

## PERMIT ATTACHMENT I MANIFESTING, RECORD KEEPING, AND REPORTING

### **Manifesting**

The Holloman Air Force Base Container Storage Unit (CSU) personnel shall include a hazardous waste manifest whenever hazardous waste is shipped off-site to other treatment, storage and/or disposal facilities. All specific manifest requirements shall be completed in accordance with all applicable requirements of 20.4.1.500 NMAC, incorporating 40 CFR §264.70 through §264.77.

### **Record Keeping**

The following information shall be recorded as it becomes available and maintained in the operating record until closure of the CSU.

Description and quantity of hazardous waste received and the methods and dates of its storage at the Unit. This information shall include:

- § Common name of the waste.
- § Applicable EPA waste codes from 40 CFR Part 261.
- § Physical form of the waste.
- § Description of the process generating the waste if the waste is not a waste listed in 20.4.1.300 NMAC, incorporating 40 CFR §261, Subpart D.
- § Estimated or manifest-reported weight, or volume and density in one of the units specified in Appendix I of 20.4.1.500 NMAC, incorporating 40 CFR §264.
- § Applicable handling code specified in Table 2, Appendix I of 20.4.1.500 NMAC, incorporating 40 CFR Part 264 (e.g., S01).
- § Dates of storage.
- § Records and results of waste analyses and waste determinations, including:
  - S Waste characterizations as per 20.4.1.500 NMAC, incorporating 40 CFR §264.13.
  - S Additional information regarding waste analysis and characterization records is provided in Permit Attachment D, Table D-1.
  - S General requirements for ignitable, reactive, or incompatible wastes as required by 20.4.1.500 NMAC, incorporating 40 CFR §264.17.
  - S Air emission analyses as applicable under 20.4.1.500 NMAC, incorporating 40 CFR §264.

### **Land Disposal Restriction (LDR) Waste Analysis and Record Keeping.**

For each off-site shipment of hazardous waste, the CSU personnel shall prepare an LDR notification form in accordance with 20.4.1.800 NMAC, incorporating 40 CFR ' 268.7(a)(1). The notification form shall contain documented treatment standards required by 20.4.1.800 NMAC, incorporating 40 CFR ' 268.40 for the specific hazardous wastes in the off-site shipment. A copy of the LDR notification form shall be sent to the designated off-site treatment, storage, or disposal facility (TSDF) that will receiving the wastes, and a copy shall be maintained at the CSU for at least five years.

If the hazardous waste already meets applicable LDR treatment standards, the CSU personnel must prepare and provide to the receiving TSDF an LDR notice and certification, as required by 20.4.1.800 NMAC, incorporating 40 CFR §268.7(a)(2), and the following information:

- ! Summary reports and details of incidents requiring the implementation of the contingency plan, as required by 20.4.1.500 NMAC, incorporating 40 CFR 264.56(j).
- ! Records and results of facility inspections including:
  - S Date and time of inspection;
  - S Name of the inspector;
  - S Notation of the observations made; and
  - S Date and nature of any repairs or other remedial action.
  - S The CSU shall maintain these records for a minimum of three years.
  - S Monitoring, testing, or analytical data for any applicable 20.4.1.500 NMAC, incorporating 40 CFR §264 requirements.
  - S Documentation of corrective action taken under 20.4.1.500 NMAC, incorporating 40 CFR §264, Subpart F.
  - S Annual Waste Minimization Certification.
  - S Records of the quantities and date of placement for each shipment of hazardous waste placed in land disposal units under an extension to the effective date of any land disposal restriction granted pursuant to 20.4.1.800 NMAC, incorporating 40 CFR §268.5.
  - S Personnel Training Records documenting storage facility personnel training as described in Permit Attachment J, *Personnel Training* must be maintained at the Container Storage Unit.

**Availability, Retention, and Disposition of Records**

The Defense Utilization and Marketing Office retains all records for the time frames shown below in Table I-1.

**TABLE I-1**  
**RECORDS RETENTION TIMES**

<b>RECORDS</b>	<b>RETENTION TIMES</b>
Manifest and exception reports	At Least 3 Years
Biennial reports	At Least 3 Years
Waste minimization certification	At Least 3 Years
Land Disposal Restriction certification forms	At Least 5 Years
Waste analysis data	At Least 5 Years
Training Records for each individual currently handling or Occupationally exposed to hazardous waste at the Unit	Until the Unit closes
Training records for personnel who no longer work at the Container Storage Unit	At least 3 years from the date the employee left his/her position handling or occupationally exposed to hazardous waste
Incident reports	At least 3 years
Weekly inspection records	At least 3 years

**Record Keeping Associated with Permit Application**

All data used to complete this permit application and all supplemental information shall be kept at the CSU for at least three years from the date the application is signed.

**Biennial Report**

A biennial report shall be submitted to NMED by March 1 of each even-numbered year. If a copy of a manifest is not received with a handwritten signature of the designated TSDF within 45 days, HAFB shall complete an exception report, as required by 204.1.300 NMAC, incorporating 40 CFR §262.42.

**Incident Report**

Incident reports shall be submitted to NMED as required by 20.4.1.500 NMAC, incorporating 40 CFR 264.56(j).