



WICC II Work Instruction

DIRECTIVE NO. WICCII-SOW-08.HW2B.007488
EFFECTIVE DATE: 7-17-2018
EXPIRATION DATE: 8-22-2021

APPROVED BY Signature: Original Signed by
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TITLE: Division Manager Medical and Environmental Division

Responsible Office: LJT/WICCII/Environmental Office

Title: Hazardous Waste: Sampling of Unknowns

PREFACE

P.1 PURPOSE

The purpose of this Work Instruction is to establish procedures for sampling or collecting an unknown chemical.

P.2 APPLICABILITY

This WI applies to environmental management services performed by the WICC Environmental Office at NASA Goddard Space Flight Center's Wallops Flight Facility (WFF), Wallops Island, Virginia.

P.3 REFERENCES

P.4 CANCELLATION

P.5 TOOLS, EQUIPMENT, AND MATERIALS

- Personal protective equipment (PPE; Level C recommended).
- Emergency communication device.
- Bung wrench.
- Drum cart.
- pH paper.
- Labels: HW, NON-REG, Flammable, Corrosive.
- Permanent black marker.

P.6 SAFETY PRECAUTIONS AND WARNINGS

- PPE (Level C minimum recommended) or in accordance with the site sampling plan.
- Follow Hazardous Waste Management Job Hazard Analysis.
- Technicians performing these tasks should be HAZWOPER certified in accordance with 29CFR1910.120.
- Carry communication device for weather alerts and emergency communication.

P.7 TRAINING

- HAZCOM
- HAZWOPER

P.8 RECORDS

Record Title	Record Custodian	Retention
Chain-of-Custody form	NASA WFF Medical and Environmental Management Division (MEMD)	Handle as permanent pending retention approval.

* *NRRS – NASA Records Retention Schedule (NPR 1441.1)*

P.9 MEASUREMENT/VERIFICATION

INSTRUCTIONS

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

WICC personnel are not to sample or collect any unknown whose generator or generation process cannot be identified.

1. The container should be secured and if possible left in the place that it was found.
2. The Hazardous Waste Manager should contact the contracted Hazardous Waste Disposal company to arrange for sampling. Sampling must occur in a timely fashion, so that disposal of the container could be arranged within 90 days of finding the unknown.
3. Once the sampling results have been received, the container should be labeled and disposed of in accordance with the analytical results.

If the generator or generation process is known:

1. The Hazardous Waste Manager should use that information to characterize the unknown.
2. If that information is insufficient to characterize the unknown, a sampling plan should be developed which will allow for the collection of sufficient data to characterize the unknown.

RESPONSIBILITIES

1. Supervisors shall:
 - a. Provide this work instruction to all employees prior to their encountering the subject activity and ensure that these steps are followed by periodic audit, testing, or retraining.
 - b. Revise this work instructions as practices or requirements change and prior to the expiration date.

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2. Employees shall:
 - a. Follow safety precautions, warnings and instructions as described above.
 - b. Notify their supervisor when they become aware of changes in practice or regulation which requires an update to this work instruction.

Appendix A – Definitions

N/A

Appendix B – Acronyms

N/A

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
A		Initial Release
B**	7/17/2018	P6 replaced radio with communication devise

***subsequent revisions will be alphabetical beginning with B. If this is the baseline version, leave this and the remaining revision blocks blank*