FORT RUCKER
Environmental Document

ENV-SW001: Waste Turn-In Procedure
(01 OCTOBER 2026)

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1.0 PURPOSE

This procedure defines the requirements for turning in containerized solid waste for proper management and disposition.

Control of environmental procedures is addressed in procedure ENV-P002: Document Control.

2.0 SCOPE

This procedure applies to all Fort Rucker operations involving the management, turn-in, and disposition of containerized solid waste. The requirements of this procedure are applicable to all military, civilian, and contract personnel at Fort Rucker.

3.0 DEFINITIONS

Term	Definition
AAF	Army Airfield
COD	Cost of Disposal
DoDAAC	Department of Defense Activity Address Code
DLADS	Defense Logistics Agency Disposition Service
DOT	Department of Transportation
DPW-ENRD	Directorate of Public Works, Environmental and Natural Resources Division, located at Bldg. 1121, telephone number 334-255-0487.
DTID	Disposal Turn-In Document
FY	Fiscal Year
HMCC	Hazardous Material Control Center, located in Bldg. 1315, telephone number 334-255-1470.
HW	Hazardous Waste
HWCAA	Hazardous Waste Central Accumulation Areas
HWMP	The Fort Rucker Hazardous Waste Management Plan documents procedures to ensure each step in the "cradle-to-grave" management of waste with hazardous characteristics is carried out in a consistent manner and in accordance with regulatory requirements. Procedures are either referenced or included in the HWMP, as necessary, to provide documented waste management instructions, from the time of waste generation until it is transported offsite for reuse or disposal.
HWSAA	Hazardous Waste Satellite Accumulation Area
PSN	Proper Shipping Name

This is a controlled document. Verify the latest version online at www.fortrucker-env.com.

4.0 RESPONSIBILITIES

It is the responsibility of each unit, organization, and contractor that works on Fort Rucker to follow these procedures.

5.0 PROCEDURE

5.1 Turn-In Document

5.1.1 An AVCOE Form 2758 is to be completed for all containers turned in for containerized waste disposal.

5.1.2 The AVCOE Form 2758 may be obtained from DPW-ENRD or at www.fortrucker-env.com.

5.1.3 Use the following instructions to complete AVCOE Form 2758.

Use all capital letters when completing AVCOE FORM 2758.

EPA ID: Enter the appropriate EPA ID listed at the top of the Waste Profile Listing for the area where the waste was generated. If the waste was generated within the Main Cantonment Area, enter “AL6210020776”, for Cairns AAF “AL9210090040”, and for Shell AAF “AL2210090039.”

WASTE GENERATOR: Enter the name of the generator. This is the name of the unit, organization, or contractor that is generating containerized waste.

MARK FOR: Enter “NON-HAZARDOUS WASTE” for non-hazardous waste, “HAZARDOUS WASTE” for hazardous waste, or “UNIVERSAL WASTE” for universal waste as designated on the waste profile listing.

DISPOSAL TURN-IN DOCUMENT: The Disposal Turn-In Document (DTID) section is a 14-character value that consists of a 6-character “BILL TO” DoDAAC, a 4-digit Julian date, and a 4-digit generator serial number. Each DTID is unique to a specific transaction. Consult with the Hazardous Waste Program Manager to verify the appropriate DTID prefix. Typical prefixes include “W58QRU” for Garrison, “W31BMY” for medical or dental, and “W90FJB” for aviation maintenance sources. Since each DTID must be unique, for each additional AVCOE Form 2758 created in a single day, add (+1) to the last digit of the DTID.

DOCUMENT DATE: Enter the date the AVCOE Form 2758 was filled out.

NATIONAL/LOCAL STOCK NUMBER: Enter the National or Local Stock Number exactly as it appears on the waste profile listing.

WASTE ITEM: Enter the waste item name as it appears on the waste profile listing.

DOT PROPER SHIPPING NAME: Enter the DOT Proper Shipping Name (PSN) as it appears on the waste profile listing.

TYPE OF CONTAINER: Use the following list to enter the correct container type for the waste. Only one type of container may be entered on each AVCOE Form 2758.

DM (drum, metal)

DF (drum, fiber, or plastic)

CF (carton, fiber)

CW (crate, wooden) = wooden box or pallet with shrink wrapped containers

CYB (cubic yard box) = cubic yard box on a pallet

VOLUME OF CONTAINER: Enter the value associated with of container's gallon capacity.

NUMBER OF CONTAINERS: Enter the number of containers associated with this document.

TOTAL WEIGHT: If your organization has a properly calibrated and maintained scale, then please enter the weight of the waste container(s) to the nearest pound.

POC: Enter the primary point of contact's full name and phone number.

BILL TO: The DoDAAC is used for billing, accounting, and payment purposes. Commonly used DoDAACs for this section are "W58QRU" for Garrison, "W31BMY" for medical or dental, and "W90FJB" for aviation maintenance sources.

WASTE CODE(S): If the waste is a hazardous waste, enter the waste codes as they appear on the waste profile listing. If the waste is universal waste or non-hazardous waste, enter "NONE".

PICK UP: The DoDAAC associated with the removal location. Commonly used DoDAACs for this section are "W31BMV" for Main Post, "W91ALT" for Cairns AAF, and "W91ALK" for Shell AAF.

CLIN: Enter the CLIN as it appears on the waste profile listing. Please contact the Hazardous Waste Program Manager if a CLIN is not displayed for your size or type of container.

PROFILE NUMBER: Enter the profile number exactly as it appears on the waste profile listing.

DISPOSAL COST PER CONTAINER: Enter cost of disposal (COD) per container associated with the DTID.

ASD: Accumulation Start Date. This date only applies to universal waste or hazardous waste containers. Leave blank for non-hazardous waste.

TOTAL COST: Enter total cost of disposal associated with the DTID.

FUND CODE: Enter the fund code provided to your organization by the Hazardous Waste Program Manager. Fund codes are updated each fiscal year. Commonly used fund codes include the last digit of the fiscal year (FY) followed by the number "1" (i.e., "71" for FY27) and "AH" for aviation maintenance sources.

INSPECTED BY: Leave blank. To be signed when the waste containers are inspected and accepted by a HWCAA Manager.

CERTIFIED BY: Leave blank. To be signed by DPW-ENRD personnel.

CONTAINER NUMBER AND CONTAINER WEIGHT: Enter each container's identifying number and each container's respective weight.

DELIVERY ORDER NUMBER: Leave blank. The Delivery Order Number is provided by DLADS.

Additional Information:

Annual HWSAA training is required for personnel completing the AVCOE Form 2758, *Containerized Waste Turn-In Form*. DPW-ENRD provides the required training classes during the first month of each quarter. See www.fortrucker-env.com to register for classes.

5.2 Activities Located within the Boundary of Fort Rucker

For Hazardous, Non-Hazardous, and Universal waste generating activities located within the physical boundaries of Fort Rucker – Main Post, the following applies:

5.2.1 Turn-in of containerized waste will occur each Thursday morning between 0900 and 1130 at Bldg. 1207 or may be scheduled for other times by appointment, if necessary. The original and two copies of the completed AVCOE Form 2758 are to accompany waste containers being turned in at the HWCAA at Bldg. 1207. Note that the generator of the waste is responsible for completing the form correctly and obtaining required/authorized signatures.

5.2.1.1 One copy of the AVCOE Form 2758 will be signed by the HWCAA manager and will be immediately returned to the customer.

5.2.1.2 One copy of the AVCOE Form 2758 will be attached to the respective container. If more than one container of the same type is noted, the form will be attached to the one with the oldest accumulation start date.

5.2.2 Main Post HWCAA managers will provide one copy of each AVCOE Form 2758 from that week's turn-ins to DPW- ENRD prior to noon on Friday each week. Each AVCOE Form 2758 will be reviewed for accuracy and may be returned to the generator or HWCAA manager for corrections if deemed necessary by DPW-ENRD.

5.3 Activities Located Outside the Boundary of Fort Rucker

For waste generating activities located outside the physical boundaries of Fort Rucker – Main Post, the following applies:

5.3.1 The generator of the waste is responsible for completing the form correctly and obtaining required/authorized signatures. Each AVCOE Form 2758 will be reviewed for accuracy and may be returned to the generator or HWCAA manager for corrections if deemed necessary by DPW-ENRD.

5.3.2 One copy of the AVCOE Form 2758 is to be attached to the respective container. If more than one container of the same type is noted, the form will be attached to the one with the oldest accumulation start date, with the document number being written on all applicable containers.

5.3.3 One copy of the completed AVCOE Form 2758 will be provided to DPW-ENRD within one week of waste turn-in.

5.4 HWCAA Manager Responsibilities

5.4.1 A HWCAA Manager will ensure all containers are not damaged prior to accepting into the HWCAA. Containerized waste must be properly labeled, identified, packaged, and safe to handle prior to being accepted into a HWCAA. Containers that are found to be leaking, corroded, heavily dented, or otherwise deteriorated must be either transferred by the waste generating organization to a different container or overpacked in a DOT-approved container before the HWCAA manager can accept the waste into the HWCAA.

5.4.2 Each AVCOE Form 2758 will be reviewed for completeness and accuracy prior to receiving the waste into the HWCAA. Items found to be incorrect, or incomplete, are to be corrected by the generator before the waste manager can accept the waste into the HWCAA.

5.4.3 Fort Rucker Main Post HWCAA managers at building 1207 will provide one copy each of every AVCOE Form 2758 from that week's turn-ins to DPW- ENRD prior to noon on Friday for each week. Each AVCOE Form 2758 will be reviewed for accuracy and may be returned to the generator or HWCAA manager for corrections if deemed necessary by DPW-ENRD.

5.4.4 Cairns AAF and Shell AAF HWCAA managers will provide the respective AVCOE Form 2758 to DPW-ENRD within one week of waste turn-in.

5.5 DPW-ENRD Responsibilities

DPW-ENRD will review AVCOE Form 2758 for accuracy and ensure waste information is transferred to DLADS for Delivery Orders, as required.

6.0 FORMS AND RECORDS

AVCOE Form 2758, *Containerized Waste Turn-In Form*

7.0 REFERENCES

ENV-P002: Document Control
Hazardous Waste Management Plan (HWMP)