



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER

2701 SHERIDAN ROAD

GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5100.17F

N33

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NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5100.17F

From: Commander, Naval Training Center, Great Lakes

Subj: HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M) PLAN

Ref: (a) OPNAVINST 5100.23E
(b) NAVSUP PUBLICATION - 719, MARCH 1999
(c) NTCGLAKESINST 4110.1
(d) CNETINST 5100.5D
(e) NTCGLAKESINST 5090.1B
(f) NTCGLAKESINST 5090.8

Encl: (1) Hazardous Material Control and Management
(HMC&M) Plan Elements
(2) Authorized Use List (AUL) Addition Request
(3) Hazardous Material Training Record

1. Purpose. To implement references (a) through (f) and establish the HMC&M plan for life-cycle control of Hazardous Materials (HM) acquired and used by Naval Training Center (NTC) Great Lakes.

2. Cancellation. NTCGLAKESINST 5100.17E

3. Applicability. This instruction applies to all component and tenant commands at NTC Great Lakes (Complex²).

4. Background. The Navy Occupational Safety and Health Program Manual, reference (a), requires and assigns responsibilities for implementation of an HMC&M plan. It provides guidance for the Hazardous Material Information System (HMIS) and identifies safety and health functions in support of the HMC&M plan. Reference (b) is the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual mandated by reference (a). Reference (c) implements the CHRIMP program locally. Reference (d) is Chief of Naval Education and Training (CNET) policy on HM and HM minimization. References (e) and (f) pertain to statutory codes and regulatory requirements on environmental protection, control of Hazardous Waste (HW), and emergency response to oil and hazardous substance release.

5. Scope. The HMC&M program is a Navy-wide program to assure

Logistics shall:

a. The NTC Assistant Chief of Staff for Supply and

7. Responsibilities.

6. Policy. Control of HM is a function for all hands. It is the policy of the Commander, that HM be managed and controlled from acquisition through disposal. All hazardous materials from acquisition to disposal shall be received through the NTC ordered and/or received shall be processed through the Purchasing Department and HAZMART. Programs for the safe use of HM shall be developed at the command level consistent with this instruction, references, enclosures and shall be made available upon request to employees, designates representatives or other upon request to employees, designates, representatives or other government officials.

b. Frequency and duration of exposure, quantity on hand, as well as the method of use approximates those of a consumer in as well as the method of use approximates those of a consumer in routine use.

a. "Consumer" products covered by the Consumer Product Safety Act (label shows hazard).

Items are those which meet both of the following conditions: communication (HAZCOM) standards prescribed for HM. Exempt HM are exempt from the storage, accounting, and hazard demilitarization of these items. Certain consumer products and exposure may occur incident to manufacture, storage, use and materials should be considered hazardous to the extent personnel materials, bulk fuels and radioactive materials. The foregoing and pharmaceutical supplies, medical waste and infectious pyrotechnics, chemical and biological warfare materials, medical weapons, explosives and explosive-actuated devices, projectiles, for "control" purposes. Such materials include ammunition for specific guidance which takes precedence over this instruction does not eliminate the need for other instructions or directives but controls and regulations by other instructions or directives but this instruction only, the definition of HM excludes materials emergency response are addressed in references (e) and (f). For use. Resultant hazardous wastes, spills, releases or the safe control of HM during acquisition, storage, distribution and use.

(1) Manage the CHRIMP in accordance with references (a), (b) and (c).

(2) Serve as the overall program manager for the Supply aspects of the HMC&M Program. These include HM logistics requirements, warehousing, the HMIS and the marking and labeling of containers received, shipped, distributed, issued for use, stored and purchased.

(3) Request and obtain a Material Safety Data Sheet (MSDS), as described in reference (a) for each HM purchased locally or through the supply system. Forward a copy of the MSDS, for newly introduced items only (MSDS not in HMIS), to:

Commanding Officer
Navy Environmental Health Center (NAVENVIRHLTHCEN)
ATTN: IH (HMIS)
2510 Walmer Ave
Norfolk VA 23513-2617

(4) Not accept HM received from manufacturers, vendors or distributors that is unlabeled, improperly labeled or does not have an accompanying MSDS, as required by reference (a).

(5) Coordinate a base-wide HM inventory per references (a), (b) and (c), and provide a copy to the NTC Safety Manager.

b. The NTC Assistant Chief of Staff for Installation and Environment shall:

(1) Liaison with Navy, federal, state and local officials on matters regarding HW/HM with impact on the environment and compliance with license/permit requirements.

(2) Coordinate with appropriate organizations and/or officials for disposal of HW.

(3) Monitor HW collection and accumulation practices at NTC.

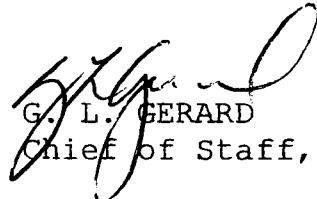
c. The NTC Safety Manager shall:

(1) Coordinate OSH aspects of the HMC&M program.

- (2) Assist in developing and maintaining a program to provide an MSDS for all HM used and/or procured at the activity.
- (3) Maintain a master inventory of MSDS's for all items on the Authorized Use List (AUL).
- (4) Ensure work procedures, Personal Protective Equipment (PPE), and engineering controls are evaluated and monitored for compliance with standards.
- (5) Perform random spot-checks to verify that the HM is approved for use and the conditions of its use are appropriate.
- (6) Inspect HM usage procedures and storage practices during workplace inspections.
- (7) Liaison with the Naval Medical Command on matters affecting occupational health of personnel exposed to HM.
- (8) Assist in the development and maintenance of the HM AUL.
- (9) Report HM deficiencies to the cognizant Commanding Officers.
- (10) Develop and implement a training plan to support workcenter HM training. Maintain training records.
- (11) Screen open purchase requests for presence of HM as required by FED-STD 313C.
- (12) Request Industrial Hygiene review of proposed HM commodities for toxicological concerns.
- (13) Provide reports and recommendations resulting from evaluations of routine and non-routine HM use to Line supervisors and managers.
8. Action. All NTC component and tenant commands shall take action appropriate to implement the requirements of references (a) through (f) and as specified in this instruction.

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9. Forms Availability. NTC-GL-5100/8(11/90), NTC-GL 5100/15, (10/98), may be reproduced locally.


G. L. GERARD
Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

List I, II (Case A), IIIA, B and C

HAZARDOUS MATERIAL CONTROL AND MANAGEMENT
(HMC&M) PLAN ELEMENTS

1. Hazardous Material Information System (HMIS). The HMIS system described in detail in reference (a) will be used to acquire, store and disseminate manufacturer's information on HM.

2. HM Inventory. An annual inventory of HM will be developed and maintained to control and manage HM per reference (a). Each HM line will be assigned a unique identifier that relates it to an MSDS with the same identifier, thus aiding filing and correct use by non-technical and emergency response personnel. This unique identifier may also be placed on the HM label. The information on the inventory fulfills the requirement for a list of HM in the workplace and is a means of ready access to the applicable MSDS. The inventory will also indicate whether the material is an extremely hazardous substance, hazardous substance or toxic chemical as defined under reference (f), the manufacturer's name and product name. The annual inventory will be used to identify HM stored by location.

3. HM Authorized Use List (AUL). The AUL will identify HM that is authorized to be ordered by activities and will be maintained by NTC Safety. Additions to the AUL will be made only with the approval of safety and health professionals. Enclosure (2) will be used for this purpose.

4. Material Safety Data Sheets. References (a), (b) and (c) require that each activity using HM in its work operations and processes possess an MSDS for each HM on hand and that it be readily available to workers. Reviewing MSDSs, informing employees and contractors of hazards/safeguards of HM to which they may be potentially exposed is a requirement of management/supervisory personnel.

5. Labels and Other Forms of Warning. Each container of HM will be properly labeled by the manufacturer. In the event warning labels are inadvertently removed or damaged in shipping prior to receipt by activities, contact the commercial suppliers to provide replacement labels. Bulk storage tanks and pipes require precautionary labeling. Alternate methods of compliance, such as marking tanks and pipes with a standard DoD Hazardous Chemical Warning Label (DD2521 or 2522) or a locally

physical and health hazards associated with potential exposure.
the chemical properties of the HM, visual appearance and odor,
b. job specific HM to which personnel have contact,

this instruction.

a. The OSHA HAZCOM Standard, 29 CFR 1910.1200 and

following elements:
extent as required for routine tasks. Training will include the tasks involving HM will be trained and equipped to the same maintained for five (5) years. Personnel assigned non-routine and/or when a process change occurs. Records shall be assigned to the workcenter, upon introduction of a new HM safety office. This training shall be conducted upon initial will be documented on enclosure (3) and submitted to the NTC. 7. Training. Employees shall be trained on HM. Training HM available to the supported activity.
exposed. Similarly, contractors must make their MSDSs for the exposed. Contractors are informed of HM to which they may be

e. Contractors are informed of HM to which they may be minimized.
d. Unused, expired HM, and resultant wastes will be

c. PPE is available and utilized by the employees.

b. The HM is used and stored in the minimum quantities - no more than a seven day supply will be authorized. required and in approved storage facilities to accomplish the mission - no more than a seven day supply will be authorized.

a. The HM appears on the AUL and inventory for the supervisor and/or the workplace monitoring plan. conditions of HM use having been evaluated and approved by the workplace/workcenter. This includes the procedures for and quantities - no more than a seven day supply will be authorized.

6. The Safe Use of HM. HM will be handled and used only under the following minimum conditions:

analytical prior to disposal as HM.
warranties to prevent mishaps, improper use, and costly chemical marketed with the common name of the contents and appropriate temporary, immediate use, and single use containers, will be name and hazards may be used. All HM containers, including developed label that contains the manufacturer's name, product

c. Procedures to protect against hazards, e.g., PPE, work practices limiting exposure and emergency procedures.

d. Spill, leak and disposal procedures.

e. MSDS locations.

8. Acquisition Controls for HM. Local procurement controls and audits should be established as needed. Policies will address the following:

a. Acquisition of HM will originate with the immediate supervisor.

b. Supply personnel review of requisitions and purchase orders should be accomplished prior to ordering to ensure that the material is on the AUL. HM with a standard stock number that is deemed inferior will have a Report of Deficiency or Quality Deficiency Report (SF 364 or 368) submitted.

c. Limiting open market purchases of HM, regardless of the method employed, for which no stock number exists in the supply system. An MSDS shall be obtained from the manufacturer or supplier prior to approval of an open market purchase for addition to the AUL.

9. Controlled Receipt of HM. On receipt of the HM, it will be inspected for proper labeling and the availability of an MSDS. If found deficient, the HM will be placed on temporary hold. All HM received shall be checked in at HAZMART for tracking prior to use.

10. Work Operations Involving Sealed/Closed Containers. Work operations where employees handle HM in sealed or closed containers, which are not opened under normal conditions, are also, a special consideration. Examples of such operations include cargo handling, warehousing, retail sales, and certain office occupations. In these situations, activities shall:

a. Ensure labels on HM containers are not removed or defaced.

- c. Ensure employees are provided with information and training to the extent necessary to protect them in the event of a spill, leak, or accidental exposure from a sealed container.
- b. Ensure MSDSs are readily available for labels that may have been defaced.

REQUEST FOR ADDITION TO THE HAZMAT AUL

PART I: GENERAL INFORMATION

FROM: _____
(Activity/Work Center)

(Name/Rank/Rate)

(Bldg Number) _____ (Phone Number)

(Signature/Date) _____ (Date forwarded)

TO: HAZMART

ROUTINE (3 Days)

URGENT (Walk Thru)

PART II: PRODUCT INFORMATION

MSDS ATTACHED

Product Name: _____

Manufacturer: _____

Part/Stock Number: _____

Justification: _____

(Requirement for this material, i.e., technical manual, warranty, law, regulation, less hazardous, cost effective, 3M, etc.)

3M/Attach copy of MRC _____

PART III: PRODUCT USAGE

Product usage is expected to be:
ONE TIME or MULTIPLE
(Circle one and fill in blanks)

FREQUENCY	DAYS PER...	HOURS PER DAY
DAILY	XXXXXXX	_____
WEEKLY	_____	_____
MONTHLY	_____	_____
QUARTERLY	_____	_____

a) If one time usage, how long? _____

b) Where will product be used and how will it be applied? _____

PART IV: REVIEW (SUBMIT TO HAZMART WITH MSDS FOR ROUTING)

Hazmart: _____ Approval / Disapproval
(Signature & Date) (Circle Recommendation)

Comments: _____

Industrial Hygiene: _____ Approval / Disapproval
(Signature & Date) (Circle Recommendation)

Comments: _____

Environmental: _____ Approval / Disapproval
(Signature & Date) (Circle Recommendation)

Comments: _____

Safety: _____ Approved / Disapproved
(Signature & Date) (Circle Authorization)

Comments: _____ MSDS No. _____

HAZARDOUS MATERIALS TRAINING RECORD

COMMAND: _____

INSTRUCTOR'S NAME: _____

***AFFIDAVIT:** By signing this form, I hereby certify that I have read and understand the instructions pertaining to the proper handling and safety precautions of the above listed hazardous materials.

