

407<sup>th</sup> AFSB, LRC

**Installation  
Hazardous  
Material Supply  
Operation  
External  
Standing  
Operating  
Procedures**

**Bldg 2953 and 2954  
301 Frazier Road**

### **SUMMARY of CHANGES**

#### Installation Hazardous Material Supply Operation External Standing Operating Procedures

- 1.) 12 May 2020 - Changed HMCC to Hazardous Material Supply Operations (HMSO).
- 2.) 27 May 2020 – Added Appendix A, COVID 19 Response & Other Potential Health Pandemics
- 3.) 10 February 2023 – Grammatical and formatting changes throughout. Updated font to Arial, 12 point. Removed Covid-19 annexes and added “Health and Safety Policies” paragraph. Added annual reconciliation requirement to Paragraph 9 “Procedures”. Added annual reconciliation requirement to Paragraph 8 “Responsibilities.” Removed exhibits to align with best business practices.

US Army Sustainment Command 407<sup>th</sup> AFSB, LRC  
**Fort Knox, KY**

Hazardous Material Supply Operation Standing Operations Procedures

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This Standing Operating Procedure supersedes all previous versions.

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Logistics Readiness Center

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1. Proponent

- (1) ASCW-LKN, Mr. Tom Ball, 502-624-1653

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**Division Chief Digital Signature**

2. Purpose

- (1) The purpose of this Standing Operating Procedure (SOP) is to integrate accountability for hazardous materials (Hazmat) into day-to-day decision-making, planning, operations, and compliance across Fort Knox.

3. Applicability

- (1) The information contained herein is applicable to all Fort Knox units, activities, contractors, tenant activities, directorates, staff offices/departments, Partners in Excellence, and all units on the installation for training, who are using hazardous materials for any type of maintenance or industrial purposes.
- (2) If you are unsure whether a material needs to be processed through the Hazardous Materials Supply Operations (HMSO), contact us for guidance at (502)624-4275/7300 or at [usarmy.knox.407-afsb-lrc.mbx.hazmat@mail.mil](mailto:usarmy.knox.407-afsb-lrc.mbx.hazmat@mail.mil).

4. Health and Safety Policies

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- (1) It is HMSO policy to remain in compliance with Centers for Disease Control and Prevention, and Department of Defense (DOD) guidelines relating to infectious diseases. Please refer to their guidance for current protocols.

5. General Policies

- (1) It is the HMSO policy to attempt to reduce harm to human health and the environment from the use of hazardous materials and releases of pollutants to the environment by adhering to regulations and orders in section 12 of this SOP.

6. Hours of operation

- (1) The HMSO is located at buildings 2953 and 2954 Frazier Road.
- (2) Hours of operation are 0730-1630, Monday-Friday, with limited staffing during lunch.

7. Key Points of Contact (POC)

- |  |              |
|--|--------------|
| (1) HMSO Accountable Officer (AO):                 | 502-624-5760 |
| (2) HMSO Administrative Building:                  | 502-624-5823 |
| (3) HMSO Contracting Officer Representative (COR): | 502-624-1653 |
| (4) HMSO Supervisor: located at building 2803:     | 502-624-1953 |
| (5) HMSO Material Coordinator:                     | 502-624-4275 |
| (6) HMSO Warehouse Building:                       | 502-624-5101 |

8. Responsibilities

- (1) The HMSO will:
  - a. Maintain the Enterprise Environmental Safety, Occupational Health Management Information System (EESOH-MIS) Supply and Storage Facility in accordance with Army Regulation (AR) 710-2 *Supply Policy Below the National Average*, Department of Army Pamphlet (DA PAM) 710-2-2 *Supply Support activity Supply System: Manual Procedures* and AR 735-5 *Property Accountability Policies*
    - i. Please note that is subject to change upon receipt of updated Army regulations.
  - b. Track hazardous material usage and storage for Environmental Protection Agency (EPA) regulatory compliance utilizing EESOH-MIS.

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- i. Failure to bring materials to HMSO for labeling will result in inaccurate reporting compliance and is considered to be in direct violation with EPA standards.
      - ii. The EPA may hold violators monetarily accountable for their non-compliance.
      - iii. We do not accept empty hazardous material containers, only the yellow EESOH-MIS tracking labels attached, in an orderly, legible fashion, on a piece of clean paper.
      - iv. Empty containers are turned into Environmental Management Division (EMD) Hazardous Waste section.
    - c. Provide (upon request):
      - i. Product Safety Datasheets (SDS) for material processed through HMSO.
      - ii. Items issued reports from EESOH-MIS.
- (2) The following used or dead national stock number (NSN) lead acid batteries are collected at the HMSO for recycling through Exide:
  - i. 6140-01-390-1968
    - ii. 6140-01-390-1969
    - iii. 6140-01-446-9506
  - a. All transportation involving hazardous materials must be in a Government Owned Vehicle (GOV).
  - b. A Request for Issue or Turn-in (DA Form 2765-1), or an Issue Receipt/Receive Document (DD Form 1348-1A) will be used as documentation. No pen and ink corrections are allowed.
  - c. The following guidelines must be followed:
    - i. The correct number of batteries for each NSN must be annotated on the form.
    - ii. The batteries must be removed from all packaging and palletized.
    - iii. Cardboard must be placed between the layers of the batteries when stacked.
    - iv. The battery case must be intact and not leaking.
    - v. The condition code must be marked as H, unserviceable (condemned).
- (3) Customer Responsibilities:
  - a. NOTE: The following customer responsibilities are important and must be adhered to so that the HMSO can provide you with the best possible support, in a timely and efficient manner.
  - b. Must have current Notice of Delegation of Authority– Receipt for Supplies (DA Form 1687) and Assumption of Command Orders on file in the HMSO Administrative office, building (BLDG) 2954.
    - i. A separate DA Form 1687 is required for local purchases.
  - c. Units/Activities are responsible for loading and unloading materials

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- not palletized and ensuring their materials are properly secured in or to their vehicle for transport to and from the HMSO.
- d. Customers will procure new materials by using GCSS-A or a Government Purchase Card (GPC).
    - i. The HMSO does not order new material for customers.
    - ii. It is the customer's responsibility to have materials shipped or taken to the HMSO for processing through EESOH-MIS, the automated tracking system, before use.
  - e. 100% annual reconciliation
    - i. Organizations must return their inventory completed, legible, and within the quarter received to Hazmat per guidance provided by Hazmat representative.
  - f. Purchased items delivered to customers by vendors must be taken to the HMSO by the customer IAW the Fort Knox Environmental handbook.
  - g. Personnel placing orders will direct the vendors to deliver the material with the SDS to the Central Receiving Point (CRP) using the following address:

CRP  
Building 2803 Motor Park Road  
Fort Knox, KY 40121

- i. Make sure the Unit / Activity, point of contact name, phone number, and Department of Defense Activity Address Code (DODAAC) are listed on the order form so that the HMSO can contact you when the material is processed.
  - h. If the customer picked the materials up in a local retail store, the items are required to be brought into the HMSO for EESOH-MIS processing and labeling prior to use.
    - i. Local purchases will be processed / labeled through EESOH-MIS at the HMSO prior to use.
  - i. Materials ordered through GCSS-A will be directed to the HMSO by the Supply Support Activity's (SSA) CRP.
    - i. The material will be processed, assigned to the Unit / Activity, and the point of contact(s) on the DA 1687 will be notified for pick up.
      - a. Units / Activities have five working days to pick up the material or it will be returned to stock with the approval of the AO.
  - j. Regardless of where the hazardous materials are purchased, they must be processed by the HMSO, except for medical, ammunition, or lead-acid batteries.

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- k. If guidance is needed, please contact the HMSO or AO / COR.
- l. Return the tracking label to the HMSO in order to record the material's usage in the EESOH-MIS automated tracking system and to take it off the customer's inventory. Empty containers are turned into EMD Hazardous Waste section.
- m. Used and or dead lead acid batteries to be turned into the HMSO need to be accompanied with the correct paperwork matching the NSN of the battery(s).
  - i. Correct paperwork is either a GCSS-A generated 1348-1 or DA Form 2765-1.
- n. Excess serviceable NSN numbered material(s) that are in full unit of issue (U/I) quantity and have a shelf life of not less than 24 months for type I (non-extendable) or 12 months for type II (extendable) can be turned in through GCSS-A, when accompanied by correct GCSS-A generated 1348-1.
- o. Compressed gas cylinders are to be returned to the Defense Supply Center Richmond (DSCR). Contact Hudson Technologies at (866) 724-0932 or via email at [cylreturn@hudsontech.com](mailto:cylreturn@hudsontech.com)

9. Procedures

- (1) The HMSO personnel will, IAW all governing regulations, act on the instructions of the Logistics Readiness Center's (LRC) HMSO COR within the scope of the performance work statement (PWS) to perform the following tasks:
  - a. Administrative Services
    - i. Material Processing and Research
    - ii. SDS Requests
    - iii. Inventory Reports. HMSO will send out EESOH-MIS generated inventories to all supported organizations. Inventories will be divided quarterly to allow for 100% annual reconciliation to EESOH-MIS. Organizations must return their inventory completed, legible, and within the quarter received.
    - iv. Shelf-Life Management and Extensions
  - b. HMSO Warehouse, BLDG 2954
    - i. Lead Acid Batteries
      - a. Used or dead NSN 6140-01-390-1968, 6140-01-390-1969, & 6140-01-446-9506, lead acid batteries are collected at the HMSO for recycling purposes.
        - a. All other lead acid batteries are recycled through the Fort Knox Qualified Recycle Point (QRP).
        - b. If the batteries are a GCSS-A Recoverable



item, the HMSO will verify the quantity and type on the GCSS-A paperwork and sign. The batteries are then to be taken by the unit to the QRP, building 2962.

- b. A Request for Issue or Turn-in (DA Form 2765-1), or an Issue Receipt/Receive Document (DD Form 1348-1A) will be used as documentation.
  - a. The following guidelines must be followed:
    - i. The correct number of batteries for each NSN must be documented.
    - ii. The batteries must be removed from all packaging and palletized.
    - iii. Cardboard must be placed between the layers of the batteries when stacked.
    - iv. The battery case must be intact and not leaking.
    - v. The condition code must be marked as H.
  - ii. Shelf-Life Inspections
    - a. IAW Department of Defense (DOD) Shelf-Life Management Program (DOD 4140.27-M, <https://www.gsa.gov/acquisition/purchasing-programs/requisition-programs/gsa-global-supply/supply-standards/gsa-shelf-life-management-program>), if a hazardous material is expiring, bring the material to the HMSO and if it can be extended we will do the research and labeling.
    - b. If it cannot be extended the Unit / Activity is responsible for the proper disposal.
  - iii. Empty Container Label Return- the HMSO accepts only the yellow EESOH-MIS tracking label(s). The customer will handle the draining and recycling of the empty hazmat containers through EMD Hazardous Waste section.

## 10. Definitions

- (1) None

## 11. Acronyms

- (1) AO – Accountable Officer
- (2) AR – Army Regulation
- (3) BLDG - Building
- (4) COR - Contracting Officer Representative
- (5) CRP – Central Receiving Point

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- (6) DA – Department of the Army
- (7) DD – Department of Defense
- (8) DOD – Department of Defense
- (9) DODAAC – Department of Defense Activity Account Code
- (10) EESOH-MIS – Enterprise Environmental Safety, Occupational Health Management Information System
- (11) EMD – Environmental Management Division
- (12) EPA - Environmental Protection Agency
- (13) GCSS-A – Global Combat Support System – Army
- (14) GOV – Government Owned Vehicle
- (15) GPC – Government Purchase Card
- (16) GSA – Government Services Administration
- (17) HAZMAT – Hazardous Materials
- (18) HMSO – Hazardous Material Supply Operations
- (19) IAW – In Accordance With
- (20) LRC - Logistics Readiness Center
- (21) NSN – National Stock Number
- (22) OPORD – Operational Order
- (23) PWS – Performance Work Statement
- (24) QRP – Qualified Recycle Program
- (25) SDS – Safety Data Sheet
- (26) SOP – Standing Operating Procedures
- (27) SSA – Supply Support Activity
- (28) U/I – Unit of Issue

12. References

- (1) AR 200-1, *Environmental Protection and Enhancement*, Chapter 9
- (2) AR 710-2, *Supply Policy Below the National Average*, Section VII
- (3) DA PAM 710-2-1, *Inventory Management, Using Unit Supply System (Manual Procedures)*
- (4) DA PAM 710-7, *Hazardous Material Management Program*
- (5) DOD 4100.27-M, *Department of Defense (DOD) Shelf-Life Management Program*
- (6) Executive Order 13693 (19 March 2015)
- (7) FK REG 385-10, *The Fort Knox Safety Program Regulation*
- (8) FK REG 700-1, Ch. 5 - *Fort Knox Range Regulation*
- (9) Fort Knox Environmental Handbook
- (10) Garrison Commander Policy Letter (dated 23 Oct 2017)
- (11) OPORD 14-114 EESOH-MIS Implementation Plan