21 – (B) DECONTAMINATING AND DECOMMISSIONING

Title: Decontaminating and Decommissioning **Doc. No.** 2015-MMTS-21

Approval Signatures and Date

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	Initial Release		Annual Review/No Revision Required		Annual Review/Update (see history below)

***NOTE:** This document will be reviewed at least annually to ensure its suitability.*

Revision History

Rev. No.	Change description	Author
1	Change description Crosswalk Between NDEP CAPP Review Comments (dated 2014-12-09, 2015-01-30 and 2015-02-26) and Mercury Storage and Transfer Program Document Contents March 10, 2015	Burton Packard and Renee Rodriguez

NOTE: Hard copies of this document may not be the current version. Refer to the "IAmTheKey" to verify the current version.

Reference Documents

Document number	Document title
Procedure 2015-MMTS-10	Waste Management
	MSDS for HgX® http://www.actontech.com/hgx6.htm
	HgX®: The Mercury Decontaminant http://www.actontech.com/pdf/hgx-mercury-decontaminant.pdf

21.1 PURPOSE

This procedure addresses steps for permanent shutdown (i.e., closure) and decontamination of the MMTS in preparation for off-site transport from HWAD. After decontamination, certain equipment may be disconnected and/or removed before final transport of the mobile facility to a location designated by DLA Strategic Materials.

21.2 SCOPE

This procedure addresses basic steps to close and decontaminate the MMTS. After decontamination is completed, external connections/equipment are disconnected and/or removed as necessary and the transport vehicle is attached. The facility is then transported to an offsite location for storage or reuse for DLA Strategic Materials operations.

21.3 OPERATIONS

Closure of the MMTS will be initiated after all mercury transfer operations have been completed

21.3.1 Cleaning/Decontamination

Initial steps address removal of residual mercury contamination. After cleanup is completed, staff will inventory equipment as it is being packaged for shipment to DLA Strategic Materials. Staff will prepare shipping papers to return the MMTS and associated equipment to DLA Strategic Materials.

The following actions are required to clean/decontaminate equipment and work surfaces:

- Staff wipes down loose equipment (hand tools, flask trays, etc.) with HgX® solution on gauze wipes and monitors with Jerome before removing that equipment from the flask handling area or drum handling area for subsequent inventory/packaging. Refer to the attached Material Safety Data Sheet for health and safety information.
- Staff wipes down equipment with HgX® solution on gauze wipes after it has been detached/removed for cleaning. This is limited to equipment that should not be left attached during transport. Staff place this equipment in the area assigned for equipment inventorying and packaging.
- Staff wipes down the work surfaces and any remaining attached equipment (pump, drill, scales, etc.) using gauze pads with a small amount of HgX® solution (or equivalent).
- When using HgX® solution, follow the manufacturer's recommendations.

21.3.2 Inventory of Equipment

MMTS staff prepare inventory list of equipment (packaged separately) for shipment to the designated DLA Strategic Materials location.

- This inventory will include (1) equipment that has been detached for return to DLA Strategic Materials (such as external heating and ventilating equipment, building tie downs) and (2) loose equipment (tools, etc.).
- This inventory along with the waste equipment inventory should be consistent with the inventory of equipment received (refer to Section 1. MMTS Receipt and Inspection On-site).

21.3.3 Dismantling

Using the detailed set-up and transport instructions in reverse, dismantle the MMTS portable building for transport to another DLA Strategic Materials-designated location. The major steps are listed below.

- Detach external equipment and package for return to DLA Strategic Materials
- Remove all elements necessary to gain access beneath the portable building; jack up the portable building as needed.

21.3.4 Shipment documentation

HWAD staff prepares shipping papers to initiate the transport of the portable building and any packaged equipment.

21.4 RECORDS

- Equipment inventory (items being shipped and items being disposed)
- Shipping papers for MMTS and equipment

22 – (B) PERSONNEL NOTIFICATIONS

Title: Personnel Notifications **Doc. No.** 2015-MMTS-22

Approval Signatures and Date

Prepared/Reviewed by:		Date: 3/12/15
Approved by:		Date: 3/11/15
Approved by:	BOYNTONJASON.D.1228903430	Date:
Approved by:		Date: 3/11/15

	Initial Release		Annual Review/No Revision Required		Annual Review/Update (see history below)

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***NOTE**: It is the user's responsibility to ensure, prior to use, the revision of this document is the latest available.*

Reference Documents

Document number	Document title
SOC.QP.EMP.HG.0002	Mercury Training Plan