



## WICC II Work Instruction

<b>DIRECTIVE NO.</b>	<u>WICCII-SOW-08.HW3B.007489</u>	<b>APPROVED BY Signature:</b>	<u>Original Signed by</u>
<b>EFFECTIVE DATE:</b>	<u>7-17-2018</u>	<b>NAME:</b>	<u>Marianne Simko</u>
<b>EXPIRATION DATE:</b>	<u>8-22-2021</u>	<b>TITLE:</b>	<u>Division Manager Medical and Environmental Division</u>

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**Responsible Office:** LJT/WICCII/Environmental Office

**Title:** Hazardous Waste: Inspection of Satellite Accumulation Areas/ Wallops Flight Facility

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### PREFACE

#### P.1 PURPOSE

The purpose of this Work Instruction (WI) is to establish the procedures for the inspection of NASA Goddard Space Flight Center's (GSFC) Wallops Flight Facility (WFF) Satellite Accumulation Areas.

Satellite Accumulation Areas (SAA) are on-site, temporary storage areas where a generator may store less than 55 gallons of Hazardous Waste (HW) or 1 quart of Acutely Hazardous Waste (AHW) at or near the point of generation pending disposal. If a SAA exceeds 55 gallons of HW or 1 quart of AHW, EXCESS HW MUST BE RELOCATED TO AN ACCUMULATION AREA (AA) WITHIN 72 HOURS OF EXCEEDING SAA STORAGE QUANTITIES. SAAs are inspected at least yearly to evaluate regulatory compliance. Documentation of inspections is maintained by the Environmental Office.

#### 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

Goddard Procedural Requirement (GPR) 8500.3, Waste Management

#### P.4 CANCELLATION

#### P.5 TOOLS, EQUIPMENT, AND MATERIALS

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

#### P.6 SAFETY PRECAUTIONS AND WARNINGS

- Wear appropriate PPE.
- Follow Inspection Job Hazard Analysis.
- Technicians performing these tasks should be HAZWOPER certified in accordance with 29CFR1910.120.
- Read container label/Safety Data Sheet.
- Open waste containers SLOWLY.
- Segregate wastes according to compatibility.

TO VERIFY THIS IS THE CORRECT VERSION, CHECK THE WICCII WIIMS SYSTEM AT  
<https://wiims.wff.nasa.gov/WIIMSportal/portal-II.jsp> PRIOR TO USE.

- Ensure proper selection and use of tools.
- Carry communication device for weather alerts and emergency communication.

**P.7 TRAINING**

- HAZCOM
- HAZWOPER

**P.8 RECORDS**

Record Title	Record Custodian	Retention
GSFC 23-66 (12/03) Inspection Record Satellite Accumulation Area	NASA WFF Medical and Environmental Management Division (MEMD)	*NRRS 8/23A8 Cutoff annually. Destroy with concurrence of Center or NASA Counsel’s Office 75 years after cutoff or when no longer needed, whichever is later.

\* 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.”

1. Ensure adequate supply of inspection forms are available, one per area inspected.
2. Make necessary arrangements with Point of Contact for access to SAA. See listing of SAAs and associated POCs kept by the Environmental Office.
3. Have appropriate tools and supplies ready.
4. Using form GSFC 23-66 (12/03) or building inspection form, perform SAA inspections at least annually. Mark appropriate boxes and write any comments on the inspection log.
5. If possible, take immediate action to correct noted deficiencies. If immediate corrective action is not possible, note recommended corrective action on the inspection log.
6. After inspection is completed, give a copy of the inspection log to the generator, if so desired. Submit the original to the Environmental Office.

**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.
  
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**

- GSFC 23-66 (12/03) Inspection Record Satellite Accumulation Area: This one page checklist must be completed at least yearly.

#### **Appendix B – Acronyms**

N/A

**DIRECTIVE NO.** WICCII-SOW-08.HW3.007489-Rev  
**EFFECTIVE DATE:** 8-22-2016  
**EXPIRATION DATE:** 8-22-2021

### 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*