

ENVIRONMENTAL MANAGEMENT INSTALLATION PLAN ISO 14001:2015 SOC NEVADA LLC	DOCUMENT NO. <b>MP.CAT.ENV.HG13</b>
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**APPROVAL SIGNATURES**

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Approved By: <i>Rob Mathias</i>	Rob Mathias, Site Manager DLA Strategic Materials	Date 6/18/2019
Approved By: <i>Charles R. King</i>	Charles King, Representative HWAD Government Staff	Date 6/20/19

Initial Release    
 Review, No Revision Required    
 Review - Revision Required (See History Below)

THIS DOCUMENT WILL BE REVIEWED AT LEAST ANNUALLY TO ENSURE ITS SUITABILITY

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<b>REVISION HISTORY</b>			
REV	CHANGE DESCRIPTION	AUTHOR	DATE
5	<p>New Document Number MP.CAT.ENV.HG13  Reformatted and updated document numbers to comply with Integrated ISO Management System,  Updated signatory authority to reflect current required signatures,  Updated titles in responsibilities  Change wording in 4.10 for recording results of commodity inspections.  5.1 (A3) 1. &amp; 2. Add in the paragraph record results in the remarks section of the DLAH Form 30.  5.7.12 change IAW SOC.QP.QAD.0002 to state MP.CAT.ENV.HG13 in paragraph.  5.8.5, 5.8.6, 5.8.7 &amp; 5.8.8 remove from document due to Weather has been found to Not affect mercury vapor readings for intact storage drums.  Revised DNSC Form 30 to DLAH Form 30 to reflect throughout IOP document.  In the remarks section DLAH form 30 added all of our Jerome Models,  Added a language section to record hi and low readings range from Jerome.  Added language to verify total inventory was verified with no evidence of leaking.</p>	Kristi Lammel-Schilling	6/12/2019
4	Annual review, Updated signatory authority to reflect current required signatures.	Christina Holloway	04/2018
3	Annual review, Updated signatory authority to reflect current required signatures.	Christina Holloway	05/2017
2	Updated signatory authority to reflect current required signatures. Took out column for Hawthorne Site Supervisor as Rob Mathias will be reviewing and signing.	Cody Burke/ Karli Wilbur	05/2016

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<b>REFERENCE DOCUMENTS</b>	
<b>DOCUMENT NUMBER</b>	<b>DOCUMENT TITLE</b>
DOD 4125 .25-M	DOD Contractors Safety Manual for AA&E
CFR Title 49	Transportation
CFR Title 40	Protection of the Environment
N/A	Master Storage Plan
DOD 4145 .19-R1	Storage and Materials Handling
DAAA09-99-D0022	Contract
DNSC M 4145.1	CHAPTER 3 - Storage Management Policies & General Procedures
	APPENDIX 4-A Storage of Mercury
SOP W65XME-0000-A-001	General Safety Requirements SOP
ORNL/MSSP-15	ORNL Facility and Mercury Storage Inspection Requirements
FES.IOP.FFO.0019	Mercury Monitoring and Response
MSSP-28	One-Metric Ton Container Specifications
May 6th &7th 2014 (CD records in MMTS library)	Trip Report Tooele Army Depot/ Inspection MSSP Containers/ CD Records in MMTS Library
MP.CAT.ENV.HG01 Section 10	Mechanical Integrity Procedure for the CO2 Fire Suppression System and the Mercury Storage and Transfer Program
	HWAD MAXIMO System for tracking preventive maintenance schedule and calibration
SOC.MSP.MS.0002	SOC Quality Plan – Control Of Quality Records
SOC.MSP.MS.0003	SOC Quality Plan – Internal Quality Audits
SOC.MSP.MS.0005	SOC Quality Plan – Corrective Action/Risk Management

**DOCUMENTS REFERENCED IN THIS PROCEDURE ARE APPLICABLE TO THE EXTENT SPECIFIED HEREIN.**

## 1. Purpose and Scope

- 1.1 This document serves to establish a procedure for the inspection of above ground warehouses used for the storage of Elemental Mercury at HWAD.
- 1.2 This plan will address the required corrective action required to ensure customer satisfaction and continuous safety in storage.
- 1.3 Corrective Actions will require corrective measures to be addressed and/or corrected within five (5) days of the issuance of such action.
- 1.4 This Management Plan (MP) applies to the inspection of Elemental Mercury and the storage sites in which Elemental Mercury is housed for the purposes of assuring quality, accountability and safety in storage within the confines of the HWAD.

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## 2. Legal Requirements/Policy

- 2.1 Mercury storage sites will be inspected every quarter by DLA MMTS personnel.
- 2.2 Should the mercury detection equipment detect and return readings of 0.025 mg/m3 at any time during the inspection process evacuate the building (150 feet upwind - by direction of the windsock) and implement emergency response procedures by calling extension **7911**.
- 2.3 All personnel are required to wear the proper protective equipment and clothing, to have adequate protection against the possibility of contact with elemental mercury. DLA will achieve this through the use of the following PPE during the inspection of the mercury storage facilities.
  - NOTE:** EEBD Pre-Inspection Instructions:
    - Note.1 Make sure the breathing device gauge is in the green zone, mouthpiece cover is in place, nose plug is present, no visual damage to case or container and is in good working condition. If the above is not verified obtain new breathing device by contacting the SOC Fire Department to resolve issue.
    - Note.2 When the fire alarm system goes into pre-alarm (visual/audio signal) or a hazardous condition exists, notify occupants by verbal communication to evacuate. Simply grab the EEBD at the regulator and pull the unit from the holster. The velcro strap and mouthpiece cover will automatically release. Inhale the first breath and breathe normally while exiting the warehouse.
  - 2.3.1 Long sleeves and an EEBD (Emergency Escape Breathing Device) will be required by DLA employees during quarterly inspections.
  - 2.3.2 Nitrile gloves or other type of non-permeable hand protection with or without cotton liners.
  - 2.3.3 Proper eye protection- safety glasses with side shields
- 2.4 **SAFETY REQUIREMENTS**
  - 2.4.1 Avoid direct contact with the drums, pallets and drip/catch as surface contamination may be present.
  - 2.4.2 Avoid placing any tools and/or equipment on the drums/pallets, catch pans or floors this includes but is not limited to monitors (JEROME), banding equipment, clip boards, gloves, safety glasses, pens, pencils etc.
  - 2.4.3 Avoid agitating the drums/pallets with unnecessary movement.
  - 2.4.4 These protective measures are not indicative of a health hazard but are cited as precautionary measures only against the potential for coming in contact with mercury.
  - 2.4.5 All four doors will be open during inspection. The two center doors on the building will be open for egress only, not to be used for routine operations or forklift use.
  - 2.4.6 Ensure SDS's are present in Right to Know Center.

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### 3. Definitions and Acronyms

#### 3.1 Acronyms

- **ASM003** Planograph
- **BL** Bill of Lading
- **CBL** Commercial Bill of Lading
- **CNL** Cannot locate
- **DLA** Defense Logistics Agency
- **DNSC** Defense National Stockpile Center
- **DZHC** Day & Zimmermann Hawthorne Corporation
- **DZHC 635-E** Mercury Storage Inspection Report
- **DZHC316-E** Receipt Discrepancy Report
- **EEBD** Emergency Escape Breathing Device
- **GBL** Government Bill of Lading
- **Hg** Elemental Mercury
- **HWAD** Hawthorne Army Depot
- **IDS** Intrusion Detection System
- **MP** Management Plan
- **MMTS** Mobile Mercury Transfer System

3.2 **NORMAL INSPECTION** – Is defined as one (1) inspection per quarter.

3.3 **TIGHTENED INSPECTION** – Is defined as one (1) inspection per week. This occurs when detected vapor concentrations EXCEED the DNSC action level of 0.025 mg/m<sup>3</sup> (25,000 nanograms/m<sup>3</sup>) and will continue until any visible mercury is cleaned and the vapors are reduced to less than 0.025 mg/m<sup>3</sup> (25,000 nanograms/m<sup>3</sup>).

3.4 **RETURN TO NORMAL INSPECTION** – Normal inspection protocols may resume when two (2) tightened inspection cycles DO NOT detect MERCURY or MERCURY VAPORS in excess of 0.025 mg/m<sup>3</sup>(25,000 nanograms/m<sup>3</sup>).

3.5 **REQUIRED INSPECTION EQUIPMENT** – Direct reading Mercury vapor monitor, portable battery powered light with sufficient illumination to spot mercury droplets. Personal Protective Equipment (PPE) that includes a Tyvek suit and an EEBD are required when vapor concentrations exceed the DNSC action level.

### 4. Responsibilities

4.1 **Defense Logistics Agency Program Manager and MMTS Site Manager**, share responsible for ensuring:

4.1.1 Mercury storage site inspections are conducted at a minimum of once per quarter or as otherwise specified.

4.1.2 Each inspection report, to include supplemental forms and metrics as required by DLA Strategic Materials is forwarded to the responsible department as inspections are completed:.

- Manager of Environmental Services receives all reports, whether or not any discrepancies exist.
- Director of Base Operations receives all reports of facilities deficiencies.
- The original report is maintained within the DLA’s Program Managers office and in the Maintenance Planning Records. (Tracked in MAXIMO)

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4.1.3. The inspection of mercury storage sites are conducted in accordance with this procedure.

4.2 **DLA MMTS Personnel** are responsible for:

4.2.1 Recording the number and type of deficiencies on the DZHC 635-E Form. Each inspection report will be distributed as follows:

- **ORIGINAL REPORT**- DLA’s Program Managers Office.
- **STORAGE AND ACCOUNTABILITY DEFICIENCIES**- DLA’s Program Managers Office.
- **ALL REPORTS**, whether or not any discrepancies exist - Program Manager for Elemental Mercury - who will forward to the assigned commodity DLA’s Safety and Health Manager.
- **FACILITIES DEFICIENCIES** - Director of Base Operations. (Tracked in MAXIMO)

4.2.2 Recording each site inspection for elemental mercury on the DLA Form 30 and 30a, which are included in this document as **Attachments 2 and 2a**.

4.3.3 Compiling the inspection package to include the following:

- **DNCS 30/30a** - Notification of Stockpile Inspection - REQUIRED
- **DZHC 635-E** Mercury Storage Inspection Report- REQUIRED
- Photographs or other relevant documentation that may aide the reader in understanding the true condition of the material within the site (OPTIONAL)

4.3 **THE DLA Strategic Materials Program Manager** is responsible for - providing the results of all inspections conducted, to include site status to the Manager of Environmental Services and the Supervisor of Maintenance Planning. This information will be relayed in the form of a spreadsheet and will note the location, site status (initial inspection, re-inspection), mercury site, and/or environmentally controlled site; corrective action as it is accomplished through the inspection and re-inspection process. The spreadsheet will be provided upon the completion of each inspection cycle, or upon request.

4.4 **SUPERVISOR, Maintenance Planning** - (Tracked in MAXIMO) is responsible for administering all required corrective action within five (5) working days of any noted defects for physical facilities deficiencies as noted on the DZHC 635-E form. The corrective action required is issuance of a work order to complete the repair and/or correct the deficiency(ies) as noted.

4.5 **MANAGER, Engineering, Facilities & Planning** – is responsible for correcting and/or responding to all physical facilities deficiencies within five (5) working days of the issuance of a work order specific to the deficiency(ies) noted. Some items will require more than five (5) working days to effect corrective action and as such will require an effective corrective action plan. This plan will serve as an acceptable response to discrepancy actions unless there is a report of imminent danger or a breach of physical security related to the storage structure.

4.6 **MANAGER, Guard Operations** - is responsible for the correction of deficiencies noted related to security issues where locks, keys, and/or the IDS is deficient. The Manager will also be responsible for dispatching security personnel in the event there is an incident related to the storage of Elemental Mercury.

4.7 **FIRE CHIEF, Fire and Emergency Services** – is responsible for responding to all incidents relating to the storage of Elemental Mercury. The Fire Chief is also responsible for conducting safe to enter inspections prior to any individual entering a site where Elemental Mercury is stored. The Fire Chief will ensure all monitoring equipment related to the storage of Elemental Mercury is kept in good working order.

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4.8 **DLA MMTS Site Manager** – is responsible for the stock accountability within each Mercury storage site. The MMTS Site Manager will report measurements of mercury vapors in the air and the results of all physical, visual inspections. Each report shall be in Microsoft Excel format and will be concise, factual and will relay all storage conditions noted. Reports will be transmitted electronically to the Safety and Health Manger and Environmental Protection Specialist at Headquarters as follows: Reports will be forwarded to DNSC-M and DNSC-MO whether deficiencies are noted or not.

DNSC-M  
 Defense Logistics Agency Strategic Materials  
 8725 John J. Kingman Road, Suite 3229  
 Fort Belvoir, VA 22060-6223  
 Phone: (703) 767-7592

## 5. Definition Of Deficiencies

### 5.1 **CRITICAL DEFICIENCIES**

- (A1) SAFETY IN STORAGE** – Verify all material within a single storage location is stored safely. Stows will be square. Drums will be stored as designated following initial placement as directed by DLA and the approved storage drawing. Material will be stowed by flask type.
  
- (A2) EVIDENCE OF LEAKING** – Verify the vapor concentrations do not exceed 25,000 ng/m3– as measured by Mercury monitoring equipment – **READINGS WILL BE RECORDED ON INSPECTION FORM.** Readings from this inspection will be provided to the SOC Fire Chief and the SOC Manager, Environmental Services. Visually verify there is no evidence of leaking as it would be evident on the drum surface, the metric ton container surface and/or in the drip pans. The presence of Mercury will be evident by a silvery-white, high luster material that will be liquid at ordinary temperatures. If the presence of Mercury is noted evacuate the location and call x7911. Await arrival of hazardous response personnel from a safe distance – 150 feet upwind – which can be determined by the direction of the windsock.
  
- (A3)** Using the Hg monitoring equipment, the DLA MMTS Manager will obtain two (2) air samples within each inspection aisle.
  - One (1) at the breathing zone – random locations within the inspection aisle – record results in the Remarks section of DLAH Form 30, sign and date and;
  - One (1) at the floor level – random locations within the inspection aisle - record results in the Remarks section of DLAH Form 30 sign and date.
  
- (A4) PACKAGING** – Visually verify all Elemental Mercury is properly packaged. Elemental Mercury is stored in flasks are stored inside 30 gallon drums or in one metric ton containers. **(OPENING OF THE DRUMS OR ONE TON CONTAINERS IS NOT PERMITTED AT ANY TIME FOR THIS INSPECTION OR HWAD VERIFICATION PURPOSES).** Each drum will be constructed of 16 gauge steel and stored on a 48 x 48 inch drip pan. Each pan will rest firmly atop of a two (2) way entry pallet. Each pan will normally contain five (5) drums, and each drum will normally contain six (6), seventy- six (76) pound steel storage flasks unless the drum is otherwise marked. Transferred Mercury in one metric ton containers will be stored on drip pans. Visually inspect the surfaces of the metric ton containers and the 30 gallon drums containing flasks holding elemental mercury for rust. Visually inspect the drip pans holding the metric ton containers and 30 gallon drums for rust. Visually inspect the floor area for mechanical damage.

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**Note:** typically four metric ton containers on a drip pan; typically 2205 lb of elemental mercury in a one metric ton container; drip pan holding metric ton containers stored directly on the floor, not on pallets; one metric ton container description: 20 inch diameter Schedule 20 steel pipe (19-in tall), welded to a ¾-inch thick steel bottom plate and a ½-inch thick steel top plate, a 3-inch NPT half coupling in the top plate with a 3-inch square head NPT plug, two fork pockets welded to the top plate, and paint - primer with corrosion protection and topcoat.

- (A5) **MARKING** – Verify each drum and metric ton container vessel is marked with the following information.
  - Drum/Metric Ton Container Number
  - Net Weight
- (A6) **STORAGE CONFIGURATION (See Attachment 3)** – Verify all pallets are in uniform rows, back to back along the length of the storage area. Each row is such that there is a **minimum** of three (3) feet of aisle space along each wall. **THIS INSPECTION IS TO BE CONDUCTED UPON MOVEMENT OF ELEMENTAL MERCURY.**

5.2 **MAJOR DEFICIENCIES**

- (B1) Inspect the portable dock (if present) to ensure serviceability. Ensure the load rating and inspection dates are clear and legibly displayed.
- (B2) Verify the official record balance of stockpile material is accurate.
- (B3) Verify the site location Planograph matches the material placement within the specified storage location/grid location.
- (B4) Verify the inventory weight of record is present, correct and properly completed. The inventory weight of record will accompany all Elemental Mercury within each grid location. Ensure balance data related to Elemental Mercury is changed only in the event of transfer to vessels, repackaging effort or site to site relocation movement. Quantity discrepancies will be noted and reported to the DLA Program Manager for proper reporting to official sources (DNSC-MO).
- (B5) **HOUSEKEEPING** – Ensure the site is free of dirt, dunnage, debris, trash and other foreign materials not an intricate part of the safe storage of MERCURY.

5.3 **CRITICAL FACILITIES DEFICIENCIES**

- (AD1) Missing/Incorrect Fire and/or Chemical Symbols displayed outside of magazine or warehouse – SPECIFY WHICH OR BOTH ON THE DZHC 635-E CONTINUATION SHEET
- (AD2) Concrete containment curbs are cracked, broken or show signs of deterioration - SPECIFY GRID AREA ON THE SITE PLANOGRAPH
- (AD3) Geo-Membrane floor is ripped, torn and/or shows signs of deterioration – SPECIFY GRID AREA ON THE SITE PLANOGRAPH. Ensure the floor is free of dirt, gravel or other debris that would contribute to premature deterioration.
- (AD4) Loose/broken dock bumpers and/or steps-Posing Significant Safety Hazard

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- (AD5)** Cracks in walls- exceeding 1/4" – Visually inspect the overall condition of the warehouse. Check the wall joints and the joints between the wall and foundation for cracks and/or openings that would allow for pest egress and/or infestations. Ensure that moisture cannot enter through any point.
- (AD6)** Visually inspect the warehouse foundation. Check for the presence of cracks and/or scaling that would be an indication of deterioration.
- (AD7)** Holes in Roof – Visually inspect the roof where it comes in contact with the walls of the warehouse. Verify that cracks or voids do not exist that would allow for the entry of moisture and/or animals/pests.
- (AD8)** Perform a visual inspection to ensure the CO2 Fire Suppression System is free of corrosion, intrusion and/or any physical damage.

5.4 **MAJOR FACILITIES DEFICIENCIES**

- (BD1)** Inspect all doors and windows to ensure they are serviceable and can be properly secured.
- (BD2)** Ensure that all lighting is in good working order. Note any lighting that is not working to ensure it is replaced in a timely manner.
- (BD3)** Perform a visual inspection to ensure each of the six (6) ventilation registers are serviceable and provide for unrestricted air flow. Care shall be taken to note the presence of bird or rodent nests.
- (BD4)** Inspect all wind socks and poles to ensure they are present and in proper working condition.

5.5 **MINOR FACILITIES DISCREPANCIES for ALL STORAGE FACILITIES**

- (CD1) DOOR DEFECTS – SPECIFY WHICH DEFECTS EXIST ON THE DZHC FORM 635-E CONTINUATION PAGE**
  - Missing ground strap at door
  - Missing/broken door hooks
  - Door and/or hinges are sprung, bent and/or broken
  - Site not easily accessible
  - Missing, damaged or defective door vent screen
  - Deteriorating paint or Warning Information on Doors
- (CD2)** Excessive vegetation – Vegetation that makes it difficult to access the site safely
- (CD3)** Incorrect or non-functional lock
- (CD4)** Evidence of rat infestation, i.e., nests, droppings

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## 6. Instructions For Completing Forms

- 6.1 **COMPLETE THE DZHC FORM 635-E**
  - 6.1.1 Enter your full name – Inspector(s) Completing Site Inspection
  - 6.1.2 Enter the building location
  - 6.1.3 Enter the date
  - 6.1.4 Enter a check mark ✓ next to the appropriate deficiency noted
  - 6.1.5 On the reverse side of the form and continuation sheet as necessary, list each deficiency with the details and what corrective action was taken, if any.
  
- 6.2 **INSTRUCTIONS FOR COMPLETING THE DNSC FORM 30, NOTIFICATION OF STOCKPILE INSPECTION**
  - 6.2.1 Give the official name and geographic location (city & state) of the facility, to include the street address:
    - SOC, LLC – HAWTHORNE DIVISION**
    - HAWTHORNE ARMY DEPOT**
    - #2 SOUTH MAINE AVENUE**
    - HAWTHORNE, NV 89415**
  - 6.2.2 Enter the name of the commodity being inspected **EXAMPLE: ELEMENTAL MERCURY**
  - 6.2.3 Enter a sequential report number **EXAMPLE: HWAD-MERC-0001, 0002, ETC.**
  - 6.2.4 Enter the identification number – **N/A**
  - 6.2.5 Enter the date of last inspection & this inspection – **self explanatory**
  - 6.2.6 Enter the current date – **self explanatory**
  - 6.2.7 Enter the type of storage space - **EXAMPLE: WAREHOUSE – LOCATION 110-\*\***
  - 6.2.8 Enter the name and title of the person responsible for the material
  - 6.2.9 **Blocks 8 through 13 – ANSWER YES OR NO**
    - Block 10b** – Enter the last receiving report number, the date, and the last outbound delivery order number/date.
    - Block 13C** –
      - Class I** – Sound in all respects
      - Class II** – Show evidence of deterioration, damage or defects but remain reasonably sound and provide adequate protection against exposure, contamination or loss of contents and can withstand one (1) shipping operation.
      - Class III** – Show enough deterioration, damage, or defects to not provide adequate protection against exposure, contamination, or loss of contents and cannot withstand one (1) shipping operation.

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- 6.2.10 **Column A:** Enter the Letters **DLA**
- 6.2.11 **Column B:** Enter the Type (Pile, Case, Ingot, Bale, Etc) of Container - **EXAMPLE: DRUM 30 GAL or 1 MT Vessel.**
- 6.2.10 **Columns C through F** - State the Dimension & Unit of Measurement for Each Type of Packaging or Commodity Shape **EXAMPLE: (14,883 FLASKS) 31" X 15"**
- 6.2.13 Indicate the weights, both gross & net of each type of storage unit if applicable – **SELF EXPLANATORY**
- 6.2.14 Enter the total number of units - **EXAMPLE: 2,435 DRUMS or Vessels**
- 6.2.15 **Column I** - Enter the Total Weight with the Breakdown by Country of Origin.
- 6.2.16 **REMARKS** – Enter General Relevant Comments: - Example:
  - No drums/flasks were opened during this inspection
  - The inspection was conducted with the aid of the JEROME RA915+ with the visual inspection being conducted IAW this document in paragraph 5.1 (A3).

**6.3 INSTRUCTIONS FOR COMPLETING THE DNSC FORM 30a, CONTINUATION SHEET**

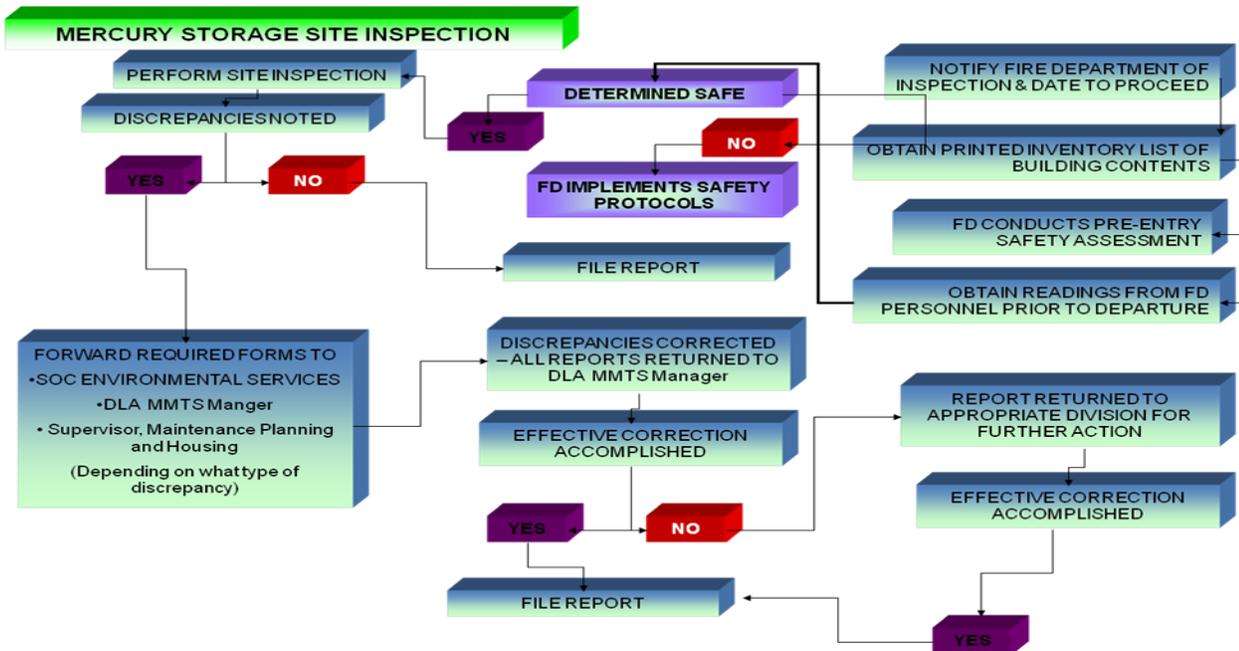
- 6.3.1 Enter the Name of the Depot & Storage Site Location - **Example: HWAD, 110-22**
- 6.3.2 Enter the Name of The Commodity - Example: **Elemental Mercury**
- 6.3.3 Enter the Report Number (**From Page 1**)
- 6.3.4 Enter the Date – Self Explanatory
- 6.3.5 Indicate the Monitoring Device Used:
  - Make: Jerome
  - Model:
  - Last Calibration Date
  - Next Calibration Due
- 6.3.7 Total Tests Performed - Example:
  - **Breathing Zone: (1 @ Breathing Zone X 62 Inspection Aisles**
  - **Floor Level Readings: (1 @ Floor Level X 62 Inspection Aisles)**
- 6.3.8 Enter The Time The Inspection Began And Ended.
- 6.3.9 Enter The Number & Type Of Tools Utilized During The Inspection:
  - **Example: 1 Heavy Duty Six (6) Volt Battery Powered Flashlight Was Used During This Inspection**

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6.3.10 Overview of the Inspection – Findings/Remarks -  
Examples:

- All Curbs Inspected For Damage. No Evidence Of Container Leakage, Rusting, Or Deterioration Was Noted At This Time. Drip Pans And Pallets Remain In Serviceable Condition And No Evidence Of Deterioration Exists. Flooring Is In Good Condition With No Evidence Of Undue Wear Or Tearing. (Tears In Geo-Membrane Floor Exist In Grids AAAE, AABC Etc)
- This Inspection Was Conducted IAW MP.CAT.QAD.0002 Current Revision, Inspection of Hazardous Materials Storage Sites.
- Remarks: Storage Site Is In Good Condition Clean And Serviceable For The Storage Of Controlled Commodity – Elemental Mercury.
- All Readings Taken Were Within The Prescribed Parameters For Safety Of Mercury As Noted On This Form.

**6. Flow Chart**



**7. Procedure**

7.1 There is no Procedure 7

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## 8. Metrics

8.1 There are no metrics associated with this plan.

## 9. Records

9.1 The following Records shall be generated and managed in accordance with Integrated Management System Control of Records Procedures.

<b>QUALITY RECORDS</b>			
<b>Record Required</b>	<b>Custodian</b>	<b>Retention</b>	<b>Disposition</b>
Mercury Storage Inspection Report (DZHC 635-E)	SOC QA Division	Until Next Inspection	Maintain for life of facility
	DLA		
Notification Of Stockpile	SOC QA Division	Maintain for life of facility	N/A
Inspection (DNSC Form 30/30a)	SOC Facilities, Engineering & Planning	Until Next Inspection	Maintain for life of facility
	DLA		
Preventative Maintenance Work Order (DZHC 168-E)	SOC Facilities, Engineering & Planning	Until Next Inspection	Maintain for life of facility
Emergency Corrective Action Work Order (DZHC 167-E)		Until Next Inspection	Maintain for life of facility
Performance Reporting Spreadsheet	SOC QA Division	1 Year	Dispose

## 10. Forms

10.1 The following forms are applicable to this document

<b>APPLICABLE FORMS</b>	
<b>Form Number</b>	<b>Title</b>
DZHC 635-E	MERCURY STORAGE INSPECTION REPORT
DLA FORM 30/30a	NOTIFICATION OF STOCKPILE INSPECTION
DZHC 195-E	DAILY INSPECTION SUMMARY SPREADSHEET
DZHC 196-E	DAILY INSPECTION SUMMARY ATTACHMENT (Summary of deficiencies)
DZHC 168-E	PREVENTATIVE MAINTENANCE WORK ORDER
DZHC 167-E	EMERGENCY CORRECTIVE ACTION WORK ORDER
N/A	PERFORMANCE REPORTING SPREADSHEET

## 11. Attachments

### 11.1 Attachment 1

MERCURY STORAGE FACILITY INSPECTION REPORT		FACILITY ID: _____		
DATE _____				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow; text-align: center;"><b>CRITICAL DEFICIENCIES = A</b></td> <td style="background-color: #336699; color: white; text-align: center;"><b>MAJOR DEFICIENCIES = B</b></td> </tr> </table>			<b>CRITICAL DEFICIENCIES = A</b>	<b>MAJOR DEFICIENCIES = B</b>
<b>CRITICAL DEFICIENCIES = A</b>	<b>MAJOR DEFICIENCIES = B</b>			
<input type="checkbox"/> <b>A1</b> SAFETY IN STORAGE <input type="checkbox"/> <b>A2</b> EVIDENCE OF LEAKING <input type="checkbox"/> <b>A3</b> HIGH VAPOR CONCENTRATION LEVEL <input type="checkbox"/> <b>A4</b> PACKAGING <input type="checkbox"/> <b>A5</b> MARKINGS <input type="checkbox"/> <b>A6</b> STORAGE CONFIGURATION	<input type="checkbox"/> <b>B1</b> PORTABLE DOCK (If present) <input type="checkbox"/> <b>B2</b> RECORDS MISMATCH <input type="checkbox"/> <b>B3</b> ITEM LOCATION MISMATCH <input type="checkbox"/> <b>B4</b> INVENTORY RECORD CARD MISMATCH/INCOMPLETE, UNAUTHORIZED QTY ADJUSTMENT <input type="checkbox"/> <b>B5</b> HOUSEKEEPING			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow; text-align: center;"><b>CRITICAL DEFICIENCIES = AD</b></td> <td style="background-color: #336699; color: white; text-align: center;"><b>MAJOR DEFICIENCIES = BD / MINOR DEFICIENCIES = CD</b></td> </tr> </table>			<b>CRITICAL DEFICIENCIES = AD</b>	<b>MAJOR DEFICIENCIES = BD / MINOR DEFICIENCIES = CD</b>
<b>CRITICAL DEFICIENCIES = AD</b>	<b>MAJOR DEFICIENCIES = BD / MINOR DEFICIENCIES = CD</b>			
<input type="checkbox"/> <b>AD1</b> MISSING/INCORRECT FIRE AND/OR CHEMICAL SYMBOLS <input type="checkbox"/> <b>AD2</b> DAMAGED OR DEFECTIVE CONTAINMENT CURBS <input type="checkbox"/> <b>AD3</b> GEO-MEMBRANE FLOOR DAMAGED, RIPPED, TORN OR UNSERVICEABLE <input type="checkbox"/> <b>AD4</b> LOOSE/BROKEN DOCK BUMPERS POSING A SIGNIFICANT HAZARD <input type="checkbox"/> <b>AD5</b> CRACKS IN WALLS EXCEEDING 1/4" IN WIDTH <input type="checkbox"/> <b>AD6</b> WAREHOUSE FOUNDATION/STEPS - EVIDENCE OF DETERIORATION <input type="checkbox"/> <b>AD7</b> HOLES IN THE ROOF <input type="checkbox"/> <b>AD8</b> CO <sub>2</sub> FIRE SUPPRESSION SYSTEM SHOWS EVIDENCE OF CORROSION, INTRUSION OR IS PHYSICALLY DAMAGED	<input type="checkbox"/> <b>BD1</b> DOORS AND/OR WINDOWS ARE NOT WORKING PROPERLY AND CANNOT BE SECURED <input type="checkbox"/> <b>BD2</b> BROKEN LIGHTING WITHIN THE SITE - SPECIFY GRID LOCATION <input type="checkbox"/> <b>BD3</b> VENTILATION REGISTERS ARE CLOSED, BROKEN AND/OR INOPERABLE <input type="checkbox"/> <b>BD4</b> WIND SOCK POLES ARE NOT IN PLACE AND WIND SOCKS ARE NOT WORKING PROPERLY <input type="checkbox"/> <b>CD1</b> DOOR DEFECTS - Missing ground, missing/broken door hooks, broken/damaged/ missing hinges, cannot access/missing/damaged/defective vent screens <input type="checkbox"/> <b>CD2</b> EXCESSIVE VEGETATION <input type="checkbox"/> <b>CD3</b> INCORRECT LOCK OR NON-FUNCTIONING LOCK <input type="checkbox"/> <b>CD4</b> EVIDENCE OF RAT INFESTATION I.E., NESTS, DROPPINGS <input type="checkbox"/> NO DEFICIENCIES NOTED			
<b>COMMENTS (CONTINUE ON REVERSE IF ADDITIONAL SPACE IS REQUIRED)</b> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>				
_____ QA SIGNATURE/DATE	_____ QA SIGNATURE/DATE			
DZHC 635-E	REV 4	6/2014		

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11.2 Attachment 2

NOTIFICATION OF STOCKPILE INSPECTION										
1. NAME AND LOCATION OF DEPOT OR SITE				2. NAME AND TYPE OF COMMODITY			3. SERIAL NO.			
							4. ID NO.			
D A T E	A. LAST		6. TYPE OF STORAGE AND SPECIFIC DEPOT AREA		7A. TELEPHONE NO.			7B. FAX NO.		
B. THIS										
7. NAME AND TITLE OF PERSON RESPONSIBLE FOR MATERIAL				7A. TELEPHONE NO.			7B. FAX NO.			
INSPECTION DATA (Check and complete. Explain negative responses.)								YES	NO	
8. STORAGE	A. Storage Sites Are of the Type Prescribed in the Operations Manual.									
	B. Storage Sites Are Maintained in accordance with established regulations and policies.									
9. MATERIAL	A. Material Is Stored in the Manner Prescribed in the Operations Manual.									
	B. Material Is Visually Free of Deterioration, Infestation, Contamination, Comingling, Migration and Erosion.									
10. RECORDS	A. Depot Manager Confirmed that all inventory entries have been posted on the DNSC 46 card.									
	B. Depot 46 card Postings indicate Last RR No. Dated									
	Last OSR No. Dated									
11. UNITS	Quantity Indicated in Item 14 reflects depot postings and agrees with actual count.									
12. SECURITY AND FIRE PROTECTION	Security and Fire Protection are being provided in accordance with Operations Manual Requirements.									
	All Fire Extinguishers/ Engineering Controls are properly maintained in accordance to established policies.									
13. CONTAINERS, PILES, OR OTHER UNITS	A. Material is Stored in Proper Containers (Check only if applicable)									
	B. All containers, Piles and/or Units Are Marked as Prescribed in the Operations Manual.									
	C. Condition of Containers (Give exact number in Class III under remarks)							(1) CLASS I %	(2) CLASS II %	(3) CLASS III %
14. DESCRIPTION OF CONTAINERS, PILES, OR OTHER UNITS										
PROGRAM a.	TYPE (Pile, case, ingot, bale, etc.)	WIDTH c.	LENG-TH d.	HEIGHT e.	DIAM-ETER f.	b. WEIGHT OF UNIT		TOTAL NUMBER OF UNITS h.	i. TOTAL WEIGHT	
						(1) GROSS	(2) NET		(1) GROSS LBS	(2) NET S/T
NDS										
NDS										
NDS										
TOTALS									0	0
15. REMARKS (Review all other appropriate questions contained in "guide for the inspection of stockpiled materials" and, if deficiencies are found, give the appropriate guide numbers and complete details in this block)										
16. RECOMMENDATIONS (Not to be construed by storage depot or facility as authorization to proceed with remedial measures beyond the scope of										

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11.2a Attachment 2a

PAGE _____ OF _____ PAGES	
<b>NOTIFICATION OF STOCKPILE INSPECTION (CONTINUATION SHEET)</b>	NAME AND LOCATION OF DEPOT OR FACILITY
NAME AND TYPE OF COMMODITY	SERIAL NO.      DATE OF THIS INSPECTION
<b>REMARKS</b>	
Computerized DNSC FORM 30a	

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11.3 Attachment 3

