AMIM-DAP (1oo)   19 APR 2024

MEMORANDUM FOR DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Daegu Command Policy Letter #34, Hazardous Material Management Program (HMMP)

1. References:

   a. AR 200-1, Environmental Protection and Enhancement, 13 Dec 07.

   b. AR 710-2, Supply Policy below the National Level, 28 Mar 08.

   c. Department of the Army Pamphlet (Pam) 710-7, Hazardous Material Management Program, 23 Mar 17.

   d. IMCOM FRAGO 01 to OPORD 14-114, Enterprise Environmental, Safety and Occupational Health – Management Information System (EESOH-MIS) Implementation Plan (U), 25 Apr 16.

   e. Memorandum, IMPW-E, Hazardous Material Management Program (HMMP) Implementation and Compliance, 29 Aug 16.

   f. HQDA EXORD 181-21, Use of Enterprise Environmental, Safety, and Occupational Health – Management Information System (EESOH-MIS) for Hazardous Material Management.

   g. USAG Daegu HMMP Plan, 17 May 21.

2. Applicability:

   a. All USAG Daegu Headquarters directorates and organizations, all installation support activities and organizations, and tenant units and organizations within USAG Daegu.

   b. All permanently or temporarily active duty military and reserve components at USAG Daegu.

   c. All appropriated and non-appropriated funded US and Local National civilian employees working permanently or temporarily within USAG Daegu.

AMIM-DAP (1oo)
SUBJECT: United States Army Garrison (USAG) Daegu Command Policy Letter #34, Hazardous Material Management Program (HMMP)

    d. All Army and Air Force Exchange Service (AAFES) and all Defense Commissary Agency (DECA) employees working permanently or temporarily within USAG Daegu.

3. Purpose: To manage hazardous materials (HM) and/or hazardous waste (HW) in an environmentally acceptable manner to enhance mission readiness, reduce and prevent pollution by controlling and reducing the acquisition, use, handling, and disposition of HM and generation of HW. A HMMP supports supply chain integration concepts and Army sustainability objectives. It is consistent with AR 200-1 and 710-2 and with all applicable Federal, State, and local regulations and IMCOM guidance.

4. USAG Daegu envisions continual improvement of its ability to sustain the mission and protect the environment. This will be accomplished by:

    a. Identifying and documenting operations, processes and products that have environmental impacts.

    b. Establishing centralized management and visibility of HM and associated wastes.

    c. Establishing a HMMP committee to plan for, oversee, and recommend policy and procedural changes that directly affect USAG Daegu operations.

    d. Implementing integrated operations installation wide.

    e. Using EESOH-MIS to manage and track HMMP operations, as a source of information to document conformance with goals and objectives and as a compliance reporting tool.

5. Specific business practices incorporated into the USAG Daegu HMMP will include, but is not limited to:

    a. Establishment of an Authorized User/Use List (AUL) to document the identification, documentation, and approval of processes using HM and/or generating HW to control HM used on the garrison to anticipate regulated waste streams.

    b. Centralize HM management and procurement consistent with the AUL.

    c. Use of EESOH-MIS to manage and track HMMP operations, as a source of information to document conformance with goals and objectives and as a compliance reporting tool.

    d. Ensure Hazard Communication (HAZCOM), Environmental Officer, and HM/HW Handler training is provided.

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SUBJECT: United States Army Garrison (USAG) Daegu Command Policy Letter #34, Hazardous Material Management Program (HMMP)

6. USAG Daegu activities, tenants, and personnel are required to comply with this policy, as well as all applicable Federal, State, and local laws and regulations. Accordingly, this document directs all activities, tenants, and personnel to implement a sound HMMP consistent with all policies and procedures.

7. The point of contact is the Environmental Division at 763-5361.

DAVID F. HENNING
COL, CA
Commanding

DISTRIBUTION:
19th Expeditionary Sustainment Command
403D Army Field Support Brigade
168th Multifunctional Medical Battalion
41st Signal Battalion South
411th Contracting Support Brigade (CSB) Regional Contracting Office Daegu
2-1 Air Defense Artillery Battalion
563rd Medical Logistics Company
837th U.S. Army Transportation Battalion
Army Field Support Battalion – Northeast Asia
U.S. Army Materiel Support Command – Korea
U.S. Army Medical Material Center – Korea
U.S. Army Corps of Engineers Southern Resident Office
U.S. Army TMDE Activity – Region Pacific
DLA Energy Korea
DLA Disposition Services Gimcheon
DLA Distribution Korea
Exchange Southern Office

USAG DAEGU
HAZARDOUS MATERIALS MANAGEMENT PROGRAM (HMMP) PLAN
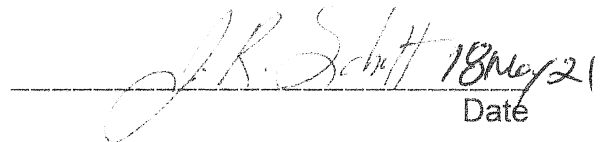
EDWARD J. BALLANCO
COL, AR
Commanding

24 Jun 21

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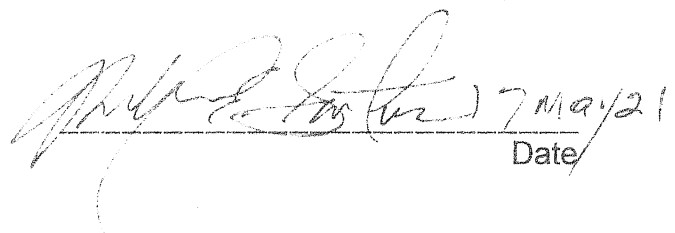Date

CHON Y. KIM
Director
Directorate of Public Works

25 May 21

_____
Date

JEFFERY R. SCHOTT
Director
Logistics Readiness Center

18 May 21

_____
Date

RICHARD E. SANTOS
Chief, Environmental Division
Directorate of Public Works

7 May 21

_____
Date

This plan was produced in accordance with references located in Appendix B

DOCUMENTATION CONTROL PAGE Environmental Division (ENVD) Directorate of Public Works (DPW) USAG Daegu			
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6. Performing Organization and Address USAG Daegu, Republic of Korea		7. Author(s)	

8. Performing Organization
  Report No.
  N/A
	9. Sponsoring Agency		10. Distribution/Availability
			INTERNAL DOCUMENT

11. Supplemental notes			12. Security Classification U
13. Description/abstract This plan describes policies and procedures that govern hazardous material procurement, issuance, and disposal.			

DEPARTMENT OF THE ARMY

HEADQUARTERS, US ARMY GARRISON

USAG DAEGU, REPUBLIC OF KOREA

HAZARDOUS MATERIALS MANAGEMENT PLAN

FOR THE COMMANDER:

DISTRIBUTION:

A

Deputy Garrison Commander

Summary. This plan describes policies and procedures that govern hazardous material procurement, issues, and disposal as set forth in the Installation Hazardous Materials Management Policy

Applicability. This plan applies to all activities that reside, work, or train at USAG Daegu.

Suggested Improvements. The proponent of this plan is the Directorate of Public Works (DPW), Environmental Division (ENVD). Users are invited to send comments and suggested improvements on a DA Form 2028 "Recommended Changes to Publications and Blank Forms" to Directorate of Public Works, Environmental Division, USAG Daegu, Republic of Korea.

Table of Contents

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USAG DAEGU, REPUBLIC OF KOREA
HAZARDOUS MATERIALS MANAGEMENT PROGRAM PLAN

1. **ACRONYMS/DEFINITIONS.** Listed in Appendix A.

2. **REFERENCES.** Required and related publications are listed in Appendix B.

3. **INTRODUCTION.**

3.1. HAZARDOUS MATERIALS MANAGEMENT PROGRAM POLICY STATEMENT.
USAG Daegu policy is to manage Hazardous Materials (HM) and/or Hazardous Waste (HW) in an environmentally acceptable manner to enhance mission readiness; reduce and prevent pollution by controlling and reducing the acquisition, use, handling, and disposition of HM; support hazard communication and safety, and reduce generation of HW. The installation Hazardous Materials Management Program (HMMP) supports supply chain integration concepts and Army sustainability objectives. It is consistent with AR 200-1; AR 710-2 (and its implementing pamphlet - DA PAM 710-7), and with Federal and USFK regulations as well as Installation Management Command (IMCOM) OPORDs & guidance. The IMCOM HMMP Implementation Guide is incorporated by reference [Appendix B]. Integration of mission, safety, and environmental practices and requirements establish and maintain a sound Installation HMMP. USAG Daegu envisions continual improvement of its ability to sustain the mission and protect the environment. This will be accomplished by:
　　1. Establishing centralized management and visibility of HM and HW.
　　2. Adoption, utilization and integration of Enterprise Environmental, Safety and Occupational Health – Management Information System (EESOH-MIS) into business and logistics processes.
　　3. Establishing a HMMP stakeholder group to plan, oversee, and recommend policy or procedural changes to the HMMP.
　　4. Implementing integrated operations installation wide.
　　5. Conducting periodic audits to assess compliance and identify opportunities to enhance the mission.

3.2. PURPOSE.
Specific business practices incorporated into the USAG Daegu HMMP will include, but not be limited to:
　　1. Establishment of an Authorized Use List (AUL) to document the identification and approval of processes using HM and/or generating HW, in order to control HM used on the installation and to anticipate regulated waste streams.
　　2. Centralized HM management and procurement consistent with the AUL.
　　3. Tracking of HM and its chemical constituents from acquisition to final disposition.
　　4. Use of EESOH-MIS to manage and track HMMP operations, as a source of information to document conformance with goals and objectives, and as a compliance reporting tool.

5. Hazard communication (HAZCOM) and HM handling training.
6. Stakeholder involvement in HMMP process

3.3. SCOPE.
USAG Daegu activities, tenants, and personnel are required to comply with this plan, as well as all applicable Federal, Army and USFK regulations. Failure to comply with these regulations can lead to administrative actions and penalties (such as revocation of the GPC). Accordingly, this document directs all activities, tenants, and personnel to implement a sound HMMP consistent with all policies and procedures.

4. USAG DAEGU HMMP STAKEHOLDERS.
USAG Daegu HMMP Stakeholders are identified and described in this HMMP. The Stakeholder objectives, structure, responsibilities/duties, and meeting frequency are as stated.

4.1. RESPONSIBILITIES.
The HMMP Stakeholder's responsibilities encompass the concurrence of: policy; guidance; program management; and oversight for all aspects of the USAG Daegu HMMP.

4.2. OBJECTIVES.
   1. Provide direct support to garrison sustainability and supply chain integration objectives by analyzing each segment of the acquisition, distribution, disposal, and business practice procedures.
   2. Improve the speed, accuracy, and reliability of the requisition, receipt, storage, issue, use, and disposal of HM through adoption of HMMP business initiatives.
   3. Serves as the Garrison Commander's work group to improve the effectiveness of HM management in daily mission accomplishment.

4.3. STRUCTURE.
   1. The following command and staff organizations comprise the HMMP Stakeholders:
      a. Garrison Commander (chair) – or designee
      b. Logistics Readiness Center (LRC) - Daegu
         ✓ Battalion Commander (Deputy to the Commander may chair)
         ✓ Installation Supply Chief
         ✓ HMCP Accountable Officer
      c. Directorate of Public Works (DPW) Environmental Division (ED)
         ✓ Chief
         ✓ HM/HW Program Manager
         ✓
      d. Safety Officer
      e. Fire Chief
      f. Industrial Hygiene (IH) Officer

g.   Major Tenants, as selected by the Garrison Commander (commander, deputy commander, executive officer, or safety officer)

2. The Garrison Commander may request the participation of other personnel who serve in an advisory role. These may include, but are not limited to, representatives from the following organizations and/or agencies:

a.   NETCOM and/or Garrison Information Management Office (IMO)

b.   HM End-user Representatives

c.   Directorate of Family and Morale, Welfare, and Recreation (DFMWR) representatives

3. The Environmental Division will incorporate aspects of the HMMP into its quarterly EQCC meetings with the Garrison Commander as well as coordinate meetings with stakeholders, on an as needed basis, pertaining to policy and plan development and implementation.

4. Coordination will provide the operational link to the policy-making and plan update responsibilities of the stakeholders.

5. The stakeholders can form teams, as required, to address specific functional areas or requirements. Examples of teams include a HM team, HW team, asbestos team, safety team, etc.

4.4. RESPONSIBILITIES AND DUTIES.

1. HMMP Stakeholders (or Stakeholder Teams) will:

a.   Recommend and or assist in the development HM management policy and procedures for USAG Daegu consistent with policy and guidance from higher headquarters.

b.   Provide direction, decision, and oversight for the adoption and introduction of HM business and logistic practices.

c.   Provide direction, decisions, and oversight for the implementation, operation, and expansion of HM management software throughout USAG Daegu

d.   Review and assess process technology aimed at reducing HM usage.

e.   Approve and reviews AUL for HM and process using HM business process [Appendix D].

f.   Review and assess product substitution to remove from the inventory those products that pose an environmental or personnel hazard.

g.   Review and approve requests for material/product tracking exemptions, consistent with guidance in Appendix J. Exemption decisions will be documented in the appropriate EESOH-MIS comment fields.

h.   Review and assess stock levels for the LRC-Daegu Hazardous Materials Control Point (HMCP), formerly known as the HAZMART, and any additional HM issue points that are established.

i.   Where appropriate, develop evaluation criteria for statistical data designed to measure the performance of operations associated with HM management. Reviews and analyzes statistical data collected from HM operations.

j.

2. The LRC - Daegu:

a. Establishes a HMCP to provide centralized acquisition, storage, issue, and tracking of HM throughout its life cycle on the garrison, subject to local level of service.

b. Publish SOPs for HMCP operations and customer support

c. Serves as the functional expert on all matters related to supply support (requisitioning, receipt, storage, issue, and re-issue).

d. Serves on teams established to determine optimum quantities of materials authorized in the AUL.

e. Provides resources to input logistics data into EESOH-MIS, integrates HMCC practices into supply operations, conducts transactions, and provides transactional data Stakeholders as required.

f.Ensures that Safety Data Sheets (SDS) are readily available and issued with HM.

3. The HMCP:

a. Manages HM in accordance with applicable regulations and USAG Daegu policy.

b. Manages HM as an integral part of the supply mission; maintains an HM inventory consistent with standard Army procedures; and provides a sole source of HM to USAG Daegu activities.

c. Establishes and publishes operating hours consistent with customer requirements.

d. Publishes customer procedures for HM transactions.

e. Establishes a requisitioning objective, reorder point for each HM required to be stocked, and uses "just-in-time" requisitioning to the extent possible, using Defense Supply System and local purchase procedures.

f. Establishes procedures for meeting emergency HM requirements.

g. Establishes a HM reuse or "Free Issue" capability, subject to local level of service.

h. Ensures that HMCP personnel receive HM handling and management training, including EESOH-MIS transaction training.

i. Ensures that SDSs are maintained for all requisitioned and stored HM and that SDSs accompany received HM.

j. Documents all HM transactions using the EESOH-MIS.

k. Issues requested HM within a reasonable time from request or HM receipt from source of supply.

l. Receives empty HM containers from customers and records HM usage in the EESOH-MIS, subject to local level of service.

m. Ensures that spill plans are available for emergency response.

n. Ensures that appropriate spill response materials are on hand.

4. The DPW ED:

a. Serves as lead activity for establishing and maintaining the garrison HMMP, establishes HMMP Stakeholder agendas, and schedules Stakeholder meetings, as

necessary.

       b. Serves as functional expert on all matters related to environmental pollution prevention.

       c. Identifies pollution prevention alternatives for implementation to reduce the use of HM which can lead to generation of HW.

       d. Assists the LRC-Daegu in the research and identification of substitute products.

       e. Works with the industrial hygienist to assess HM exposure risks before authorization of HM for use.

       f. Serves as the functional expert on all matters pertaining to HW, including management, safe handling, storage, regulatory compliance, and reporting.

       g. Initiate action with the 411th CSB to identify appropriate FAR clauses for HM identification and safety data, to be included in contracts for suppliers or contractors, in accordance with AR 700-141.

       h. Conducts assessments to ensure units are performing operations related to HM and HW, in accordance with established environmental policy and procedures. This includes assessment: of unit submittal of SDS to EESOH-MIS for AUL revisions and/or updated manufacturer information; of storage areas, labeling, HM expiration dates, etc. Findings will be reported to the Garrison Commander as part of quarterly EQCC meetings.

       i. Assists the program manager for HM with EESOH-MIS implementation.

       j. Identifies resources necessary to input HM, SDS, and AUL data into EESOH-MIS.

       k. Acts as one of the three workflow approvers in EESOH-MIS when approving a new HM for an AUL.

       l. Conducts assessments to ensure that organizations are performing operations in accordance with established HMMP policy and procedures and reports findings/status to the Garrison Commander as part of the quarterly EQCC meetings.

       m. Trains installation personnel required to purchase, issue and track HM in EESOH-MIS

   5. The Installation Safety Officer:

       a. Serves as the functional expert on all matters pertaining to safety.

       b. Conducts assessments with the fire department to ensure that facilities are complying with existing safety regulations for the storage of HM and reports findings/status to the Garrison Commander as part of the quarterly EQCC meetings.

       c. Ensures that appropriate personal protective equipment (PPE) is available before authorizing the use of a HM.

       d. Serves on teams where input to safety-related issues is required.

       e. Coordinates with the DPW ED to ensure that all safety-related data are populated in EESOH-MIS.

       f. Acts as one of the three workflow approvers in EESOH-MIS when approving

a new HM for an AUL.

6. The Industrial Hygiene Officer/Industrial Hygienist (IH):
   a. Serves as functional expert in all matters related to industrial hygiene and occupational health.
   b. Conducts assessments, in conjunction with the fire department and safety office, on facilities to ensure that they are complying with existing IH regulations for the storage and use of HM, and reports to the Garrison Commander as part of the quarterly EQCC meetings.
   c. Acts as one of the three workflow approvers in EESOH-MIS when approving a new HM for an AUL.
   d. Request feedback from customer when process details are incomplete regarding use and/or hazard controls for new products.

7. The Fire Chief:
   a. Serves as the functional expert in all matters related to fire safety.
   b. Conducts, in conjunction with the safety office and IH representatives, assessments of facilities to ensure that they are complying with existing regulations for the storage and use of HM, and reports to the Garrison Commander in quarterly EQCC Meetings.

8. Major Tenant Responsibilities:
   a. Maintain current DA Form 1687, Notice of Delegation of Authority for Request and Receipt of Supplies, Assumption of Command Orders or Appointing Memorandum, whichever is applicable. See Appendices N and O.
   b. Provide a completed AUL (Appendix P) to the HMMP Stakeholders for review and approval of requested HM. This includes initial set-up to utilize EESOH-MIS, as well as requested additions of HM to current AUL.
   c. Ensure that individuals are trained in the use EESOH-MIS, and are able to submit material requests using proper nomenclature in the system.
   d. Coordinate with HMCP for essential emergency need GPC request. See Appendices G, I, and J.
   e. Check customer issue bins twice weekly and pick up all products that are available for issue.
   f. Obtain and maintain a SDS for all HM ordered.
   g. Handle and store all HM products according to AR TM 38-410 (Storage and Handling of Hazardous Material), 40 CFR 260-265 RCRA, and other applicable requirements. See Appendix B.
   h. Track and turn in excess package products that are above 15 Days of Supply (DOS) AULs. Turn-in appointments must be scheduled in advance.
   i. Unserviceable excess with less than 7 months remaining on shelf life Type I and II products will be turned in directly to Environmental Division's Hazardous Waste Storage Area: Building 722 Camp Carrol; Building 470 Camp Walker and Building 1324 at Busan Storage Facility. See Appendix H and R.

   j. Serviceable excess HM with more than 7 months shelf life remaining on Type I and II products will be turned in directly to the HMCP, Building 509 Camp Carroll. See Appendix H.

   k. Materials must be properly identified, tagged, and adequately packaged prior to turn-in to the HMCP or the Environmental Division Hazardous Waste section.

   l. Responsible for implementing HMCP duties for HM that are not procured using the standard Army supply system.

4.5. MEETINGS.

  1. The HMMP Stakeholders will meet quarterly through the EQCC

   a. During initial or new automation implementation, Stakeholder teams will meet monthly to ensure transition obstacles are overcome.

   b. Dates and times for subsequent meetings are determined at the end of each session.

  2. The Environmental Division will prepare agendas and distribute them electronically at least fourteen (14) days in advance of the meeting.

LIST OF APPENDIXES

Appendix A - List of Acronyms and Definition of Terms
Appendix B - References
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Appendix D - Hazardous Material Business Process (AUL Approval) Flow Chart
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Appendix G - Hazardous Material Business Process (Emergency GPC Use) Flow
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Appendix W -Quick Reference Guide for Safety and Training

APPENDIX A
List of Acronyms and Definition of Terms

AR	Army Regulation
AUL	Authorized Use List
BSC	Base Supply Center (HMCP)
DA	Department of the Army
DFMWR	Directorate of Family and Morale, Welfare, and Recreation
DOD	Department of Defense
DPW	Directorate of Public Works
ENVD	Environmental Division
ESOH	Environmental, Safety and Occupational Health
EESOH-MIS	Enterprise Environmental, Safety and Occupational Health – Management Information System
GPC	Government Purchase Card
HAZCOM	Hazard Communication
GCSS-A	Global Combat Support System - Army
HAZMAT	Hazardous Material (also HM)
HMCP	Hazardous Materials Control Point (Former HAZMART)
HM	Hazardous Material
HW	Hazardous Waste
HMMP	Hazardous Material Management Program
HWSA	Hazardous Waste Storage Area
IAW	In Accordance With
IMCOM	Installation Management Command

APPENDIX A (continued)

List of Acronyms and Definition of Terms

ISO	Installation Safety Officer
LRC	Logistics Readiness Center
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
ROK	Republic of Korea
SCMC	Supply Categories of Materiel Code
SDS	Safety Data Sheet
SSA	Supply Support Activity
USFK	United States Forces Korea
USAG	United States Army Garrison

Definition of Terms

The following terms are used in the Army Hazardous Material Management Program (HMMP). This glossary is intended to aid understanding of the Army HMMP, not to present regulatory definitions of the cited terms. Many of the terms herein are specifically associated with the Enterprise Environmental, Safety and Occupational Health - Management Information System (EESOH-MIS). Refer also to the Installation Management Command (IMCOM) HMMP Implementation Guide, referenced in Appendix B.

Authorized Use List (AUL) - This is a compilation of the HM products that are authorized for use in a shop's processes. HM on the AUL is issued to a shop by a HM Control Point (HMCP).

CUP/QIP/SUI - Container Unit Package/Quantity in Package/Standard Unit of Issue.

Data Steward - A person who manages a specific type of data and maintains control over it as shared information. Because many users share material stock numbers (MSNs), safety data sheets (SDSs), and other information, data stewarding serves an important role to ensure consistency and control over the information. EESOH-MIS data stewards are assigned based on the type of data that they steward: Chemical

APPENDIX A (continued)

Definition of Terms

Data Steward, Manufacturer Data Steward, Material Data Steward (MSN data), Personnel Data Steward, and SDS Data Steward. EESOH-MIS data stewards are centrally located and funded to support EESOH-MIS. They are not installation or base employees or contractors.

Emergency Purchase Request - A situation that will not allow a customer to receive HM in time to complete the Mission.

Emergency Use of Government Purchase Card - This instruction describes the process for purchasing HM using a GPC. HM is prohibited from being purchased by GPC unless the garrison commander or his designated representative approves such purchase. This approval will be made on a case-by-case basis and will be made only by exception. (Appendix G,I,J)

Enterprise Environmental, Safety & Occupational Health - Management Information System (EESOH-MIS) - The EESOH-MIS is a Department of Defense approved business enterprise architecture system that incorporates the HM management capabilities required to support compliance with Federal, Army, and USFK regulations. It includes a material tracking database that was developed to specifically track hazardous material (HM) and hazardous waste (HW), and support federally mandated emergency planning and reporting requirements. The system is web-based and available to the Army "enterprise", i.e., Army-wide, free of license costs.

Hazardous Material (HM) - Any item or agent (biological, chemical, radiological, and/or physical), which has potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Examples of HM characteristics are flammability, corrosivity, toxicity, reactivity (e.g., oxidizers), etc. Hazard communication requirements for HM are addressed in 29 CFR 1910.1200. General information about HM is provided in Appendix M.

Hazardous Material Control Point (HMCP) formerly the HAZMART - A physical location that requisitions, receives, stores, issues and, where authorized, accepts returns for re-issue of HM. Virtual HMCPs may requisition, receive, and issue HM, but cannot store it. The HMCP will procure HM as needed so as not to amass a large stock. This "just-in-time" procedure is the preferred method.

Hazardous Waste (HW) - A waste that possesses one or more of the following characteristics as defined in 40 CFR 261: toxicity, ignitability, reactivity, or corrosivity. Wastes are characterized by a generator as hazardous based on process knowledge, analytical testing to determine if threshold concentrations are exceeded, and/or by review of Environmental Protection Agency (EPA) hazardous waste listing. USFK-specific regulations may contain additional considerations, and should be consulted. General information about HW is provided in Appendix M.

APPENDIX A (continued)

Definition of Terms

<u>Manual Decrement</u> - Product is recorded as "consumed" in EESOH-MIS before disposing of container. This ensures shelf life and inventory is tracked throughout the lifecycle of the HM product.

<u>Material Stock Number (MSN)</u> - EESOH-MIS unique term for either a National Stock Number (NSN) or Stewarded Local Purchase Number (SLPN), associated to manufacturers and products with Safety Data Sheets (SDSs). The MSN is a unique code that is assigned in EESOH-MIS. It is much like a NSN and supports management of each unique HM.

<u>National Stock Number (NSN)</u> - The 13-digit stock number replacing the 11-digit Federal Stock Number. It consists of the 4-digit Federal Supply Classification code and the 9-digit National Item Identification Number. The National Item Identification Number consists of a 2-digit National Codification Bureau number designating the central cataloging office (whether North Atlantic Treaty Organization or other friendly country) that assigned the number and a 7-digit (xxx-xxxx) non-significant number.

<u>Safety Data Sheet (SDS)</u> - A document that contains information on the potential health effects of exposure to hazardous chemicals in a product, physical hazards that may be presented by the product, and safe working procedures when handling the product.

<u>Shop</u> - A location where a group of people share a common workload and/or mission; a building; laboratory; etc. Shops receive HM from a HMCP, for use in shop processes. Some examples of shops included in the Army HMMP scope are vehicle maintenance shop; equipment repair shop; munitions rehabilitation shop; laundry; recreation area (swimming pool), DPW Supply.

<u>Shop Process</u> - The collection of activities performed to support accomplishment of a work item, order, or task. Some examples are welding, chemical cleaning, and painting. A shop may have one or multiple processes. Each process must have an Authorized Use List (AUL) for HM.

<u>Stewarded Local Purchase Number (SLPN)</u> - This is the MSN, assigned by an EESOH-MIS Data Steward, for HM procured by local purchase. The MSN for an SLPN often contains the character string "PHM".

APPENDIX B

References

1. Army Regulation 200-1, Environmental Protection and Enhancement, Headquarters Department of the Army, Washington, DC, 13 December 2007

2. Army Regulation 710-2, Inventory Management, Supply Policy Below the National Level, 28 March 2008

3. Department of the Army Pamphlet (PAM) 710-7: Hazardous Material Management Program 23 March 2017

4. AR 385-10, Army Safety Program, 24 February 2017

5. AR 700-68, Storage and Handling of Liquefied Gaseous Compressed Gases and Their Full and Empty Cylinders, 16 June 2000

6. Defense Logistics Agency Disposition Services, Defense Material Disposition Manual, DOD 4160.21M

7. Technical Manual 38-410, Storage and Handling of Hazardous Material

8. Department of Defense Instruction (DODI) 4500.57, Transportation and Traffic Management

9. Assistant Chief of Staff for Installation Management (ACSIM) memorandum: Army Migration of Air Force Hazardous Material Management System (HMMS) to Air Force Enterprise Environmental, Safety and Occupational Health-Management Information System (EESOH-MIS) 14 August 2014

10. Operations Order 14-114: EESOH-MIS Implementation Plan, U.S. Army Installation Management Command, 25 September 14

11. IMCOM Fragmentary Order 01 to Operations Order 14-114, EESOH-MIS Implementation Plan, 4 April 16

12. Installation Management Command (IMCOM), Hazardous Material Management Program Implementation Guide, Version 1.1, 10 May 2016

13. IMCOM Memorandum: Hazardous Material Management Program (HMMP) Implementation and Compliance, 29 August 2016

14. 29 CFR 1910.1200, Hazard Communication Standard

15. 40 CFR 260-265, Hazardous Waste Handling

16. Executive Orders 13693 and 13514

APPENDIX C
Points of Contact for HMMP Stakeholders

Name	Office/Organization	Contact Information
COL Edward J. Ballanco	Garrison Command	edward.j.ballanco.mil@mail.mil
		(315) 768-7132
Richard E. Santos	DPW-Environmental Division	richard.e.santos2.civ@mail.mil
		(315) 763-5361
Geno Sergi	Logistics Readiness Center	eugene.r.sergi.civ@mail.mil
		(315) 763-4529
Need to Identify	HM Control Point (HMCP) Accountable Officer	xxx.xxx.civ@mail.mil
		(315) xxx-xxxx
Randall Ross	Safety Office	randall.w.ross2.civ@mail.mil
		(315) 763-5990
Need to Identify	Industrial Hygiene Office	xxx.xxx.civ@mail.mil
		(315) xxx-xxxx
Chief Michael Diehl	Fire Department	michael.p.diehl4.civ@mail.mil
		(315) 763-5934

APPENDIX D

Hazardous Material Business Process (AUL Approval) Flow Chart

Figure 1. Flowchart describes the acquisition process for customers who do not have an approved AUL, or is requesting the addition of HM to their AUL. If the desired HM is NOT on the units AUL, or if an AUL has not been established, the request must be reviewed by the HMMP Stakeholders. If the HM is approved, the customer receives an approval message (through workbasket) from EESOH-MIS. If the HM is disapproved, units receives a message through EESOH-MIS indicating the reason for disapproval and or suggestions or recommendations for substitute products.

Figure 1: EESOH–MIS AUL Approval Workflow
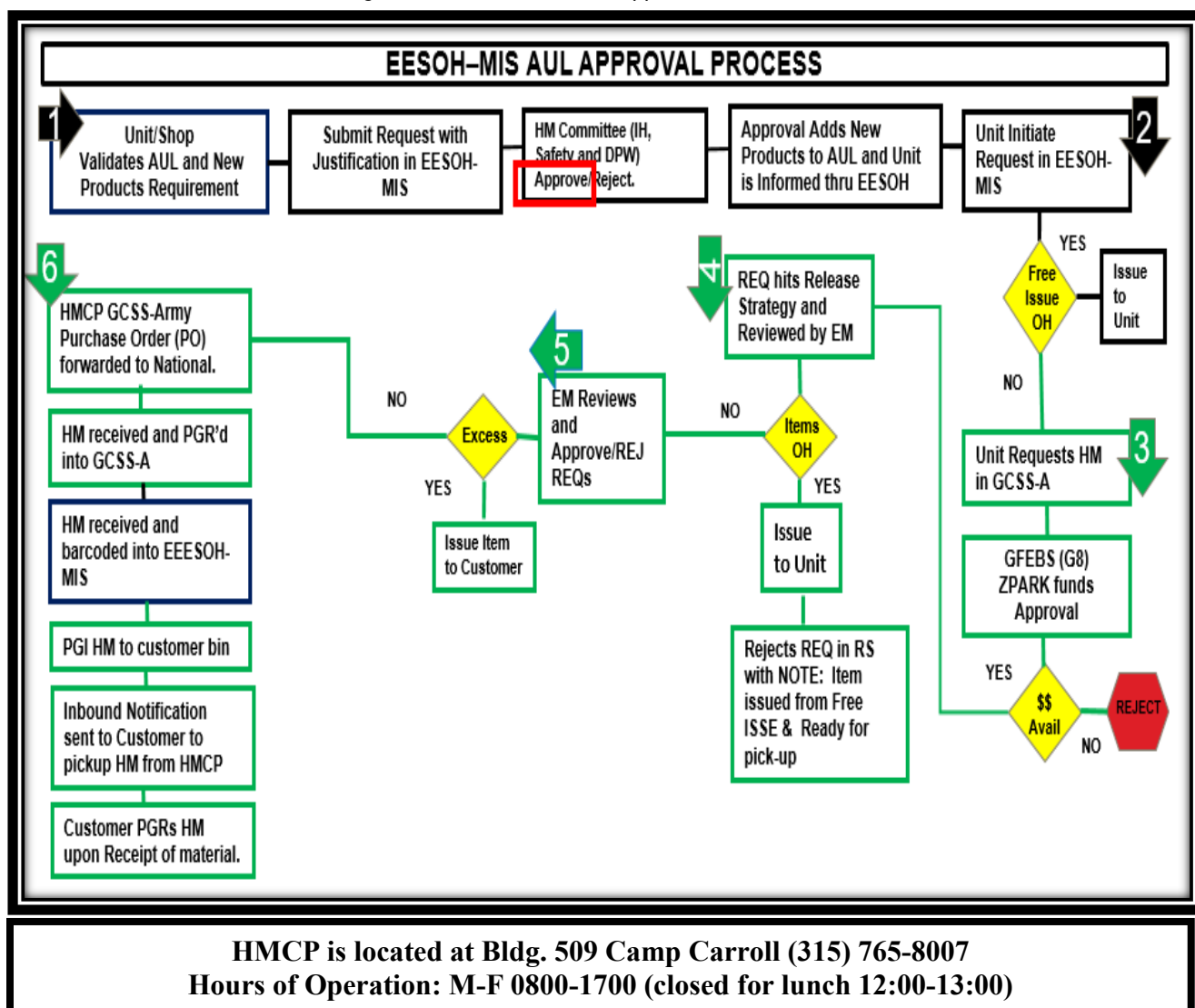
HMCP is located at Bldg. 509 Camp Carroll (315) 765-8007
Hours of Operation: M-F 0800-1700 (closed for lunch 12:00-13:00)

APPENDIX E

Hazardous Material Business Process (Standard Ordering)

SCMC: 33 and 36 Flow Chart

Figure 2. Flowchart depicts the ordering and pick-up process for customers who already have an approved AUL. If the HM is not on the units' AUL, then the approval process in (Appendix D) must be followed. Shop Users will submit HM requests in GCSS-A. If the HM is available in Free Issue, products will be placed in the units issue bins and units will proceed to the HMCP to pick up the material. The units requisition will then be rejected via GCSS-A Release Strategy. If the HM is NOT in Free Issue, then requests are verified against units' AUL and ordered through GCSS-A. The customer will receive advance shipment notice when products arrive and are post good issued to their respective Issue Bins.

Figure 2: GCSS-A and EESOH-MIS Process Map

GCSS-Army and EESOH-MIS Process Map

HMCP is located at Bldg. 509 Camp Carroll (315) 765-8007
Hours of Operation: M-F 0800-1700 (closed for lunch 12:00-13:00)
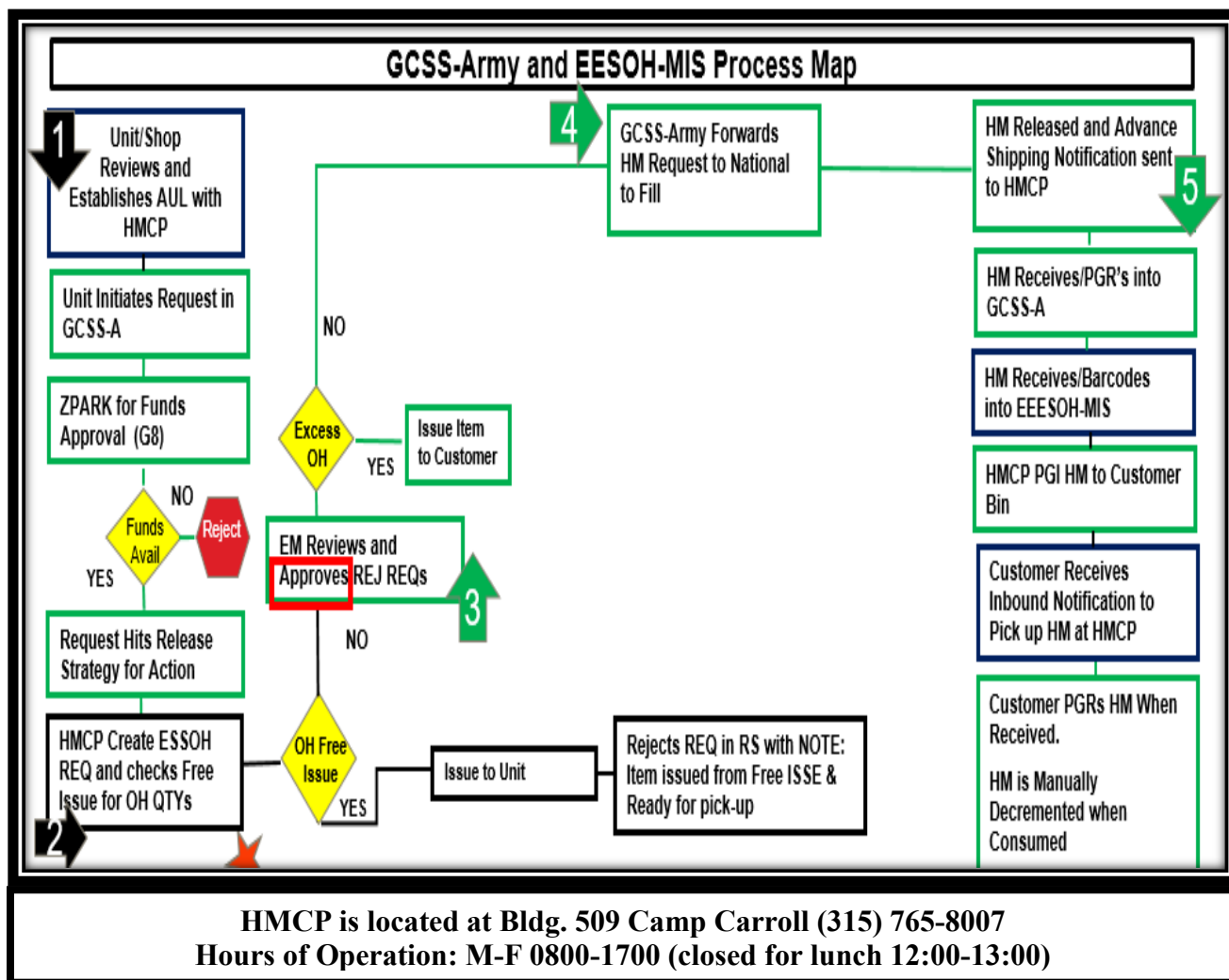
APPENDIX F

Hazardous Material Business Processes (Ordering Subclass Package Products)
SCMC: 2B, 2K, 2E, 2T, 4X, 9A, 9K, 9T Flow Chart

Figure 3 Flowchart describes the ordering process for package products with subclass SCMC: 2B, 2K, 2E, 2T, 4X, 9A, 9K and 9T with hazardous qualities for customers who already have an approved AUL. If the HM is NOT on the customers' AUL, then the approval process in (Appendix D) will be followed. Shop Users submit HM "GPC" requests through EESOH-MIS to HMCP. If the HM product is available through Free Issue, the product is placed in the units Issue Bins and is ready for pickup. If the HM is NOT in Free Issue, the approval will be initiated via ESSOH-MIS by HMCP as a GPC HM product which will be routed to the BSC HMCP for ordering. Products must be purchased by use of a GPC. The GPC Authorization Form must be presented to BSC HMCP staff prior to receiving HM purchase quote. See Appendix I. Units are notified by telephonically once products are received and placed in units' Issue Bins.

Figure 3: Ordering Procedures for Subclasses of HM thru BSC Store.
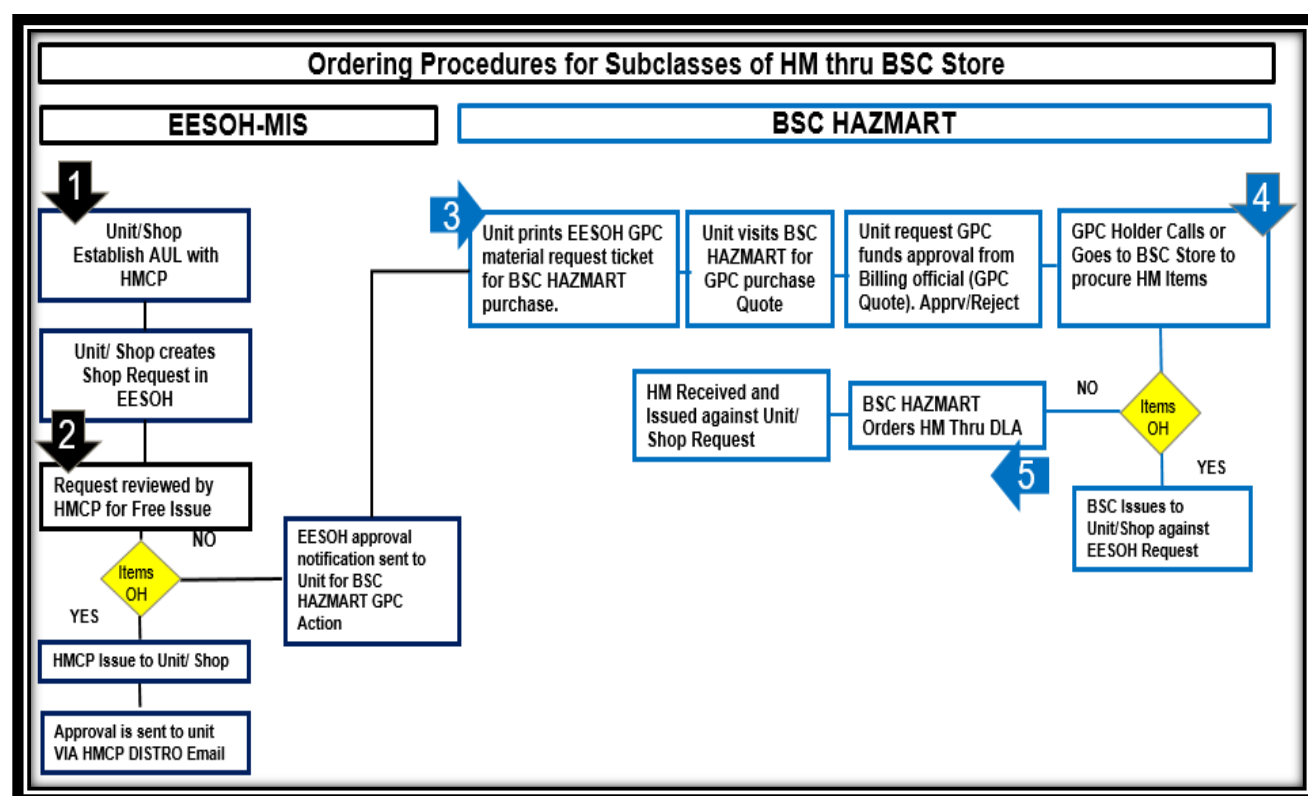
HMCP is located at Bldg. 509 Camp Carroll (315) 765-8007

Hours of Operation: M-F 0800-1700 (closed for lunch 12:00-13:00)

APPENDIX G

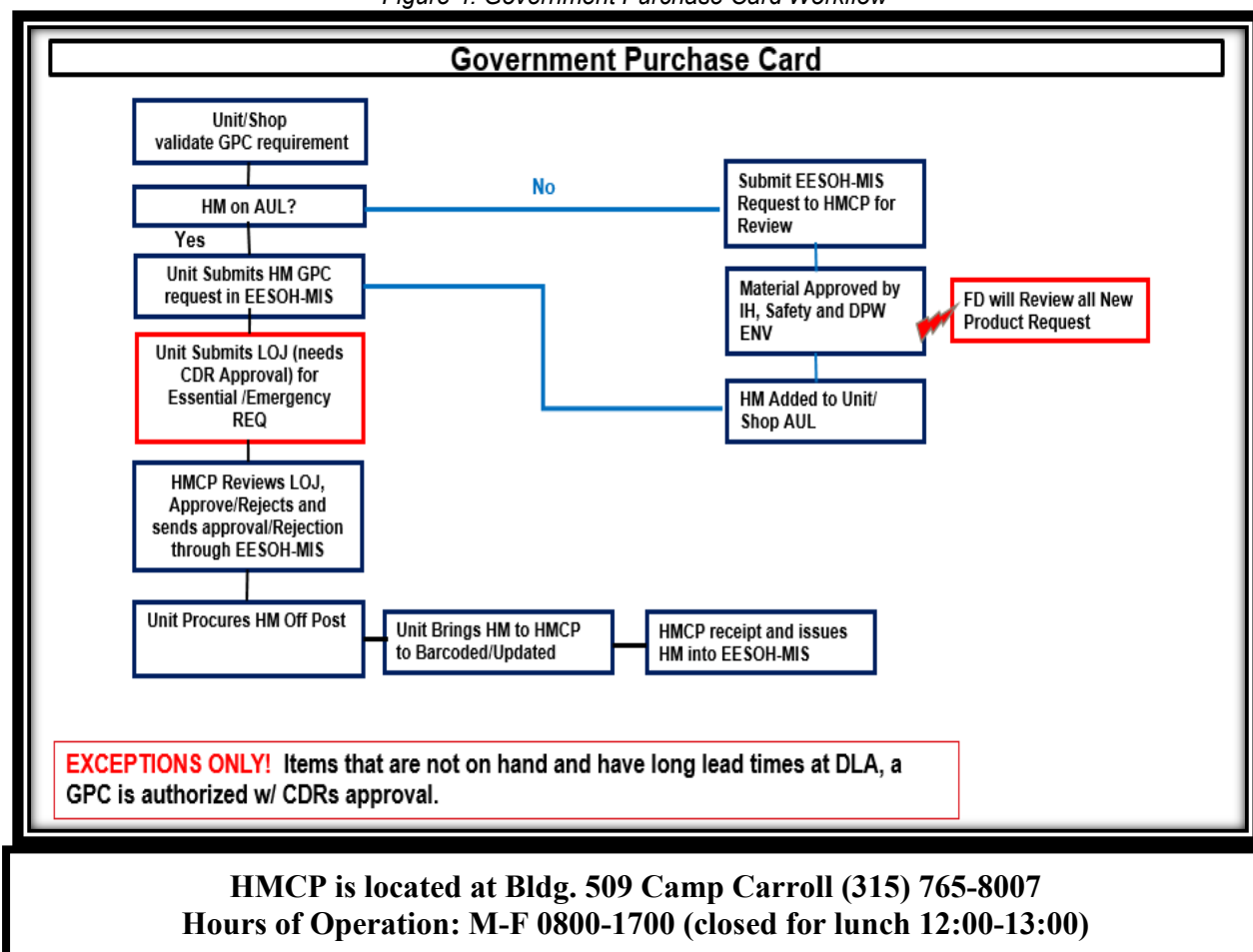## Hazardous Material Business Process (Emergency GPC Use) Flow Chart

Figure 4. Flowchart depicts the ordering procedures for emergency GPC purchasing of HM. Products that are urgently needed mission requirements or emergency purposes (defined in Appendix A), units may be granted approval to use GPC for local purchase.

All hazardous materials (HM) will be procured through the Global Combat Service Supply System Army (GCSS-A) or standard Army supply system. The use of Government Purchase Cards (GPC) to purchase HM is generally prohibited; however, may be allowed on a case-by-case basis by the Garrison Commander or designated representative.

Units will submit their GPC requests in EESOH-MIS, by selecting the "GPC" option as their method of ordering. Units email a Letter of Justification Memorandum for Record and Statement of Non-Availability (Appendix J) to HMCP Distribution Email, NEED TO ADD EMAIL ADDRESS prior submitting GPC request in EESOH-MIS. Based on the justification letter, HMCP will approve or disapprove the emergency use of GPC in EESOH-MIS, in which a notification of approval will be sent to the users' workbasket. If the requested HM is not on the customer's AUL, there may be a delay in the approval process until the new material (add) request is routed through EESOH-MIS for approval by the HMMP Stakeholder reviewers.

Figure 4: Government Purchase Card Workflow

HMCP is located at Bldg. 509 Camp Carroll (315) 765-8007
Hours of Operation: M-F 0800-1700 (closed for lunch 12:00-13:00)

APPENDIX H
Hazardous Material Business Process (Turn in and Reuse) Flow Chart

Figure 5 flowchart describes the process for Turn in and Reuse. Customers are required to return all serviceable excess w/ more than 7 months of shelf life remaining on the product to the HMCP. Turn-in appointments must be scheduled with the HMCP prior to turn-in. All unserviceable products with remaining shelf life under 7 months, will be turned in directly to the DPW Hazardous Waste Office as hazardous waste.

Figure 5: Government Purchase Card Workflow

HMCP is located at Bldg. 509 Camp Carroll (315) 765-8007

Hours of Operation: M-F 0800-1700 (closed for lunch 12:00-13:00)

HW Office is located at Bldg. 320 Camp Carroll (315) 763-2195

Hours of Operation: M-F 0730-1630
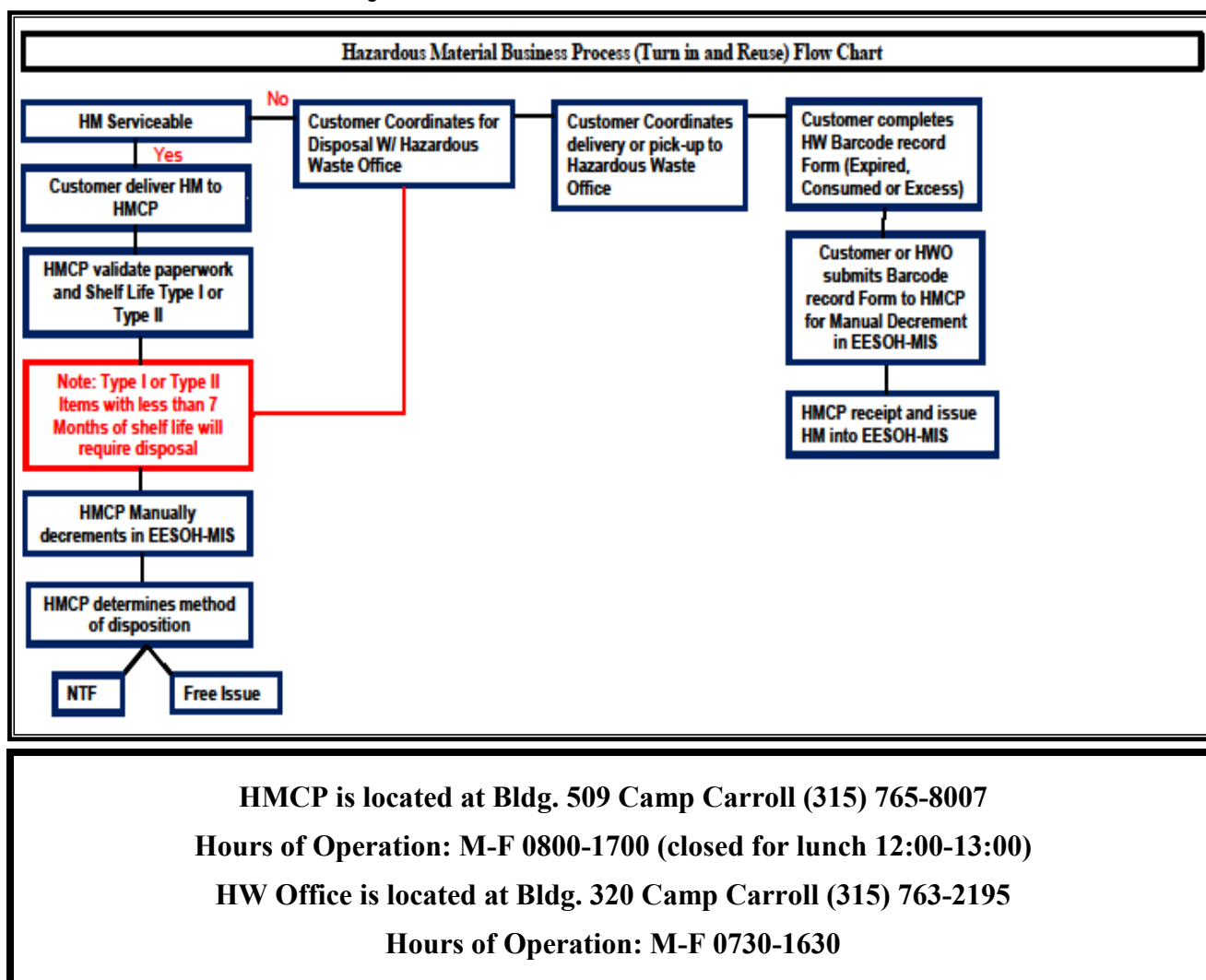
APPENDIX I

Government Purchase Card (GPC) Authorization Form

Figure 6: GPC Authorization Form

Authorization To Purchase Hazardous Material with a Government Purchase Card

MSN: 9150014386082	**Noun:** LUBRICANT, MOTOR OIL, 15W-40	**CUP-QIP/SUI:** 5 GAL CN - 1/CN
Request #: 999010657187	**Requestor:** Eric Canady	**Date Requested:** 2019/06/06
Requesting Shop/Hazmart: W91RFM - 04RE-0097 CA BN HHC HHC CIVIL A		

Authorizing HazMart Name:	HAZARDOUS MATERIAL CONTROL	**Authorizing HazMart Code:**	HMCC
GPC Approval No:	GPCW91RFM9162001	**Authorizing User Id:**	toni.m.jenkins
Date Authorized:	2019/06/11	**Authorized Quantity:**	5.0
Authorized Until:	2019/06/21		

You are only authorized to purchase items from the list below. If your item to purchase is not on this list, you must submit the SDS to your HMMP/ESOH Team prior to purchase.

Part #	Trade Name	Manufacturer
N/A	ECOPOWER DIESEL ENGINE OIL 15W-40	SAFETY-KLEEN SYSTEMS INC SAFETY-KLEEN
CQ6451-5	CQ6451-5, CARQUEST FLEET PLUS SAE 15W-40 MOTOR OIL	ASHLAND CHEMICAL CO
N/A	MAG I ALL FLEET SAE 15W40	CASCADE DISTRIBUTING, INC.
PREFIX 22	AMERICAS CHOICE MOTOR OIL (ALL GRADES)	SAFETY-KLEEN CORPORATION (30530)
629988	ALL FLEET PLUS MOTOR OIL SAE 15W40	ASHLAND INDUSTRIAL PRODUCTS INC
PN 550019916 / 5 GL	SHELL ROTELLA T TRIPLE PROTECTION 15W-40	SOPUS PRODUCTS USE (3MTC3)
PN OE/HDO 15W/40/ 5 GL	AMERICAS CHOICE DIESEL MOTOR OILS	SAFETY KLEEN INC
PN 031402 5 GL	PITT PENN PREMIUM 15W40 DIESEL ENGINE OR GENERATOR	PITT PENN OIL CO. LLC (USE
PN CJ-4 5 GL	ROTELLA T ENGINE OIL SAE 15W-40 (CJ-4)	PENNZOIL-QUAKER STATE CO, SOPUS /SHELL PRODUCTS HOUSTON LUBE
CPS235101	CHEVRON DELO 400 MULTIGRADE SAE 15W-40	CHEVRON USA/TEXACO NORTH AMERICAN PRODUCTS COMPANY
N/A	ECOGREEN SUPREME SHD 15W/40	PACIFIC FUNCTIONAL FLUIDS L.L.C.
N/A	MOBIL DELVAC 1200 SUPER 15W-40	EXXON MOBIL CORPORATION (3X1Z7)
N/A	NAPA UNIVERSAL FLEET PLUS SAE 15W-40 MOTOR OIL	VALVOLINE INC

APPENDIX J

GPC Letter of Justification

In the event Units require HM mission essential products or within a short time period in which Defense Logistics Agency (DLA) or Base Supply Store cannot meet the Required Delivery Date (RDD), Units must fill out a Statement of Non- availability Form and have it signed by the Unit Commander or designated representative. Units must annotate reason for urgency of need and immediate requirement of item(s). Once customers have completed and signed the non-availability section of the form, request(s) will be validated by ==BSC== or HMCP and emailed or faxed to the COR for review and final acknowledgement/ signature of non-availability of inventory on hand.

[INSERT COMPANY LOGO HERE]

Memorandum for Contract Representative Officer (COR), [INSERT COMPANY LOGO HERE], USAG Daegu

Subject: Statement of Non-Availability (SONA) For GPC Card Hazardous Material Purchases.

SHOP ID   Unit/Organization

1. Product(s) listed below is/are currently not in stock, nor can product(s) be ordered and released from Defense Logistics Agency (DLA) within specified time period to support customer's need(s).   Attached is the request(s)/ requirement(s) memorandum signed by the unit Commander or representative and a copy of the organization's Authorized Usage Listing (AUL).

2.   As of _____, the product(s) cannot be procured through normal supply channels due to the following reason(s):

    a. Backorder, ESD _____
    b. Not available through normal requisition procedures.
    c. Emergency issue. Item(s) is mission essential and needed NLT_____ (see attached request memorandum for unit/organization's justification).

3. Customers are aware that only authorized environmental products are authorized in USAG Daegu and any new products outside of DLA's inventory must be approved by Industrial Hygiene, Safety and DPW Environmental prior to procuring off base. Customer(s) agrees to provide ==the BSC== Store representative with a copy of the products' Safety Data Sheet (SDS), manufacturing date, batch/lot number and shelf life of the item for verification purposes. In addition, a copy of this request(s) will be forwarded to the HMCP to update the customer(s) AUL. Customer has been instructed to bring item(s) to HMCP to be entered into EESOH-MIS for tracking.

NSN	Nomenclature	Auth Qty	U/I	Qty	Shop ID	Barcode/ Serial #
8030-00-408-1137	SEALING COMPOUND	8	TU	7	LMMFC	

4. Customer's initials and signature acknowledges they understand USAG Daegu's Package Products off post procurement requirements. A copy of this memo will be retained in the LRC Daegu HMCP/ COR files for record.

5. POC for product availability can be reached at ==(315) xxx-xxxx.==

Acknowledgement: _____ (initials)   **Customer Representative: Print Name and Date**   **Signature:**

Acknowledgement: _____ (initials)   **Contract Officer Representative (COR):   Print Name/Grade/Date**   **Signature:**

APPENDIX K

Shelf Life Management Procedures -

UNCLASSIFIED

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY SUSTAINMENT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND IL 61299-6500

REPLY TO
ATTENTION OF:

AMSAS-SP

8 MAY 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) Standardizing Logistics Readiness Center (LRC) Shelf-Life Management Procedures

1. References:

    a. DOD 4140.01, Supply Chain Materiel Management, 14 December 2011.

    b. DOD 4140.27-M, Shelf-Life Management Manual, 5 May 2003.

    c. AR 710-2, Supply Policy Below National Level, 28 March 2008.

    d. AR 702-18, Materiel Quality Storage Standards for Shelf-Life Materiel, 21 April 2006.

    e. AR 725-50, Requisitioning, Receipt, and Issue System, 15 November 1995.

    f. AR 740-3, Stock Readiness Joint Service Instructions, 9 November 2012.

    g. DA PAM 710-7, Hazardous Material Management Program, 25 June 2013.

2. Scope: This message applies to all Logistics Readiness Center (LRC) Supply Support Activities (SSA) and Hazardous Material Reuse Centers (HMRC) that request, receive, store, and issue items of supplies that require Shelf-Life Management.

3. Purpose: This MOI sets forth guidance for storage sites to maintain Shelf-Life Management standards. All LRC SSA and HMRC must ensure Type I (non-extendable) and Type II (extendable), shelf-life supplies are properly marked and updated IAW DOD 4140.27-M and Shelf-Life Extension Program; https://headquarters.dla.mil/j-3/shelflife/default.aspx, before issuing to or receiving supplies from customer unit(s). LRC storage sites will not receive Type I (non-extendable) shelf-life items from customer unit(s) with no less than 24 months of remaining shelf-life. LRC storage sites to receive Type II (extendable) shelf-life items from the customer with no less than 12 months of remaining shelf-life.

UNCLASSIFIED

APPENDIX K (continued)

Shelf Life Management Procedures

AMSAS-SP
SUBJECT: Memorandum of Instruction (MOI) Standardizing Logistics Readiness
Center (LRC) Shelf-Life Management Procedures

4. Background: Army installations are procuring significant quantities of items that
require shelf-life management. Past and current business practices often result in
excess quantities of materials being disposed of due to expired shelf-life or deteriorated
containers. Typical shelf-life items include adhesives, batteries, chemicals, cleaning
supplies, hoses/belts, medicines, Nuclear/Biological/Chemical (NBC) equipment, and
clothing, paints, packaged petroleum products, sealants, and tires. Shelf-life consist of
the total time period beginning with the date of manufacture, cure, assembly, or pack
(subsistence only), that an item may remain in the combined wholesale (including
manufacturer's) and retail storage systems, and still remain usable for issue and/or
consumption of the end user. Each item that meets the shelf-life criteria is assigned a
National Stock Number (NSN) and a specific shelf-life code. The Shelf-Life code
identifies the shelf-life time period by which an item must be used, or subjected to
inspection, test, restoration, or disposal action. These codes are identified in Appendix
A of the DOD 4140.27-M, and consist of two types, Type-I and Type-II. Type I consists
of an individual item of supply which is determined through an evaluation of technical
test data and/or actual experience, to be an item with a definite non-extendable period
of shelf-life, and ends with the expiration date. Type II is an individual item of supply
having an assigned shelf-life time period that may be extended after completion of
inspection, test, or restorative action, and is identified by an inspection/test/date.

5. Problem Statement: Installation LRCs are receiving significant quantities of items
that are nearing expiration of shelf-life. LRC supply activities now spend more time on
restorative/testing actions to extend shelf-life on these items versus providing
responsive supply support to customer units and outside agencies. The inability to
manage shelf-life items within GCSS-Army and the lack of experience of extending
shelf-life on items stored at the unit level incur increased waste generation for the LRC
SSAs and HMRCs, as well as additional disposal cost of the IMCOM Garrison
Hazardous Waste Facility.

6. Guidance: The objective of this MOI is to improve logistics and operational mission
performance by controlling and reducing the acquisition, handling, and disposal of
potential Hazardous Material by implementing a viable shelf-life program at the
installation that is consistent with Army supply chain integration and sustainability
objectives. Per receipt of this guidance, all LRC SSAs and HMRCs will receipt, store,
issue, and turn-in Type I (non-extendable) and Type II (extendable) shelf-life items
according to the following criteria:

   a. Utilize Shelf Selection Method: "first in-first out."

APPENDIX K (continued)

Shelf Life Management Procedures

AMSAS-SP
SUBJECT: Memorandum of Instruction (MOI) Standardizing Logistics Readiness
Center (LRC) Shelf-Life Management Procedures

   b. Reject customer turn-ins of Type I (non-extendable) shelf-life item(s) that have 24 months or less remaining shelf-life. Owning unit(s) is responsible for disposal and/or shelf-life extension for items with 24 months or less of shelf-life.
SUBJECT: Memorandum of Instruction (MOI) Standardizing Logistics Readiness
Center (LRC) Shelf-Life Management Procedures

   c. Reject customer turn-ins of Type II (extendable) shelf-life item(s) that have 12 months or less remaining shelf-life. Owning unit(s) is responsible for disposal and shelf-life extension for items with 12 months or less of shelf-life.

   d. Inspect, issue, packaging and store items based upon Federal Logistics Information System (FLIS) shelf-life code and characteristics.

   e. Reduce exposure to climatic extremes, reduce improper storage, and eliminate removing original packaging.

   f. Ensure extensions of shelf-life items are completed IAW the DOD Shelf-Life Program: https://www.shelflife.hq.dla.mil. Ensure Type II Shelf-life items received from customers are inspected, lab tested, and extended with new inspection or test date and a Shelf Life Extension Notice (DD Form 2477).

7. AMC LOGSA PSCC Shelf-Life Management Division Responsibilities:

   a. Conduct Annual evaluation of Shelf-Life Management to ensure LRCs maintain a viable shelf-life program.

   b. Provide training and certification to ensure LRC understand the shelf-life process.

   c. Provide updated policy and regulatory guidance on receipting, storing, issuing, and turning-in shelf-life items.

8. Army Field Support Brigade (AFSB) Responsibilities:

   a. Ensure Directorates and HMRC/ISSA Accountable Officers (AO) understands the importance of establishing and sustaining an effective and responsive shelf-life program.

   b. Monitor LRCs execution of the shelf-life program as an integral process of the Command Supply Discipline Program and Care of Supplies in Storage (COSIS).

APPENDIX K (continued)

Shelf Life Management Procedures

AMSAS-SP
SUBJECT: Memorandum of Instruction (MOI) Standardizing Logistics Readiness Center (LRC) Shelf-Life Management Procedures

    c. Explain audit/evaluation LRCs results that identify negative trends in the shelf-life program.

    d. Assist FORSCOM and other supported units with understanding the SLES process as directed by DOD: https://www.shelflife.hq.dla.mil.

    e. Collaborate with AMC LOGSA PSCC and applicable stakeholders to ensure LRCs receive the applicable resources to maintain an effective, efficient, and responsive shelf-life program that enhances best business practices.

    f. Collaborate with IMCOM Garrison Hazardous Material Management Program (HMMP) Manager(s) to establish periodic reviews of the LRC HMMP. These assisted visits will include an audit of on-hand stocks to verify materials were issued with proper reporting, usage, and SDS.

    g. Ensure LRC Directorate and HMCP/ISSA Accountable Officers (AO) are monitoring and controlling the issuing, receipting, storage and updating of Type I and Type II shelf-life items.

    h. Ensure Supply Support Activity personnel receive shelf-life management and hazardous material certification training.

9. The points of contact are Mr. John Puls, (309) 782-8362, E-mail: john.s.puls.civ@mail.mil, and Mr. James Carmichael, (309) 782-0840, E-mail: james.w.carmichael.civ@mail.mil.

CARL J. CARTWRIGHT
Executive Director for Field Support

DISTRIBUTION:
Commander, Forces Command, Fort Bragg, NC 28310
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Commander, 21st Theater Sustainment Command, Kaiserslautern, GE APO AE 09263
Commander, 13th Expeditionary Sustainment Command, Fort Hood, TX 76544
Commander, 3rd Expeditionary Sustainment Command, Fort Knox, KY 40121
Commander, 401st Army Field Support Brigade, Bagram Air Field, AF, APO AE 09354
Commander, 402nd Army Field Support Brigade, Camp Arifjan, Kuwait APO AE 90366

APPENDIX L

EESOH-MIS Access and SAAR Instructions

In order to access EESOH-MIS for ordering HM, a series of forms must be filled out and submitted to appropriate personnel within the unit or agency for approval. The set of instructions below is intended to guide new users in establishing an account in EESOH-MIS, or serves as a troubleshooting guide to assist users in establishing their accounts.

Follow the link to the Air Force Portal registration page: http://www.my.af.mil

Select the option to "Register for a new AF Portal with your CAC"

On the following screen enter in all of the required information. You will then receive an email notification that your account registration request is being processed. The average time is 30 minutes, after which you may login to the portal (https://www.my.af.mil) by choosing the option "Insert your CAC/ECA" and click LOG IN.

Once you LOG IN to the AF Portal with your CAC, you can access your Profile to obtain your Portal ID. Typically, the Portal ID is in the following format: firstname.middleinitial.lastname, but will be found in your profile. This ID is required in order to complete the SAAR Form (next step).

The next form is the System Authorization Access Request (SAAR) (DD Form 2875). You can access this form by going to the following link:

https://www.my.af.mil/afp/netstorage/login_page_files/DD2875_GCSS-AF_PortalRequest.pdf or https://www.hrc.army.mil/asset/14164

Depending on the version of your computer's operating system, the form will open in the web browser, or it will load in the web browser, then open in Adobe as a pdf. You may need to "Enable Content" (yellow button in top right), or download and save the form to your files. This creates a fillable document enabling you to enter your information. In the box that asks for your "user ID" that currently requests your "DOD ID number (on CAC)," is where you will enter your Portal ID that you obtained from your profile in the AF Portal.

Once the SAAR form is complete, submit it to an EESOH-MIS SAAR POC, either kurtis.j.turman.mil@mail.mil or Byung.j.oh.civ@mail.mil who will initiate an EESOH-MIS Help Desk ticket to grant access according to required roles.

APPENDIX L (cont.)

EESOH-MIS Access and SAAR Instructions

Air Force Portal / ESSOH-MIS Account

ESSOH-MIS is an Enterprise System that is supported online through the Air Forces Portal. Every user much have a CAC and a portal account to access EESOH-MIS.

Phase 1

Register your CAC on the Air Force Portal: https://www.my.af.mil

- On the home page click "Register for a new AF Portal Account w/ your CAC" and enter all the info required. Then, you will get an email notification that your account is being processed. (Average registration time is 30 minutes.)

- Then you can log into the portal by choosing the CAC .

APPENDIX L (cont.)

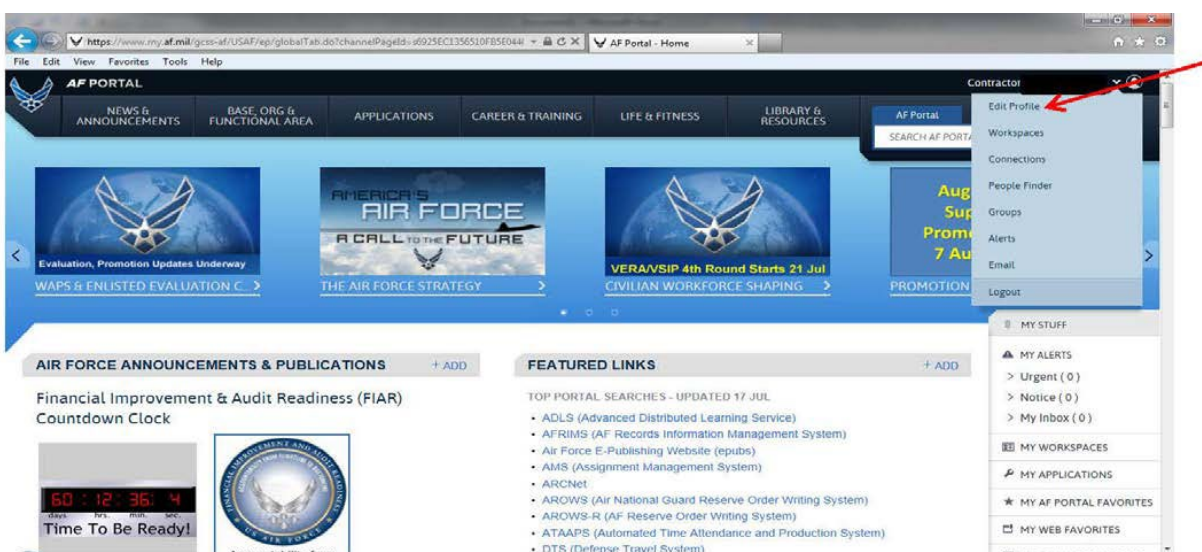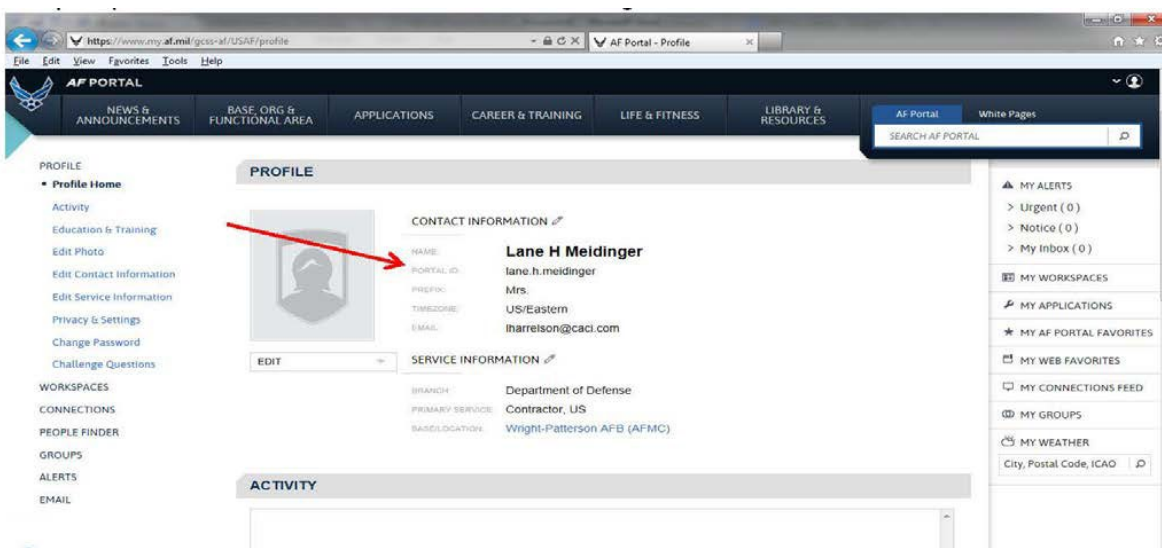**EESOH-MIS Access and SAAR Instructions**

Phase 2

Gather your portal ID and fill out a DD2875 SAAR Form to gain access to EESOH-MIS
NOTE: You must have your Portal ID exact to gain access to EESOH-MIS
Portal ID Search: Log into the Portal and go to your profile in the top right corner. Click "Edit Profile"

Use your portal ID to fill out the DD2875 SAAR Form to gain EESOH-MIS access

`
APPENDIX L (cont.)
EESOH-MIS Access and SAAR Instructions

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST				DATE *(YYYYMMDD)*
[X] INITIAL	[ ] MODIFICATION	[ ] DEACTIVATE	[ ] USER ID jane.d.doe (AF Portal ID)	20170711

SYSTEM NAME *(Platform or Applications)*	LOCATION *(Physical Location of System)*
EESOH-MIS	GCSS-AF

PART I *(To be completed by Requestor)*

1. NAME *(Last, First, Middle Initial)*	2. ORGANIZATION
Doe, Jane D.	U.S. Army

3. OFFICE SYMBOL/DEPARTMENT	4. PHONE *(DSN or Commercial)*
ENV	555-555-4321

5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK
jane.d.doe.civ@....	Other Duties as Assigned/GS-12

7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP	9. DESIGNATION OF PERSON
123 Sesame St. Anywhere, USA	[X] US [ ] FN [ ] OTHER	[ ] MILITARY [ ] CIVILIAN [X] CONTRACTOR

10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS *(Complete as required for user or functional level access.)*
[X] I have completed Annual Information Awareness Training.   DATE *(YYYYMMDD)*   20170711

11. USER SIGNATURE	12. DATE *(YYYYMMDD)*

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR *(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)*

13. JUSTIFICATION FOR ACCESS

EESOH-MIS access required to perform the task of overseeing the HM program and SAAR POC in accordance with the specified roles in block 27. Access to the following module (s) is required: HM

EESOH-MIS access required to perform the task of overseeing the HW program and SAAR POC in accordance with the specified roles in block 27. Access to the following module (s) is required: HW

EESOH-MIS access required to perform the task of requesting material for Shop X in accordance with the specified roles in block 27. Access to the following module (s) is required: HM

Make sure you list the modules you need HM, HW or both

14. TYPE OF ACCESS REQUIRED:
[X] AUTHORIZED   [ ] PRIVILEGED

15. USER REQUIRES ACCESS TO: [X] UNCLASSIFIED   [ ] CLASSIFIED *(Specify category)*
[ ] OTHER _____

16. VERIFICATION OF NEED TO KNOW	16a. ACCESS EXPIRATION DATE *(Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)*
I certify that this user requires access as requested. [X]	DEPOT-HM; DRX4567; 20210810 (contractors must provide)

17. SUPERVISOR'S NAME *(Print Name)*	18. SUPERVISOR'S SIGNATURE	19. DATE *(YYYYMMDD)*

20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER

21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE *(YYYYMMDD)*

22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE *(YYYYMMDD)*

DD FORM 2875, AUG 2009   PREVIOUS EDITION IS OBSOLETE.   Adobe Designer 9.0

APPENDIX M

Quick Reference Guide for Identifying Hazardous Materials

Hazardous materials, as described in the Hazard Communication Standard (29 CFR 1910.1200) can be flammable, combustible, corrosive, oxidizing, or present health hazards. The following table shows federal stock classes (FSC) of potentially hazardous materials with their respective general descriptions.

FSC	GENERAL DESCRIPTION
3439	MISC. WELDING, SOLDERING AND BRAZING SUPPLIES AND ACCESSORIES
6810/6850	CHEMICALS, MISC. CHEMICAL SPECIALITIES
6820	DYES
6830	GASES (COMPRESSED AND LIQUIFIED)
6840	PEST CONTROL AGENTS AND DISINFECTANTS
7930	CLEANING AND POLISHING COMPOUNDS AND PREPARATIONS
8010/8020	PAINTS, DOPES, VARNISHES AND OTHER RELATED PRODUCTS
8030	PRESERVATIVES AND SEALING COMPOUNDS
8040	ADHESIVES
9110	FUELS, SOLID
9130	LIQUID PROPELLENTS AND FUELS, PETROLEUM BASE
9135	LIQUID PRPOELLENTS, FUELS AND OXIDIZERS, CHEMICAL BASE
9140	FUEL OILS
9150	OILS AND GREASES (CUTTING, LUBRICATING, AND HYDRAULIC)

Table 1: Possible Hazardous Material by FSC and General Description

General definitions for hazardous materials (as per the Hazard Communication Standard) are:

- Flammable: Flash Point Less Than 100°F (Gasoline, most spray paints)

- Combustible: Flash Point: 100°F to Less than 200°F (Diesel, JP-8)

- Oxidizer: A chemical that adds oxygen to a reaction (Calcium Hypochlorite)

- Health Hazards: A chemical that is a Poison (pesticide), Toxic (lead), Irritant (chlorine/ammonia), etc.

- Compressed Gas: Flammable (Acetylene), Non-Flammable (Chlorine)

- Corrosive: Any material that causes visible alteration to living tissue or causes a surfaces (hydrochloric acid): Alkalis (Bases): Oven cleaner and Toilet Cleaners (sodium hydroxide), disinfectants/bleaches (sodium hypochlorite, ammonium hydroxide)

(Definitions are abbreviated for the purpose of this regulation. More precise definitions can be found in Title 29 of the Code of Federal Regulations, Part 1910.1200.)

APPENDIX M (continued)

Quick Reference Guide for Identifying Hazardous Materials

HAZARDOUS MATERIALS

What is a Hazardous Material?

A product that requires special management due to hazardous characteristics (Toxicity, Reactivity, Ignitability, Corrosivity (TRIC)) that could pose dangers to human health or the environment

Word clues to the hazardous nature of a product

Toxic	*Reactive*
Flammable	*Corrosive*

Corrosive   Flammable   Explosive   Poison

Ways to determine if a product is a hazardous material:

1. It has a Safety Data Sheet (SDS)
2. It has a National Stock Number (NSN) with an appropriate Federal Supply Class
3. It has a NSN with "Y" HIC Code in Fedlog
4. It has a label bearing one or more of the cautionary words:

Caustic	Poison
Danger	Warning
Caution	Corrosive
Flammable	Volatile

NFPA Form 704M

Fire

Health

Reactivity

1

3   4

CORR

Scale
0 - 4

Special Information

OX

CORR

ALK   ACID
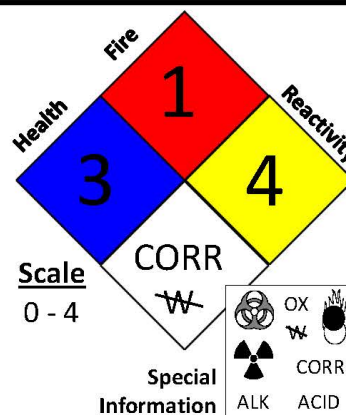
Information needed from the product container to obtain a SDS:

- Name of Product
- The responsible party (manufacturer, distributor, etc.)
- Part number, product code, product identifier
- National or local stock number
- Container size (unit of measure)
- Batch/lot number

SDS must match the age of the product; must be on hand for each material stored or in use; and must be available to all personnel

SDS SAFETY INFORMATION

INSTALLATION MANAGEMENT COMMAND

HAZARDOUS MATERIAL MANAGEMENT PROGRAM

Example of DA Form 1687 Notice of Delegation of Authority

NOTICE OF DELEGATION OF AUTHORITY – RECEIPT FOR SUPPLIES For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.			DATE 1 OCT 16	
AUTHORIZED REPRESENTATIVE(S)				
ORGANIZATION RECEIVING SUPPLIES (Your Units Name)			LOCATION USAG DAEGU Camp Carroll, ROK	
LAST NAME-FIRST NAME-MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS	
	REQ	**REC**		
John, Doe CIV	**YES**	YES	* Must have original signature and must be Digitally sign	
MOREL, JUAN SSG	**YES**	**YES**	* Must have original signature and must be Digitally sign	
BROWN, JOEL SPC	**YES**	YES	* Must have original signature and must be Digitally sign	
-------------- NOT USED -----------------------				
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER				
THE UNDERSIGNED HEREBY X DELEGATES TO WITHDRAWS FROM THE PERSON(S) LISTED ABOVE **THE AUTHORITY TO:** Request, Receive, and Turn-In Class 2, 4, 7, & 9 supplies as shown above				
REMARKS Installation SSA CLASS II, IV, VII & IX SSA. If this an addition, type this card as "In addition to," or if more than 4 Soldiers on DA1687, type "continuation to DA1687 dated 1 Mar 13"				
I ASSUME FULL RESPONSIBILITY				
UNIT IDENTIFICATION CODE (Your UIC) Authorized one per DA 1687			**DODAAC/ACCOUNT NUMBER** (DODAAC) Authorized one per DA 1687	
ST NAME-FIRST NAME-MIDDLE INITIAL ompany Commander's Name)	**GRADE** O-3	**Unit** **Phone #**	**EXPIRATION DATE** 1 Sep 17	**SIGNATURE** **Must be Digitally sign**

This form can be downloaded at http://armypubs.army.mil/ProductMaps/PubForm/DAForm.aspx

NOTE: Only one DODAAC and UIC per DA Form 1687

Type of DA Form 1687s
1. Request, receive and turn in Class II, IV and IX items.
2. Receive Class VII property book equipment.
3. Request and receive 02 high priority parts.
4. Request to receive reconciliation reports (Commander or designated person must sign). Commander can delegate a designate represent to sign MFR for removal of reparable/recoverable items.
5. Request to receive Class IX weapon repair parts.
6. Must be manually and Digital Signature.

APPENDIX O

Assumption of Command Orders

DEPARTMENT OF THE ARMY
195TH SUPPORT BATTALION-BRAGG
7168 BUTNER ROAD
FORT BRAGG, NORTH CAROLINA 28310-5000

ASCE-BRG-FT   17 April 2018

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command

1. By the authority of paragraph 3-4, AR 600-20, the undersigned assumes command of HHC, 195th Troops Battalion (UIC: WJTTK0) effective date 17 April 2018.

2. POC for the memorandum is the undersigned.

Jeremy Jones
CPT,MI
Commanding

DISTRUBUTION
1- Individual
1- Next Higher Command
1- Post on Company Board

APPENDIX P

Example of Authorized Use List (AUL)

AULs are used to capture units' requirements, to record products on hand, and the units' POCs. No more than 15 Days of Supply is authorized per organization, unless approved through Units' command channels and HMCP.

Shop Code	Shop Name	Shop Location	MSN	Noun	CUP/QIP-SUI	Local Process Name	Process Location	Installation Name	SID	Phone #
W36RJP	AFSBn-Bragg MMD	Ft Bragg	9150014211427	LUBRICATING OIL,ENGINE	5 GAL CN - 1/CN	SHOP MATERIAL		Ft Bragg	5023	396-1234

APPENDIX Q

Example of Hazardous Materials Policy Letter

MEMORANDUM FOR SEE DISTRIBUTION   Date

SUBJECT: Hazardous Materials (HM) tracking and Authorized Use List (AUL)

1.   References:

    a. Army Regulation (AR) 200-1, Environmental Protection and Enhancement, 13 December 2007.

    b. Fragmentary Order 01 to Operations Order 14-114, Enterprise Environmental, Safety and Occupational Health – Management Information System (EESOH-MIS) Implementation Plan, April 2016.

2.   AR 200-1 requires that Garrison commanders implement an installation-wide Hazardous Materials Management Program (HMMP), hold tenant units accountable for complying with the policies and standards of the installation, and ensure that applicable environmental requirements are incorporated into all procurement actions. AR 200-1 also requires that hazardous materials (HM) be procured through the standard Army supply system, with Government purchase card (GPC) purchase of HM generally prohibited, but allowed on a case-by-case basis by the Garrison Commander or their designated representative.

3.   Fragmentary Order (FRAGO) 01 to Operations Order 14-114 requires Installation Management Command (IMCOM) to achieve full operational capability (FOC) in Enterprise Environmental, Safety and Occupational Health – Management Information System (EESOH-MIS), to provide a cost effective solution for the enterprise to manage hazardous materials while satisfying legal requirements. This mission will be considered complete when all garrison staff, Army Materiel Command (AMC) subordinate commands, and tenant activities are fully trained and utilizing EESOH-MIS and associated equipment for HM life cycle management.

4.   Further, FRAGO 01 to Operations Order 14-114 requires that HM be procured primarily using Army enterprise systems (i.e., Global Combat Support System (GCSS)-Army and/or the Logistics Readiness Center (LRC)), to the extent practicable. HM that are procured from other sources must be properly tracked in EESOH-MIS by the purchaser. The FRAGO also requires that the garrison enforce the prohibition on the use of GPC for the procurement of HM in accordance with AR 200-1 and Department of the Army (DA) pamphlet (PAM) 710-7.

5.   All HM must be listed on an authorized use list (AUL) in EESOH-MIS, approved by the Ft. Belvoir HMMP reviewers/approvers located at the Directorate of Public Works (DPW)-Environmental Division, Safety Office, and Industrial Hygiene Office. All HM must be received and issued through a HM Control Point (HMCP) as configured in the EESOH-MIS.

6.   Use of GPC to purchase HM is prohibited without appropriate authorization.

7.   This policy applies to all Army organizations and agencies, tenants, and contractors located on the Ft. Belvoir installation fence-to-fence, subject to terms of installation services agreements and/or contracts.

8.   The point-of-contact (POC) for this action is [name of POC], Program Manager, DPW, Environmental Division, [e-mail of POC], at [phone number (xxx) xxx-xxxx].

                    XXXXXX X. XXXXXXXXX

                    COL, XX

                    Commander

DISTRIBUTION:

APPENDIX R
SOP for HWRO Barcode Items

1.0 PURPOSE

To establish Standard Operating Procedures (SOP) for barcoded items received at the Hazardous Waste and Reclamation Office (HWRO). These procedures establish a basic flow process for units turning in barcoded items for the reuse, recycle, and/or disposal. The objective is to minimize units ordering too much hazardous materials, implement pollution prevention (P2), and realize cost avoidance on procurement and disposal of hazardous waste throughout the installation.

2.0 SCOPE

This procedure applies to all barcoded items turned in to the Hazardous Waste Reclamation Office building 3-1137, operated by the Directorate of Public Works, Environmental Division.

3.0 PROCEDURE

3.1 Turn in

3.1.1 Units/activities can deliver barcoded items by calling the HWRO at (910) 396-2141.

3.1.2 Containers can be turned into the Hazardous Waste Reclamation Office during the hours of 07:30-11:30. Units who come in after this time will be turned away until the following day.

3.1.3 Barcoded items received are recorded on the Hazardous Material Control Point Barcode Record to include, date, quantities, unit, shop code, POC name, and receiver's signature.

3.1.4 Upon arrival Hazardous Waste Reclamation Office Personnel will check the form against the containers to ensure they match up and then they will sign and date the required forms.

3.1.5 Each unit is responsible for placing the correct barcode numbers on Barcode Record included with this SOP.

3.1.6 Each unit is responsible for returning their signed Barcode Record Form back to the Supply Support Activity (SSA) or Hazardous Material Control Point (HMCP) for Authorized User List (AUL) verification.

4.0 ASSOCIATED DOCUMENTS

4.1 Hazardous Material Control Point Barcode Record

APPENDIX R (continued)
SOP for HWRO Barcode Items

UNIT:		SHOP CODE:		DATE:		
BUILDING #:	POC:			POC SIGNATURE:		
Hazardous Materials Control Center Barcode Record						
Barcode Number	**Consumed (Empty)**	**Expired (Waste)**	**Expired (Recycled)**	**Excess (Waste)**	**Excess (Recycled)**	**Consumed Partial (Waste)**
DPW Employee Signature/Date:						
All POL containers MUST be transported to building 3-1240 for turn-in. A legible copy of this form must accompany all containers turned in for AUL update.						

APPENDIX S
HMMP Plan Memo

DEPARTMENT OF THE ARMY
U.S ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310-5000

IMBG-PWE   5 November 2019

MEMORANDUM FOR All Commanders and Personnel Responsible for Hazardous Material (HM)

SUBJECT: Hazardous Materials Management Program (HMMP) Plan

1. References.

   a. Army Regulation (AR) 200-1, Environmental Protection and Enhancement, Headquarters Department of the Army, Washington, DC, 13 December 2007

   b. Department of the Army Pamphlet (PAM) 710-7: Hazardous Material Management Program 23 March 2017

   c. Installation Management Command (IMCOM), HMMP Implementation Guidance, 10 May 2016

   d. IMCOM Fragmentary Order 01 to Operations Order 14-114, EESOH-MIS Implementation Plan, 4 April 2016

   e. Fort Bragg HMMP Plan, November 2019

2. Background. Installations are procuring significant quantities of hazardous material and generating large amounts of Hazardous Waste (HW). Storing excess hazardous material that is not needed in the near-term often results in disposal, due to expired shelf-life or deteriorated containers. The consequence of hazardous material disposal is the generation of hazardous waste, which becomes a liability, is costly, and environmentally unsound. Army guidance mandates improvement in hazardous material and hazardous waste control to reduce these risks.

3. Discussion.

   a. AR 200-1 requires Garrison Commanders implement an installation-wide Hazardous Materials Management Program to ensure that applicable environmental requirements are incorporated into all procurement actions.

   b. To provide a cost effective solution for the management of all hazardous material, IMCOM has instructed all Garrison and tenant activities comply with the requirements to achieve Full Operational Capability (FOC) in Enterprise Environmental Safety and Occupational Health - Management Information System (EESOH-MIS) data tracking software.

APPENDIX S (continued)
HMMP Plan Memo

IMBG-PWE
SUBJECT: Hazardous Materials Management Program (HMMP) Plan

4. Plan Requirements.

   a. All hazardous material must be procured through the standard Army enterprise systems, such as Global Combat Support System-Army (GCSS-A) or Army Field Support Battalion-Bragg (AFSBn-Bragg) to the maximum extent operable and must be tracked within EESOH-MIS. The purchase of hazardous material with Government Purchase Card (GPC) is generally prohibited, except as per the procedure outlined in the Fort Bragg HMMP Plan.

   b. Hazardous materials procured must be coordinated through the Hazardous Material Control Point (HMCP) for EESOH-MIS inventory control and barcoding.

   c. All hazardous material must be listed on an Authorized User List (AUL) in EESOH-MIS and approved by the Fort Bragg HMMP reviewers/approvers to include, Directorate of Public Works (DPW) Environmental Division, Garrison Safety Office, and Department of Public Health (DPH) Industrial Hygiene Service.

   d. The HMCP is the central receiving and issuing point for all hazardous material.

5. This plan applies to all Army organizations and agencies, assigned or attached, and tenants on Fort Bragg that procure hazardous material.

6. The proponent of this plan is the Fort Bragg, Directorate of Public Works, and Environmental Division at (910) 907-3214.

Encl

PHILLIP D. SOUNIA
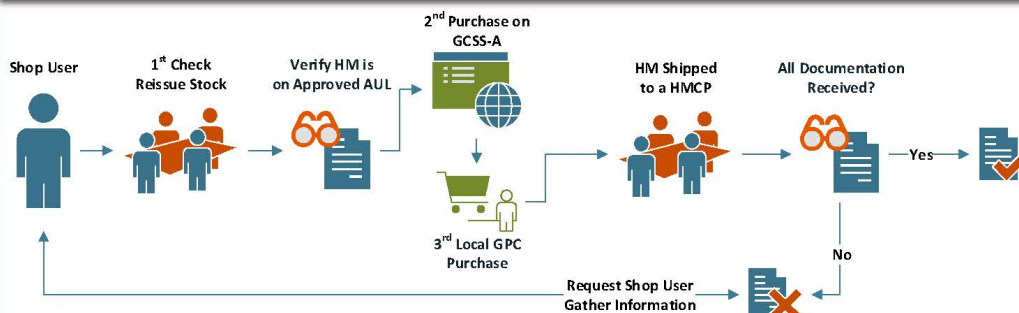COL, AR
Commanding

DISTRIBUTION:
A

APPENDIX T

Quick Reference Guide for Purchasing Hazardous Materials

PURCHASING HAZARDOUS MATERIALS

Shop User → 1st Check Reissue Stock → Verify HM is on Approved AUL → 2nd Purchase on GCSS-A → 3rd Local GPC Purchase → HM Shipped to a HMCP → All Documentation Received?

Yes → ✓

No → Request Shop User Gather Information

Action	Who
Verify that a HM is approved	Supply division HMMP point of contact, any tracking system operator, environmental office, safety office, fire department
Verify that a current SDS is in the HMMP database	Supply division HMMP point of contact, any tracking system operator, environmental office, safety office, fire department
Identify activities that have a particular product	Supply division HMMP point of contact or any tracking system operator
Create a HM due-in from vendor or manufacturer	Supply division tracking system operator

Authorized Use List (AUL)

Developed and updated by the HMMP committee

Installation Authorized Use List (IAUL)

Lists HM items authorized for use by the entire installation

Unit Specific Authorized Use List (USAUL)

Lists additional HM items authorized specifically for use at your unit/activity

Per Army policy (DA Pam 710-7), all organizations that use hazardous materials on this installation must comply with AUL requirements

Purchasing HM on a government credit card is NOT authorized

- Authorization is only granted for emergency purchases or in the event that the LRC/HMCC is unable to make the purchasing action
- A GC signed authorization memorandum is required for each credit card purchase; copy is furnished to the applicable GPC oversight manager and the Environmental Assessment Team
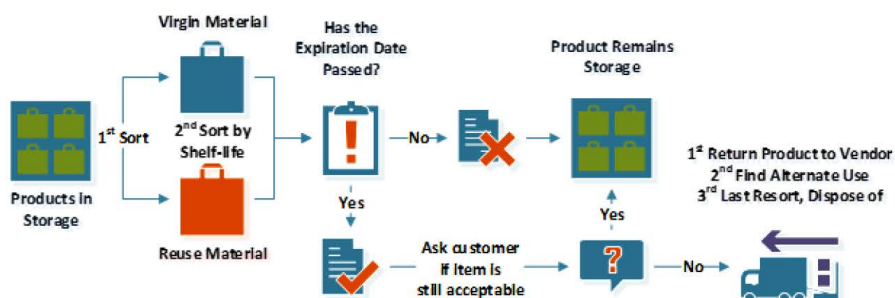
INSTALLATION MANAGEMENT COMMAND

HAZARDOUS MATERIAL MANAGEMENT PROGRAM

APPENDIX U

Quick Reference Guide for Storage of Hazardous Materials

STORAGE OF HAZARDOUS MATERIALS

Virgin Material

Has the Expiration Date Passed?

Product Remains Storage

Products in Storage — 1st Sort — 2nd Sort by Shelf-life

Reuse Material

No — Yes

1st Return Product to Vendor
2nd Find Alternate Use
3rd Last Resort, Dispose of

Yes

Ask customer if item is still acceptable — No

Action	Who
Extending the Shelf-life	Units receive guidance from Supervisor then report to Supply operations branch supervisor

When storing HazMat ensure they are stored properly according to the manufacturers instructions and the SDS.

NO STOCKPILING

Maintain only 7 to 15 day stock requirement

YES!

Flammable/Corrosive Locker(s): Before selecting a location for these lockers, contact the Fire Inspector to ensure proper placement.

ED Storage Sheds: White for Hazardous Waste Blue for Hazardous Material

C-Sheds Storage of Hazardous Material ONLY

Store Cylinders Properly:
- Must be Secured and protected from inclement weather
- Properly labeled, separated and protective caps in place

INSTALLATION MANAGEMENT COMMAND

HAZARDOUS MATERIAL MANAGEMENT PROGRAM

APPENDIX V

Quick Reference Guide for Issue & Return of Hazardous Materials

ISSUE AND RETURN/REISSUE OF HAZARDOUS MATERIALS

ISSUE:

Action	Who
Issue HM	Supply division HMCP operators
Prepare outstanding material query	Supply division HMCP point of contact

RETURN/ REISSUE:

Action	Who
Record disposition of HM (use, return, loss, spill)	Supply division tracking system operators
Transfer HM to waste (coordinated with HW office)	Tracking system operators and HW office

Procedures for Turn-In of Unwanted Hazardous Materials

- Your Environmental Advisor is your first call concerning ANY Hazardous Materials questions or concerns
- Advisors will assist you with turn in of any excess or expired HM
  - Advisors will set up a time to come to your location
  - Screen your materials and
  - Assist/advise on actions to be taken; re-distribute, free issue, shelf-life extension

DO NOT BRING YOUR UNWANTED HAZARDOUS MATERIALS TO THE HMCP

INSTALLATION MANAGEMENT COMMAND

HAZARDOUS MATERIAL MANAGEMENT PROGRAM

APPENDIX W

Quick Reference Guide for Safety & Training

SAFETY AND TRAINING

Five Environmental Principles	1. Everyone is responsible 2. Provide training 3. Aggressively prevent violations 4. Meet and exceed requirements 5. Do it right the first time

Supervisors should ensure that all personnel handling or have exposure to HM receive and are current in required training. This includes training personnel required to wear PPE in the use of the PPE, issuing the PPE, and ensuring PPE serviceability.

Environmental Compliance Officer Tasks:

- Conduct/Coordinate and document organization training
- Conduct internal facility inspections with designated Stakeholders
- Maintain organization Environmental Program Continuity Book
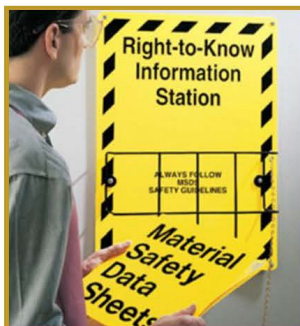
Activity Tenants and Units:

- Ensure that all personnel exposed to HS in the course of their work receive proper training and ensure that proper and adequate PPE is stocked, maintained, and issued to personnel.
- Coordinate environmental and safety training with the environmental office and respective safety offices.
- Ensure that all personnel are made aware of and comply with this program.

OSHA Title 29 CFR, section 1910.1200, the 'Right to Know' Law

You have the right to know what chemicals you work with
And how to work safely with those chemicals

INSTALLATION MANAGEMENT COMMAND

HAZARDOUS MATERIAL MANAGEMENT PROGRAM