NAVAL SUPPORT ACTIVITY MONTEREY INSTRUCTION 5100.4

From: Commanding Officer, Naval Support Activity Monterey

Subj: NAVAL SUPPORT ACTIVITY MONTEREY INSTALLATION HAZARDOUS MATERIAL CONTROL AND MANAGEMENT PROGRAM

(b) OPNAVINST 5100.23G Navy’s Occupational Safety & Health Manual
(c) NSAMINST 5100.2 Installation Hazard Communication Plan
(d) NPSINST 5100.6 Naval Postgraduate School Chemical Hygiene Plan
(e) NSAMINST 5090.3 Hazardous Waste Management
(f) NFPA 30 Flammable and Combustible Liquids Code

Encl: (1) Hazardous Material (HM) Authorized Use Request Form

1. Purpose. To establish policies and procedures and assign responsibilities for a comprehensive Naval Support Activity Monterey (NSAM) Hazardous Materials Control and Management (HMC&M) Program. The purpose of our HMC&M Program is to ensure personnel safety, protect the environment, and maintain regulatory compliance with references (a) through (f) as well as all other applicable Department of Defense (DoD), Department of Labor (DOL), Department of Transportation (DOT) and Environmental Protection Agency (EPA) guidance, policies, procedures and responsibilities for the life-cycle control of hazardous materials. Appropriate acquisition, storage, usage and disposal of HM are essential elements to the professional execution of our mission.

2. Background

   a. NSAM is host to a variety of applications (research & development, maintenance, construction, and custodial) requiring the usage of a diverse array of chemical products. The regulatory framework for the procurement, storage, use and disposal of such products is just as complex. The federal agency responsible for worker safety is the Occupational Safety and Health Administration (OSHA). The state agency responsible for the state environmental laws, fees, programs, etc. is the Toxic Substance Control Agency (TSCA). The Monterey County Certified Unified Program Administrator (CUPA) serves as local level enforcement with the authority to issue fines up to $25,000 per day, per violation and/or up to 5 years imprisonment for non-compliance with state environmental laws.
b. The HMC&M Program provides the foundation for pollution prevention, worker safety, public health and compliance to environmental regulations by:

(1) Ensuring the safe, compliant use of the least toxic HM available to effectively perform required work.

(2) Minimizing the use by identifying and purchasing less or non-toxic alternatives.

(3) Controlling HM inventory as a way to reduce quantity of on-site HM and prevent unnecessary creation of hazardous waste (HW).

(4) Maintaining life cycle tracking to accurately monitor and report quantity and chemical composition of HM used, stored, emitted, and ultimately disposed of as HW.

(5) Supporting consistent compliance with environmental laws and regulations, such as:
   (a) Air quality rules and permit limitations.
   (b) Spill prevention planning.
   (c) Regulatory reporting and required disclosure of chemicals used and stored aboard the installation.
   (d) Pollution prevention and hazardous waste disposal.

(6) Providing essential information to emergency responders.

3. Scope and Applicability

a. This instruction applies to all NSAM personnel, commands, organizations and contractual agencies performing operations either aboard NSAM or at off-site locations involving the use of HM.

b. Pesticides (including herbicides, rodenticides, fungicides, insecticides, etc.) are considered to be HM; however they are not covered by this instruction. Their approval, use, storage and disposal are controlled through, Agricultural regulation ref (7 USC 136) (FIFRA) which is implemented by the NSAM Pest Management Program under the direction of the Environmental Division. Use and storage of pesticides on the installation without prior approval and coordination is prohibited.

c. Additionally, materials with separate regulations and licensing requirements such as biological and medical HM, alcohol and drugs, food additives, radioactive substances, lasers, ammunition and explosive substances are not covered by this instruction.

d. Hazardous materials inventories, Authorized Use List (AUL) processes and the hazard communications requirements of reference (c) are excepted for any consumer product or
hazardous substance as defined in the Consumer Product Safety Act (15 U.S.C 2051) and Federal Hazardous Substances Act (15 U.S.C. 1261). Specifically, the requirements are not applicable when household consumer products used in the workplace are used in a manner consistent with typical consumer's use and exposure. However, household consumer products purchased and used in a manner consistent with official employee duties and tasks that results in a duration and frequency of exposure greater than what a normal consumer would experience are subject to HM inventory and AUL process requirements. Note that all household consumer products regardless of method of purchase or use may be subject to strict environmental compliance and pollution prevention requirements.

4. Policy. It is the policy of NSAM to reduce the amount of HM used and stored, as well as the amount of HW generated through up front control in the procurement and supply of HM. Management leadership and active involvement of employees and supervisors throughout all organizations is essential to successfully maintain an effective HMC&M Program. Every supervisor and manager whose operations entail use of HM shall proactively support effective HM management. Furthermore, HM purchased from personal funds or acquired thru channels external to the Federal government is not authorized for use or storage at this installation.

5. Definitions

a. Employee. A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers employed in an administrative capacity who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

b. Exposure/Exposed. An employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)

c. Hazardous Material (HM or HAZMAT). Any material or substance, in normal use or otherwise, that can be damaging to health or well-being. Such materials cover a broad range of types, and may be further classified as follows:

(1) Combustible Material. Any liquid having a flash point at or above 100°F (37.8°C). Combustible liquids shall be divided into two classes as follows:

(a) Class II liquids shall include those with flash points at or above 100°F (37.8°C) and below 140°F (60°C), except any mixture having components with flash points of 200°F (93.3°C) or higher, the volume of which make up 99 percent or more of the total volume of the mixture.

(b) Class III liquids shall include those with flash points at or above 140°F (60°C). Class III liquids are subdivided into two subclasses:

1. Class IIIA liquids shall include those with flash points at or above 140°F (60°C) and below 200°F (93.3°C), except any mixture having components with flash points of 200°F
(93.3°C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

2. Class IIIB liquids shall include those with flash points at or above 200°F (93.3°C). This section does not regulate Class IIIB liquids. Where the term "Class III liquids" is used in this section, it shall mean only Class IIIA liquids. When a combustible liquid is heated to within 30°F (16.7°C) of its flash point, it shall be handled in accordance with the requirements for the next lower class of liquids.

(2) Corrosive Material. A substance which can destroy or otherwise damage the skin and/or mucous membranes on external contact or inhalation.

(3) Flammable Material. Any liquid having a flash point below 100°F (37.8°C), except any mixture having components with flashpoints of 100°F (37.8°C) or higher, the total of which make up 99 percent or more of the total volume of the mixture. Flammable liquids shall be known as Class I liquids. Class I liquids are divided into three classes as follows:

   (a) Class IA shall include liquids having flash points below 73°F (22.8°C) and having a boiling point below 100°F (37.8°C).

   (b) Class IB shall include liquids having flash points below 73°F (22.8°C) and having a boiling point at or above 100°F (37.8°C).

   (c) Class IC shall include liquids having flash points at or above 73°F (22.8°C) and below 100°F (37.8°C).

   d. Hazardous Waste (HW or HAZWASTE). A hazardous waste (HW) may be a HM that is no longer usable for its intended purpose, or the byproduct of a chemical process or experiment. The determination of when a HM is deemed to be HW is the responsibility of the generator. References (a) and (n) list HW criteria.

   e. Reactive Material. A substance which reacts with water or, either when exposed to air or when heated, is susceptible to release of energy either by itself or in combination with other materials.

   f. Safety Data Sheet (SDS) means written or printed material concerning a hazardous chemical that is prepared in accordance with paragraph (g) of this section.

   g. Toxic Material. A substance which can cause impairment of the central nervous system, injury, severe illness or, in extreme cases, death when ingested, inhaled, or absorbed by the skin. Examples include laboratory chemicals, metals, poisons, skin irritants, and allergens.

6. Roles and Responsibilities

   a. Commanding Officer. Define and assign responsibilities within the installation for HMC&M program management. Ensure compliance with this instruction, references (a) thru (e) and all applicable HM/HW laws and regulations.
b. HMC&M Program Manager(s)

(1) Develop, implement, manage, and revise as necessary an activity level HM AUL. As a minimum, the AUL must include the item name or product name and stock number (for stock numbered items purchased via the stock system), manufacturer name as it appears on the product label and Safety Data Sheet (SDS). In addition, the AUL shall identify the process(es) and monthly quantities required. The AUL serves as the listing of HM authorized to be procured, stored and used within NSAM.

(2) Coordinate the review and approval of all HM proposed for procurement via the HM AUL Request Forms, enclosure (1) between appropriate OSHE professionals.

(3) Serve as final approving authority for all HM requested to be added to the AUL and ensures the AUL is updated with HM approved for acquisition and utilization.

(4) Assign a unique identifier to all HM approved for procurement for reference, retrieval and cross-reference between the container label, SDS, AUL and HM inventory.

(5) Adding HM nomenclature to departmental HM inventories following AUL approval.

(6) Assist personnel in complying with HM regulations.

(7) Ensure the requirements of this instruction and all references are promulgated.

(8) Review and update this instruction as necessary.

c. Navy Occupational Safety and Health (NAVOSH) Program Director(s)

(1) Conduct a review of all submitted HM AUL Request forms to ensure all HM proposed for procurement will be stored and utilized in a method that minimizes the risk of excessive personnel exposures to HM and that such usage is in compliance with established NAVOSH rules and regulations.

(2) Conduct a periodic annual review of the AUL to eliminate unnecessary HM and to substitute less hazardous HM where feasible.

(3) Responsible for the development and maintenance of the installation Hazard Communication Plan to include annual reviews.

(4) Ensure annual workplace inspections are conducted by qualified OSHE professionals to provide oversight to departmental compliance with the Hazard Communication Plan and all HMC&M regulations to include the reporting of non-compliance to the Commanding Officer.

(5) Develop, establish and coordinate training programs to ensure installation personnel receive the necessary HM training per this plan.
(6) Provide accident prevention and exposure risk reduction guidance to the Incident Commander during HM/HW spills.

(7) Provide consultation and regulatory services pertaining to all aspects of the HMC&M Program.

(8) Provide installation oversight to all aspects of the HMC&M Program.

d. Environmental Program Director(s)

(1) Conduct a review of all submitted HM AUL Request forms to ensure all HM proposed for procurement will be stored, utilized and disposed of in accordance with environmental rules and regulations.

(2) Facilitate the development and implementation of the Installation’s EMS to assist with Pollution Prevention efforts.

(3) Develop, implement and manage the Installation’s Hazardous Waste Management Plan.

(4) Coordinate and establish the locations of departmental Hazardous Waste Accumulation Areas.

(5) Provide environmental, regulatory compliance and pollution prevention oversight by conducting field inspections to include a review of HM inventories, inspections of HM storage areas, HM usage, etc.

e. Industrial Hygienist

(1) When requested, review SDSs forwarded from the Safety Office about the health hazard characteristics of new materials introduced to work centers.

(2) Recommend less hazardous or less toxic materials as substitute for the HM in use when requested. During process evaluation, identify possible modification of the operation reducing the use of HM. Identify materials that may not be designated as HM but may pose unique risk to personnel or facilities.

(3) Conduct HMC&M Program reviews during routine periodic departmental Industrial Hygiene Surveys.

(4) Provide industrial hygiene support as necessary in the evaluation of potential exposure risks and assist in chemical hygiene plan and Standard Operating Procedure (SOP) development.

f. Department Heads

(1) Ensure subordinate supervisors and employees fulfill their responsibilities regarding hazardous materials management and control.
(2) Provide the resources and direction needed to successfully maintain the HMC&M program within their organization.

(3) Promote pollution prevention and the reduction of HM usage.

(4) Ensure hired contractors and other entities engaged to perform work on a recurring basis in their facilities receive adequate information of the hazardous substances they may encounter while performing their tasks on this installation.

(5) Ensure that all contracts issued under their direction to perform services or facilities work require the contractor to comply with the requirements of this instruction and to prepare and submit to the Environmental and Safety Offices the following:

(a) An inventory of all HM and related SDS's prior to bringing HM onto the installation.

(b) HM storage procedures.

(c) HW disposal procedures.

(d) HM/HW spill and emergency response procedures.

(6) Ensure the contractor's employees are informed of chemical hazards that may be encountered while on the installation.

(7) Ensure all purchasing personnel understand the requirement that the only HM authorized for purchasing are those items already listed on the AUL.

(8) Ensure contracts involving the use of HM contain clauses that direct contractors to comply with reference (c) and the content of this instruction.

g. Supervisors

(1) Ensure HMC&M program requirements and the risk HM poses to people, environment and property are considered in the earliest possible stages of project planning, budgeting and acquisition.

(2) Ensure all departmental HM is stored, utilized and managed in accordance with this instruction and references (a) thru (e). As necessary, obtain guidance from the Safety Office regarding the proper handling and storage of HM and from the Environmental Office regarding the disposal of HM & HW.

(3) Ensure that all orders for new HM not on the departmental AUL are submitted for review by completing the "Hazardous Material HM Authorized Use Request Form", enclosure (1), and following the step by step procedures outlined in section 7(a) of this instruction.

(4) Ensure all delivered HM has sufficient shelf-life to complete process operations.
(5) Ensure proper labeling of all HM iaw reference (c).

(6) Ensure completion of the initial and refresher HAZCOM Training in accordance with reference (c) and maintain training records.

(7) Ensure employees engaged in the occupational use of HM receive chemical-specific OJT training iaw reference (c) and maintain training records.

(8) Ensure employees engaged in the occupational use of HM review the content of the HM SDS prior to using the product.

(9) Ensure “Right-To-Know” stations are maintained at each departmental work are where HM is stored/utilized. As a minimum, the station shall maintain copies of the departmental AUL, a binder containing SDS’s for all HM utilized and appropriate emergency response information.

(10) Conduct routine, periodic inspections of all HM lockers to ensure that all HM is properly labeled, has current SDS’s, have been identified with the unique identifier, have not exceeded their shelf life, excess HM is minimized or eliminated and unwanted HM is processed out as waste iaw reference (a).

(11) Ensure users are familiar with proper emergency procedures for any HM incident pertaining to the HM they are authorized to use.

(12) Ensure accurate HM inventory and container records are maintained.

h. Employee

(1) Comply with the requirements of this instruction and references (a) through (e).

(2) Use Personal Protective Equipment (PPE) and engineering controls provided, and seek clarification from supervisors or HAZMAT representatives regarding any questions concerning the HM/HW programs.

(3) Ensure HAZCOM training is completed as required for all personnel who work with HM and who may be exposed to hazardous chemicals under normal operating conditions or in for-seeable emergencies.

i. Naval Facilities (NAVFAC) Southwest Public Works Officer (PWO)

(1) Ensure contract clauses routed through NAVFAC for work involving the use of HM are submitted with solicitations and are updated accordingly.

(2) Ensure contract language directs contractors to comply with the policies of the HAZWASTE Plan and this instruction.
(3) Ensure HM and HW from contractors is properly handled and removed from NSAM areas at the completion of the contract.

7. Action

a. **Acquisition Of HM.** All departments acquiring HM are required to follow the acquisition process per this instruction.

   (1) Prior to ordering or purchasing HM not previously identified on the AUL, each department shall receive approval from the Safety and Environmental offices.

   (2) The Authorized Use List (AUL) Request Form, enclosure (1) shall be completed to include a detailed description of the end user’s HM process, the purpose of use and application process, the use and frequency of the HM, the quantity requested, and hazard and storage information prior to being forwarded for approval.

   (3) A copy of the Safety Data Sheet (SDS) shall accompany the AUL Request Form and forwarded to the HMC&M Program Managers. The routing process for approval, enclosure (2) is as follows:

      (a) The HMC&M PM receives the request package.

      (b) The HMC&M PM consults the IH as needed.

      (c) The package is then forward to the NAVOSH Program Director for review.

      (d) If approved, the package is then forwarded to the Environmental Manager for review.

      (e) If approved, the HMC&M PM gives the final approval, assigns the HM a unique number, adds the HM to the department’s AUL and inventory and notifies the requester of the approval.

   (4) All HM will be assigned a uniquely identified number by the HMC&M PM for cross-reference and retrieval between the label, SDS, AUL and HM inventory.

   (5) Upon arrival and receipt of HM, ensure item, label and SDS is verified. Update inventory and store items properly.

   (6) At no time shall any person bring personal HM onto NSAM from home.

b. **Storage and usage of HM**

   (1) Departments will not store more than a six-month on hand stock of HM. The only exception is when a single container of the smallest size manufactured exceeds a six month supply.
(2) Not more than 60 gallons of Category 1, 2, or 3 flammable liquids, or more than 120 gallons of Category 4 flammable liquids may be stored in a storage locker per IAW 29 CFR 1910.106(d)(3)(i) and reference (f).

(3) HM storage lockers must be properly labeled and secured to avoid leaks.

(4) Flammable lockers can be utilized for flammable materials, combustible materials and toxic materials if all categories are compatible. Corrosive lockers shall be used to store corrosives materials, acids or alkaline materials. However, acids and alkaline materials shall not be stored in the same corrosive locker. The SDS indicates compatibility categories for all HM.

(5) Departments utilizing HM will maintain a HM inventory and submit the inventory to the HMC&M Program Manager on a semi-annual basis.

(6) Departments will maintain current SDS’s for all HM items listed on their AUL. Per reference (a), chemical manufacturers are required to provide customers purchasing HM with updated SDS’s in the Global Standardization of HAZCOM (GHS) format with 16 required sections. SDS’s can be found on the manufacturer’s websites. SDS’s shall be made readily available to employees during all working hours and employees shall be trained by reviewing them prior to working with HM. The employees shall be able to obtain SDS’s prior to using HM and the SDS’s must be readily available with no significant physical or administrative barriers that inhibit the employee’s ability to gain access to a needed SDS.

(7) Departments shall ensure all containers of HM are properly labeled, intact, legible and not damaged. If a manufacturer’s label does not meet the requirements as mentioned, the label shall be replaced with the minimum of the following:

(a) Product name.

(b) Manufacturer name.

(c) Hazard warning.

(8) HAZCOM training is required and available thru the Enterprise Safety Applications Management System (ESAMS) for the following personnel:

(a) Employee HAZCOM training is required to all personnel who work with HM and who may be exposed to hazardous chemicals under normal operating conditions or in for-seeable emergencies. Employers shall provide employees with training on hazardous chemicals in their work environment at the time of their initial assignment and whenever a new chemical is introduced into their work area. All employees who work with HM shall be provided with On-The-Job (OJT) training, to include chemical specific training provided by their Supervisor. The information shall include the following:

(1) Operations involving HM within their work area.

(2) Location and storage of HM.
(3) Availability and content of the NSAM HAZCOM Plan, Ref. (c).

(4) The location of SDS’s and AUL’s.

(5) Knowledge and understanding to interpret the content of SDS’s and the location of hazardous chemicals.

(6) GHS container labeling requirements.

(7) Specific procedures to follow to protect employees from HM.

(b) Senior Managers shall receive initial, one-time only HAZCOM training either by attending/receiving information provided by an organization's employed safety professional or by logging into ESAMS and reviewing the web-based training course number 1169, Basic HAZCOM Training as well as a review of the NSAM HAZCOM Plan, Ref. (c).

(c) Managers and Supervisors of employees working with HM shall receive HAZCOM training initially and annually thereafter by logging into ESAMS and reviewing the web-based training course number 1058, HAZCOM Training for Supervisors as well as a review of the NSAM HAZCOM Plan, Ref. (c).

(9) In the case of a chemical spill, the following steps shall be followed:

(a) For large, uncontrolled or potential threat to people, environment and/or property immediately call 911.

(b) For any spills, immediately notify both Base Security at (831) 656-2555 and NSAM Environmental at (831) 656-7746. If spill occurs during non-business hours, call 911, Base Police or the Staff Duty Officer at (831) 392-5651.

(10) Quarterly inspections of all areas where HM is stored and used shall be conducted by department personnel. Annual NAVOSH inspections shall be performed by the HMC&M Program Manager and/or NSAM Safety Specialists.

(11) Hazardous Waste (HW) must be disposed properly by contacting the Environmental office to obtain the HW Turn-in Form and any other guidance, including reference (e).

K. L. BERTESLEN

Distribution:
Electronic via CNIC Gateway
https://g2.cnic.navy.mil/tscnrs/NSAMONTEREYCA/N00/default.aspx
# Hazardous Material Authorized Use Request Form

**Date of Request:**

**Tenant Command:**

**Department:**

**Requestor:**

**HM Knowledgeable Person:**

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Sections I through V is to be completed by Appointed HM Knowledgeable Person. When completed, submit form and a current SDS of product and email to mberry@nps.edu or mazome@nps.edu.

## Section I: Hazardous Material

<table>
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<tr>
<th>Product/Trade Name</th>
<th>Manufacturer</th>
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<th>Individual Container Size</th>
<th>Quantity Requested</th>
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## Section II: Purpose, Usage, and Storage

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<tr>
<th>Product Use Location</th>
<th>Bldg:</th>
<th>Room #:</th>
<th>Storage Location (Locker):</th>
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**What Process will this Hazardous Material be used for?**

**How will it be applied?**

- Will it be used Indoors?  
  - Yes  
  - No

- Will product be used under a fume hood?  
  - Yes  
  - No

**Frequency of Use:**

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<tr>
<th>Average time spent on Process:</th>
<th>Average Quantity used during process:</th>
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**Names of all Employees using Product:**

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<th>Male:</th>
<th>Female:</th>
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**Number of Employees Exposed**

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<th>Male:</th>
<th>Female:</th>
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## Section III: Personal Protective Equipment (PPE)

Select all PPE that is required to use the Product. This information can be found on the Manufacturers Safety Data Sheet (SDS).

- [ ] Gloves  
- [ ] Apron  
- [ ] Inhalation Protection  
- [ ] Safety Glasses  
- [ ] Face Shield  
- [ ] Safety Shoes  
- [ ] Other:  

*NOTE* It is the responsibility of the Department requesting the HM to make this PPE available to their employees before processes begin.

## Section IV: Requestor's Comments

Provide additional information relevant to this request to assist in the approval process.
Section V: Certification Statement

I certify that I am the knowledgeable person designated as the Department HM Representative or individual assigned this responsibility. The items requested above have approved storage and proper personnel protective equipment is available. Additionally, employees have or will receive proper information and training on the specific hazards of the requested HM.

Signature: [ ] Date: [ ] Phone Number: [ ]

AUL Request Review

NSAM Hazardous Material Control and Management Coordinator (HMC&M)

Comments:

Hazard Identification and Classification Categories

- [ ] Non-Hazardous
- [ ] Hazardous
- [ ] Extremely Hazardous
- [ ] Fire Hazard
- [ ] Corrosive Hazard
- [ ] Less than Ambient Pressure
- [ ] Ambient Pressure
- [ ] Greater than Ambient Pressure
- [ ] Sudden Release of Pressure
- [ ] Toxic
- [ ] Immediate (Acute) Health Hazard
- [ ] Delayed (Chronic) Health Hazard
- [ ] Reproductive Hazard
- [ ] Reactive
- [ ] Other:

Local Identifier for HM (NPS SDS #):

NSAM Occupational Safety and Health Installation Program Manager

Comments:

Signature:

NAVFAC Environmental Installation Program Manager

Comments:

Signature:

Enclosure (1)
Final Approval

NSAM Hazardous Material Control and Management Coordinator (HMC&M)

This AUL Request has been:  

- [ ] Approved  
- [ ] Disapproved  
- [ ] More information is needed

*Note* The form will become locked from editing when this block is signed. Only the signatory can unlock the form by right clicking on their signature and selecting "Clear Signature"

A copy of this completed form must be kept for record until 90 days after the last employee exposed to this product has left the command.

Enclosure (  |  )

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