leave spills unattended
- **Do not** Mix ANY waste streams
- **Do not** Leave SAP or Daily Accumulation Containers open
- **Do not** Throw Hazardous Waste/Hazardous Material into regular trash receptacles or dumpsters
- **Do not** Move or establish SAP locations without approval from Environmental Division
- **Do not** Use unapproved containers for storage/transportation of Hazardous Waste/Hazardous Material
- **Do not** Let untrained personnel who have not attended OSHA/RCRA training operate a SAP location
- **Do not** Fill containers completely, allow room for expansion

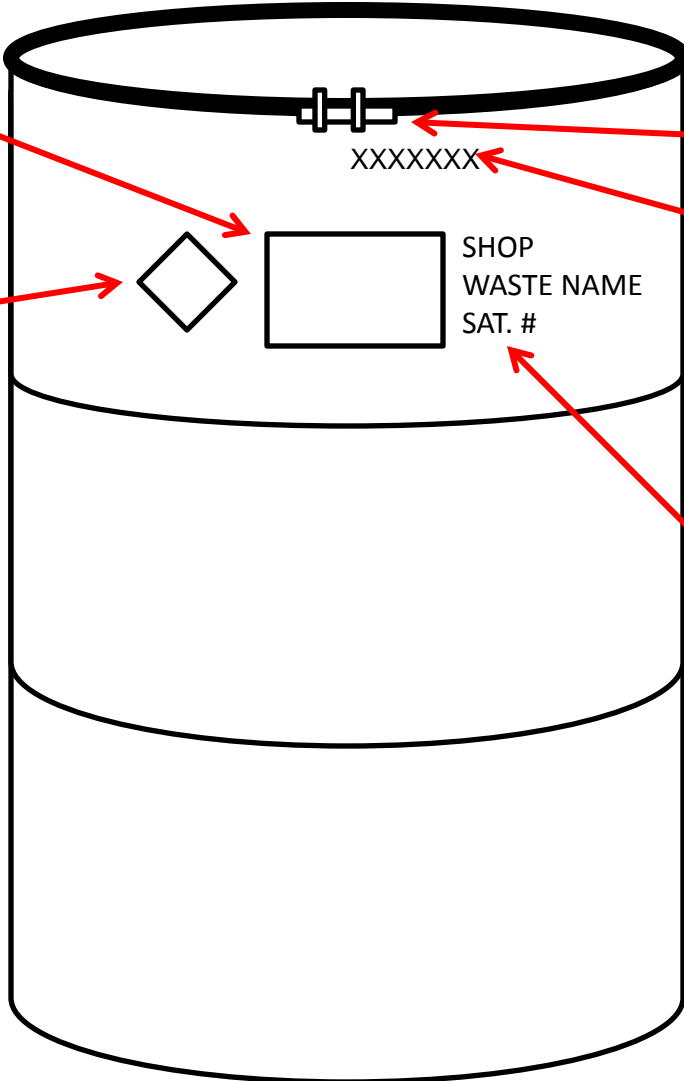
# DRUM LABELING AND MARKING

COMPLETED BY ENVIRONMENTAL

COMPLETED BY HAZARDOUS WASTE COORDINATOR

WASTE LABEL  
HAZARDOUS- YELLOW  
NON-HAZARDOUS- GREEN  
UNIVERSAL- WHITE

DOT HAZARD CLASS\*



ENSURE LOCK RING BOLT IS ALIGNED W/LABEL

ACTIVITY SPECIFIC CONTROL NUMBER

SHOP NUMBER  
WASTE NAME  
SATELLITE NUMBER

REFERENCE: Hazardous Waste Management Plan, NASCORPCINST 5090.3A, October 2007

\*if applicable, DOT noted on Waste Label

# EPOXY DRUM LABELING AND MARKING

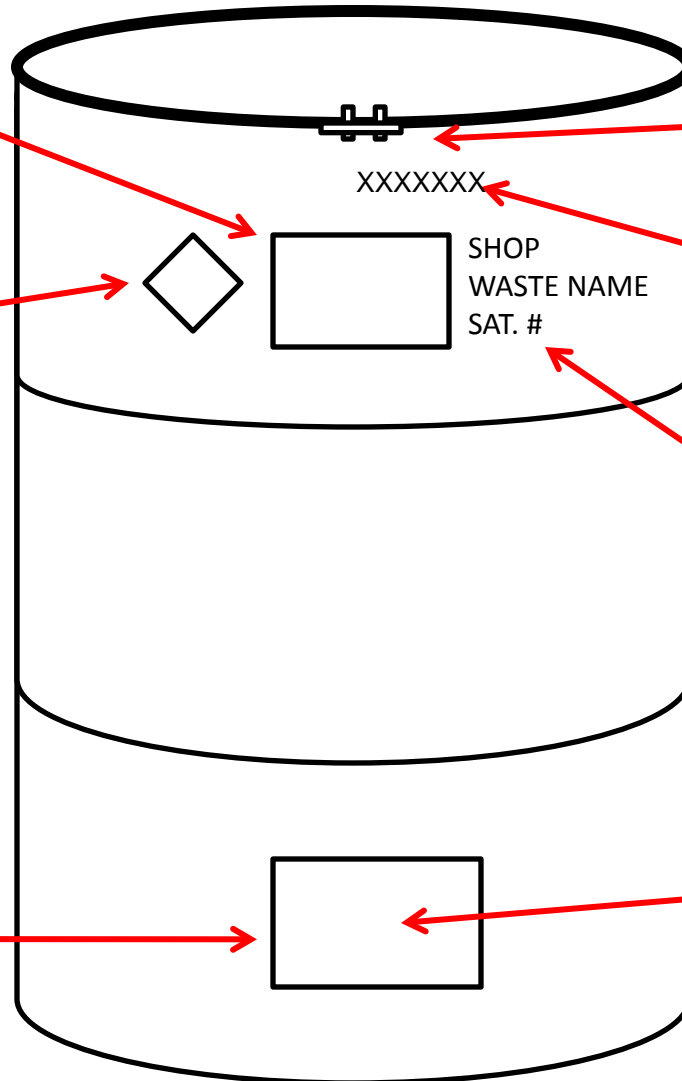
COMPLETED BY ENVIRONMENTAL

COMPLETED BY HAZARDOUS WASTE COORDINATOR

WASTE LABEL  
HAZARDOUS- YELLOW  
NON-HAZARDOUS- GREEN  
UNIVERSAL- WHITE

DOT HAZARD CLASS\*

PACKING SLIP



ENSURE LOCK RING BOLT IS ALIGNED W/LABEL

ACTIVITY SPECIFIC CONTROL NUMBER

SHOP NUMBER  
WASTE NAME  
SATELLITE NUMBER

WASTE EPOXY CONTAINER INVENTORY

# DAILY ACCUMULATION CONTAINER



- Container must be closed at all times, except when adding waste
- Ensure container is labeled with SAP #, Waste Name, and “Empty After Every Shift/Day”
- Keep area free of spills and contamination
- Don't mix Hazardous Waste streams

# SPILL INFORMATION

## EXTREMELY IMPORTANT

CHEMICAL OR OIL SPILLS MUST BE KEPT FROM ENTERING DRAINAGE SYSTEMS OR THE ENVIRONMENT.

## WHAT TO DO

STEP 1 – IF MATERIAL SPILLED PRESENTS A POTENTIAL FOR HARM TO HUMAN LIFE, EVACUATE THE AREA IMMEDIATELY AND SKIP STEPS 1 & 2.

STEP 2 – SHUT OFF SOURCE OF SPILL, IF POSSIBLE.

STEP 3 – CONTAIN SPILL WITH PROPER ABSORBENTS IN ASSIGNED SPILL KITS.

STEP 4 – REPORT OTHER THAN MINOR HOUSEKEEPING SPILLS TO 911, IDENTIFY YOUR LOCATION AS NASCC

STEP 5 – SUPERVISOR INITIATES SPILL REPORT, NASCORPC SPILL/EMERGENCY INCIDENT RESPONSE FORM AND GIVES REPORT TO PUBLIC WORKS ENVIRONMENTAL DIVISION.

SPILL KIT LOCATION:

BUILDING/HANGAR NO.:



## **POINTS OF CONTACT**

<b>Hazardous Waste Program Manager</b>	<b>961-5363</b>
<b>Hazardous Waste Commodities Branch</b>	<b>961-3760/4089</b>
<b>Environmental Management System</b>	<b>961-2170</b>
<b>Spill Prevention Controls and Countermeasures</b>	<b>961-5356</b>
<b>General Environmental Assistance</b>	<b>961-3776</b>

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**Hazardous Waste Coordinator**

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**Number**