



WICC II Work Instruction

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| DIRECTIVE NO. | <u>WICCII-SOW-08.HW4B.007490</u> | APPROVED BY Signature: | <u>Original Signed by</u> |
| EFFECTIVE DATE: | <u>7-17-2018</u> | NAME: | <u>Marianne Simko</u> |
| EXPIRATION DATE: | <u>8-23-2021</u> | TITLE: | <u>Division Manager Medical and Environmental Division</u> |

Responsible Office: LJT/WICCII/Environmental Office

Title: Hazardous Waste: Inspection of Accumulation Areas

PREFACE

P.1 PURPOSE

The purpose of this Work Instruction (WI) is to establish the procedures for the weekly inspection of NASA Goddard Space Flight Center's (GSFC) Wallops Flight Facility (WFF) Less-Than-90-Day Hazardous Waste Accumulation Areas.

Accumulation Areas (AAs) are on-site, temporary storage areas where a large quantity generator may store in excess of 55 gallons hazardous waste (HW) or 1 quart acutely hazardous waste (AHW) pending disposal for a period not to exceed 90 days. These areas require weekly inspections. 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

- 40 Code of Federal Regulations Parts 261 and 262
- 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.
- Drum cart.
- pH paper.
- Labels: HW, NON-REG, Flammable, Corrosive.
- Permanent black marker.

P.6 SAFETY PRECAUTIONS AND WARNINGS

- Wear appropriate PPE.
- Follow Inspections Job Hazard Analysis.
- Technicians performing these tasks should be HAZWOPER certified in accordance with 29CFR1910.120.

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.

- Read container label/Safety Data Sheet (SDS).
- Segregate wastes according to compatibility.
- Ensure proper selection and use of tools.
- Open waste containers SLOWLY.
- Carry communication device for weather alerts and emergency communication.

P.7 TRAINING

- HAZCOM
- HAZWOPER

P.8 RECORDS

| Record Title | Record Custodian | Retention |
|--|--|--|
| GSFC 23-65 (12/03) INSPECTION RECORD <90- DAY STAGING FACILITY | 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 form GSFC 23-65 (12/03).
2. Make necessary arrangements with Facility Operations Manager (FOM) for access to the AA.
3. Have appropriate tools and supplies available.
4. Using a blank form GSFC 23-65 (12/03), perform inspection of AA. Mark appropriate boxes with a blue ink pen and write any comments on inspection log. Take care to always mark the non-applicable area as such (N/A). Never use a pre-populated or photocopied form during the inspection.
5. If possible, take immediate action to correct noted deficiencies. If immediate corrective action is not possible, note recommendation for corrective action on the inspection log.

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6. After inspection is completed, file the form in the Environmental Office file.
7. Maintain good housekeeping practices.
8. Follow up on corrective actions as necessary.

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

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*