



DEPARTMENT OF THE NAVY

NAVAL STATION NEWPORT
690 PEARY STREET
NEWPORT, RI 02841-1522

IN REPLY REFER TO:

NAVSTANPT/LOCAL AREA RI
COORDINST 5090.14B
N8N
APR 25 2007

NAVSTA NEWPORT/LOCAL AREA RHODE ISLAND COORDINATOR INSTRUCTION
5090.14B

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

Ref: (a) OPNAVINST 5090.1B
(b) CNO ltr 5090 Ser N451C/7U530402 of 8 Jan 98
(c) OPNAVINST 5100.23E
(d) OPNAVINST 5102.1
(e) 29 CFR 1910.1200
(f) NAVSTANPTINST 5100.2H
(g) NAVSTANPTINST 5100.9B

Encl: (1) Hazardous Material Authorized Users List Addition Form
(2) Hazardous Material Request Form

1. Purpose. To establish uniform policy, guidance, and requirements for the control and management of hazardous material (HM) from acquisition to ultimate disposal, and to implement a Hazardous Material Control and Management (HMC&M) Program.

2. Cancellation. NAVSTA NEWPORT/LOCAL AREA RI COORDINST 5090.14A.

3. Participation. This instruction applies to all Naval Station (NAVSTA) Newport departments and tenant commands. Per reference (a), full participation by every tenant, department, cost center or activity within the installation's physical and/or jurisdictional boundaries is required.

4. Discussion. References (a) through (d) require commanding officers to develop and implement written plans and procedures to institute an HMC&M Program. Reference (b) specifically instructs tenant commands to participate in the host command's HMC&M program, including storage and purchase of HM from the Hazardous Material Center (HMC). References (e) through (g) establish requirements for informing and training all employees of the hazards associated with each chemical they work with or to which they are exposed. They also instruct employers to provide appropriate protective measures and equipment to employees as needed.

5. Definitions

a. Hazardous Material (HM). Any material that because of its quantity, concentration, physical, chemical, or infectious characteristics may pose a substantial hazard to human health, property, or the environment when treated, handled, used, packaged, stored, transported, or disposed. This includes ignitable, corrosive, reactive, or toxic material but excludes ammunition, weapons, explosives, explosive actuated devices, weapon propellants, pyrotechnics, chemical and biological warfare materials, radioactive materials, medical and pharmaceutical supplies, and bulk fuels.

b. Authorized Use List (AUL). A list of HM authorized for use by various departments and tenant commands. All general use items are listed on the individual work center, division, department, or tenant command's AUL.

c. Hazardous Waste (HW). Any discarded or abandoned hazardous substance as defined in 40 CFR 261 or applicable state regulations where the state has been granted enforcement authority by the Environmental Protection Agency (EPA). It may include any discarded liquid, semi-solid, solid, or containerized gaseous material.

d. Hazardous Material Center (HMC). The centralized location where HW generation is avoided by minimizing and controlling HM acquisition and use, and by applying management, engineering, and equipment to current Navy processes and procedures.

e. Material Safety Data Sheet (MSDS). An MSDS identifies all the important details regarding a specific chemical. An MSDS should contain the following information:

- (1) Identity of the product including any hazardous ingredients.
- (2) The product's physical and chemical characteristics.
- (3) The physical and health hazards associated with the product.
- (4) The safety procedures and equipment recommended for using the product.

6. Policy

a. The command shall promote and protect the health and safety of workers and the environment through an effective HMC&M program. The informed and safe use of HM is a shared responsibility of management, supervisors, and individual employees.

b. A complete file of manufacturer specific MSDSs shall be maintained in the general work area where the HM is utilized and be readily accessible to all employees. HM shall be handled and used in accordance with the manufacturer's directions and within the guidelines set in the MSDS. All MSDS must be kept up-to-date and checked for accuracy at least annually by the supervisor responsible for employee usage.

c. The HM used shall be on the work center's AUL. The decision to place general use items on all AULs will be made by the Pollution Prevention (P2) committee (formally the HMC&M Committee). Requests for an addition to any specific AUL must be submitted to the Hazardous Minimization Center (HMC), via the safety, industrial hygiene and environmental divisions using enclosure (1). A copy of the product's MSDS must be attached to the request.

d. Procurement will be controlled to assure only authorized HM is obtained. Authorized HM shall be requested in sufficient quantity to accomplish the specific tasking. The purchasing of excess HM is prohibited.

e. The following items are authorized to be procured by the customer with their purchase card without going through the CHRIMP process as they are considered articles not requiring HM controls:

- (1) Alkaline batteries
- (2) Dry Erase Markers
- (3) Toner cartridges

f. Enclosure (2) is a sample of a HM request form. Each cost center shall fill out their specific HM request form and submit it to the HMC to request HM. All personnel drawing HM

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from the HMC shall be issued only a seven-day supply of HM at any given time. Tenant commands shall receive a 15-day supply of HM upon initial incorporation into the HMC and be reduced to a seven-day supply within one year of incorporation into the HMC.

g. All HM shall be stored in approved safe storage containers. The location of where the HM is stored shall be annotated on the work center, division, department, or tenant command specific AUL.

h. All HM shall be labeled with the proper chemical or trade name, the corresponding hazard warning, and the address and phone number of the manufacturer. Guidance on HM labeling is contained in reference (c).

(1) Labeling and marking of HM containers is a function of the manufacturer, importer, or distributor per reference (e). HM received from the manufacturer, importer, or distributor which is improperly or incompletely labeled shall not be accepted and shall be returned to the manufacturer.

(2) When HM is transferred from a bulk container to a breakdown container, the appropriate warning label shall be completed and applied to the breakdown container by the person transferring the HM.

i. Personal protective equipment (PPE), such as goggles, rubber gloves, face shield, aprons, and respirators, must be worn while handling HM as required by the MSDS. Employees shall be trained to use the HM per the MSDS by their supervisors.

j. Contractors must be informed of HM to which they may be exposed at NAVSTA Newport. Contractors will submit to the contracting office for review and approval copies of the MSDSs for all HM items which they will bring on site during the contract work. Contractors are required to inform appropriate NAVSTA Newport supervisory personnel of HM to which Navy personnel may be exposed as a result of contractor work. Contractors must also ensure that all MSDSs for their HM are available on site and accessible to NAVSTA Newport personnel.

7. Responsibilities

a. Pollution Prevention (P2) Committee (The responsibilities of the hazardous material control and management (HMC&M) committee have been incorporated into the P2 Committee):

(1) The P2 Committee is responsible for issuing local procedures to control, track, and reduce the variety and quantity of HM in use at NAVSTA Newport. The committee will also ensure proper procedures are in place to effectively control the storage and disposal of any HM determined to be HW.

(2) The P2 Committee shall be composed of personnel as listed in the P2 Plan.

(3) The P2 Committee shall monitor the HM program, including providing guidance to HM Coordinators, review the substitution of less hazardous materials for those more hazardous, limit the quantities of HM acquired and stored, and make recommendations to the Commanding Officer concerning HM operations.

b. Hazardous Material Center (HMC) (405.52)

(1) The HMC shall exercise life-cycle control over HM at NAVSTA Newport. This includes acquisition, storage, issue, inventory, and disposition per the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual.

(2) The HMC shall ensure all departments and tenant commands of the Naval Station have undergone the CHRIMP process (all HM has been inventoried, bar-coded and reissued to the work center) and are incorporated into the database system.

(3) The HMC (or its designated representative) shall purchase HM for all NAVSTA Newport work centers, divisions, departments, and all tenant commands. Specific types of micro purchases for HM, including but not limited to pesticides, herbicides, compressed gases, and medical and dental products, can be procured by the customer with the purchase card, only after specific approval from the HMC has been given.

(4) The HMC shall check requests to purchase HM against established AULs prior to purchasing these items. Any item not

on a customer AUL will not be purchased until the item has been added to the AUL.

(5) The HMC shall update and re-issue the AUL to the customer any time it has been changed. At least once per year, the HMC shall re-distribute the AUL to each cost centers to ensure they have an up to date AUL. Maintain the AUL based on validated requirements and approved quantities to minimize the amount of HM on the base. Ensure all new requests for HM are submitted and approved using enclosure (1).

(6) The HMC shall maintain a master file of MSDSs.

c. Environmental Department (N8N)

(1) Acts as chairperson for the P2 committee.

(2) Reviews and updates this instruction as required.

(3) Screens AUL addition requests.

(4) Disposes of HW generated by HMC.

(5) Provides general over site of the HM program.

(6) Maintains an active list of HM coordinators

d. Supply Operations (405.5)

(1) Oversees operations of the HMC, including ordering, stocking, labeling, separating, mixing concentrates, delivery, etc.

(2) Monitors the CHRIMP process to ensure all departments and tenant commands are incorporated into the HMC, and ensures the HMC has adequate resources and funding to perform the CHRIMP process on all departments and tenant commands.

(3) Assists in reviewing and updating this instruction as required.

e. Safety (N9N)

(1) Addresses questions concerning proper HM storage.

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(2) Screens AUL addition requests.

(3) Provides Hazardous Communication (HAZCOM) training, per references (f) and (h), to new employees as required and to supervisors annually.

(4) Performs inspections of HM storage areas annually.

(5) Issues NAVOSH deficiencies for HM violations to ensure correction of all deficiencies in a timely manner.

f. NAVSTA Newport Departments and Tenant Commands

(1) Provide to N8N, their designated HM coordinators.

(2) Purchase all HM through the HMC and ensure employees and contractors do not bring any HM onto the base from home or other establishments.

(3) Ensure personnel in charge of running purchase card programs perform audits on purchases, including a review of individual receipts looking for unauthorized purchases of HM.

(4) Ensure the purchase card is removed from any employee who orders unauthorized HM (was not submitted to the HMC for approval) with their card more than once per year.

(5) Report any HM found in an unauthorized area to the HMC immediately at 841-4275. Unauthorized areas include but are not limited to solid waste dumpsters, unattended outdoor areas, inside uninhabited buildings, etc.

g. NAVSTA Newport Department and Tenant Command Supervisors

(1) Per references (f) and (g), supervisors shall ensure new employees receive hazardous communication (HAZCOM) training and schedule a "job-specific" training session on the HM used within the employee's workplace. Whenever a new HM is introduced into the work environment, employees shall be briefed on the product and become familiar with the MSDS.

(2) Ensure that the appropriate personal protective equipment (PPE) is available for use with each HM and that each employee uses the appropriate PPE as designated in the MSDS.

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(3) Ensure HM is used in the intended manner, ensuring the safety of the individual using it.

h. HM Coordinators

(1) Ensure each work center complies with applicable elements of the HMC&M Program.

(2) Ensure all containers are properly labeled and maintain an MSDS for each AUL product.

(3) Ensure all empty HM containers are returned to the HMC.

(4) Inspect and ensure work center storage locations are approved, neat and orderly, and provide a list of all work center HM locations to the HMC.

(5) Receive guidance and instruction as necessary from the P2 Committee.



T. W. MALLOY

Distribution:
Lists A-P

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ADDITIONS TO HAZARDOUS MATERIAL AUTHORIZED USER LIST

1. USER: Complete addition to AUL sheet (appendix B - 2), forward to supervisor with the MSDS attached.
2. SUPERVISOR: Attach complete package to addition to AUL request. Complete section 1, forward package to the safety office for review and approval.
3. SAFETY: Complete section 2, forward package to the Industrial Hygienist office (if required) or onto the Environmental Department for review and approval.
4. INDUSTRIAL HYGIENIST: Complete section 3 (if required) and forward package to the Environmental Department.
5. ENVIRONMENTAL: Complete section 4 (section 3 intentionally left blank), forward package to HM Center.
6. CHRIMP: Add to AUL and notify requesting supervisor. Forward completed copy to each reviewer.

ADDITIONS TO HAZARDOUS MATERIAL AUTHORIZED USERS LIST

Command: _____

Department: _____ Work Center: _____

Process Location Bldg: _____ Room: _____

Hazardous Material Rep: _____

Telephone No.: _____

Product Name/Trade Name: _____

Product No. _____

MSDS Serial Number: _____ NSN/LSN: _____
(if known) (if known)

Manufacturer Name: _____

Manufacturer Address: _____

Telephone #: _____

Container Type (drum, bag, pail, tube, etc.): _____

Unit size (5gal, 8 ox. 1 lb, etc.): _____

Limit: _____ High Limit: _____

Material Safety Data Sheet (MSDS) must be attached to request

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SECTION 1

Supervisor Name: _____

Code: _____ Phone: _____

Purpose use of stated material: _____

Storage location: _____

Process Location: _____

How applied: brushed ___ Rolled ___ Sprayed ___ Poured ___ Spread ___
Other ___ (Explain) _____

Type of waste generated from process: _____

List of personnel authorized and trained (supervisor to ensure training records are on hand for review) to use the material:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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SECTION 2
N9N Safety Office

Approved _____ Disapproved _____ Date: _____

Safety Representative: _____

Application Code: Brushed__ Rolled __ Sprayed __ Poured __
Spread __ Other __

Personal Protective Equipment Required:**EYE:** Safety Glasses WWS__ Goggles __ Face Shield __ Other_____**HANDS:** Rubber gloves __ Neoprene gloves __ Cotton Gloves __
Solvent/acid resist. Gloves __ Leather gloves __**BODY PROTECTION:** Yes__ No__**Apron:** Plastic __ Rubber __ Neoprene __ Leather __
Solvent/Acid resistant __ Tyvek __**Coveralls:** Cotton __ Paper __ Tyvek __ Other _____**Hood:** Cotton __ Paper __ Tyvek __ Other _____**Boots:** Neoprene __ Plastic __ Tyvek __ Rubber __ Steel Toe __
Steel shank __**RESPIRATORY PROTECTION:** Yes __ No __

½ face __ Full face __ Type/Cartridge filter _____

Supplied Air __ SCBA __

EYE WASH SHOWER REQUIRED: Yes __ No __

Eye wash __ Deluge shower __ Combination __

Special Storage handling requirements: Yes __ No __

Describe: _____

SECTION 3

INDUSTRIAL HYGIENE: Approved __ Disapproved __

Review Section 1 and provide comments if disagree with
evaluation: _____

Monitoring Required: Yes ___ No ___

If yes, upon first use: Yes ___ No ___

Note to Supervisor: If yes, you must contact the Industrial Hygienist prior to use of this product to schedule personal monitoring. Sufficient notification is required to allow Industrial Hygienist to prepare instrumentation and adjust schedule accordingly. If no, contact IH for further instructions.

Specify any special use requirements not specified in Section 2:

Signature: _____ Date: _____

SECTION 4

ENVIRONMENTAL: Approved ___ Disapproved ___

Environmental Representative: _____

Site Specific Process Code: _____

Waste Profile Code Assignment: _____

Special disposal requirements: Yes ___ No ___

If yes, specify: _____

Special Spill requirements: Yes ___ No ___

If yes, specify: _____

Other Special requirements: Yes ___ No ___

If yes, specify: _____

Signature: _____

Date: _____