



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD AND AREA I  
UNIT # 15707  
APO AP 96258-5707

REPLY TO  
ATTENTION OF:

Policy Letter # 6-7

IMRD-ZA

27 AUG. 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Environmental Internal Command Inspection Program (ICIP)

1. References:

a. Army Regulation (AR) 200-1, Environmental Protection and Enhancement, 13 December 2007.

b. US Forces Korea (USFK) Regulation 201-1, Environmental Governing Standard (EGS), 18 June 2012.

2. Purpose: To implement Internal Command Inspection Program to comply with environmental law, regulation and policy.

3. Applicability: This policy applies to all staffs, directorate, units, tenant offices, contractors, and other organizations within USAG Red Cloud and Area I

4. Role, Responsibilities and Requirements:

a. Environmental Div, DPW will:

(1) Conduct semiannual, or as needed, ICIP inspections using Environmental ICIP checklist.

(2) Review, evaluate, and track Environmental Corrective Action Plan based upon the results of inspection and external EPAS assessment.

(3) Provide assistance and technical expertise in correcting deficiencies observed during all inspections and assessments.

b. All tenant units or organization primary and alternative Environmental Officer:

(1) Assigned personnel who are unit/organization commander's "eyes and ears" for the unit/organization's environmental programs ensuring compliance with all environmental laws, directives, policies and regulations. (Refer to Environmental Officer (EO) program policy)

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(2) Will verify the weekly inspection checklist submitted by Hazardous Waste and Hazardous Materials Handlers.

(3) Correct and manage all identified deficiencies, and submit work orders to the DPW for corrective actions as needed.

(4) Seek assistance from DPW and the chain-of-command.

c. Hazardous Waste and Hazardous Material Handlers:

(1) Assigned personnel whose duty involve handling of Hazardous Materials and Hazardous Wastes.

(2) HW/HM handlers will conduct weekly inspection with attached inspection checklist.

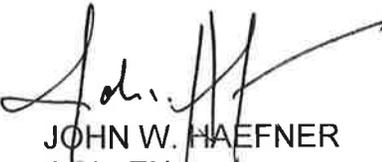
(3) Keep inspection checklist on file for at least 3 years.

(4) Report identified deficiencies to Environmental Officer (EO) of the unit or organization.

5. Point of contact for this memorandum is Chief, Environmental Division, DPW, USAG Red Cloud and Area I at DSN 732-6537.

2 Encls

1. ICIP Checklist
2. HWAP Weekly Inspection Checklist

  
JOHN W. HAEFNER  
COL, EN  
Commanding

DISTRIBUTION:

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# Environmental Compliance Inspection Checklist

Unit		Building No		Date/time				
POC		Signature		Tel				
Inspector		Signature		Tel				
<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Semi-Annually <input type="checkbox"/> Follow-up								
<b>General</b>					<b>Rating</b>			
					G	A	R	N/A
1	Environmental Officer (EO) is on orders? USAG-RC EO Policy.							
2	Environmental Officer (EO) is trained within 90 days after assignment? AR 200-1. Ch1-28, USAG-RC EO Policy.							
3	Environmental continuity book containing Inspection, Training, Hazardous Material (HM)/Hazardous Waste (HW) Log, HWPS, etc. is available? USAG-RC EO Policy.							
4	Environmental documents containing Inspection, Training, HW/HM Log, DD Form 1348-1 are available and maintained for 3 years? USFK Reg 201-1.Ch6-3f.							
5	Up to date Unit Environmental SOPs for HWMP, Spill Contingency plan are available? USFK Reg 201-1.Ch6.6-3.a. & Ch6.6-3.g.							
6	Unit level environmental awareness training is conducted? AR 200-1. Ch15-3							
7	Unit inspection is conducted IAW Environmental Policy? USAG-RC ICIP Policy							
8	MSDSs are available at each work center for each HM procured, stored or used? USFK Reg 201-1 Ch5-3.f.g.							
9	Environmental Policy (EMS) is available? USAG-RC EO Policy							
10	Aware of Garrison EMS Significant Aspects and EMS Key Elements? USAG-RC EMS Policy.							
11	Relevant Environmental Law, Regulation, and Guidance are on hand? AR 200-1, USFK Reg 201-1							
12	Trash bins/receptacles are free from HW? USFK Reg 201-1 Ch7.7-3.e.							
13	Comply with the policy that prohibits open burning of HM and HW, petroleum, oil, and lubricants (POL), or trash? USFK Reg 201-1, Ch6.6-3.l. & Ch7.7-3.l.							
14	Drip pans/absorbent materials are properly placed for possible leaks or spills of vehicles? USFK Reg 201-1 Ch5-3.b, Technical Guidance 4-4 (HW/HM Management Guidance).							
15	No evidence of spill or leaks in motor pool, parking area, maintenance bay? USFK Reg 201-1 Ch6.6-3.e.							
16	Used POL or HW is moved to HWAP in time? USFK Reg 201-1 Ch6.6-3.b.							
17	Is there a sufficient supply of spill kit for HM/HW/POL handling, dispensing, storage and transportation? USFK Reg 201-1 Ch6.6-3.d.(8).							
18	Environmental facilities such as HM/HW Accumulation Point, POL Storage, Trash Bin, Wash-Rack, Oil/Water Separator, Heating Oil Tank including pipe and containment dike are in good condition? *Mark circle at deficiency identified facility, USFK Reg 201-1. Ch6.6-3.							
19	Drainage valve for any type of secondary containment for HM/HW/POL/Heating Oil Tank is closed and in good condition? USFK Reg 201-1 Ch6.6-3.h.							

HM/HW/POL Accumulation Point		Rating			
		G	A	R	N/A
1	Unit level inspection is conducted weekly for HWAP? USFK Reg 201-1 Ch6-3e(2)(e).				
2	Secondary Containments are provided for all waste? USFK Reg 201-1 Ch6-3e(3).				
3	Containers are properly identified, labeled, and dated? USFK Reg 201-1 Ch6-3b(4), (b), USFK Reg 201-1 Ch6-3b(2).				
4	Containers are properly segregated by the stream of HM or HW? USFK Reg 201-1 Ch6-3c(1).				
5	HM is stocked in a way to rotate on a "first in, first out" basis? USFK Reg 201-1 Ch5-3,d, h.				
6	Containers are properly closed, not leaking or deteriorated? USFK Reg 201-1 Ch6-3e(2)(a), USFK Reg 201-1 Ch6-3e(1).				
7	Metal containers of ignitable liquids are grounded at all times? USFK Reg 201-1 Ch6-3e(2), (e).				
8	Waste is stored on undamaged, nonporous surface? USFK Reg 201-1 Ch 6-3d(3).				
9	Secondary containment has sufficient capacity to contain 10% of the volume of stored containers, or the volume of the largest container, whichever is greater? USFK Reg 201-1 Ch6-3e(3), (b).				
10	Rainwater captured in secondary containment areas is inspected? USFK Reg 201-1 Ch6-3e(3),(d).				
11	HW accumulated less than 55 Gallons? Less than 1qt of acutely toxic HW? Less than 660 gal of oil containers? USFK Reg 201-1 Ch6-3c(2).				
12	Spill control supplies are on hand? USFK Reg 201-1 Ch6-3d(8).				
13	Entrance of HM or HW storage is locked and secured? USFK Reg 201-1 Ch6-3d(5).				
14	Warning signs and emergency contact information are available? (No smoking, Unauthorized personnel keep out) Bilingual (English and Korean) USFK Reg 201-1 Ch6-3d(5).				
15	Spill stains or leaks are cleaned or removed? USFK Reg 201-1 Ch6-3g(1), USFK Reg 201-1 Ch6-3h(6).				
16	Fire extinguisher is present and in good condition? USFK Reg 201-1 Ch6-3c(8), (c).				
17	Flammable material is stored away from sources of heat, ignition, flames, or spark? USFK Reg 201-1 Ch6-3c(11),(a).				
18	Recyclable items such as used oil, antifreeze, filters are properly marked? USFK Reg 201-1 Ch6-3e(2),(d).				
19	Storage for gas cylinders is in good shape and is properly identified, leak-tight, secured, and stored away from sources of heat, flames or sparks? USFK Reg 201-1 Ch6-3d(11),(a)				

Wash-Rack		Rating			
		G	A	R	N/A
1	Are vehicle and other equipment washing operations conducted on wash-racks with oil water separator? USFK Reg 201-1 Ch4-3.c (Table 4-8).				
2	Are pressure washers and steam cleaners only being used on wash-racks with oil water separator? USFK Reg 201-1 Ch4-3.c.				
3	Are wash-racks free from garbage, trash, refuse and other solid waste? USFK Reg 201-1 Ch4-3.c.				
4	Does unit or organization stop using the wash-rack when the oil water separator needs to be cleaned-out or maintenance needs to be done? USFK Reg 201-1 Ch4-3.c.				
5	There is no evidence that oil or fuel have been dumped or drained into wash-rack or oil water separator? USFK Reg 201-1 Ch4-3.c.				
6	There is no oil sheen from effluent of oil water separator? USFK Reg 201-1 Ch4-3.c.				
7	Wash rack and/or oil water separator are working well and in good condition? USFK Reg 201-1 Ch4-3.c.				
8	Unit and Organization POC are aware of procedure for cleaning and/or maintenance? ISO 14001 4.4.3 and 4.3.3.				
<b>Observation or Comments:</b>					
<b>Copy to Unit Environmental POC</b>		<b>Date</b>	<b>Time</b>		

1. Note e-learning is available for Defense Hazardous Materials/Waste Handling Course at <https://www.atrrs.army.mil/selfdevctr/eLearningWelcome.aspx> and go to quick course search -> hazard -> Search
2. Web site for MSDS
  - \* <http://www.msdssearch.com>      \* <http://www.denix.osd.mil>
  - \* <http://hazard.com>                      \* <http://www.kosha.or.kr> (Korean MSDS)
3. Environmental POC
  - Chief, Environmental Division: 732-6537
  - Compliance/Inspection Branch: 732- 8079/8068/8067/8069/8075/8083
  - Conservation/EMS Branch: 732-9199/9198

## Hazardous Waste Accumulation Point Weekly Inspection Checklist

<b>Unit</b>	
<b>Inspector</b>	
<b>Month/Date</b>	
<b>Facility No</b>	

	Assessment Question	1 <sup>st</sup> Week		2 <sup>nd</sup> Week		3 <sup>rd</sup> Week		4 <sup>th</sup> Week		5 <sup>th</sup> Week	
		Go	No	Go	No	Go	No	Go	No	Go	No
		1	Environmental Documents (Inspection, Training, HW/HM Log, HWPS, Contingency plan, MSDS) are available?								
2	Unit level inspection is conducted weekly for HWAP?										
3	Containers are properly closed, not leaking or deteriorated?										
4	Secondary Containments are provided for all waste?										
5	Containers are properly identified, labeled and dated?										
6	Containers are properly segregated?										
7	Metal Containers of ignitable liquids are grounded?										
8	HW accumulated less than 55 Gallons? Less than 1 qt of acutely toxic HW? Less than 660 gal of oil containers?										
9	Spill control supplies are on hand?										
10	Entrance locked and secured?										
11	Bilingual (English and Korean) Warning signs and emergency contact information are available? (No smoking, Unauthorized personnel keep out)										
12	Spill stains or leaks are cleaned or removed?										
13	Fire extinguisher is present and in good condition?										

**Observations or Comments:**