



WICC II Work Instruction

DIRECTIVE NO.	<u>WICCII-SOW-08.HW9C.007495</u>	APPROVED BY Signature:	<u>Original Signed by</u>
EFFECTIVE DATE:	<u>7/22/2019</u>	NAME:	<u>Marianne Simko</u>
EXPIRATION DATE:	<u>9-01-2021</u>	TITLE:	<u>Division Manager Medical and Environmental Division</u>

Responsible Office: LJT/WICCII/Environmental Office

Title: Hazardous Waste: Asbestos Collection

PREFACE

P.1 PURPOSE

The purpose of this Work Instruction (WI) is to establish the procedures for the safe and proper collection and disposal of asbestos-containing materials. Asbestos is a carcinogen and lung disease hazard. Before transporting, ensure that asbestos waste is properly contained in leak-tight containers with appropriate labels, and that the outside surfaces of the containers are not contaminated with asbestos debris adhering to the containers.

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 D recommended)
- Labels: NON-REGULATED, ASBESTOS
- No. 6 Mil Polyethylene Asbestos Disposal Bags with imprinted message: DANGER: CONTAINS ASBESTOS FIBERS. AVOID CREATING DUST. CANCER AND LUNG DISEASE HAZARD. RQ HAZARDOUS SUBSTANCE SOLID, NOS, ORM-E, NA 9188 (ASBESTOS).
- Permanent black marker.

P.6 SAFETY PRECAUTIONS AND WARNINGS

- Wear appropriate PPE.
- Follow Hazardous Waste Management Job Hazard Analysis.
- Technicians performing these task should be HAZWOPER certified in accordance with 29CFR1910.120.
- Transport only CLOSED waste containers.
- Observe proper lifting/loading techniques.
- Practice the "buddy system" (do not work alone).
- Carry communication device for weather alerts and emergency communication.

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.

P.7 TRAINING

- HAZCOM
- HAZWOPER
- Asbestos General Awareness

P.8 RECORDS

Record Title	Record Custodian	Retention
GSFC 23-54 (05/2018) HAZARDOUS WASTE DISPOSAL INVENTORY	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.”

1. Verify waste description provided on Hazardous Waste Disposal Inventory (HWDI).
2. Schedule waste collection including time, date, limited access, and point of contact.
3. Write date HWDI was received by the Environmental Office on bottom left corner of the form.
4. Fill out appropriate label(s) for material to be collected.
5. Check availability of equipment and supplies, tools, and PPE. Selection of equipment, supplies, tools, and PPE is based on hazard class of material to be collected, which is determined in Step 1.

**LJT & ASSOCIATES, INC. IS PROHIBITED FROM
PERFORMING TASKS REQUIRING LEVEL A OR B
PERSONAL PROTECTIVE EQUIPMENT.**

**ASBESTOS MUST BE PROPERLY CONTAINED BY
ASBESTOS TRAINED INDIVIDUALS PRIOR TO
WASTE PICK-UP.**

6. If waste container exceeds size or weight capacity of WICC Hazardous Waste Vehicle, call the HELP desk to request forklift and flat bed.
7. Take the HWDI received from generator on scheduled collection.
8. Inspect the waste container for leaks and debris adhering to outside of container. Ensure the waste is double bagged in No. 6 Mil (or higher) Polyethylene Asbestos Disposal Bags and sealed. Ensure that the bags are boldly marked using the following wording:

DANGER: CONTAINS ASBESTOS FIBERS. AVOID CREATING DUST. CANCER AND LUNG DISEASE HAZARD. RQ HAZARDOUS SUBSTANCE SOLID, NOS, ORM-E, NA 9188 (ASBESTOS).

9. Transport closed waste containers to AA for storage.
10. Store the waste in designated storage areas. Perform proper safety and waste storage practices including ensuring closed containers, that there is adequate aisle space, and compatibility rules are applied.
11. Complete the "Environmental Office Only" section of HWDI form and send the generator a copy. Submit 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 23-54 (6/2014) HAZARDOUS WASTE DISPOSAL INVENTORY: This form must be completed by the generator and received by the Environmental Office before waste is collected for disposal.

Appendix B – Acronyms

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<https://wiims.wff.nasa.gov/WIIMSportal/portal-II.jsp> PRIOR TO USE.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
A		Initial Release
B**	7/19/2018	Changed P.6 radio to communication device
C	7/22/2019	Changed GSFC 23-54 (06/2014) to GSFC 23-54 (05/2018)

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