Department of the Army
United States Army Garrison Fort Wainwright
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Fort Wainwright, Alaska 99703-6000
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USAG FWA Regulation 200-1

Hazardous Material Management Program (HMMP)

Summary. This document is to establish a centralized Hazardous Material Management Program (HMMP) and responsibilities for the management of Hazardous Material (HM) and Hazardous Waste (HW) within Fort Wainwright, Alaska (FWA). The core objective is to improve logistics and operational mission performance by controlling and reducing the acquisition, use, handling, and disposal of HM and the generation of HW, consistent with Army supply chain integration and sustainability objectives.

Applicability. This regulation applies to all units and military personnel and military dependents, contractors, and civilian personnel who are assigned to, attached to, stationed at, or residing on USAG FWA installations or facilities.

Interim changes. Interim changes to this regulation are not official unless the Director of Human Resources authenticates them. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested improvements. Send comments and suggested improvements on Department of the Army Form 2028, Recommended Changes to Publications and Blank Forms directly to Directorate of Logistics (DOL), ATTN: IMPC-FWA-LG.

Distribution: This regulation is distributed through the USAG FWA Homepage at http://www.wainwright.army.mil/dhr/asd.asp.

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Chapter 1
Introduction

1-1. Purpose. The purpose of this document is to establish a centralized HMMP and responsibilities for the management of HM and HW within FWA. The core objective is to improve logistics and operational mission performance by controlling and reducing the acquisition, use, handling, and disposal of HM and the generation of HW, consistent with Army supply chain integration and sustainability objectives. This HMMP guidance assumes the operation of a hazardous material management automated tool.

1-2. References. See Appendix A.

1-3. Applicability. The HMMP is applicable to all FWA activities, tenants and personnel.

1-4. Proponent. The proponent for this program is the FWA DOL. Recommendations are welcome and should be forwarded to the DOL Director in writing. Recommended enhancements should include: submitting activity; point of contact (POC) name, address and telephone number; specific section to be enhanced; proposed enhancement and new text; and justification, to include benefits and drawbacks.

1-5. The Fort Wainwright HMMP Mission Statement. The FWA HMMP is an initiative to enhance readiness and improve sustainability through controlling and tracking the acquisition, use, handling and disposition of hazardous material. The program serves as the base focal point for hazardous material and hazardous waste management. It combines many of the traditional functions of the Directorate of Public Works (DPW) Environmental Division, Supply, Contracting, Logistics, and Garrison Safety offices. The FWA HMMP establishes an organization and business practices to implement centralized HM management throughout the garrison to track all HM/Waste from "cradle to grave" and minimize or eliminate any violations.

1-6. Purpose. The fundamental purpose of the FWA HMMP is to minimize, track and control the ordering, storing, distribution, using and disposition of HM through effective use of single point control. It also facilitates tracking of HW from generation to final disposal. Essential to the program is the requirement to obtain and maintain updated copies of manufacturers' material safety data sheets (MSDSs) for all HM brought onto the garrison. The program utilizes standard Army supply management systems and a Hazardous Material Management Application (HMMA) to facilitate necessary tracking and provide a centralized database for management and compliance reporting. The HMMA links processes to materials used and wastes generated. It tracks materials and chemical constituents throughout their life cycle on FWA and facilitates potential health hazard and exposure tracking. The HMMA also prepares key mandatory environmental reports and facilitates management reporting.

1-7. Duties.

a. The Garrison Commander will:

(1) Ensure that integrated logistics, environmental, occupational safety and health, and hazardous substances (HS) policy and procedures are established and disseminated garrison-wide.

(2) Appoint the following key personnel:

(a) An Environmental Quality Control Committee (EQCC) for environmental quality oversight.

(b) An HMMP Committee, for day-to-day operational oversight.

(3) Ensure FWA compliance with applicable environmental guidance and procedures.

(4) Obtain necessary resources to maintain the HMMP.

(5) Chair the HMMP Committee.

b. The DPW will:

(1) Provide HS environmental input to the Garrison Commander and HMMP Committee.

(2) Coordinate with the Director, DOL to ensure that environmental requirements are integrated into the garrison HMMP.

(3) Recommend HMMP goals and objectives, consistent with higher headquarter's guidance, and conducts annual pollution prevention assessments to identify opportunities for enhancing pollution prevention efforts and to measure goal achievement.

c. The Director, DOL will:

(1) Serve on the HMMP as a voting member of the FWA HMMP committee, schedule committee meetings, publish agendas, and prepare reports for the Garrison Commander.

(2) Establish a Hazardous Material Control Point (HMCP) to provide centralized acquisition, storage, issue, and tracking of HM throughout its life cycle on the garrison.

(3) Publish a Standard Operating Procedure (SOP) for HMCP operations and customer support.

(4) Ensure HMCP personnel and other HM users receive proper HM management software training.

(5) Ensure the safe receipt, handling, storage, and issue of HM.

(6) Ensure that MSDSs are readily available and issued with HM to assure proper handling and emergency response preparedness.

(7) Ensure processing of unit or activity turn-ins is timely in order to maximize the potential for transfer and/or reutilization of HM prior to shelf-life expiration.

(8) Ensure necessary logistics data is provided to the garrison/depot staff to support environmental HMMP (eHMMP) reporting requirements.

(9) Conduct planned and unscheduled HMMP assessments of the HMMP (to include site inspections and assistance visits).

(10) Administer the FWA HM management information tracking system and collect data to meet non-compliance and management reporting requirements.

(11) Provide staff oversight with guidance and inspection of FWA operations and tenant activities, sometimes in conjunction with the Safety and/or external offices.

(12) Identify potential nonhazardous product substitution.

(13) Coordinate with the Fire Department, Environmental, Safety, and Industrial Hygiene offices to:

(a) Identify processes that use HM, generate HW, or result in unsafe conditions for personnel on FWA.

(b) Identify HM, authorized users, and levels of storage per location.

(c) Pre-authorize HM prior to first-time ordering.

(d) Maintain and process updates of MSDS data.

(14) Provide MSDS information to the Fire Department.

(15) Review and approve authorized use/user list (AUL) change requests, in coordination with the Safety, Fire Department, and Environmental offices.

(16) Establish and operate a HM management office to provide collection, disposal, and recycling of HM and wastes.

(17) Prepare ad hoc hazardous substances (HS) management reports, as required.

(18) Determine and track necessary HS training for garrison personnel.

d. The Garrison Safety Officer will:

(1) Provide safety input to the Garrison Commander and HMMP Committee.

(2) Serve on the HMMP Committee as a voting member.

(3) Conduct safety and occupational health planning for the garrison.

(4) Coordinate with the Environmental office to establish policy and procedures to:

(a) Identify HM and authorized users.

(b) Pre-authorize HM prior to first-time ordering.

(c) Maintain and keep updates on MSDS data.

(d) Provide MSDS information to the Fire Department.

(5) Conduct safety and occupational health assessments to identify opportunities for enhancing safety efforts and reducing risks to FWA personnel.

(6) Participate in AUL change approvals.

(7) Include identification of HM not in the HMMA database during activity assistance visits and reports these items to the Chief, HMCP, for appropriate action.

(8) Conduct hazard communication training for FWA personnel.

e. The Health Clinic Logistics Division Supply Officer will:

(1) Follow the Surgeon General guidance and establish an HMCP.

(2) Publish an SOP for HMCP operations and customer support within the medical environment.

(3) Enter HM procurements and usage into the HMMA as they occur or at least weekly.

f. The Network Enterprise Center (NEC)/ Sustainment Automation Support Management Office (SASMO) (Director of Logistics, Plans and Operations) will:

(1) Ensure adequate networking to support efficient HMMA transactions between server and clients, if required.

(2) Provide necessary internet protocol addresses and network access to support HMMA operations.

(3) Maintain HMMA hardware, including required maintenance contracts.

(4) Provide necessary software to maintain the HMMP.

(5) Install HM management and related software and hardware upgrades, as required.

(6) Participate and vote as a member of the FWA HMMP committee.

g. The HMMP Committee will:

(1) Be chaired by the Garrison Commander or his representative.

(2) Include representation from all tenant activities, base operations supply/maintenance activities, the Safety office, Fire Department, and the DOIM/SASMO. The Garrison Commander or EQCC adjusts membership, as required.

(3) Be responsible for the integrated efforts necessary to successfully implement HM management software and support enhanced HMMP business practices on the garrison.

(4) Develop the implementation plan for HMMP, assign roles and responsibilities, identify and assign actions with necessary milestones, and ensure milestones are satisfactorily completed.

(5) Serve as implementation workgroup for HMMP.

(6) Provide oversight to HMMP operations.

(7) Conduct periodic in-progress review briefings on the status of HMMP implementation and ongoing operations.

h. The Application Database Manager (ADBM) will:

(1) Establish HMMA access rights as directed by HMMP committee.

(2) Conduct day-to-day maintenance of HMMA database and conduct periodic update of tables, as required.

(3) Respond to garrison HM management software functional questions.

(4) Manage software updates with appropriate offices and the software provider.

(5) Receive and track garrison HM management software engineering change proposals.

(6) Assist the Chief, Environmental in preparing reports using HM management software data, as required.

(7) Support HMCP and HW manager in correcting data.

(8) Assist the NEC/SASMO in identifying and correcting network problems related to HM management software, as required.

i. The Hazardous Material Management Program (HMMP), Director of Logistics, Supply Division (Contracted) will:

(1) Establish policy on the acquisition and storage of HM, in accordance with FWA policy.

(2) Manage HM as an integral part of the supply mission; maintain an HM inventory consistent with standard Army procedures; and provide a sole source of HM to garrison activities.

(3) Establish and publish operating hours consistent with customer requirements.

(4) Publish customer procedures for HM transactions.

(5) Establish a requisitioning objective and 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.

(6) Establish procedures for meeting emergency HM requirements.

(7) Establish an HM re-use capability.

(8) Ensure that HMCP personnel receive HS handling and management training, including HMMA transaction training.

(9) Ensure that MSDSs are maintained for all requisitioned and stored HM and that MSDSs accompany received HM.

(10) Document all HM transactions using the HMMA.

(11) Issue requested HM within two hours of request or HM receipt from source of supply.

(12) Receive empty tracking labels on consumed products from customers and records HM usage in the HMMA.

(13) Participate in FWA's HMMP Committee.

(14) Ensure that spill plans are prepared, available for emergency response, and reviewed and updated at least annually.

(15) Ensure that appropriate spill response materials are on hand.

j. The Chief, Fire Department will:

(1) Participate and vote as a member of the garrison HMMP Committee.

(2) Provide policy and guidance on all fire related issues as they pertain to HM and HW.

k. The Chief, Mission Installation Contracting Command-Alaska (MICC-AK) will:

(1) Set up contract mechanisms with local vendors to meet customer requirements for local purchase items. Delivery will be to the HMCP, DOL Supply Division, who will then issue the procured hazardous material to the garrison customer using the HMMA.

(2) Participate and vote as a member of the FWA HMMP committee.

(3) Provide guidance controlling the use of government purchase cards (GPCs) for HM procurement.

(4) Ensure that all service, maintenance, and construction contracts include statements that facilitate full support of the installation HMMP.

(5) Report to the Garrison Commander and the HMCP the purchase of unauthorized HM by GPC holders.

l. Garrison activity chiefs and tenants will:

(1) Ensure that all processes, HM, and waste streams have been approved and incorporated into the HMMP AUL to allow expeditious HM transactions.

(2) Ensure the establishment of two-week shop/lab supply levels for HM normally used in day-to-day business.

(3) Ensure that HM in excess of the two-week stockage level or in excess of known immediate needs is returned to the HMCP. This includes open or closed containers of useable materials.

(4) Obtain all HM from the appropriate HMCP.

(5) Obtain tracking labels on consumed products and report actual HM usage to the HMCP as coordinated between the HMCP and the customer.

(6) Ensure that work areas and laboratories maintain correct manufacturer MSDSs for each HM used and/or stored.

(7) Designate personnel authorized to request, receive and store HM.

(8) Obtain and mark appropriate containers for collecting used HM.

(9) Coordinate the turn-in of unserviceable HM with the HW office.

(10) Designate personnel authorized to coordinate and turn-in HW.

(11) Ensure that all personnel exposed to HS in the course of their work receive proper training and ensure that proper and adequate personal protective equipment (PPE) is stocked, maintained, and issued to personnel.

(12) Coordinate environmental and safety training with the Environmental and respective Safety offices.

(13) Ensure that all personnel are made aware of and comply with this program.

(14) Provide representation to the FWA HMMP committee.

(15) Inspect work areas to ensure that HM have been recorded in the HMMA; that HM is properly rotated and stored; and that used HM is properly marked, in accordance with garrison and activity guidance.

(16) Ensure that spill plans are prepared, approved, and available for emergency response and are reviewed and updated at least annually.

(17) Ensure that HS spill response is immediate and in accordance with the site spill response plan. Notify the Environmental, Fire Department, and Safety offices when appropriate.

(18) Ensure that appropriate spill response materials are on hand.

m. Individual military and civilian personnel handling and using HS will:

(1) Seek appropriate training when tasks include handling of HS.

(2) Ensure MSDSs are on hand (electronic or hard copy) for all HM used or on hand. Be familiar with potential hazards associated with each HM used or on hand.

(3) Wear appropriate PPE when handling HS. Refer to the MSDSs, product labels, technical manuals, and/or the Garrison Safety office for guidance. Individuals should also ensure that PPE is maintained in accordance with applicable technical documents.

(4) Handle HM in accordance with MSDS and product labels.

(5) Store HM in accordance with Army and FWA guidance and approved procedures.

(6) Place used HM in properly marked containers.

(7) Notify supervisors and section chiefs (when appropriate) when new processes or materials are required and/or when new waste streams will be generated.

(8) Contain and clean up all spills immediately and report the spill to supervisors. For spills too large or those that pose a safety or health threat to personnel or the environment, immediately notify the Fire Department and the Environmental office. Consult individual activity spill plans for more details.

1-8. Authorized Use/User List (AUL), (HM, Processes, and Algorithms).

a. AUL Definition. The AUL is the listing of processes and materials approved for use within FWA activities and tenants. The AUL is the composite of the HMMA table information that links processes using HM and/or generating HW, authorized HM, anticipated waste streams, and algorithms to estimate releases. An HMMA AUL record is created when an HMMA master inventory record is approved for use or storage on the garrison and is linked to a site-specific process record. Each authorization includes a review and approval of all aspects of a process, the HM used, the process using the HM, the resulting waste stream(s) and emissions, and the work center(s) involved. The AUL supports the Department of the Army and FWA HMMP policy and can be used for International Organization for Standardization (ISO) 14000 efforts.

b. AUL use.

(1) The AUL is used to control HM acquisition, to identify types of HM usage, to estimate HW generation, to prepare environmental reporting and as a pollution prevention tool. Each requisition, receipt, and issue transaction is validated against the AUL prior to completion. Transaction exceptions to the AUL will be reported to the DOL Supply Division for appropriate action. The HMMA automatically validates each issue transaction against established authorizations prior to issue. Unauthorized requests cause a system warning, which must be overridden by the HMCP operator. Overriding the warning requires approval from the Environmental office. Overriding AUL and shelf-life expiration message during material transactions creates exception reports. Work area supervisors, the Environmental office, and the Safety Office review exception reports weekly and take actions necessary to correct the cause for the current exception and those actions needed to preclude a reoccurrence.

(2) Each distinct operation, such as painting, use of a recirculating solvent parts washer, performing a medical procedure, or conducting research protocols, constitutes a process in the HMMA. Processes may be activity specific but are generally not location specific; processes generate waste.

(3) HW characterization records describe the waste and waste container. HW characterizations can be referenced using unique names, locally assigned codes, or contract line numbers. An algorithm for each approved process is created and entered into the HMMA. Algorithms predict the fate of materials used in a process and use this information to collect information for the Emergency Planning and Community Right-to-Know Act (EPCRA) Form R Report and for pollution prevention opportunity assessments. The Environmental office establishes HMMA process algorithms.

c. Maintaining the AUL. All supervisors are responsible for ensuring that the HMMA database accurately reflects approved processes, HM used, and HW generated. AUL change requests are conducted through the Environmental office. Changes to HM usage are processed in advance of HM procurement to ensure efficient flow of HM through the HMCP.

1-9. Pollution Prevention Opportunity Assessments and Reporting.

a. HMMP inspection points will be added to the command logistics inspection criteria by the Director, DOL. Inspections and assistance visits of the HMCP to verify that HMMP policy and guidance have been implemented and are being followed will be conducted on a scheduled and unscheduled basis. Inspection results will be provided to the Supply Division supervisor for corrective action. A copy of the report identifying shortcomings, opportunities for improvement, and recommended solutions is forwarded to the HMMP Committee for review and appropriate action.

b. The Environmental office conducts annual pollution prevention opportunity assessments, which identify the potential for reduced HM acquisition through changes to processes or material substitution. They also assist in identifying opportunities to reduce HW generation through material substitution or process change. The HMMA provides sufficient HW, HM, and chemical inventory and use information to support assessments. The HMMA also provides the capability to automate EPCRA reporting and biannual HW reporting. The centralized database provides opportunities for ad hoc management reporting. FWA activities are encouraged to take advantage of this management tool. Requests are made through the Environmental office. Inspection reports are provided to operational managers and to the HMMP Committee for appropriate action.

c. The Safety Office will add HMMP criteria to annual and periodic inspections and assistance visits. Criteria will include identification of on-hand HM that is not approved for a process, processes with no associated and approved material, lack of required or maintained PPE, and the status of training for hazardous material use. Reports will be provided to operational managers and to the HMMP Committee for appropriate action.

1-10. Expected HMMP Benefits.

The FWA HMMP will:

a. Help the Garrison Commander protect human health and the environment through enhanced compliance with existing laws and regulations. This further supports sustainability objectives.

b. Generate savings through reduction of usage, elimination of duplicate tracking and information systems, control of ozone depleting substance (ODS) waiver allocations, and support of the new tasks imposed on all garrisons by Executive Order (EO) 13423.

c. Contribute to safe handling of ODS and HM and reduces the potential for Notices of Violations and the monetary fines associated with them.

d. Eliminate duplicative HM tracking and reporting functions and provide data showing the status and location of HM to all the installation organizations requiring that information.

e. Realize cost savings in both the procurement of hazardous materials and the disposal of hazardous and solid wastes.

f. Address inherent problems with shelf-life expiration dates, environmental and occupational health and safety risks, safe storage requirements, security, disposal and liability costs, and tracking and reporting requirements.

1-11. Internal Hazardous Procedures

a. Internal approving, requesting and procuring procedures.

(1) Approving an HM:

(a) The HMMP Committee is responsible for maintaining the garrison AUL. The DOL Supply Division manages approved HM. The Committee coordinates with the Supply Division to determine which materials will be stored and which will be procured on demand. Every effort is made to reduce garrison storage consistent with readiness requirements. The decision to store a particular HM includes a decision to make it an authorized stockage list (ASL) item or a non-stocked item based on demand and committee decision. A requisitioning objective and reorder point and possible storage/use limits are also decided upon. The committee provides approval information to the DOL Supply Division HMMP POC. The DOL Supply Division POC ensures that approved items are added to the ASL under the appropriate category and also recorded in the HMMA. All HM on the ASL should also be recorded in the HMMA as an approved item.

(b) The DOL Supply Division will request approval of items in storage or received that are new and determined to be hazardous. The HMMP POC provides item identification information and a copy of the manufacturer's MSDS to the Environmental office, which coordinates with the committee for approval. The Environmental office can provide emergency approvals, but notifies the committee of all items it approves. If the item is being requested by a customer, the customer is responsible for obtaining approval from the committee or Environmental office using the AUL authorization request available on the HMMA.

(c) Requests for HM that are not on the AUL will be rejected and sent back to requestor with explanation, requiring the requestor to obtain HM approval.

(2) Requisitioning and procuring procedure:

(a) Item managers and purchasing agents conduct acquisition of approved HM based on a customer request or a stock replenishment action. Prior to procurement, an item manager or purchasing agent coordinates with the DOL Supply Division HMMP POC to verify that the HM is on the AUL. If the item is not on the AUL, procurement is put on hold until the item is approved.

(b) Customer requests for unauthorized HM will be rejected. Customers will be notified of the reason for rejection and provided assistance in obtaining authorization.

(c) Before procuring or requisitioning the HM:

1 Determine whether HM request will be satisfied from local purchase, federal supply system or from other FWA activity. The garrison objective is to provide requested HM within 36 hours of the request (four hours for urgent requests).

2 Identify other FWA sources. For urgent requirements, search for alternative sources on FWA to determine if the requirement can be met from other or non-Directorate of Installation Support resources. Using the HMMA, return the HM to storage from the owning activity and then follow issue procedures. Material can be transferred directly between the two sites if they have the same Department of Defense activity address code.

3 Order from Federal Supply System. Process the request using standard Army logistics automation procedures with direct shipment to the central receiving point (CRP), then create an HMMA due-in for the HM (optional).

4 If a HM is purchased locally, the purchasing agent will request a copy of the MSDS from the vendor or manufacturer. If the vendor or manufacturer cannot provide an MSDS, a decision must be made as to whether or not to complete the transaction. If the HM is procured without an MSDS, the

purchasing agent is responsible for obtaining an MSDS via Hazardous Materials Information Resource System (HMIRS), the internet, or other authorized method (the Environmental office can provide assistance).

(d) Item managers and purchasing agents direct HM to be shipped to the supply operations CRP. Locally procured items are hand carried to the CRP to be recorded in the HMMA.

(e) Special arrangements can be made to allow customers to locally procure HM. In these instances, prior arrangements to record the receipt in the HMMA must be made by the Supply Division HMMP POC. The customer, the Supply Operations Branch, and the HMMP Committee must be fully familiar with this arrangement.

b. Internal HM receiving procedures.

(1) All HM is delivered directly to the DOL Supply Division CRP from the source of supply.

(2) HM is received in accordance with standard Army logistics automation procedures. Supply and vendor documentation is provided to purchasing agents or item managers, who record receipts in the logistics automation system or GPC accounting system.

(3) The receiver then posts the receipt in the HMMA and ensures that the following information is recorded:

(a) Document number.

(b) MSDS number.

(c) Manufacturer.

(d) National Stock Number (NSN).

(e) Part number.

(f) Manufacturer lot/batch (if available).

(g) Expiration date.

(h) Price.

(i) Quantity received.

(j) Whom is receiving.

(k) Storage location (all material received on the garrison requires a storage location, even if temporary).

(4) When the stock number is not in the HMMA database, notify the DOL Supply Division HMMP POC or the Environmental office immediately. The DOL Supply Division HMMP POC will assist in identifying a correct stock number and entering it in the HMMA database. Pending receipt and loading of a correct stock number and item approval, the HM is placed in temporary storage and conspicuously marked until barcodes can be prepared [see approval steps above (paragraph 1.11.a. all inclusive)].

(5) When the correct MSDS is not in HMMA, coordinate with vendor/manufacturer to obtain the correct MSDS. Provide the MSDS information to the supply division HMMP POC or environmental department for entry into the HMMA. Pending receipt of the MSDS and item approval, the HM is

temporarily stored and conspicuously marked as awaiting MSDS [see approval steps above (paragraph 1.11.a. all inclusive)].

(6) If the received HM is going to storage for future issue, the material is validated against the AUL, a barcode is printed and applied, and the HM is forwarded to the appropriate storage location. If the received HM is being immediately issued or placed in the customer pickup bin, it is validated against the AUL and received and a barcode is printed during the issue transaction.

(7) Each storage location has two subsections, and material in each of these locations is further stored by shelf-life, with oldest material placed in front:

(a) Virgin material on the Standard Army Logistics application accountable record and on the HMMA inventory.

(b) Reuse material on the HMMA inventory, but not on the Standard Army Logistics application accountable record.

(8) Some bulk items (materials brought in by truck and placed in tanks) will be shipped to the using shop with documentation provided to the purchasing agents. Bulk items are not bar-coded. Examples of bulk HM items are fuel oil and steam plant chemicals. Purchasing agents are responsible for ensuring that receipt information is captured in the HMMA.

(9) If HM expiration date has passed:

(a) Request guidance from supervisor.

(b) Ask customer if the item is still acceptable:

1 If yes, update expiration date.

2 If no, return to vendor, find alternate use/customer, or, as a last resort dispose through waste procedures.

(10) Store all HM by shelf life to facilitate the issue of oldest material first. Oldest HM is stored in front of newer material and issued first. HM with fewer than 60 days remaining shelf life is reported to the supply operations branch supervisor for disposition guidance or appropriate shelf-life extension.

(a) Issue oldest material first, beginning with re-use material.

(b) Using the HMMA issue screen, conduct a HM transaction. The HMMA will automatically validate the AUL, high- and low-quantity limits, training requirements, and PPE requirements and status.

(c) Ensure that the HM has an HMMA barcode attached before issuing.

(d) Print a hardcopy receipt of the issue and attach to the Standard Army logistics application material release document.

c. Internal HM return and disposition procedures.

(1) Customers return unneeded serviceable HM to the HMCP for storage and re-issue on a free issue basis.

(2) Actual usage, loss, spills, or transfer to waste is reported by customers to the HMCP by barcode serial number. The HMCP records the information in the HMMA, ensuring that the material classification is changed from "virgin" to "re-use." Accurately completing this step directly affects environmental compliance reporting.

(3) Place returned material in the appropriate storage location.

(4) If a HM in storage expires, cannot be renewed, and cannot be used for alternative processes within six months, contact the HW office to coordinate containerization and transfer to waste procedures. Ensure that the HM is subtracted from the HM inventory and added to the HW inventory.

(5) Customers return tracking labels when the material is consumed. The HMCP notes the barcode information on empty containers, finds the issue record in the HMMA, and posts actual usage data. This provides accurate inventory and emergency planning and response information. The HMMA automatically updates inventory and toxic release inventory files.

d. Offsite transfers of HM. When directed to ship HM offsite, subtract the HM from the HMMA HM inventory. This directly affects environmental compliance reporting. The supply division HMMA operators prepare documents to transfer HM offsite.

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Appendix A
References

Section I
Required Publications

AR 710–2
Supply Management Below the National Level. (Cited in paras 1–1, 2–1, C–1.)

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication. DOD publications are available from www.dtic.mil/whs/directives. The Code of Federal Regulation (CFR) is available at http://ecfr.gpoaccess.gov. Executive Orders are available from www.archives.gov/research/index.html. U.S. Code citations are available from www.gpoaccess.gov/uscode.

AR 200-1
Environmental Protection and Enhancement

AR 420-49
Utility Services

AR 711-7
Supply Chain Management

DOD 4140.1
Material Management Policy

DOD 4140.27-M
Shelf-Life Item Management Manual

DOD 4145.19-R-1
Hazardous Materials Storage and Handling Criteria

DODI 4715.4
Pollution Prevention

DODI 6050.05
DOD Hazard Communication (HAZCOM) Program

EO 12873
Federal Acquisition, Recycling, and Waste Prevention

EO 13423
Strengthening Federal Environmental, Energy, and Transportation Management

TM 38-410
Storage and Handling of Hazardous Material. (Available from https://www.logsa.army.mil/etms/online.cfm.)

29 CFR 1910
Occupational Safety and Health Administration, Department of Labor

40 CFR 6
Procedures for Implementing the Requirements of the Council on Environmental Quality on the National Environmental Policy Act

40 CFR 116
Designation of Hazardous Substances

40 CFR 117
Determination of Reportable Quantities for Hazardous Substances

40 CFR 260-265
Subchapter I-Solid Wastes, Parts 260-265 – Hazardous Waste Management

40 CFR 266
Standards for the Management of Specific Hazardous Wastes and Specific Types of Hazardous Waste Management Facilities

40 CFR 300-374
Subchapter J - Superfund, Emergency Planning, and Community Right-to-Know Programs

40 CFR 702-799
Subchapter R-Toxic Substance Control Act

42 USC Chapter 116
Emergency Planning and Community Right-to-Know Act of 1986

EPA List of Lists Database
Consolidated List of Chemicals Subject to the Emergency Planning and Community Right-to-Know Act and Section 112(r) of the Clean Air Act. (Available from http://web-services.gov/lol/.)

ISO 14000
International Organization for Standards management references. (Available to order at www.iso.org.)

Appendix B
Special Abbreviations and Terms

Abbreviations

ADBM
Application Database Manager

AR
Army Regulation

ASL
authorized stockage list

AUL
authorized use/user list

CFR
Code of Federal Regulations

CRP
central receiving point

DOD
Department of Defense

DODI
Department of Defense Instruction

DOL
Directorate of Logistics

DPW
Directorate of Public Works

DPWL
Directorate of Public Works and Logistics

eHMMP
environmental Hazardous Material Management Program

EO
Executive Order

EPA
U.S. Environmental Protection Agency

EPCRA
Emergency Planning and Community Right-to-Know Act

EQCC
Environmental Quality Control Committee

GPC
government purchase card

HM
hazardous material

HMCP
Hazardous Material Control Point

HMIRS
Hazardous Materials Information Resource System

HMMA
Hazardous Material Management Application

HMMP
Hazardous Material Management Program

HS
hazardous substances

HW
hazardous waste

IMCOM
Installation Management Command

ISO
International Organization for Standards

MSDS
material safety data sheet

NEC
Network Enterprise Center

NSN
national stock number

ODS
ozone depleting substance

PPE
personal protective equipment

POC
point of contact

SASMO
Sustainment Automation Support Management Office

SOP
standard operating procedure

TM
Technical Manual

Section II
Terms

Notice of Violation
A citation issued by a regulatory organization that may be accompanied by fine.

Unit of Issue (UI)
The standard quantity of product associated with a NSN or national item identification number.

Unit of Use (UU)
The smallest container of a hazardous material associated with an operational or maintenance process.

Virtual Hazardous Material Control Point
A control point that uses software to manage and control HM on an installation, but does not physically receive, store, and issue HM.