



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-3000

NTCGLAKESINST 4110.1A  
N22  
28 JAN 00

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 4110.1A

Subj: CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND  
INVENTORY MANAGEMENT PROGRAM (CHRIMP)

Ref: (a) OPNAVINST 4110.2  
(b) NTCGLAKESINST 5100.17~~F~~ CH-1 23 MAY 00  
(c) OPNAVINST 5090.1B  
(d) Consolidated Hazardous Material Reutilization and  
Inventory Management Program (CHRIMP) Manual  
(e) CNO WASHINGTON DC 0118102 MAY 95  
(f) NTCGLAKESINST 5100.21E  
(g) CNETINST 5100.5D  
(h) OPNAVINST 5100.23E CH-1 23 MAY 00

Encl: (1) Authorized Use List Addition/Deletion Form  
(NTC-GL 5100/15 (Rev. 10/98))  
(2) Memorandum of Understanding (MOU)

(3) HAZARDOUS MATERIALS INVENTORY CH-1 23 MAY 00  
1. Purpose. To issue policy, guidance, and requirements for  
effective management and control of Hazardous Materials (HM)  
aboard Naval Training Center (NTC), Great Lakes, in accordance  
with references (a) through (g) (h). CH-1 23 MAY 00

2. Cancellation. NTCGLAKESINST 4110.1 This instruction has  
been substantially revised and should be reviewed in its  
entirety.

3. Applicability. This instruction applies to Naval Training  
Center, Great Lakes Complex<sup>2</sup>.

4. Background

a. With increased attention being focused on environmental  
issues, much consideration has gone into identifying the best  
way for the Department of the Navy to carry out its mission to  
protect our personnel and preserve the environment. Controlling  
and reducing the variety and quantities of HM used and the  
amount of hazardous waste (HW) generated are essential parts of  
this effort. NTC Great Lakes has operational requirements for  
HM that have a direct impact on the health of personnel and the  
well being of the environment. Disposal of HW is expensive and

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is regulated by the Environmental Protection Agency (EPA). Procurement and stocking of HM must be controlled in order to reduce HW generated aboard Naval Training Center, Great Lakes. Enclosure (2) formalizes the responsibilities and agreements between NTC Supply and Logistics and the activity/work center with regard to the requisitioning, storage, and issue of new and used HM as well as the pickup and disposition.

b. Reference (a) was established as a result of increasing environmental regulations, significant HW disposal fees, and the increasing potential for liability. It defines uniform policy, guidance, and requirements for the life-cycle control and management of HM acquired and used by the Navy, and directs that controls be established to reduce the amount of HM used and the amount of HW generated. Reference (b) is the NTC Hazardous Material Control and Management Program (HMC&M). It was implemented to meet requirements of the law and to establish requirements for HM management per reference (a). Reference (c) specifically identifies reference (d) as a means to achieve this goal. CHRIMP has proven to be a successful method to achieve life-cycle control and management of HM and HW at all levels. CHRIMP implementation has reduced the amount of HM procured, stocked, and distributed to work centers, and eventually disposed of as HW.

c. Reference (e) mandates the use of CHRIMP procedures to control, track, and reduce the variety and quantities of HM in use at activities. Reference (f) offers practical guidelines for the Navy to meet its immediate need for controlling and reducing the amount of HM used to support Naval operations and the ensuing HW generated. Reference (h) defines the specific responsibilities and activities required by shore activities.

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5. Objectives. CHRIMP (pronounced "Crimp") is the OPNAV name for the program. HAZMART is the NTC Great Lakes user-friendly name for the program. The objectives of the program are:

a. Consolidate HM presently held by all component and tenant commands at NTC Great Lakes (Complex<sup>2</sup>).

b. Reduce HM "stockpiling" by establishing a seven-day Authorized Use List (AUL).

c. Reduce operational costs, both in procurement of HM and the disposal of HW.

d. Reduce the overall quantity and range of HM without degradation to mission accomplishment.

A commercial contractor shall operate HAZMART in accordance with the CHRIMP manual. The contractor will own the HAZMART inventory. The HAZMART store will be a non-mandatory source of supplies. HAZMART is located in Building 3502. Hours of operation are Monday through Friday 0800 to 1500.

## 6. Responsibilities

### a. The NTC Assistant Chief of Staff for Supply and Logistics

(1) Maintain overall responsibility for implementation of CHRIMP and the compliance with HM regulations, directives and legislation.

(2) Ensure universal compliance at NTC Great Lakes.

### b. CHRIMP Coordinator

(1) Implement and operate CHRIMP by establishing centralized control of HM management to include: material control, distribution and storage, and contract monitoring.

(2) Coordinate an activity-wide physical inventory of all HM on an annual basis. Compare this inventory to the AUL and take appropriate action on all discrepancies.

(3) Prepare and forward all deficiency reports between the annual inventory and the AUL for any hazardous materials not listed in the AUL to the Commanding Officers.

(4) Maintain the Hazardous Material Information System (HMIS) and hard copy of all Material Safety Data Sheets (MSDS).

(5) Per reference (g), review the Defense Supply Center Richmond (DSCR) Environmental Products Catalog semi-annually to determine if less hazardous substitutes are available for HM used at the activity.

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c. Commanding Officers, Officers-in-Charge

(1) Ensure supervisors are trained in the proper use of MSDS, markings, handling, stowage, usage, spill response, and disposal procedures relative to CHRIMP.

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Enclosure (3) shall be utilized to

(2) Conduct a physical inventory of hazardous materials in all areas under your cognizance annually and report results to the CHRIMP Coordinator via the NTC ACOS for Supply and Logistics.

(3) Ensure building managers and supervisors actively control, track, and reduce the variety and quantities of hazardous materials, and only utilize items which are listed on the AUL. Enclosure (1) shall be submitted for approval of hazardous material not listed on the AUL.

(4) Return all bar-coded containers to HAZMART, when empty or no longer needed. If return is not made, the customer will not be issued a like item until the container(s) or empty container(s) are returned.

(5) Provide HAZMART with a primary and alternate hazardous material representative, in writing, for each division/work center.

(6) Utilize HAZMART to prescreen all HM orders, Government credit card purchases, and purchase orders (DD Forms 1155).

(7) HM will be procured through HAZMART by utilizing a Government credit card and submitting a HAZMART shopping list.

(8) Ensure no more than a seven day supply of HM is kept at any given time. Excess quantities will be turned in to HAZMART as cost avoidance material.

(9) Local purchase items will be delivered to HAZMART, Building 3502, or directly to the end user. Activities receiving direct vendor deliveries must contact HAZMART upon receipt to bar code HM.

(10) Special project/Self Help procedures must be followed per reference (f), which requires a plan of action reviewed by Safety personnel.

(11) Availability of HM from Defense Reutilization and Marketing Service (DRMO) will be coordinated through HAZMART.

d. HAZMART Personnel

(1) Provide delivery and pickup of HM between the hours of 0800 and 1500, Monday through Friday. Issue emergency requisitions and/or walk-thru requisitions within 15 minutes of receiving a valid requisition document during normal working hours, and issue emergency requisitions within two hours of notification of a valid requisition during non-working hours.

(2) Requisition and maintain stock of high usage HM required by workcenters in conjunction with their seven day AUL.

(3) Issue materials only within usable shelf-life. Shelf-life extension guidelines will be used to the maximum extent possible. If feasible, issue cost avoidance material vice chargeable items.

(4) Ensure HM is issued in the smallest unit of issue available for maximum utilization.

(5) Coordinate with the user on types and quantities of HM to be maintained in HAZMART. Lists will be maintained in writing and periodically reviewed.

(6) Provide expeditious delivery of HM to the designated delivery point, normally within an hour period or have material ready for pick-up at HAZMART within 30 minutes.

(7) Provide an itemized receipt with each issue to be signed by both HAZMART and the Authorized User.

(8) Ensure every container issued from HAZMART is bar coded with the issue control number.

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(9) Provide Material Safety Data Sheets (MSDS) with all HM that is requisitioned unless current MSDS for material is already held by the user.



EDWARD E. HUNTER

Distribution:  
NTCGLAKESINST 5216.5M  
List I, II (Case A), III-A, III-B, III-C



NAVAL TRAINING CENTER GREAT LAKES IL  
CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND  
INVENTORY MANAGEMENT PROGRAM  
(CHRIMP)

Date: \_\_\_\_\_

From: Assistant Chief of Staff for Supply and Logistics, NTC,  
Great Lakes, IL

To:

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

1. SERVICES PROVIDED OR RECEIVED FROM SUPPLY AND LOGISTICS, NTC, GREAT LAKES IL HAZARDOUS MATERIAL MINIMIZATION CENTER (HAZMART) ARE STATED BELOW.

2. This MOU is between NTC Supply and Logistics HAZMART and \_\_\_\_\_, hereinafter referred to as the CUSTOMER\*. The purpose of this MOU is to set forth the duties, responsibilities, considerations, and other factors relative to the requisitioning, control, issue, delivery, pickup and reutilization of hazardous materials (HM). HM in excess of the seven day Authorized Use List (AUL) will be turned in to HAZMART, held as "cost avoidance" material and reissued on a "cost free" basis. Empty containers originally issued from the HAZMART will also be returned to the center.

DESCRIPTION OF DUTIES

This MOU shall be in effect starting on (Date) until (Date).

The HAZMART agrees to provide: HM delivery or pickup during the hours of 0800-1500 Monday through Friday.

The HAZMART agrees to requisition and maintain a stock of high usage HM required by the CUSTOMER in conjunction with the CUSTOMER'S seven day AUL.

\*Each CUSTOMER'S MOU is tailored to their needs.

Enclosure (2)

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The HAZMART and the CUSTOMER shall agree on the types and amounts of products to be maintained in the center. This list will be maintained in writing and jointly reviewed periodically at a minimum of once annually.

The HAZMART agrees to issue only materials with usable shelf-life, and to issue "cost avoidance" material, if available, vice chargeable items. HM will be issued in the smallest unit of issue available for maximum utilization.

The HAZMART agrees to provide expeditious delivery to the CUSTOMER's designated delivery point normally within one hour or have the material ready for pickup at the center within 30 minutes.

The HAZMART agrees to provide the Material Safety Data Sheet (MSDS) with all hazardous material issued unless a current MSDS for the items is already maintained by the CUSTOMER.

The HAZMART agrees to provide an itemized receipt with each issue to be signed by both the HAZMART and the CUSTOMER authorized representative. Every container issued from HAZMART will be bar coded with the issue control number.

The HAZMART agrees to provide an itemized bill for material delivered on a weekly basis or as required.

The CUSTOMER agrees to provide the HAZMART with the primary and alternate hazardous material representative, in writing, for each division/work center.

The CUSTOMER agrees to provide, in writing, an AUL to HAZMART.

The CUSTOMER agrees to provide, in writing, all changes to the AUL to HAZMART after review from the NTC Safety Manager.

The CUSTOMER agrees to have HAZMART prescreen all hazardous material requisitions.

Enclosure (2)

The CUSTOMER must provide a Government credit card and a HAZMART shopping list to HAZMART to obtain HM which are carried at HAZMART.

The CUSTOMER agrees to maintain no more than a seven day supply of HM. Excess quantities will be turned in to the HAZMART as cost avoidance material.

The CUSTOMER agrees to return all bar coded containers to HAZMART when empty or no longer needed. If return is not made the CUSTOMER will not be issued a like item until container(s) or empty container(s) are returned.

The CUSTOMER agrees to allow the HAZMART personnel to randomly visit and inspect HM storage sites to ensure compliance with agreed upon HM stock levels.

GENERAL CONDITIONS

All correspondence, memos, bill changes, claims, etc., shall be addressed to the HM Officer, or to the person undersigned below.

CUSTOMER:

NTC GREAT LAKES HAZMART:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone number

Enclosure (2)



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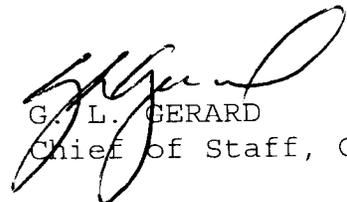
NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 4110.1A CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY  
MANAGEMENT PROGRAM (CHRIMP)

Encl: (1) Enclosure (3) to basic instruction

1. Purpose. To issue Change 1 to the basic instruction.
2. Action. Make the following pen and ink changes to basic instruction:
  - a. Page 1, references, change reference (b) to read "NTCGLAKESINST 5100.17F". Add new reference (h) as follows:  
"(h) OPNAVINST 5100.23E"
  - b. Page 1, enclosures, add new enclosure (3) as follows:  
"(3) Hazardous Materials Inventory"
  - c. Page 1, paragraph 1, last line, change to read, "with references (a) through (h)."
  - d. Page 2, paragraph 4c, add new sentence to end of paragraph to read "Reference (h) defines the specific responsibilities and actions required by shore activities."
  - e. Page 4, paragraph 6c(2), add new beginning to first sentence to read "Enclosure (3) shall be utilized to conduct a physical inventory...".
  - f. Add enclosure (1) as last page of the instruction.

  
G. L. GERARD  
Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5216.5M  
Lists I, II (Case A), III-A, B, C





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N22  
23 MAY 00

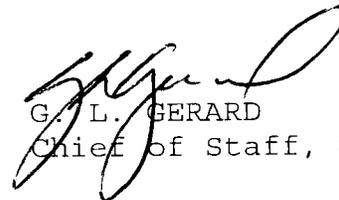
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