



DEPARTMENT OF THE NAVY  
NAVAL POSTGRADUATE SCHOOL  
1 UNIVERSITY CIR  
MONTEREY, CA 93943-5000

IN REPLY REFER TO:  
NPSINST 5090.1A  
00K  
25 Jun 14

NPS INSTRUCTION 5090.1A

Subj: HAZARDOUS MATERIALS CONTROL AND MANAGEMENT PROGRAM

Ref: (a) 40 CFR 260-265  
(b) 40 CFR Part 300-399  
(c) 29 CFR Part 1910  
(d) 49 CFR Part 170-179  
(e) Title 22 CCR, Division 4  
(f) Title 23 CCR, Division 3  
(g) NFPA Manual 49  
(h) DFARS  
(i) DODINST 4210.15  
(j) DODINST 4715.4  
(k) OPNAVINST 5090.1  
(l) OPNAVINST 5100.23  
(m) COMFISCSINST 5090.1  
(n) NSAMINST 5090.3  
(o) NAVPGSCOLINST 4410.1  
(p) DODINST 6050.05  
(q) NSAMINST 5100.1 Hazard Communication (HAZCOM) Plan  
(r) NPSINST 5100.6 Chemical Hygiene Plan  
(s) SECNAV M-5210.1 DoN Records Management Manual

Encl: (1) Naval Postgraduate School Hazardous Materials  
Control and Management (HAZMAT) Plan

1. Purpose. To establish uniform policy to ensure life-cycle control and management of Naval Postgraduate School (NPS) hazardous material (HM), including project planning, HM procurement, distribution, receipt, storage, usage, treatment, transportation, reuse, recycling, and disposition of the subsequent hazardous waste (HW) generated. The goal of this plan is to ensure consistent HM management throughout NPS; to achieve full compliance with the federal, state, and local regulations in support of the mission; and to maintain a safe and healthful environment for all NPS personnel. Non-compliance can result in personal liability, research delays, and extensive monetary fines as well as a dangerous working environment.

25 Jun 14

2. Cancellation. NPGSCOLINST 5090.1. This is a complete revision and should be read in its entirety. The policies contained in enclosure (1) reflect changes to operational and process reorganization to comply with the most recent federal and local instruction.

3. Scope. The provisions of this instruction are mandatory for all NPS faculty, staff, students, and contractors. Satellite locations, remote operations, and main campus activities are included. This plan does not apply to materials with separate regulation and licensing requirements, including radioactive substances; lasers; ammunition and explosive substances; pesticides; biological HM; and medical HM.


4. Policy. NPS will fully support and comply with the requirements of references (a) through (s). Recognition, identification, minimization, and inventory control of HM/HW shall be implemented to reduce the risk of personal injury and environmental destruction. Personnel involved with HM/HW will be informed of the requirements of this plan to ensure proper identification, handling, worker protection, storage, and disposal of HM/HW. HM shall be controlled from acquisition to ultimate disposal.

5. General Responsibilities

a. The NPS President is responsible for compliance by all NPS personnel and ensuring effective implementation enclosure (1).

b. The NSA Monterey Commanding Officer is responsible for overall hazardous materials control and management throughout the installation.

c. All NPS faculty, staff, students, visitors, and contractors are responsible for pro-actively executing the requirements of enclosure (1).

  
D. L. McLAY  
Chief of Staff

# NAVAL POSTGRADUATE SCHOOL

## HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M) PLAN



June 15, 2014

Naval Postgraduate School HAZMAT Plan

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1. Purpose. This plan assigns responsibilities and implements strategies and procedures for the management of hazardous materials throughout NPS operations.

2. Scope and Applicability. The provisions of this plan are mandatory for all NPS faculty, staff, students, visitors, and contractors. Satellite locations, remote operations, and main campus activities are included.

a. The scope of this plan is to ensure life-cycle control and management of NPS hazardous material (HM or HAZMAT), from initial research and project planning, proposals and budgeting, HM procurement, receipt, distribution, storage, usage, treatment, transportation, reuse, recycling, and disposition of the subsequent hazardous waste (HW) generated.

b. This plan does not apply to materials with separate regulation and licensing requirements, such as pesticides, biological HM, medical HM, alcohol, drugs, food additives, radioactive substances; lasers; ammunition and explosive substances.

### 3. Background

a. NPS personnel routinely use a wide range of HM during daily operations. This plan provides guidelines for ordering, handling, storage, and disposal of materials that will avoid personal injury, death, or adverse environmental impact.

b. Recent nationwide research-related accidents and fatalities highlight the importance of hazardous materials awareness and an operational culture that emphasizes preventive and protective measures. Employers, including research laboratory principal investigators, can be held criminally liable.

c. NPS is required to comply with many federal and state regulations in references (a) through (r); and is also subject to inspection by the Monterey County Environmental Health Department. 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 five years imprisonment for non-compliance with state environmental laws.

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d. Personnel who violate statutes governing the proper use and disposal of HM or HW will be held liable for their actions. Penalties imposed will be issued by the local district attorney's office and will be the responsibility of the person cited on the summons.

#### 4. Definitions

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

(2) 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).

(3) 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.

(4) 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.

(5) 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.

b. HAZMAT Committee. Hazardous Material Control and Management (HMC&M) Committee. A committee consisting of the NPS OSHE Director, Research Safety Department Head, HAZMAT Control Manager, a minimum of three principal investigators from research laboratories, HAZMAT representatives, and the NSAM HW Program Manager.

c. HAZMAT Control Manager. Hazardous Material Control and Management (HMC&M) Program Manager. An NPS staff member designated by the President to manage this program. Chairs the HAZMAT Committee.

d. HAZMAT Reps. Hazardous Materials Control and Management Representatives. NPS members nominated by their department head, supervisor, or principal investigator, and then designated by the NPS OSHE Director, to manage this program for their area or work group.



e. Hazardous Waste (HW or HAZWASTE). Unusable by-products from many chemical and experimental processes or operations, which contain toxic or polluting materials that become environmental threats if improperly disposed. References (a) and (n) list HW criteria.

f. Chemical Hygiene Officer (CHO). NPS staff member designated by the President to manage the laboratory chemical hygiene program for student and staff protection.

## 5. Responsibilities

a. NPS President. Assigns responsibilities for implementation and management of the Hazardous Material Control and Management Plan. Responsible for compliance and execution of hazardous material control and management in accordance with references (a) through (r).

b. NSA Monterey Commanding Officer. Ensures HAZMAT personnel training and shipping capability is maintained for the installation and documented in ESAMS. Responsible for overall hazardous materials control and management on the installation.

c. NAVFAC Public Works Officer (PWO), Installation Environmental Program Director (IEPD), and HAZWASTE (HW) Program Manager

(1) Ensure contract clauses routed through NAVFAC for 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 NPS Hazmat Plan.

(3) Ensure HM and HW from contractors is properly handled and removed from NPS areas at the completion of the contract.

(4) Include NPS OSHE Director and HAZMAT Control Manager in any inspections, HW directed actions, or deficiency citations to ensure coordinated information and resolution.

(5) Review HM Authorized Use List (AUL) requests for environmental requirements.

(6) Coordinate pollution prevention (P2) and HW minimization efforts with NPS OSHE staff and HAZMAT representatives.

(7) Provide the HAZMAT Control Manager with an inventory of all material received for disposal.

(8) Assist NPS departments with HW questions, initial spill kits, and spill planning.

(9) Provide technical assistance in emergency response.

(10) Provide specific training to HAZMAT Representatives to enable them to fulfill their duties as specified in references (a) through (r), and documented in ESAMS.

(11) Provide approval or disapproval of any proposed storage site for HW onboard NPS.

d. BUMED Assigned Industrial Hygienist (BUMED IH). Assist with industrial hygiene support in all uses of HM, evaluate possible exposure to personnel at NPS, and assist in chemical hygiene plan and SOP development.

e. NPS OSHE Director

(1) Serve on the HAZMAT Committee as an active participant in evaluating possible substitution or modification of processes to reduce HM use.

(2) Supervise evaluations of workplace hazards and oversee management of NAVOSH programs.

(3) Comply with the requirements of references (a) through (r).

f. NPS Contracting Department

(1) Provide assistance in returning shipments to the vendor that do not meet the standards of this instruction.

(2) Ensure Purchasing Branch personnel are aware of and abide by the requirements of this HAZMAT Plan, especially Sections 6a and 6b.

(3) Ensure contract clauses routed through NPS Contracting for HM are submitted with bid solicitations and are updated accordingly.

(4) Ensure contract language directs contractors to comply with the policies of the NSAM HAZWASTE Plan and this NPS Hazmat Plan.

(5) During bid solicitation, require contractors and/or vendors ensure that Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) copies will be provided for all HM.

g. NPS Department Heads, Supervisors, and Principal Investigators

(1) Ensure compliance with this HAZMAT Plan.

(2) Ensure HAZMAT control considerations for environment, safety, and health are included in the earliest stages of research planning, project budgeting, and acquisition.

(3) Nominate departmental HAZMAT representatives for designation by the NPS President, and provide HAZMAT representatives with sufficient resources, including training, materials, equipment, and time allocation, for these delegated responsibilities.

(4) Ensure HAZCOM and Chemical Hygiene Plan requirements are proactively met.

(5) Comply with all applicable requirements in references (a) through (r).

(6) Ensure compliance with this NPS HAZMAT Plan in assigned departmental areas.

(7) Ensure proper procedures for storage, handling, and use of HM are adhered to, in accordance with references (a) through (r).

(8) Maintain an accurate HM/HW inventory for assigned spaces. Update the inventory at a minimum of once a month.

(9) Ensure users are aware of safety data sheets (SDS) and coordinate job-specific HAZCOM and chemical hygiene training for hazard information, protective measures, and control requirements associated with the HM being used.

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

(11) Ensure emergency information is posted in accordance with NSAM Installation Emergency Plan ("Red Plan").

(12) Ensure items are properly labeled both upon receipt and during the lifecycle of use.

(13) Ensure proper training records are kept for all users.

(14) Ensure all HM items are used only in designated locations.

(15) Ensure all HW disposal is conducted in accordance with NSAMINST 5090.2.

(16) Maintain copies of SDS for all HM stored in spaces under your purview, filing them numerically per the NPS assigned HM identity/assigned SDS numbers.

h. NPS Employees

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

(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.

i. NPS HAZMAT Committee

(1) Ensure seamless integration of the NSAM and NPS HM and HW programs. Provide recommendations to the NPS HAZMAT Control Manager, OSHE Director, and CHO on all aspects of the NPS HAZMAT program involving HM and HW controls, safe practices, training, industrial health, hygiene policies, and environmental concerns.

(2) Annually review NPS's operations involving HM and recommend AUL additions and/or deletions to the NPS HAZMAT Control Manager; consider substituting AUL HM items with less hazardous materials that have multiple uses.

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(3) Advise the NPS HAZMAT Control Manager on procedures to develop, conduct, review, edit, audit, and approve NPS's AUL and substitution for less hazardous materials.

(4) Meet quarterly or upon the call of the committee chair, whichever is the shortest timeframe between meetings.

(5) Request approval or disapproval of any proposed storage site for HM and HW onboard NPS. Maintain a list of each approved storage location.

(6) Support NPS's policy to minimize stocks of HM and the resultant HW by reviewing internal HAZMAT Control Manager Program assessments and audits, monitoring HM and HW trends, and recommending improvement(s) that increase the program's effectiveness.

(7) Make recommendations for locating MSDS/SDSs for worker access and for local exemptions and exclusions of occupations and locations involved with HM; e.g., administrative offices.

j. NPS HAZMAT Control Manager

(1) Assist NPS in complying with HM/HW regulations.

(2) Ensure the requirements of this plan and all references are promulgated.

(3) Review and update this plan as necessary.

(4) Serve as chair of the HAZMAT Committee and coordinate quarterly, or more frequent as needed, HAZMAT Committee meetings.

(5) Designate a HAZMAT Committee Recorder to write and distribute the meeting minutes of the Committee.

(6) Assist personnel operating in areas where it is reasonably expected they could receive an HM shipment in training on proper procedures for receiving and issuing HM.

(7) Ensure re-distribution on station of excess HM with potential for use in other areas, establish a process for direct exchange, and arrange for locations for storage of excess material.

(8) Conduct annual inspections for compliance with the HAZMAT program.

(9) Actively promote HW minimization, resource recovery, and recycling.

(10) Provide assistance in packaging, labeling, shipping, and inventory management of HM.

(11) Maintain files of HM ordered throughout the year.

(12) Provide technical data from web-based HM database in emergency or spill response.

(13) Provide specific training to HM representatives to enable them to fulfill their duties as specified in references (a) through (r).

(14) Comply with references (a) through (r).

(15) Coordinate assistance in the selection of PPE, and monitor the use of PPE for compliance with applicable regulations.

(16) Assist receiving personnel in attaching proper documentation to Shipments prior to release of HM to ordering departments.

(17) Conduct annual reconciliations between the NPS AUL and actual HM on hand and reporting discrepancies to the NPS HAZMAT Control Manager and NSAM HAZMAT Coordinator along with suggestions for corrective action.

(18) Recommend limitations on quantities of HM both used and stored for various NPS operations and processes based, in part, on the reviews conducted above.

(19) Provide approval or disapproval of any proposed storage site for HM onboard NPS.

(20) Identify NPS operations involved with HM/HW, under the specific exempt business categories enforced by the local Monterey CUPA, MRWPCA and Region 9 Air District.

k. NPS HAZMAT Representatives

(1) Assist Department Heads, Supervisors, and Principal Investigators to ensure compliance with this NPS HAZMAT Plan in assigned departmental areas.

(2) Assist Department Heads, Supervisors, and Principal Investigators to ensure proper procedures for storage, handling, and use of HM are adhered to, in accordance with references (a) through (r).

(3) Request the NPS HAZMAT Control Manager, NPS CHO, and NSAM HW Program Manager's directions and guidance in HM/HW.

(4) Work with Department Heads, Supervisors, and Principal Investigators to maintain an accurate HM/HW inventory for assigned spaces. The NPS inventory will be updated at a minimum of once a month.

(5) Assist PIs to ensure job specific training and documentation is provided to HM users.

(6) Attend initial HM representative training (NAVSAFENCEN: Introduction to Hazardous Material Ashore), any additional HM representative job site specific training, and all required refresher training.

(7) Coordinate with PIs to ensure users are aware of material safety data sheets (MSDS) or safety data sheets (SDS) and coordinate job-specific HAZCOM and chemical hygiene training for hazard information, protective measures, and control requirements associated with the HM being used.

(8) Coordinate with PIs to ensure users are familiar with proper emergency procedures for any HAZMAT incident pertaining to the HM they are authorized to use. Assist PI's with proper emergency procedures for any HAZMAT incident.

(9) Assist Department Heads, Supervisors, and Principal Investigators to ensure emergency information is posted in accordance with NSAM Installation Emergency Plan ("Red Plan").

(10) Assist Department Heads, Supervisors, and Principal Investigators to conduct periodic inspections to ensure items are properly labeled during lifecycle of use.

(11) Assist Department Heads, Supervisors, and Principal Investigators to ensure proper training records are kept for all users.

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(12) Assist Department Heads, Supervisors, and Principal Investigators to conduct periodic inspections to ensure all HM items are used only in designated locations.

(13) Assist and/or coordinate with Department Heads, Supervisors, and Principal Investigators to ensure all HW disposal is conducted in accordance with NSAMINST 5090.2.

(14) Assist Department Heads, Supervisors, and Principal Investigators to maintain copies of MSDS/SDS for all HM stored in spaces under your purview, filing them numerically per the NPS assigned HM identity/assigned MSDS/SDS numbers. Upon such time as the NPS HAZMAT Inventory Management System is operational, all MSDS/SDS copies will be maintained on and by the NPS HAZMAT Inventory Management System.

(15) Direct any requests for new processes, HM restocking, or new HM requests to the NPS HAZMAT Control Manager.

(16) Work closely with the NPS HAZMAT Control Manager to streamline compliance and control HM at the initial entry point of use.

(17) Notify HAZMAT Control Manager prior to the conduct of any HM inspections.

(18) Assist PIs with HM requests. Work with PIs to understand their operations and research to better manage areas in which HM is being used.

(19) Assist PIs in meeting all HM storage requirements and shelf life limitations.

(20) Maintain HAZMAT representative contact information in all required locations (e.g. department safety boards).

(21) Serve on the HAZMAT Committee as an active member.

(22) Conduct monthly inspections [see paragraph 6e(4) on page 21.]

## 6. Action

### a. Acquisition of HM

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(1) HAZMAT control shall be considered at the earliest stages of HM acquisition. All NPS military and civilian personnel involved in the acquisition of HM are required to follow the processes developed under this instruction. At no time will anyone assigned to NPS request HM from other Navy installations and/or commands without the authorization of the NPS Hazardous Material Control & Management Program Manager (NPS HAZMAT Control Manager). Unauthorized HM will not be accepted by receiving personnel. Violators of this policy could be subject to fines and penalties.

(2) Each department will establish a HAZMAT ordering process to notify their departmental HM representative of all HM orders (including stock refills) prior to submitting a requisition for HM. The HM representatives can help facilitate the process to prevent any delays that may result from improper documentation, or the need to amend the AUL. The request form for AUL additions is located in Appendix A and the process for AUL additions is located in Appendix D.

(3) Once the HM representative is notified, the end user may submit a requisition for the HM in Kuali Financial System (KFS). Each HM line item must be correctly annotated with "HAZMAT" as the commodity code; failure to do so can result in long delays or disapproval of the order. The requisition must include the following attachments:

(a) An up to date inventory and AUL of the space in which the HM will be stored. The inventory is required to assure stock limits are not exceeded.

(b) A detailed description of what the HM will be used for (e.g. "used as a catalyst for \_\_\_\_\_ to create \_\_\_\_\_")

(c) A copy of the SDS or MSDS for each HM item.

(4) The requisition must list the GSEAS receiving area as the location for delivery on all HM purchases unless otherwise instructed by the HAZMAT Control Manager. The correct address is:

833 Dyer Road  
Bldg 232 RM 31  
Monterey, CA 93943

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(5) Once the end user submits the requisition for the HM, it is sent to the PI responsible for: ensuring the HM item is authorized on the AUL; and reviewing and approving the JON(s) being charged. Upon approval the HAZMAT Control Manager will be automatically notified via KFS. The HAZMAT Control Manager will review the documents attached to the order and make appropriate follow up actions if required; and if satisfied, will approve the procurement. After approvals, the purchase process will proceed as shown in Appendix E.

(6) Upon arrival at the GSEAS receiving dock, only trained receiving personnel shall review the records of the HM procurement. If documented records do not indicate proper prior approval of the HM, or the item was not properly identified as HAZMAT as described in this instruction, the shipment will be declined. If procurement procedures were properly followed, receiving personnel shall contact the assigned HM Representative for pick up. The HM representative will receive the HM, input the item(s) and quantities into the NPS OSHE SharePoint or NPS online database, update the area's AUL, and deliver the HM to the end user. The end user is not allowed to directly receive the HM from the GSEAS receiving dock. Appendix F contains the NPS HAZMAT Receiving Process Map.

(7) At no time will any person bring HAZMAT onto NPS from off base without explicit HAZMAT Control Manager authorization.

b. Identification of HMs, MSDS/SDS and UINs

(1) M/SDS (material/safety data sheet). Each line item of HM must be referenced by a manufacturer-specific MSDS/SDS. The MSDS/SDS contains information regarding physical and chemical characteristics of the material, including: fire, explosion, and health hazards; instructions for handling and use; compatibility with other materials; Personnel Protective Equipment; transportation; and spill and leak containment procedures. MSDS/SDS listings will be filed in numerical sequence at each department for quick access by emergency response teams. MSDS/SDSs for items being utilized shall be readily accessible to employees at their work site.

(2) Command MSDS/SDS Listing. The command wide MSDS/SDS library, managed by the NPS HAZMAT Control Manager, includes the various manufacturer-specific MSDS/SDSs for HM items previously and/or presently located at NPS. MSDS/SDSs available in the

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MSDS/SDS library are identified by a command-specific identifier. An MSDS/SDS list will be generated by the NPS HAZMAT Control Manager, referencing the MSDS/SDSs available and their assigned command-specific identifier. Departments may review the MSDS/SDS library for assistance in the selection of less hazardous material or other issues requiring information on products.

(3) In addition to the MSDS/SDS, each line item of HM will be referenced by a unique, NPS-specific identifier. Each HM item previously and/or presently located at NPS is assigned an NPS-specific identifier by the NPS HAZMAT Control Manager. This identifier must be displayed on inventory sheets, and clearly labelled on each HM container.

(4) NPS HAZMAT Control Number: Government purchasing agents must verify that each HM request for purchase is authorized by the NPS HAZMAT Control Manager and that an NPS HAZMAT control number is assigned and annotated on the HM request purchase prior to purchasing any HM item. The NPS HAZMAT Control Manager is responsible for maintaining an up to date and accurate list of NPS HAZMAT control numbers as they pertain to the NPS AUL. This process offers each government purchasing agent a documented record to indicate verification of the HM purchase against the NPS AUL and ensure the correct MSDS/SDS is available prior to receipt of the HM item being purchased, as per reference (h). If the HM code authorization is not available and documented records do not indicate approval of the HM request was issued by the NPS HAZMAT Control Manager, the government purchasing agent will not continue to process the HM purchase request and will return the request to the NPS HAZMAT Control Manager for rectification of the deficiency. The MSDS/SDS number and NPS HAZMAT control number, as assigned by the NPS HM Manager, will be credible documents for government purchasing agent's requirement per reference (h); documentation record of pre-approved HM purchases verified prior to purchase by the NPS HAZMAT Control Manager.

c. Items Not Regulated Under This Plan

(1) Toner Cartridges: Including fax toner, powder toner, ink toner, color toners, etc. all brand name; i.e. HP, Canon, Lexmark, etc. Instructions for returning used toner items: Return labels provided in the shipping box/container the new item is sent in. Unpack new and place used in the box the same way the new one was packaged. Place the shipping label on the outside of the box/container and notify UPS for pick up from

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your normal pick up, drop off locations established at NPS. When label is not provided with new item received, contact the INSTALLATION Environmental Office, for instructions on turn in of used toner.

(2) Batteries: All types/sizes not regulated as HM when purchased, in quantities that would be considered normal retail quantities of use; i.e. two or three 12-24 pack of AAA, AA, C cell, ten - two pack of D cells, etc. Instructions for recycling used batteries Contact the INSTALLATION Environmental Office. Refer to NSAM Hazardous Waste Management Plan, Reference (q).

Note: Lithium based battery cells are regulated under NAVSEA and have special permitting, storage, usage, and charging requirements. Training will be provided through the HAZMAT Committee Meetings and the NPS OSHE Division.

(3) Automotive size batteries: Should be limited in quantities, estimating two to three per order, returning the same amount as core exchange, batteries less than four pounds for special equipment should also be limited to use amount only when purchasing. The core exchange should allow one exchange of a used battery for every battery being purchased. For instructions on recycling, contact the NSAM HW Program Manager for any battery not accepted as a core return.

(4) Household Cleaners:

(a) Household retail cleaners are not regulated HM items and do not require HM code authorization prior to purchase. These are items such as spray wax/cleaner, hand sanitizer, hand soap, dust wipes, window wipes, bleach sanitizer wipes, etc.

(b) Wipes are recommended over the liquids, but if not available, liquids are authorized. Per reference (c) items should not exceed sizes more than 64 ounces combined and no more than two each of any size container should be stocked at any time. Only limited quantities are allowed to be stored in office areas. Limited items means one in use container and one stored for backup stock. Bleach, laundry soap, GSA scouring powder, etc. are not normally required in the office for cleaning purposes, due to contract janitorial services provided. Items purchased through the GSA/DOD system normally facilitate industrial type operations; for purpose of individual office cleaning supplies, less hazardous products may be best obtained

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through local purchases. Users should read all the information provided on the labels of all cleaners to ensure safe and healthful working conditions are maintained for all individuals at NPS. Contact the NPS OSHE Directorate Office for more information on safe use products not regulated under Occupational Safety and Health Administration Hazard Communication (OSHAHAZCOM).

(5) Office Products: Office products are not regulated under this plan under Reference (c). Exemptions are identified for common use products which define office use products, articles, and some retail items sold as non-industrial type cleaners, etc. Items which are recycled at vendor or manufacturer's expense for 100 percent of the product return are not regulated under this instruction. Examples of items listed as office Products are correction fluid, marker board cleaner, ink pad ink, computer keyboard cleaner, computer wet wipe cleaners, etc. Recommendations for safer use products are dry line white out rather than the liquid and small computer vacuums outlast the canned air. Limit quantities to an estimated six months or less quantity.

d. Hazard Communication (HAZCOM)

(1) Hazardous Communication (HAZCOM) training is required for any NPS personnel involved in the use or procurement of HAZMAT.

(2) Initial training is available to be taken and recorded through ESAMS.

(3) As appropriate, supervisors and HM representatives will provide chemical-specific training at each work area utilizing the MSDS/SDS, Chemical Hygiene Plan, and SOP's.

(4) NPS has adopted and implemented the NSAM HAZCOM Plan, reference (q), which includes:

- General Hazard Communication Training
- Inventory of Hazardous Chemicals
- Labels
- Safety Data Sheets
- Hazard Training with Specific work-area MSDS/SDS
- HAZCOM Requirements for Contracts

Enclosure (1)

Supervisor's shall record this training in ESAMS utilizing the OJT function.

e. Storage, Safe Usage, and Disposal of HM/HW

(1) Quantities. Departmental storage will not exceed a six month stock on hand of HM. The only exception is when a single container of the smallest size manufactured exceeds a six month supply. IAW 29 CFR 1910.106(d)(3)(i), not more than 60 gallons of Category 1,2, or 3 flammable liquids, nor more than 120 gallons of Category 4 flammable liquids may be stored in a storage locker.

(2) Labeling. Manufacturers, distributors, and importers are responsible for ensuring that each container of HM is properly labeled in accordance with reference (a) through (r). If a label becomes faded, worn, or illegible prior to receipt, the receiving personnel will reject shipment. If HM has been received and the label later becomes illegible, it will be the responsibility of the PI to properly label the container in accordance with reference (a) thru (r), which requires three (3) items of information; manufacturer name, product name, and the product hazard warning, if any; i.e. warning, caution, or danger. If no hazard warning is annotated on the original label, then the relabeled container should not be annotated with the third line of information unless the NPS HAZMAT Control Manager directs. No additional information will be authorized on relabeled containers. If other agency regulations indicate additional information must be annotated on labels, notify the NPS HAZMAT Control Manager with the regulation reference identifying this requirement. The NPS HAZMAT Control Manager will be responsible for preparing the required response to resolve any information not required on the label when conflict of the requirements indicated in this instruction are evident. Secondary Containers; 29 CFR 1910.1200(f)(8) states the employer is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.

(3) Current Inventories. Each department will keep a running inventory of the quantities of HM on hand. Departments will be responsible for maintaining a current HM inventory using the OSHE SharePoint website or other online HM database tool. PIs will work with departmental HAZMAT representatives to ensure inventory of all HM in their spaces is updated monthly. Appendix G contains the Storage Inventory Process Map.

Enclosure (1)

(4) Inspections. Monthly inspections of HM storage areas will be conducted by the department head or a designated representative, such as the HM representative. Appendix B or an alternative approved by the HAZMAT Control Committee shall be completed and initialed by the inspector each month. Inspection sheets will be kept on file for three years per reference (k). Annual inspections will be conducted by the NPS HAZMAT Control Manager and the NPS CHO. Appendix C will be used to assist the NPS HAZMAT Control Manager during annual inspections as part of the self-assessment process review.

(5) Security. HM/HW lockers must be properly secured to avoid possible waste leakage. Proper security will enable personnel to maintain accurate inventories and ensure segregation of incompatible materials. Security of lockers also assists staff in ensuring HM items remain in their AUL authorized locations.

(6) Secondary Containment. All HM/HW which is stored in liquid form is required to have a secondary means of containing possible spills. HM storage lockers meet this requirement. For HM that is not stored in a locker, a large secondary container is sufficient if the capacity of the secondary container is at least ten percent larger than the largest container being stored. The secondary container must be constructed of a material that is not susceptible to corrosion by the stored material, and must be protected from the elements.

(7) Storage. HM and HW must be stored separately per reference (n). 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 acids or alkaline, but acids and alkaline will not be stored in the same corrosive locker. The MSDS/SDS indicates compatibility categories for all HM. The HAZCOM training also informs personnel on how to determine storage compatibility restrictions.

(8) Safe Use. HM should be handled and used only if the following conditions are met: the item appears on the Departmental AUL, the item is stored in the minimum quantities required to meet the mission of the department, a Chemical Hygiene Plan and SOP are completed, proper Personal Protective Equipment (PPE) is available, and HM users have received HAZCOM training and understand the hazards of the item and necessary protective measures to be taken.

Enclosure (1)

(9) Spill Plans. A spill plan must be on site where HM is. This plan will list emergency procedures as required by references (a) through (q). Samples of this plan can be requested from the HAZMAT Control Manager. Initial spill kits are available from the NAVFAC HW Program Manager.

(10) HW Pickup. Pickup of laboratory wastes, universal wastes, and HW will be in accordance with reference (n), NSAMINST 5090.3, HW Management Plan.

(11) Identification of HW. Excess HM will be reviewed by the NPS HAZMAT Control Manager to determine whether it may be reutilized or declared as HW. A list of items which may be reutilized will be provided by the NPS HAZMAT Control Manager.

f. Recordkeeping and Reporting

(1) Annual inventories will be tracked by the NPS OSHE web-based SharePoint site or other online HAZMAT management tool and sent to the proper emergency response personnel.

(2) HAZCOM and Chemical Hygiene Plan training records will be documented and tracked by department Safety Coordinators in ESAMS in accordance with reference (1).

(3) HW generator records will be maintained by the NSAM HW Program Manager with assistance from the NPS HAZMAT Control Manager, as required by reference (n).

(4) HW generator reports will be consolidated by the NSAM HW Program Manager. Required information will be provided by the NPS HAZMAT Control Manager in accordance with reference (n).

(5) Per reference (s), the NPS OSHE Directorate (00K) will store all HAZMAT Committee minutes for a minimum of three years.



Date

I am submitting this document to Environmental/Safety for review and subsequent approval for addition to the Authorized Use List (AUL) with the intention that this product will be used in the manner stated. I will fill out Parts I, II, III, IV, & V and include a current MSDS/SDS and email to [magomez@nps.edu](mailto:magomez@nps.edu) (NSAM HMC&M) or [kfranklin@nps.edu](mailto:kfranklin@nps.edu) (NPS HMC&M).

**Part I: Organizational Information**

Organization	<input type="text"/>	Department	<input type="text"/>
Requestor	<input type="text"/>	Job Title	<input type="text"/>
Phone #	<input type="text"/>	E-mail	<input type="text"/>
JON(s)	<input type="text"/>		

**Part II: Hazardous Material Identification:**

Sole Source	<input type="radio"/> No	<input type="radio"/> Yes*	*If yes provide justification in comments Section VI.	
MSDS/SDS#	<input type="text"/>		Date Issued:	<input type="text"/>
Manufacturer	<input type="text"/>		New Work Process?	<input type="radio"/> Yes <input type="radio"/> No
Product/Trade Name:	<input type="text"/>	Safer Substitute	<input type="text"/>	

**Part III: Purpose & Usage:**

User Name	<input type="text"/>	Phone #	<input type="text"/>	E-mail	<input type="text"/>
Product Use Location:	Bldg. # <input type="text"/>	Room # <input type="text"/>	Storage Location <input type="text"/>		
What process will this HM is used for? How will it be applied? <input type="text"/>					
Will product be used indoors?		<input type="radio"/> Yes <input type="radio"/> No	Will product be used under a fume hood?		<input type="radio"/> Yes <input type="radio"/> No
Individual Container Size	<input type="text"/>	Quantity Requested	<input type="text"/>	Quantity Per Use	<input type="text"/>
Quantity Requested to be Stored		<input type="text"/>			
Frequency Of Use	<input type="text"/>	Average time spent on process	<input type="text"/>	Number of employees exposed	Male <input type="text"/> Female <input type="text"/>
Required PPE: Check all that apply.	<input type="checkbox"/> Gloves	<input type="checkbox"/> Safety glasses	<input type="checkbox"/> Apron	<input type="checkbox"/> Inhalation	<input type="checkbox"/> Face shield
	<input type="checkbox"/> Safety Shoes				
Other: <input type="text"/>					

**Part IV: Requestor's Comments:**

Provide additional information relevant to this request to assist in the approval process.

Comments	<input type="text"/>
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**Part 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 personal protective equipment is available. Additionally, employees have, or will receive proper information and training on the specific hazards of the requested HM, prior to the receipt of HM.

Signature: <input style="width:90%;" type="text"/>	Date: <input style="width:80%;" type="text"/>	Phone Number: <input style="width:95%;" type="text"/>
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**Part VI: Hazardous Waste Generated (to be completed by HM User and HMC&M):**

Estimated amount of HW Generated <input style="width:80%;" type="text"/>	Grade of HW Generated <input style="width:80%;" type="text"/>	Estimated cost of HW disposal <input style="width:95%;" type="text"/>
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**Part VII: Hazard Identification & Classification Categories (to be completed by HMC&M):**

<input type="checkbox"/> Extremely Hazardous	<input type="checkbox"/> Fire Hazard	<input type="checkbox"/> Ambient pressure	<input type="checkbox"/> Corrosive Hazard	<input type="checkbox"/> Reproductive Hazard
<input type="checkbox"/> Hazardous	<input type="checkbox"/> Sudden release of pressure	<input type="checkbox"/> Less than ambient pressure	<input type="checkbox"/> Immediate (Acute) health hazard	<input type="checkbox"/> Delayed (Chronic) health hazard
<input type="checkbox"/> Toxic	<input type="checkbox"/> Reactive	<input type="checkbox"/> Greater than ambient pressure	<input type="checkbox"/> Non-Hazardous	

**Part VIII: HMC&M Comments/Special Instructions:**

HMC&M Signature: <input style="width:95%;" type="text"/>	Date: <input style="width:80%;" type="text"/>	<input type="radio"/> Approved	<input type="radio"/> Disapproved
Comments			
<input type="checkbox"/> Authorized for one time purchase only			

**Part IX: Approval Signatures:**

Safety	<input style="width:95%;" type="text"/>	Date: <input style="width:80%;" type="text"/>	<input type="radio"/> Approved	<input type="radio"/> Disapproved
Environmental	<input style="width:95%;" type="text"/>	Date: <input style="width:80%;" type="text"/>	<input type="radio"/> Approved	<input type="radio"/> Disapproved
Approval Comments				

**Part X: Command Specific Identifier (to be completed by HMC&M):**

Command Specific Identifier:	<input style="width:95%;" type="text"/>
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# HAZMAT MONTHLY CHECK SHEET

*Initial each month next to the items found to be adequate during your monthly reviews by the*

Summary Year [            ]

HM POC: \_\_\_\_\_

Locker # \_\_\_\_\_

Storage	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Locker Secure												
Emergency Signs Posted												
Contact POC Posted												
Adequate Aisle Space												
No Open Drains												
Inventory Current												
Compatible Material Stored												
HW Stored Separately												

## Containers

Area Free From Spills												
Labels Visible												
Shelf-Life Not Exceeded												
Container In Good Condition												
Container Closed												
No Food Containers												

## Spill Supplies

Absorbant Material Available												
Container Bags Available												
Response Guide & Instructions												
Container In Good Condition												
Gloves As Required In Kit												
Appropriate Clean Up Supplies as req'd												

**HAZARDOUS MATERIAL INSPECTION CHECK LIST**

**PROCUREMENT**

	<b><u>SAT</u></b>	<b><u>UNSAT</u></b>	<b><u>Comment</u></b>
1. Has a Department Authorized Use List (DAUL) been established & approved by the NPS HMC&M Coordinator?	_____	_____	_____
2. Are like products standardized for Department Use?	_____	_____	_____
3. Are programs set up at the department level for screening HM Request Orders prior to inputting into KFS?	_____	_____	_____
4. Does Authorized Use List (AUL) reflect all items shown on inventory?	_____	_____	_____

**STORAGE**

	<b><u>SAT</u></b>	<b><u>UNSAT</u></b>	<b><u>Comment</u></b>
1. Is inventory current with respect to quantity on hand?	_____	_____	_____
2. Is quantity of stock maintained in 6 month use quantity or less?	_____	_____	_____
3. Are MSDS/SDS's readily available for all items stored?	_____	_____	_____
4. Do storage areas meet the requirements for Flammable, Corrosive and General Storage?	_____	_____	_____
5. Are inventories divided up by type and area of storage (i.e., locker number, location, POC, etc.)?	_____	_____	_____
6. Do lockers meet requirements for secondary containment?	_____	_____	_____
7. Are storage areas maintained in a proper manner?	_____	_____	_____
8. Are non-compatible materials stored separately?	_____	_____	_____
9. Are required monthly inspections conducted and documented?	_____	_____	_____
10. Is a spill plan generated, and are personnel trained in response procedures?	_____	_____	_____
11. Is there a spill kit available for small spills for the type of materials stored and is it clearly marked?	_____	_____	_____
12. Is security of storage areas/lockers maintained by designated HM Representative?	_____	_____	_____
13. Are Department HM Representatives familiar with spill reporting in their respective departments?	_____	_____	_____

14. Is Personal Protective Equipment (PPE) made available to all personnel for the type of department HM used?

_____	_____	_____
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15. Are containers properly labeled and legible?

_____	_____	_____
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**USE**

<b><u>SAT</u></b>	<b><u>UNSAT</u></b>	<b><u>Comment</u></b>
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1. Have Department Personnel working in HazMat Areas received the required HAZCOM Training?

_____	_____	_____
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2. Are Department Personnel trained in the specific hazards related to the types of materials being used?

_____	_____	_____
-------	-------	-------

3. Do Department Representatives properly report Hazardous Waste items ready for pick up?

_____	_____	_____
-------	-------	-------

4. Are containers emptied before next full container is used of the same product?

_____	_____	_____
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**DISPOSAL**

<b><u>SAT</u></b>	<b><u>UNSAT</u></b>	<b><u>Comment</u></b>
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1. Is hazardous waste suitably packaged for transportation to the NSAM 90-Day Storage location?

_____	_____	_____
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2. Are proper procedures followed for the collection, containment and turn in of hazardous waste?

_____	_____	_____
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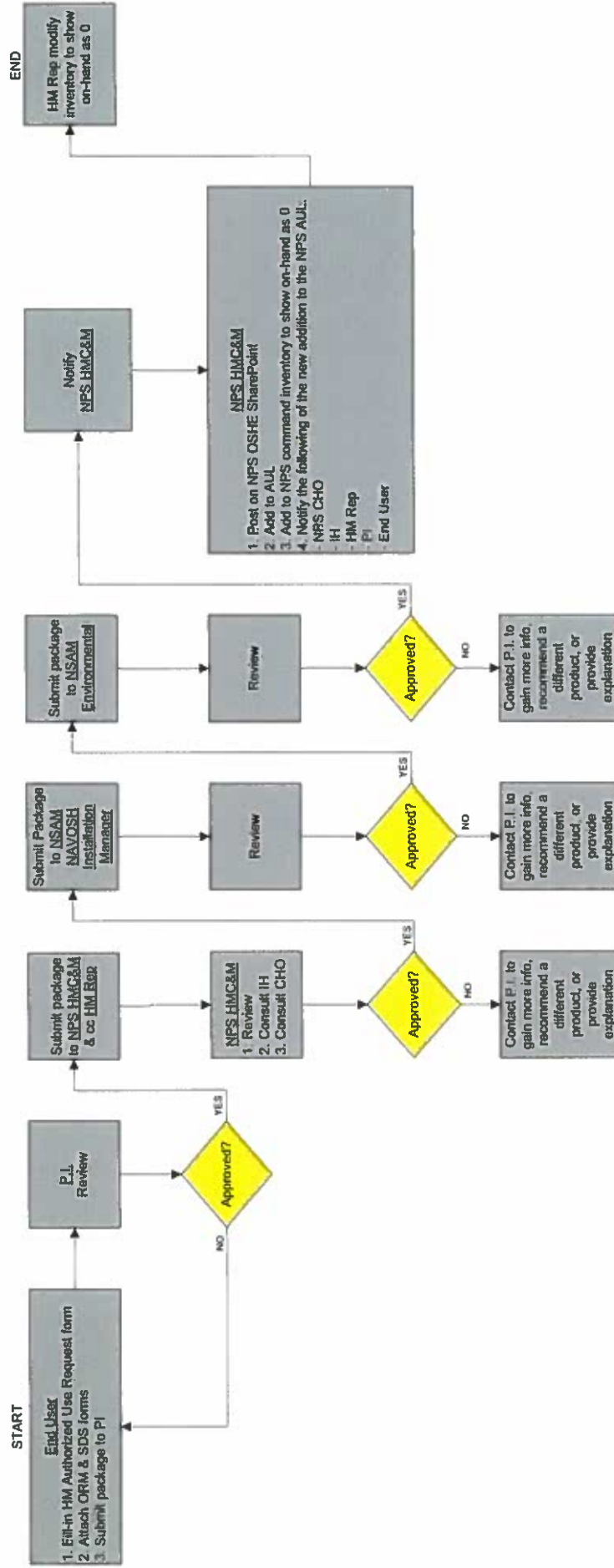
3. Are job specific wastes turned in upon completion of job/project?

_____	_____	_____
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4. Are standard turn in items collected at the department level for reuse prior to NPS Excess/HW Disposal?

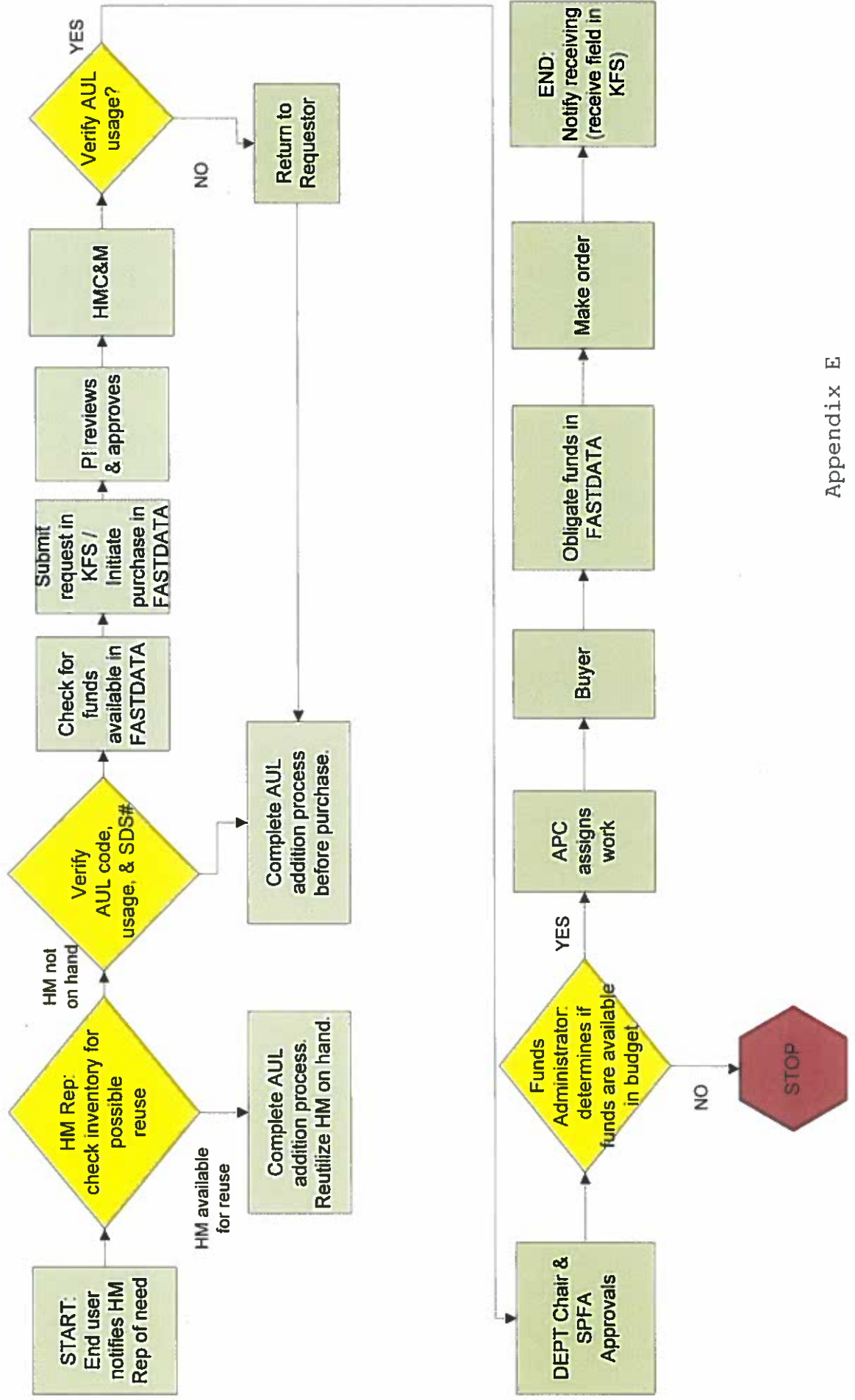
_____	_____	_____
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# NPS AUL Addition Process Map

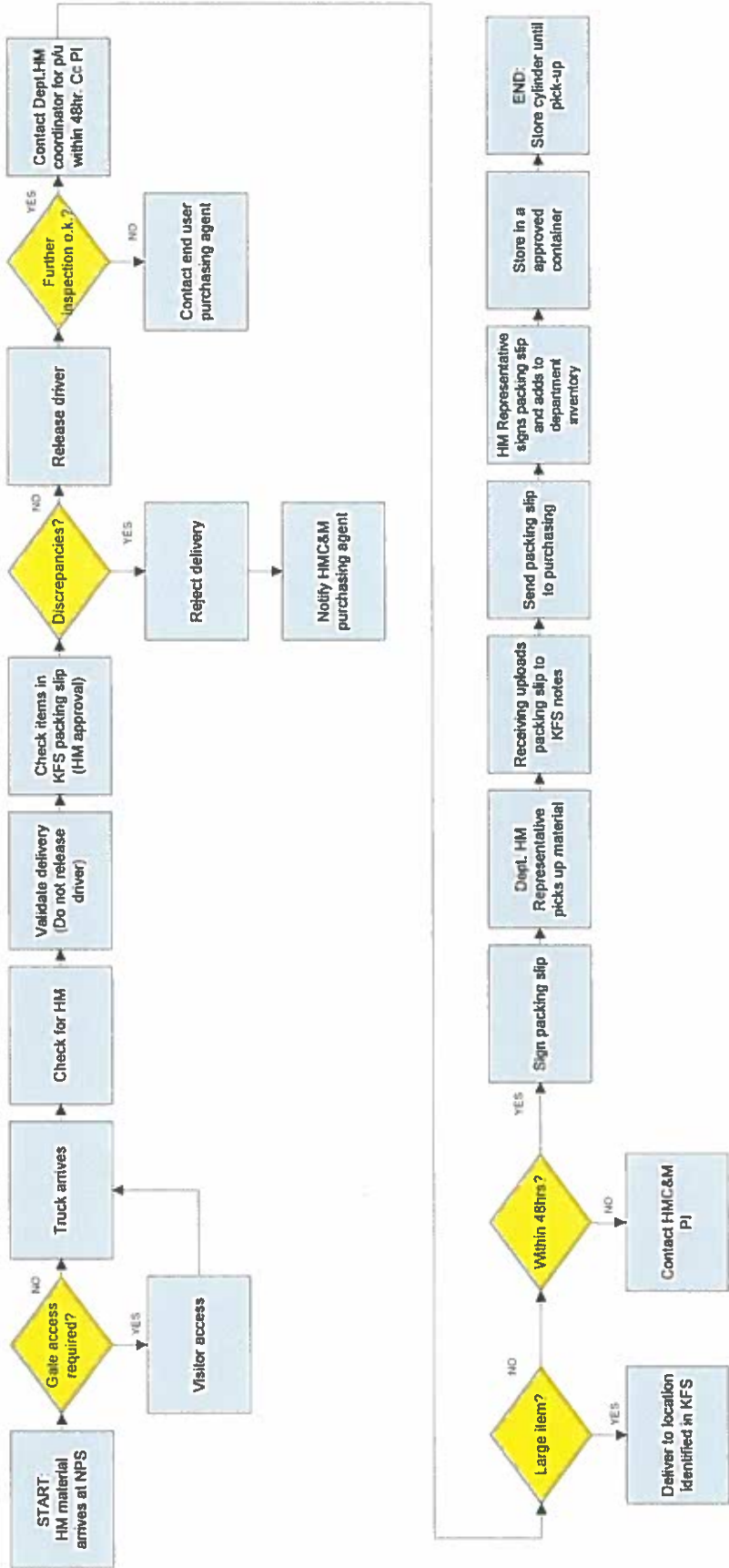




# NPS Purchase Process for HAZMAT



# NPS HAZMAT RECEIVING PROCESS





# STORAGE INVENTORY PROCESS

