

INSTRUCTIONS

ITEM 1: Enter the current date.

ITEM 2: Check either the TSS (Temporary Storage Site) block or the SAS (Satellite Accumulation Site) block depending on which type of site is involved.

ITEM 3: Within 3 working days of creating a new SAS, this form must be received by DPW-ENRD. Check item 3 and complete item 8 through 17 and Block 23. The Contingency Plan (CP) may be a draft and the AEC may sign the certification.

ITEM 4: For all TSSs and SASs which will be established for longer than 30 days, check item 4, complete items 8 through 18, and items 23 through 25 before submitting to DPW-ENRD. Commander or director must sign the certification.

ITEM 5: All requests for relocations must be coordinated with DPW-ENRD before any move is accomplished.

ITEM 6: Check item 6 and complete items 8 through 14 and items 19 through 23 before submitting to DPW-ENRD.

ITEM 7: Check either the Inactivation or Reactivation block. Complete items 19, 22, and 23 for Inactivations or item 23 for Reactivations. AECs may sign the certification. Sent to DPW-ENRD within 3 working days.

ITEM 8: Enter the building number of the site or closest building to the site.

ITEM 9: Enter the DODAAC number, which will be used, on the DD Form 1348-1A.

ITEM 10: Enter the Group or Brigade information or the activity's next higher headquarters.

ITEM 11: Enter Battalion or Directorate information.

ITEM 12: Enter Company or Division information.

ITEM 13: Enter name, grade, and telephone number of the HWC.

ITEM 14: Enter name, grade, and telephone number of the AEC.

ITEM 15: Check block and provide copy of strip map of the site's location. Does not need to be to scale.

ITEM 16: Check block and provide copy of site specific Contingency Plan (CP).

ITEM 17: Check block and provide copy of Waste Description Logs (WDL).

ITEM 18: Enter the Site Number for the existing site.

ITEM 19: Check block to certify that: "No wastes are currently being stored or will be stored at this site".

ITEM 20: Check "Yes" if any spills have ever occurred at this site, otherwise certify a "No" response.

ITEM 21: If "Yes" to item 19, the site must be decontaminated. Check if this has been done or not done.

ITEM 22: Check block and provide copy of the last "Weekly Site Inspection" checklist.

ITEM 23: The information listed above must be certified by the authority, which appoints the appropriate AEC.

ITEM 24: the Post Safety Office must approve the site location.

ITEM 25: the Post Fire Department must approve the site location.

ITEM 26: ENRD will issue a date of final approval of a new SAS.

ITEM 27: ENRD will conduct a final site inspection and issue a dated final Authorized Site Number, upon receiving all approvals and associated documents.

ITEM 28: ENRD will issue a date of final approval of Inactivation or Reactivation.

ITEM 29: ENRD will issue a date of final closure.