

PCAN FY15 #03 – GCPC Purchases of Hazardous Materials

(Issued 20 Oct 2014)

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE A/OPCs, AOs AND CHs IN YOUR HIERARCHY.

THIS PCAN DOES NOT APPLY TO USMC ACTIVITIES

PURPOSE: This PCAN is to inform US Navy Purchase Card program participants of recent changes to policy and procedures regarding purchases of hazardous material.

OVERVIEW: NAVSUP is responsible for Hazardous Material Control and Management (HMC&M) policy and procedures associated with acquiring, managing and handling hazardous materials (HAZMAT). This policy is being changed to allow purchase cardholders to purchase HAZMAT from commercial sources **ONLY** after certain conditions have been met.

DISCUSSION: Federal Acquisition Regulations, DOD and NAVSUP Policy require all HAZMAT products to be obtained using the descending order of priority of Required Sources of Supply. For the US Navy the primary source of supply for HAZMAT is the Regional Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Centers (RCC). However, there are instances when the RCC does not have sufficient inventory to satisfy mission requirements in a timely manner. When these instances occur, HMC&M policy now allows the local servicing RCC to approve requests for activities to commercially acquire the HAZMAT. RCC approval must be obtained by submitting a HAZARDOUS MATERIAL REQUEST FORM. If sufficient inventory is not available for HAZMAT products requested, the RCC will authorize the activity cardholder to make the buy and provide local delivery instructions for receipt processing by RCC staff.

REQUIRED ACTIONS:

1. It is the responsibility of the requirement initiator to obtain an approved HAZARDOUS MATERIAL REQUEST FORM from the supporting RCC. The requirement initiator should refer questions to their servicing RCC regarding what constitutes HAZMAT and when a requirement must be approved by an RCC.
2. Cardholders may not process Purchase Requests for any HAZMAT requirements without an RCC approved HAZARDOUS MATERIAL REQUEST FORM. If the cardholder is uncertain if a required product is considered HAZMAT, they should have the requirement initiator get an email determination from the supporting RCC.

Purchase Card Helpdesk
DON Consolidated Card Program Management Division
Email: DON_purchase_card@navy.mil
www.navsup.navy.mil/ccpmd