

HAZARDOUS MATERIALS

Hazardous Materials Management Plan



Possible areas of concern and characterization

Failure to maintain an accurate hazardous material inventory and improper use of hazardous materials could lead to environmental contamination and Regulatory violations. All organizations, units/activities, tenants, and contractors are required to process hazardous materials through the Hazardous Material Supply Operation (HMSO) BLDG 2954 for inventory control. Organizations should adhere to a 14 day on-hand supply of hazardous materials as required by the organization to accomplish the mission. All HM containers are to be labelled with a yellow inventory tracking sticker from the HMSO, with the tracking sticker returned to the HMSO upon consumption. This allows for required annual regulatory reporting in accordance with Emergency Planning and Community Right-to-Know Act (EPCRA) and “cradle-to-grave” management of hazardous materials.

HANDLING PROCEDURES

- Obtain approval from EMD prior to purchasing new types of HM. (Products that are new to the installation and have never been processed through the HMSO in the past.)
- Ensure vendor/manufacturer provides a copy of the Safety Data Sheet (SDS) with the HM purchased.
- Ensure all HM is delivered or taken to the HMSO for processing through the HM database and labeled.
- Ensure all materials are properly marked to identify contents and stored in accordance with the SDS, and are labeled in accordance with 29 CFR 1910.1200(f).
- When HM has been used, the user must return the label to the HMSO to adjust the organization’s inventory.

NOTES

- All flammable materials and aerosols must be stored in a flammable locker/connex.
- All corrosive HM must be stored in a corrosive cabinet. Segregate Acids and Bases that are incompatible.
- Ensure containers are kept closed and in its original container. Promptly clean up spills per the SDS.
- Always practice First In - First Out (FIFO) rule to avoid creating expiration/excess waste.
- A chemical inventory must be posted on the front of the flammable cabinet/storage area.
- It is the responsibility of the user to ensure all HM is properly labeled, has a current SDS on file, and available for each product. All users should have access to, know and understand the SDS contents.
- An emergency contact list is to be posted in the HM storage area.
- HM monthly inspections are to be conducted every month with records of inspection kept on file at the facility for review.

CONTACT INFORMATION

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