



WICC II Work Instruction

DIRECTIVE NO.	<u>WICCII-SOW-08.HW5.007492</u>	APPROVED BY Signature:	<u>Original Signed by</u>
EFFECTIVE DATE:	<u>8-26-2016</u>	NAME:	<u>Marianne Simko</u>
EXPIRATION DATE:	<u>8-26-2021</u>	TITLE:	<u>Division Manager Medical and Environmental Division</u>

Responsible Office: LJT/WICCII/Environmental Office

Title: Hazardous Waste: Management of Buildings N-223 and U-81

PREFACE

P.1 PURPOSE

This Work Instruction (WI) describes the operation of open outdoor sheds used for the storage of Hazardous or Non-Hazardous waste at NASA Goddard Space Flight Center's Wallops Flight Facility (WFF). The sheds do not have electricity for lighting or ventilation systems, nor do they have bathroom facilities or telephones. They are not designed for continuous occupancy.

General hazardous waste management procedures (e.g., chemical handling and storage practices, emergencies) are located in WI HW1, *Hazardous Waste and Non-Regulated Waste Collection*.

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

- WI HW1, *Hazardous Waste and Non-Regulated Waste Collection*.
- WI HW4, *Inspection of Accumulation Areas*.

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 Hazardous Waste Management Job Hazard Analysis.
- Do not occupy these structures in adverse weather (rain, lightning, high winds, etc.).

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.

- Technicians performing these tasks should be HAZWOPER certified in accordance with 29CFR1910.120.
- Do not occupy these structures after dark.
- Be aware that snakes, bees, poisonous spiders, or other wildlife may be present in these structures and take appropriate precautions (Note: All of these types of wildlife have been spotted in these structures before.)
- Practice the “buddy system” (do not work alone).
- Carry radio 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. Observe the general appearance of the facility, before unlocking the gate. Check for:
 - Strong odors
 - Swarming insects, snakes, mice, spiders
 - Overturned containers
 - Evidence of leaking containers (liquid, stains)
2. If initial observation indicates a spill or other unsafe condition contact the Fire Department and refer to the Integrated Contingency Plan.
3. If the facility appears safe, unlock the gate and enter.

4. Complete a thorough inspection of the facility for:
 - Bulging containers
 - Evidence of a leak (liquid, stains)
 - Integrity of secondary containment
 - Strong odors
 - Wildlife that has taken up residence.
5. If an unsafe condition is found, exit the facility and call the Fire Department.
6. A weekly inspection is to be performed.
Use the Accumulation Area Inspection Log form GSFC 23-54 (06/2014). See WI HW4, *Inspection of Accumulation Areas*. Make sure that spill prevention and housekeeping supplies are maintained, equipment is maintained, and a copy of the Integrated Contingency Plan is available.
7. Store all waste as indicated in Figures 1 and 2.
8. All waste in the area must be tightly closed, labeled, and dated pursuant to WI HW1, *Hazardous Waste and Non-Regulated Waste Collection*.
9. Observe good housekeeping practices. (empty trash, sweep concrete, control weeds, etc.).
10. Accompany all visitors to the facility.
11. Make sure the facility is locked upon exit.

12.

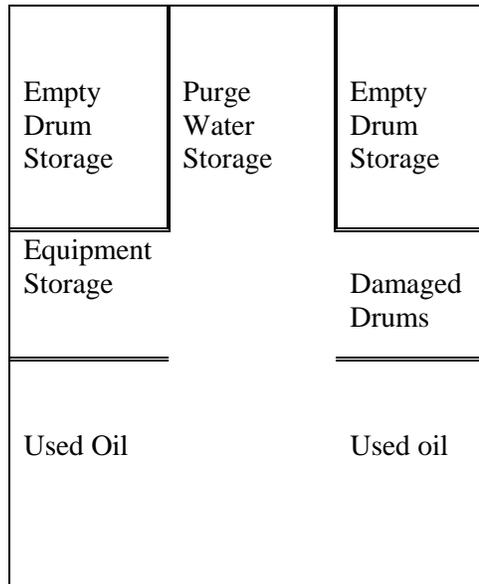


Figure 1: N-223 Non-Hazardous Waste Storage

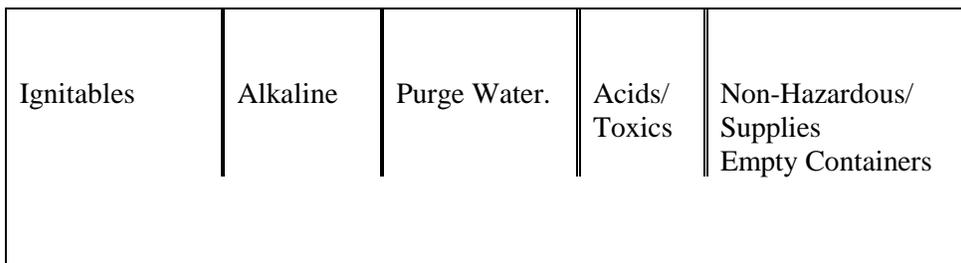


Figure 2: U-81 Less than 90 day Accumulation Area

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.

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- b. Notify their supervisor when they become aware of changes in practice or regulation which requires an update to this work instruction.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
A		Initial Release
B**		

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