HMC&M PROGRAM MANGEMENT DESK GUIDE

Code 106.33
Puget Sound Naval Shipyard and
Intermediate Maintenance Facility
Bremerton, Washington

Code 106.33

PSNS & IMF HMC&M PROGRAM MANAGEMENT DESK GUIDE

From: Daniel Browning, HMC&M Program Manager from 03-13-2011 to 01/03/2020

Subj: MANAGING THE HMC&M PROGRAM

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CHAPTER 1
CODE 106.33 HMC&M PROGRAM MANAGER PRIMARY ROLE

1.1. **EUSL INSPECTION**

1. <u>REFERENCE</u>:

  a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 1.c.(1).

  b. Task Specific Source Regulations:

    (1) COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

    (2) 29 CFR 1910.1200, Hazard Communication Standard.

    (3) OPNAVINST 5100.23G, Navy Safety and Occupational Health (SOH) Program Manual.

    (4) 29CFR 1915, Occupational Safety and Health Standards for Shipyard Employment.

    (5) PSNS&IMFINST P11320.1G, Fire Protection Program.

2. <u>BACKGROUND</u>: QPS, Code 106.3 FA and past corporate or local inspection metrics systems do not track satisfactory inspections. The HMC&M Program Manager (PM) will be unable to assess program health without a record of satisfactory inspections. HMC&M also normalizes data by comparing deficiencies against total inspection criteria. If inspection criteria includes 30 line items, deficient findings for 2 of 30 standards still yields an efficiency rating of 93.4% just like school grading. If two deficiencies were found and satisfactory items are not counted to normalize, efficiency rating is -200% which is not reflective of overall EUSL management. The HMCM Inspection database will do these calculations if used as designed. If a subsequent HMC&M PM opts not to use the database, it is recommended that an independent tracking system be maintained to normalize data regardless of corporate systems in place at the time.

NOTE: The database was modified to export satisfactory inspection results to Code 136.2 for upload to QPS. See 1.3.

3. <u>PERIODICITY</u>:

  a. Frequency: Monthly.

  b. Quantity: Minimum of 10 (per (064 5100 C106-3 Env Division Surveillance Schedule).

4. <u>TRAINING</u>:

    a. Essential Training: NA.

    b. Suggested Training:

        (1) MS Access Level 1.

        (2) HM02.

        (3) OJT with experienced inspector.

5. <u>DATABASE/APPLICATION RESOURCES</u>: HMCM INSPECTION.accdb

6. <u>INTERFACES</u>:

    a. Organizational: NA.

    b. Database/Application Interfaces: EUSL Tracking Code 106.accdb for EUSL List.

    c. Training Owned By Code 106.33: HM02.

    d. Forms:

        (1) 5090/274, Hazardous Material Control and Management (HMC&M) End Use Storage Location (EUSL) Inspection Checklist.

        (2) All Master Admin ESH Inspection Checklists (requires access to Code 106.12 global group).

    e. Other Instructions: NA.

    f. Other Documents (Key Point Sheets etc.):

        (1) HM Storage Guide with HCC Chart.

        (2) EUSL Inspection Guide.

    NOTE: This is a handout given by Code 900T to HM02 students. If edited, ensure Code 900T is asked to replace the handouts at the CBT hub with the new version. Also overwrite P910EUSLIG (Adobe Outage).ppt in \\psns.sy\unnpi-apps\Production\MSDS.

(3) EUSL Flammable Warning Sign.

(4) EUSL Registration Sign Replacement.

(5) Resource Maps (Helpful electronic shipyard maps).

7.   PROCEDURE:

   a.   Use HMCM Inspection.accdb to generate EUSL lists for inspections and inspection forms.

   b.   Suggested to provide HMC with 24 hour notice to accompany if they wish (fix on site, explain/train).

   c.   Input Sat & Unsat findings to HMCM Inspection.accdb database for assist with filling out PSNS&IMF 5090/274 and to collect metrics for quarterly HMC&M Program Assessment.

   d.   Check a minimum of 10 EUSL components (Each EUSL component counts as one inspection in the database).

   e.   Document EUSL deficiencies on PSNS&IMF 5090/274.

   f.   Email completed PSNS&IMF 5090/274 for EUSL to EUSL project distro & require reply with copy to C/106.12 for entry into QPS.

   g.   Export satisfactory inspection results to Code 136.2 for upload to QPS at the end of each month. See 1.3.

8. FAQs: All FAQs.

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1.2.   **EUSL INSPECTION OVERSIGHT**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 1.c.(1).

    b. Task Specific Source Regulations:

        (1) COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

        (2) OPNAVINST 5100.23G, Navy Safety and Occupational Health (SOH) Program Manual.

        (3) 29CFR 1915, Occupational Safety and Health Standards for Shipyard Employment.

        (4) PSNS&IMFINST P11320.1G, Fire Protection Program.

2. BACKGROUND: Corporate inspection metrics systems do not currently track satisfactory inspections. HMC&M PM will be unable to assess program health without a record of satisfactory inspections. If a subsequent HMC&M PM opts not to use the database, it is recommended that an independent tracking system be maintained to normalize data regardless of corporate systems in place at the time. An adequate dataset is also necessary. Shop 99HM contribution of inspecting each EUSL once annually is helpful but suggest HMC&M PM stay on routing for Code 900S deficiencies and collect a monthly report of satisfactory inspections to augment the dataset for quarterly assessment.

3. PERIODICITY:

    a. Frequency:

        (1) Weekly (recommended) loading of Shop 99HM inspections

        (2) Monthly input of EUSL inspections from Code 900S.

        (3) Monthly input list of satisfactory EUSL inspections from Code 900S.

        (4) Quarterly (3 months) export satisfactory inspections from Code 106 and Shop 99HM to Code 136.2 for upload to QPS.

(5) Annually, at the beginning of each year, delete all data from Table 99 Annual Inspection Data in EUSL Tracking Code 106.accdb. The table in the data storage database, EUSL Tracking 99 Manager.accdb must be empty to start each year.

b. Quantity: Review and evaluate all inspections performed by Shop 99HM and Code 900S.

4. TRAINING

a. Essential Training: NA.

b. Suggested Training: OJT with HMC&M PM.

5. DATABASE/APPLICATION RESOURCES: HMCM INSPECTION.accdb.

6. INTERFACES:

a. Organizational: Code 106.33 is the local interpretative authority for HMC&M and HAZCOM regulations and instructions, establishes policy, provides oversight, and assigns responsibilities that implement the HMC&M Program. However, it is critical to consider affected groups in decision making as it applies to EUSL inspections, inspection criteria and interpretations of criteria.

(1) Code 900S inspectors provide the lion's share of inspection metrics for program evaluation and voluntarily include Code 106.3 on deficiency routing and provide a monthly list of satisfactory EUSL inspections that are not available from QPS.

(2) Shop 99HM role of inspecting each EUSL once annually is critical to program evaluation. Shop 99HM EUSL inspection data does not go in QPS unless entered by the HMC&M PM.

(3) Code 136.2 for uploading satisfactory inspections from Code 106 and Shop 99HM for Code 106.33 to Code 136.2 to QPS.

NOTE: See HMC&M Responsibilities, Processes, Interface and Deliverables.

b. Database/Application Interfaces: EUSL Tracking Code 106.accdb for:

(1) EUSL List.

(2) Shop 99HM inspection data. Shop 99HM inspection data (currently tracked in database and imported to HMCM Inspection.accdb).

(3) EUSL Tracking Contractors.xlsx for contractor EUSL registrations.

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NOTE: C/200, 300, 400 contracts require EUSL registration of flammable cabinets and portable flammable storage buildings per Local Standard Items. NAVFAC contracts do not currently invoke this requirement but NAVFAC will normally comply for flammable storage inside CIA. HMC&M PM does not normally inspect contractor flammable storage unless investigating complaint. Coordinate with project ESH or NAVFAC contract rep for tours.

    c.   Training Owned By Code 106.33: HM02.

    d.   Forms: 5090/274, Hazardous Material Control and Management (HMC&M) End Use Storage Location (EUSL) Inspection Checklist.

    e.   Other Instructions: NA.

    f.   Other Documents (Key Point Sheets etc.):

       (1) HM Storage Guide with HCC Chart.

       (2) EUSL Inspection Guide.

NOTE: This is a handout given by Code 900T to HM02 students. If edited, ensure Code 900T is asked to replace the handouts with the new version. Also overwrite P910EUSLIG (Adobe Outage).ppt in \\psns.sy\unnpi-apps\Production\MSDS.

       (3) EUSL Flammable Warning Sign.

       (4) PSNS 4110/8, Contractor Hazardous Material Storage Location Registration.

NOTE: A copy of PSNS 4110/8 also serves as the registration sign for the contractor owned storage unit and is posted by Shop 99HM.

7.   PROCEDURE:

    a.   Use EUSL Tracking Code 106.accdb to export updates.

NOTE: If when exporting updates, you get an error stating "You tried to lock table…", a DLA Distribution user has something open in DLA EUSL Locator (DLA-1).accdb that is preventing table overwrite. Skip to the next export and try again later. If urgent, call 476-8835 to ask them to close out of the database for a moment so you can update.

    b.   Use HMCM INSPECTION.accdb to input data from Code 900S EUSL inspections.

    c. Use <u>HMCM INSPECTION.accdb</u> to import or input data from Shop 99HM EUSL inspections.

    NOTE: At the beginning of each year, delete all data from Table <u>99 Annual Inspection Data</u> in <u>EUSL Tracking Code 106.accdb</u>. All data has been captured in <u>HMCM INSPECTION.accdb</u>. The table in the data storage <u>EUSL Tracking 99 Manager.accdb</u> must be empty to start each year.

    d. Document EUSL deficiencies identified by Shop 99HM on PSNS&IMF 5090/274.

    e. Email completed PSNS&IMF 5090/274 to HMC and Project Distro list and require response with copy to <u>C/106.1</u> for entry into QPS.

    f. On the first of each month, email an updated <u>EUSL list</u> to Code 900S using <u>EUSL Tracking Code 106.accdb</u> and request a list of satisfactory EUSL inspections from the previous month.

    (1) Click <u>Monthly Update for Code 900S</u>.

    (2) Email list and request list of satisfactory inspections from the previous month. Include <u>susan.vogelsang@navy.mil</u>; <u>ryan.tate@navy.mil</u> and anyone else who copied you on deficiencies identified during the previous month.
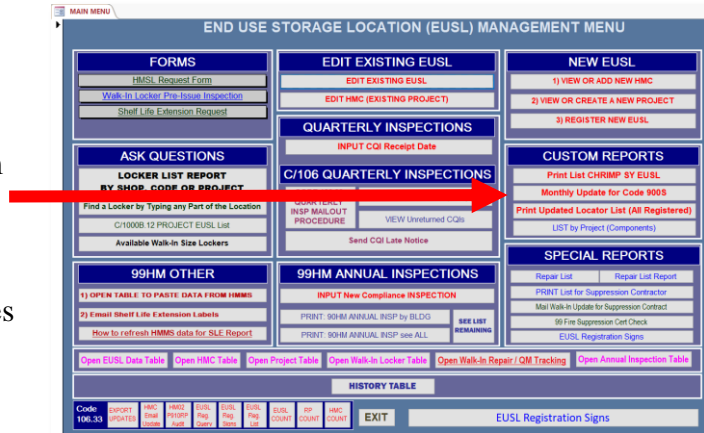
    g. Edit the Code 900S Excel list of satisfactory EUSL inspections into three columns in the following order:

    (1) A: Inspection Date

    (2) B: Project

    (3) C: EUSL

h.   Select the data (without header row) and copy.

i.   Open HMCM INSPECTION.accdb selecting the inspector who sent the list and:

(1)   Click Paste 900S.

(2)   Paste Append the data and close the table.

(3)   Click Insert 900S.
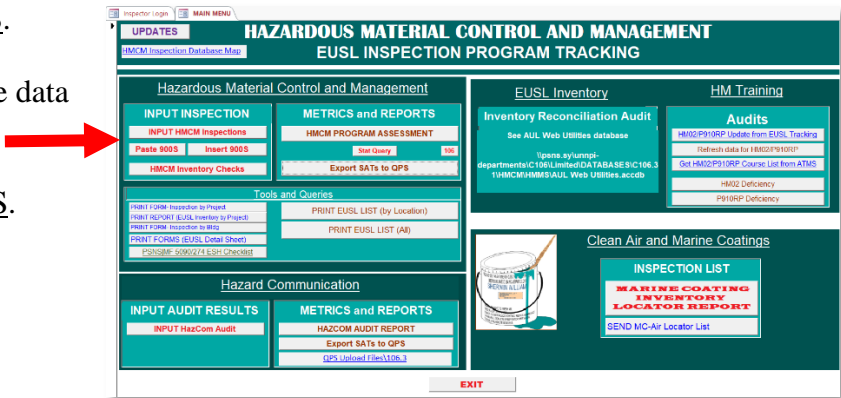
8. FAQs:

a.   FAQs.

b.   NFPA 704 Determination.

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1.3.   **EUSL INSPECTION QPS UPLOAD**

1. REFERENCE:

    a. Primary: PSNS&IMFINST 5090.54B.

    b. Task Specific Source Regulations: COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2. BACKGROUND: The database was modified to export satisfactory inspection results to Code 136.2 for upload to QPS. Two reports are exported in text format. One for HMC&M EUSL inspections and one for the monthly HAZCOM audit.

3. PERIODICITY:

    a. Frequency: Monthly.

    b. Quantity:

        (1) 1 for HMC&M EUSL inspections.

        (2) 1 for the monthly HAZCOM audit.

4. TRAINING:

    a. Essential Training: NA.

    b. Suggested Training: MS Access Level 1.

5. DATABASE/APPLICATION RESOURCES: HMCM INSPECTION.accdb

6. INTERFACES:

    a. Organizational:

        (1) Code 136.2 (loads text files to QPS).

        (2) Code 106.12 (Verifies entry count).

    b. Database/Application Interfaces: QPS via Code 106.12.

    c.   Training Owned By Code 106.33: NA.

    d.   Forms: NA.

    e.   Other Instructions: NA.

    f.   Other Documents (Key Point Sheets etc.): See database prompts.

7.   <u>PROCEDURE</u>:

    a.   Open <u>HMCM INSPECTION.accdb</u> selecting yourself as inspector and:

        (1)   Click <u>Export SATs to QPS</u>.

        (2)   Select year and month.

        (3)   Click <u>Send HMCM QPS Report</u>.
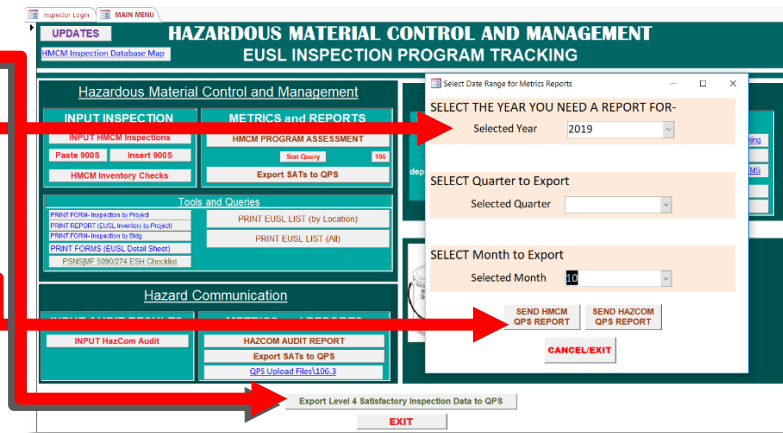
    b.   Follow database prompts carefully.

    c. Email Code 106.12 that "Level 4 inspection data for HMC&M EUSL and HAZCOM data was saved to folder <u>\\Psns003\unnpi_psw_ns003_cifs_dept$\UNNPI_cifs_dept_C130pub_q\QPS Upload Files\106.3</u>. Pending Code 136.2 upload".

8.   <u>FAQs</u>: NA.

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1.4.   **EUSL SELF-ASSESSMENT (ANNUAL QUARTER)**

1. REFERENCE:

   a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 1.c.(2).

   b. Task Specific Source Regulations: COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual (by interpretation of HMC&M PM).

2. BACKGROUND: Submittal of one documented inspection per annual quarter by EUSL end user to Shop 99HM was instituted in September 2003 with the issue of PSNS&IMFINST P4110.1D. At the time, Code 106 HM Tech personnel were detailed to Shop 90HM and the requirement was part of a joint effort to instill end user accountability and move responsibility away from Shop 90HM who was taking the brunt of criticism for HM storage issues because they provided flam cabinets and delivered HM from bldg. 997. The requirement carried over through 4110 revisions E and F. It is still required by PSNS&IMFINST M-4110.1G, Chapter 7, 6.g. but allows the HMC&M PM to waive the requirement since there is no source regulatory or NAVSEA requirement. If Shop 99HM becomes unable to support receipt and filing of inspection forms or if IT constraints inhibit continuation, this requirement can be waived by the HMC&M PM without revision to the instruction. This requirement is triggered by the HMC&M PM notification to end users that submittal of a documented inspection is required. Suggest continuation of effort despite administrative burden.

NOTE: Inspection results are not entered into QPS unless done by the end user shop or code.

3. PERIODICITY:

   a. Frequency: Each annual quarter (January 1, April 1, July 1, October 1).

   b. Quantity: 1 per EUSL.

4. TRAINING:

   a. Essential Training: NA.

   b. Suggested Training: MS Access Level 1.

5. DATABASE/APPLICATION RESOURCES: EUSL Tracking Code 106.accdb.

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6. <u>INTERFACES</u>:

    a. Organizational:

        (1) Shop 99HM.

        (2) HMCs (all shops, codes and projects).

    b. Database/Application Interfaces: NA.

    c. Training Owned By Code 106.33:

        (1) HM02.

        (2) P910RP.

        (3) P910NC Changing Process Codes How To (Managing HM).

        (4) P910SL Managing Shelf-Life for HM (Managing HM).

    d. Forms: 5090/274, Hazardous Material Control and Management (HMC&M) End Use Storage Location (EUSL) Inspection Checklist.

    e. Other Instructions: NA.

    f. Other Documents (Key Point Sheets etc.):

        (1) EUSL Inspection Self-Assessment Instructions.

        (2) Example PM To HMC Prompt Email.

        (3) White Paper Managing Shelf Life for HM.

7. <u>PROCEDURE</u>:

    a. Use <u>EUSL Tracking Code 106.accdb</u> to reset system for new annual quarter EUSL Self-Assessment inspections.

(1)   Click Code 106.33 Quarterly Insp Mailout Procedure.

(2)   Follow system prompts carefully.
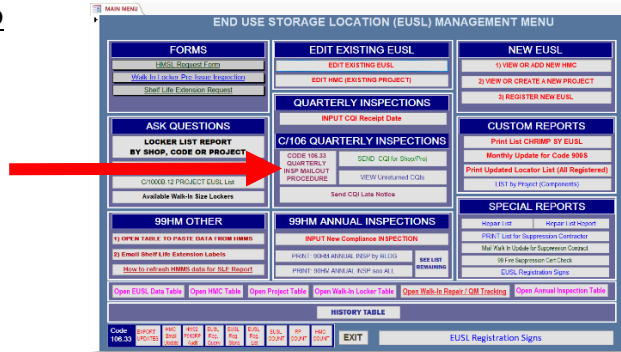
b.   Prompt HMCs to perform EUSL Self-Assessment inspections using Example PM To HMC Prompt Email.

(1) Use HMC Email Update button to capture distro.

(2) Attach EUSL Inspection Self-Assessment Instructions.
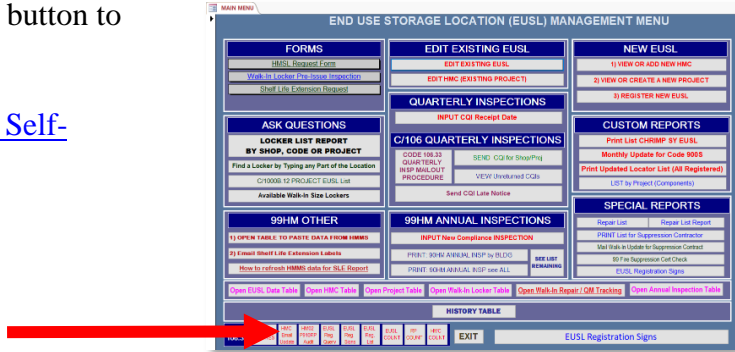
c.   Use EUSL Tracking Code 106.accdb to monitor receipt of inspection forms.

d.   Use EUSL Tracking Code 106.accdb to send late notices. Suggest adding shop or code to front of subject line.

NOTE: For shop/code overflow EUSLs on the projects, email the RPs with shop/code EC and Shop 06 HMC on copy.

e.   Save late notices to a folder in Outlook and allow one additional week for submittal.

f.   Write Level 3 Response Required OSHEDR for non-compliance (ENVc06 InspectionDocumentation).

NOTE: See Chapter 4, 4.5 for Shop 99HM role and interface regarding EUSL self-assessment.

8.   FAQs: FAQs EUSL Quarterly Inspection.

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1.5.   **GENERAL AREA (NON-EUSL) DEFICIENCIES**

1. REFERENCE:

   a. Primary: PSNS&IMFINST M-4110.1G, Chapter 7.

   b. Task Specific Source Regulations: COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2. BACKGROUND: Non-EUSL deficiencies mainly consist of HM adrift and HM adrift without HM transfer labels. The majority of these will come from Code 900S and Code 106.2ESH. Verify HM adrift concerns are not contractor or ship's force HM.

3. PERIODICITY:

   a. Frequency: As encountered.

   b. Quantity: NA.

4. TRAINING:

   a. Essential Training: NA.

   b. Suggested Training: MS Access Level 1.

5. DATABASE/APPLICATION RESOURCES: QPS.

6. INTERFACES:

   a. Organizational:

       (1) Code 900S.

       (2) Code 106.2ESH.

   b. Database/Application Interfaces: NA.

   c. Training Owned By Code 106.33: NA.

   d. Forms: 5090/273, General Area Inspection Checklist, Environmental (Building, Facility,

Shipboard, and Drydock Walkthroughs).

    e. Other Instructions: NA.

    f. Other Documents (Key Point Sheets etc.): NA.

7. PROCEDURE:

    a. When encountered:

      (1) Investigate HM adrift to include CHRIMP program material not in use or is non-exempt unlabeled HM or liquids.

      NOTE: All containerized liquids must be marked for contents per PSNS&IMFINST M-4110.1G, Chapter 7, 10. This one is not on a ESH Inspection Checklist so you have to address via OSHEDR if opting to document it.

      (2) Investigate unlabeled tanks.

    b. Document deficiencies on PSNS&IMF 5090/273.

    c. Email completed PSNS&IMF 5090/273 to responsible party & require reply with copy to C/106.1 for entry into QPS.
.
    d. For PSNS&IMF 5090/273 by Code 900S, save to local folder or use existing folder at \\psns.sy\unnpi-departments\C106\Limited\GLOBAL GROUPS\10631\106HMTECH\HMC&M\PM Documents\QPS\AUDITS\Misc (HM Adrift-Xfer Labels) to use for HMC&M Program Assessment.

8. FAQs:

    a. FAQs Flammable Cabinets and Gasoline Storage

    b. FAQs AUL Exempt Products

    c. FAQs Compressed Gas

    d. FAQs Contractors and AITs

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1.6.   **DETACHMENT SUPPORT**

1. REFERENCE:

    a. Primary:

        (1) Everett: PSNS&IMFINST M-4110.1G (Everett except where noted).

        (2) San Diego: OSHE Manual San Diego Volume II HMC&M.

        (3) IMF: NAVIMFACPACNORWESTINST 4110.1D.

    b. Task Specific Source Regulations: NA.

2. BACKGROUND:

    a. PSNS & IMF Detachment (DET) Everett is under PSNS&IMFINST M-4110.1G except where exemptions are noted. See section 5 for link to Everett Tier II database. HMC&M PM is not required to submit Tier II for DET Everett at this time but HMC&M PM has been providing as a courtesy since DET Everett is a tenant of NSE. NWRMC could ask us for it. The database is functional but is not upgraded for GHS physical and health hazards. If CNRNW had to report for Tier II, they would have to do it in Secure Access Washington (SAW) like we do here so they would not need GHS physical and health hazard data points. DET Everett CHRIMP inventory is in HMMS but does not include contractor inventory or usage.
    Inventory visibility via AUL Utilities WebComp.

    b. PSNS & IMF DET San Diego: Bremerton site HMC&M PM did the last revision of OSHE Manual San Diego Volume II HMC&M and does any HMC&M OSHEDRS.
    Inventory visibility via AUL Utilities WebComp.

    c. IMF has their own HMC&M instruction (NAVIMFACPACNORWESTINST 4110.1D) but shares our HMMS license. Code 106.33 HMMS Desk Guide incorporates agreements. IMF CHRIMP inventory is in HMMS and transfers between locations with the majority of IMF HM coming from Bldg 997.

3. PERIODICITY:

    a. Frequency: NA.

    b. Quantity: NA.

4. <u>TRAINING</u>:

   a. Essential Training: NA.

   b. Suggested Training: MS Access Level 1.

5. <u>DATABASE/APPLICATION RESOURCES</u>:

   (1) Tier II Everett Master.accdb.

   (2) AUL Utilities Update (C106).accdb. (List of DET Everett EUSLs. Table: <u>TBL EUSL List Everett</u>).

   (3) AUL Utilities WebComp. (DET Everett inventory visibility).

6. <u>INTERFACES</u>:

   a. Organizational:

      (1) DET Everett:

         (a) Code 100 OIC.

         (b) DET Everett HMC: Savellano Jomer jomer.savellano@navy.mil.

         (c) Code 106.21RMC.

      (2) DET San Diego:

         (a) Operations and Maintenance (Shop 84), DET San Diego.

         (b) Code 106.31.

         (c) Code 106.84.

      (3) IMF: Code 833.2.

   b. Database/Application Interfaces: HMMS ad hoc reports (Tier II Everett).

   c. Training Owned By Code 106.33: Code 106.31 owns HM01 and North Island Tracking System (NITS).

    d. Forms: <u>PSNS&IMF 5090/397, San Diego Hazardous Material Control and Management (HMC&M) Inspection Checklist</u> (contact Code 106.1 admin for master). Code 106.84 created this form.

    e. Other Instructions: NA.

    f. Other Documents (Key Point Sheets etc.):

        (1) [DET San Diego HM Storage Guide](#).

        (2) [HM Trigger Acceptable Formats (P910HMTF)](#).

        (3) [DET Everett HMSG with HCC Chart (P910EVHMSG)](#). (Not official. Requested by DET Everett).

        (4) [DET Everett EUSL Registration Sign](#). (Not official. Requested by DET Everett).

7. <u>PROCEDURE</u>: NA (Informational).

8. <u>FAQs</u>: [FAQs HM Planning and Transportation](#).

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1.7. **QUARTERLY HMC MEETING**

1. REFERENCE:

   a. Primary: NA.

   b. Task Specific Source Regulations: NA.

2. BACKGROUND: The quarterly HMC meeting has typically occurred once each annual quarter and/or as needed to inform HMCs of procedural changes, demonstrate IT tools, discuss deficiency trends and provide training and program updates to HMCs. It is normally conducted as an interactive forum to answer questions and provide assistance.

3. PERIODICITY:

   a. Frequency: Once per annual quarter or as needed to inform for program changes.

   b. Quantity: NA.

4. TRAINING:

   a. Essential Training: NA.

   b. Suggested Training: NA.

5. DATABASE/APPLICATION RESOURCES: NA.

6. INTERFACES:

   a. Organizational:

      (1) Code 1102. (auditorium reservations).

      (2) All Shop/Code/Project HMCs.

      (3) Code 510.2.

      (4) Code 900S (Environmental Compliance Supervisor and Inspectors).

      (5) Code 106.33 (Branch Head, Supervisors, stakeholders).

b. Database/Application Interfaces: NA.

c. Training Owned By Code 106.33: NA.

d. Forms: NA.

e. Other Instructions: NA.

f. Other Documents (Key Point Sheets etc.):

    (1) Auditorium Calendar.

    (2) HMC MEETING Roster.

    (3) HMC Meeting Agenda (example).

    (4) Examples/History of HMC Meetings.

7. PROCEDURE:

a. Find a suitable calendar opening for the shipyard auditorium.

b. Prepare an agenda. This should include forms, instructions, graphics, plans to demonstrate AUL on the Web, AUL Utilities WebComp tools and "how to" demonstrations.

c. Be prepared to answer questions you expect may arise based on the agenda.

d. Recommend inviting a secretary to take notes, record questions etc. and assist with drafting meeting minutes.

e. Schedule an appointment in outlook. Invite:

    (1) All Shop/Code/Project HMCs.

    (2) Code 510.2.

    (3) Code 900S (Environmental Compliance Supervisor and Inspectors).

    (4) Code 106.33 (Branch Head, Supervisors, stakeholders).

NOTE 1: For example appointment see Example Outlook Appointment.

NOTE 2: Recommend taking an experienced presenter to show you where to get and sign out the auditorium computer room key (Code 1122 office, bldg 850, 5th floor) and how to operate computer room components and projector.

    f.   Put HMC Meeting Rosters and pens at auditorium entrance.

    g.   Hold meeting.

    h.   Try to issue HMC Meeting Minutes to invitees list within a few days of the meeting.

8.   FAQs: FAQs.

CHAPTER 2
CODE 106.33 HMC&M PROGRAM MANAGER CHRIMP

2.1.   **HM INVENTORY (EUSL)**

1. REFERENCE:

a. Primary: PSNS&IMFINST M-4110.1G, Chapter 4 and Chapter 8, 1.a.(9)-(13) and 1.b.

b. Task Specific Source Regulations:

(1) COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

(2) OPNAVINST 5100.23G, Navy Safety and Occupational Health (SOH) Program Manual.

(3) PSNS&IMFINST P11320.1G, Fire Protection Program.

2. BACKGROUND: Corporately, the HMC&M PM is considered to have consolidated hazardous material reutilization inventory management program (CHRIMP) oversight responsibility. PSNS&IMFINST M-4110.1G, Chapter 4 provides a good overview of CHRIMP program requirements.

a. Shop 06 HMCs process transactions for all EUSLs registered for project support.

b. Code 106.33 processes transactions for all off-hull (non-project) EUSLs except those independently managed in HMMS.

NOTE: Since early 2019, the HMC&M PM receipted and processed incoming EUSL Inventory Reconciliation reports each month. This normally accounts for 24 hours per month or 14% of available work hours. This is disruptive and inefficient when primary responsibilities are heavy, especially toward the end of the month when inventory submittal peaks. If the HMC&M PM loses momentum on processing and the waterfront loses faith that their effort to reconcile inventory is valued, it is historically very difficult to reestablish confidence and continuous effort. In this area, management priorities may differ from what the HMC&M PM understands to be of importance. If additional help becomes available within the branch, data processing responsibility should be shifted to junior personnel.

3. PERIODICITY:

a. Frequency: Monthly.

    b. Quantity: All off-hull (non-project) EUSLs except independently managed in HMMS.

4. TRAINING:

    a. Essential Training: HMMS.

    b. Suggested Training: MS Access Level 1.

5. DATABASE/APPLICATION RESOURCES:

    a. HMMS.

    b. AUL Web Utilities (Tech 1).accdb (Receipt and tracking of incoming reports).

    c. AUL Utilities Update (C106).accdb (Used to track non-submittal and send late notices).

6. INTERFACES:

    a. Organizational:

        (1) Code 106.31 relies heavily on HMMS inventory usage for regulatory reporting.

        (2) Fed Fire: (Monthly Fire Dept. reports [see 2.3.]).

        (3) DLA Distribution (issues CHRIMP program material to EUSLs).

    b. Database/Application Interfaces:

        (1) EUSL Tracking Code 106.accdb.

        (2) DLA EUSL Locator (C106).accdb.

        (3) AUL Utilities WebComp (waterfront access to inventory information).

    c. Training Owned By Code 106.33:

        (1) HM02 (how to obtain and reconcile HM inventory).

   (2) P910NC (waterfront guide for converting expired inventory to Non-Critical Use Only).

    d. Forms:

(1) EUSL Inventory Report (from AUL Utilities WebComp).

(2) PCN Flow Chart (guide for selection of non-critical process codes).

e.   Other Documents (Key Point Sheets etc.):

(1) HMMS EUSL Inventory Processing (for Code 106.33 EPS).

(2) P910ADD   (waterfront instruction for how to request HM inventory additions).

(3) Add Inventory Action Codes for Code 106.33 Data Processing. (Code 106.33 EPS).

(4) HMMS Adding EUSL Inventory.

(4) P910NC (HMC training for reclassification as Non-Critical Use Only).

7.   PROCEDURE:

a. Receipt incoming EUSL Inventory reports in AUL Web Utilities (Tech 1).accdb. Click on Receipt EUSL Inventory Reconciliation Reports.
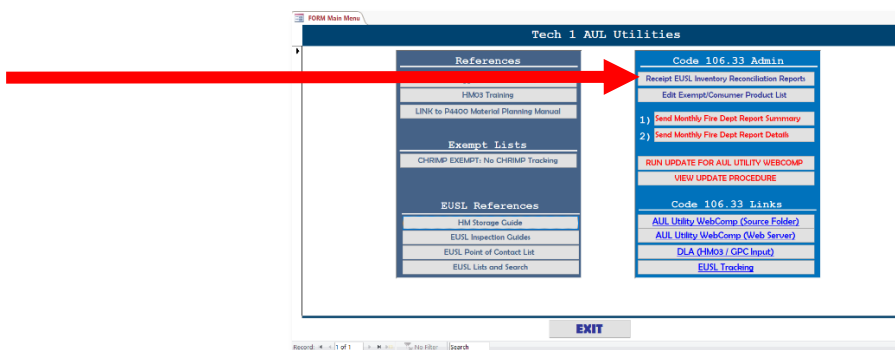
b.   Process incoming inventory reports weekly per HMMS EUSL Inventory Processing before the AUL Utilities WebComp.accde update normally done each Friday afternoon.

c.   Send late notices on the first workday of each month using AUL Utilities Update (C106).accdb. Click Email Late Notices for Inventory Submittal. Issue a Level 3 Response Required OSHEDR one week from date of late notice unless end user makes contact and requests extension for extenuating circumstances.
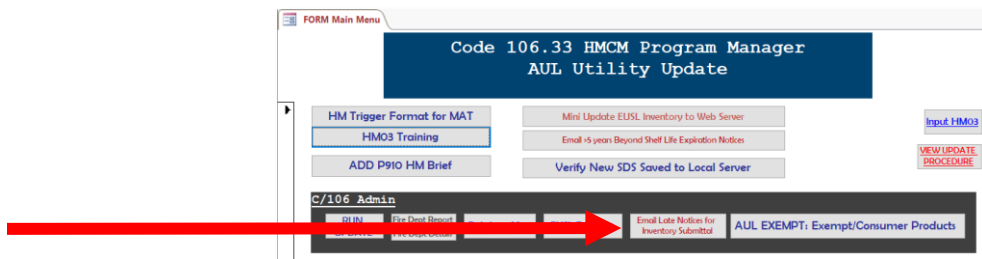
NOTE: Be prepared. Code 106.11 typically audits Code 106.33 receipt of inventories during the annual HMC&M Program Audit.

c.   Adding inventory to a EUSL: End users are required to provide an Inventory Action Code per P910ADD to communicate what they want done with the barcodes they are adding. A request to add inventory means something went wrong with the process. Frequent or excessive add requests means inventory is not being managed in compliance with the instruction.

8. FAQs: FAQs EUSL Inventory.

CHAPTER 2
CODE 106.33 HMC&M PROGRAM MANAGER CHRIMP

2.2.   **HM INVENTORY (TANKS)**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 1.a.(12).

    b. Task Specific Source Regulations: 40 CFR, 370.

2. BACKGROUND: For HMC&M program, tank data is critical for support of Emergency Planning and Community Right-to-Know Act (EPCRA) compliance. Specifically for the annual Tier II report and the monthly reports to Fed Fire in lieu of a Tier I report.

3. PERIODICITY:

    a. Frequency:

        (1) Monthly (Airgas Updates).

        (2) Annually for Tier II.

    b. Quantity: As necessary for accurate Tier I and Tier II reporting.

4. TRAINING:

    a. Essential Training: NA.

    b. Suggested Training:

        (1) MS Access, Level 1.

        (2) 817E-WEB EPCRA & TRI REPORTING (A-4A-0082).

5. DATABASE/APPLICATION RESOURCES:

    a. HMMS (SDSs for chemical percent calculations).

    b. Tier II Master GHS-EPA.accdb (where Code 106.33 Master Tank List is stored as Table Tier II Inventory TANKS).

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6. <u>INTERFACES</u>:

  a. Organizational:

    (1) Code 106.31.

    (2) Fed Fire.

    (3) Code 106.11.

    (4) Shop 06 (monthly Airgas tank updates).

  b. Database/Application Interfaces: AUL Utilities Update (C106).accdb (Used to create and send the Fire Dept report that uses data from the <u>Master Tank List</u>).

  c. Training Owned By Code 106.33: NA.

  d. Other Instructions: NA

  e. Other Documents (Key Point Sheets etc.): NA

7. <u>PROCEDURE</u>: Process tank updates in Tier II Master GHS-EPA.accdb when received.

  (1)   Use Step 6,
<u>Open/Review Master Tank List</u>.

NOTE: Table Name: <u>Tier II
Inventory TANKS</u>.

  (2)   Use red button,
<u>Update Fire Dept Report for
Tanks</u>.
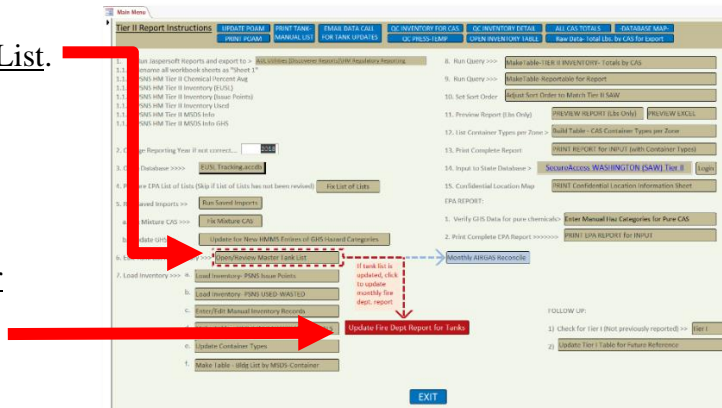
8. <u>FAQs</u>: FAQs EUSL Inventory.

CHAPTER 2
CODE 106.33 HMC&M PROGRAM MANAGER CHRIMP

2.3.   **HM INVENTORY (FIRE DEPT REPORTING)**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 1.a.(12).

    b. Task Specific Source Regulations: 40 CFR, 370.

2. BACKGROUND: For HMC&M program, tank data is critical for support of Emergency Planning and Community Right-to-Know Act (EPCRA) compliance. Specifically for the annual Tier II report and the monthly reports to Fed Fire used in lieu of a Tier I report. See EPCRA Tier II FAQ, #4.

3. PERIODICITY:

    a. Frequency: Monthly.

    b. Quantity: As necessary for accurate Tier I and Tier II reporting.

4. TRAINING:

    a. Essential Training: NA.

    b. Suggested Training:

        (1) MS Access Level 1.

        (2) 817E-WEB EPCRA & TRI REPORTING (A-4A-0082).

5. DATABASE/APPLICATION RESOURCES:

    a. HMMS (SDSs for calculations).

    b. Tier II Master GHS-EPA.accdb (Where Master Tank List is stored).

6. INTERFACES:

    a. Organizational:

        (1) Code 106.31.

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(2) N30 Fed Fire.

(3) Code 106.11.

b.   Database/Application Interfaces: AUL Utilities Update (C106).accdb (Used to create and send Fire Dept reports that use Master Tank List).

c.   Training Owned By Code 106.33: NA.

d.   Forms: NA.

e.   Other Instructions: NA.

f.   Other Documents (Key Point Sheets etc.): Airgas Tank Updates.

7.   PROCEDURE:

a.   Process incoming inventory reports per 2.1. in HMMS weekly before AUL Utilities WebComp.accde update.

b.   Process tank updates per Chapter 2.2. using Tier II Master GHS-EPA.accdb.

(1)   Use Step 6, Monthly Airgas Reconcile in association with the monthly update report from Shop 06/Code 411.

(2)   Use red button, Update Fire Dept Report for Tanks.
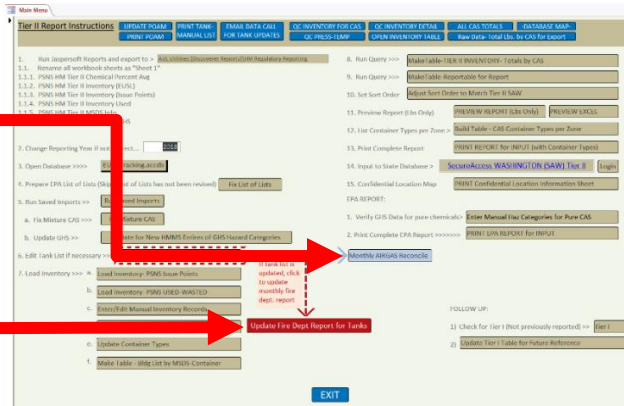
c.   Use AUL Utilities Update (C106).accdb to email Fire Dept Report and Report by SDS.

(1) Click <u>Run Update</u> and complete procedure.

(2) Click <u>Fire Dept Report for Tanks</u> and <u>Fire Dept Details</u> to email reports.
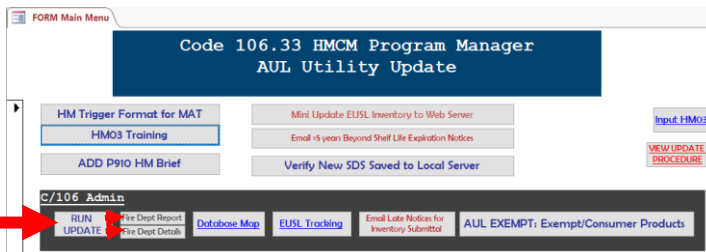
NOTE: If when exporting updates, you get an error stating "You tried to lock table…", a DLA Distribution user has something open in <u>DLA EUSL Locator (DLA-1).accdb</u> that is preventing table overwrite. Skip to the next export and try again later. If urgent, call 476-8835 to ask them to close out of the database for a moment so you can update.

8. <u>FAQs</u>: <u>EPCRA Tier II FAQ</u>.

CHAPTER 2
CODE 106.33 HMC&M PROGRAM MANAGER CHRIMP

2.4. **HM INVENTORY (TIER II REPORTING)**

1. REFERENCE:

a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 1.a.(13).

b. Task Specific Source Regulations: 40 CFR, 370.

2. BACKGROUND: HMC&M PM has responsibility for preparing the Emergency Planning and Community Right-to-Know Act (EPCRA) Tier II report.

3. PERIODICITY:

a. Frequency: Annually (submitted by March 1).

b. Quantity: 1.

4. TRAINING:

a. Essential Training: 817E-WEB EPCRA & TRI REPORTING (A-4A-0082).

b. Suggested Training: MS Access Level 1.

5. DATABASE/APPLICATION RESOURCES:

a. HMMS (Ad hoc Jaspersoft reports).

b. Tier II Master GHS-EPA.accdb.

6. INTERFACES:

a. Organizational:

(1) Washington State Emergency Response Commission (SERC) (Dept. of Ecology, State of Washington).

(2) Local Emergency Planning Committee (LEPC) (Kitsap County Dept. of Emergency Management [DEM]).

(3) Local fire department (Fire Chief, Navy Region NW Fire and Emergency Services Puget Sound).

(4) Code 106.11: Updates for OHS tank list (reconcile with SPCC Program Manager).

(5) Code 411.1 or Shop 06: Updates for compressed gas tanks (Airgas).

(6) Code 980: Updates for Safety-Kleen tank list and updates for bldg. 873 plate shop tanks.

(7) Shop 51: Updates for bldg. 978 battery shop tanks and bldg 978 lead/acid batteries.

(8) Shop 56:   Purchase/recovery report for Freon.

NOTE: See POA&M in Tier II Master GHS-EPA.accdb.

b.   Database/Application Interfaces:

(1) EUSL Tracking Code 106.accdb.

(2) HMMS (for ad hoc reports at HM Regulatory Reporting\TIER II).

(3) Secure Access Washington (SAW) (WSDoE database for submittal of Tier II).

c.   Training Owned By Code 106.33: NA.

d.   Forms: NA.

e.   Other Instructions: see Tier II references.

f.   Other Documents (Key Point Sheets etc.):

(1) Tier II POA&M in Tier II Master GHS-EPA.accdb.

(2) Tier II Executive Summary (Example Executive Summary).

(3) Cover Letters (Example Cover Letters).

(4) Admin (Report Supplementals).

(5) Site Coordinates Locations (Example Confidential Locations Map).

NOTE: The legend at the top of the map will update for current locations so the map must be printed from Tier II Master GHS-EPA.accdb.

(6) White Paper for GHS Response (recommendation to management).

(6) Tier II FAQs.

NOTE: Sphera is planning to modify HMMS in .77 release so we could associate our EUSLs with buildings. This would allow us to get off the Access database for Tier II reporting and use the canned Tier II report from HMMS. See Tier II Bldg Problem for Sphera. If this comes to fruition, some definite, labor intensive things need to happen:

a. Buildings have to be entered in HMMS to associate with the employee records we use for EUSLs. HMC&M PM suggests we enter the HAZMIN Zones the buildings are in vs. using the actual building, pier or dry dock numbers. This will minimize excessive data entry in Secure Access Washington (SAW). HAZMIN Zones already align to the site coordinate map we submit with the report. HAZMIN Zones exist in the table named HAZMIN ZONES in EUSL Tracking Code 106.accdb.

b. Each active EUSL in HMMS needs to have the building (HAZMIN Zone) added for association.

c. Each Tier II reportable tank in the table named Tier II Inventory TANKS in Tier II Master GHS-EPA.accdb needs to be created in HMMS as an Employee. The ID Number and Last Name must be adequate to locate and move or inactivate the tank.

NOTE: Continue entering the actual building, pier or dry dock number in the First Name field of the employee record for each tank created so the actual building/location is available in Jaspersoft to support the Fire Dept. reports. The HMC&M PM started to develop a methodology for this but it is incomplete. See HMMS Tank Management.

d. SDS and LSN must be requested for each tank at capacity with the correct Tier II container type. See Table 00-Container Type in Tier II Master GHS-EPA.accdb.

(1) A. Above ground tank.

(2) B. Below ground tank.

(3) C. Tank inside building.

e. Each SDS must be receipted into HMMS and issued to the tank (employee).

f.   If use of Tier II Master GHS-EPA.accdb is discontinued, an ad hoc report using the First Name field of the employee record in HMMS will need to be built to supplement tank data for the Fire Dept. reports.

7.   PROCEDURE: See Tier II POA&M in Tier II Master GHS-EPA.accdb.

8.   FAQs: EPCRA Tier II FAQ.

CHAPTER 3
CODE 106.33 HMC&M DLA DISTRIBUTION, ROLE AND INTERFACE

3.1.   **DLA DISTRIBUTION, INTERFACE**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 16.

    b. Task Specific Source Regulations:

        (1) COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

        (2) 29 CFR 1910.1200, Hazard Communication Standard.

2. BACKGROUND: PSNS&IMFINST M-4110.1G, our written hazard communication plan directs the workforce to use the CHRIMP label for identification of the SDS number. Therefore, the CHRIMP label applied by DLA Distribution is critical to our hazard communication plan. The DLA Distribution supervisor of central hazardous material center (CHMC) at Building 997 needs to have a heightened awareness of the importance of applying correct CHRIMP labels. Incorrect labeling is normally identified by HMCs who will contact HMC&M PM.

3. PERIODICITY:

    a. Frequency: Document mislabeling as encountered.

    b. Quantity: NA.

4. TRAINING

    a. Essential Training: NA.

    b. Suggested Training: NA.

5. DATABASE/APPLICATION RESOURCES:

    a. HMMS.

    b. DLA EUSL Locator (C106).

NOTE: <u>DLA EUSL Locator (C106).accdb</u> database is on a C/500 server. Global Group Permission is required. Contact DLA Supervisor OR Code 500 ITC to request their IT Coordinator allow access. Global Groups needed are:
- W_NNPI_BREM_C500RO_GS
- W_NNPI_BREM_FISC501_GS
- W_NNPI_BREM_FISC501RW_GS

6. <u>INTERFACES</u>:

    a. Organizational:

        (1) DLA Distribution.

        (2) Code 510.2.

    b. Database/Application Interfaces: <u>EUSL Tracking Code 106.accdb</u>.

    c. Training Owned By Code 106.33:

        (1) <u>MAT Printed DDI & SS Trigger Formats</u>.

        (2) <u>HM Trigger Acceptable Formats</u> (From <u>HM03</u>).

        (3) <u>DLA Role in HAZCOM</u> (Not in ATMS, suggested training for new DLA Distribution crews).

        (4) <u>DLA Dist Trigger Processing and Delivery</u> (Not in ATMS, suggested training for new DLA Distribution Issue Desk personnel).

    d. Forms: <u>5090/374, Code 106 Hazardous Material Control and Management (HMC&M) HM Inventory, Issue, and Delivery Inspection Checklist</u>.

    e. Other Instructions: NA

    f. Other Documents (Key Point Sheets etc.): NA.

7. <u>PROCEDURE</u>:

    a. For DLA mislabeling:

        (1) Instruct HMC who identifies mislabeling to place mislabeled item(s) on hold pending direction from you.

(2) Research HMMS inventory for additional inventory issued under an incorrect SDS number.

(3) Verify time frame of receipt to isolate locations of incorrectly labeled inventory.

(4) Export HMMS query results to Excel to create a corrective action list for DLA and HMCs with pertinent EUSL information. For example see DLA\2019\1st Half\Mislabeled.

(5) Email CHMC supervisor to receipt mislabeled container count under the correct SDS.

(6) Transfer incorrect barcodes to Issue Point JUNK.

(6) Provide instructions for reprinting and issuing to subject EUSLs.

(7) Notify affected HMCs to place mislabeled containers on hold.

a. Document deficiencies using form 5090/374.

b. Email completed 5090/374 to C/106.1 for entry into QPS. DLA notification consisted of the request to relabel.

8. FAQs:

a. FAQs DLA and Delivery Problems.

b. FAQs Delivery Points.

CHAPTER 3
CODE 106.33 HMC&M DLA DISTRIBUTION, ROLE AND INTERFACE

3.2. **DLA DISTRIBUTION, IT ISSUES**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8.1.

    b. Task Specific Source Regulations: NA.

2. BACKGROUND:

    a. DLA EUSL Locator (C106).accdb gets updates from EUSL Tracking Code 106.accdb. In order for DLA Distribution to process MAT triggers and deliver HM, EUSLs must be properly entered in EUSL Tracking Code 106.accdb and HMMS. Occasionally, DLA will notify you a EUSL is unavailable in DLA EUSL Locator (DLA-1).accdb or in HMMS. This is typically because:

        (1) Shop 99HM created a new EUSL and failed to notify the HMC&M PM.

        (2) The HMC&M PM neglected to run updates from EUSL Tracking Code 106.accdb to refresh DLA EUSL Locator (C106).accdb.

        (3) The HMC&M PM neglected to add the new EUSL to HMMS or created the EUSL but did not assign an authorized zone.

    b. DLA EUSL Locator (C106).accdb stores a list of HM Planners who are qualified to trigger HM with ATMS course HM03. The HMC&M PM and one or two alternates must have access to folder \\Psns.sy\unnpi-departments\C500\Limited\FISC501\90HM to enter quals for new HM Planners. See paragraph 5 note for required global groups.

3. PERIODICITY:

    a. Frequency: As encountered.

    b. Quantity: NA.

4. TRAINING

    a. Essential Training: HMMS Account.

    b. Suggested Training:

(1) MS Access Level 1.

(2) HM03.

5. DATABASE/APPLICATION RESOURCES:

a. HMMS.

b. DLA EUSL Locator (C106).

c. EUSL Tracking Code 106.accdb.

NOTE: DLA EUSL Locator (C106).accdb is on a C/500 server. Global Group Permission is required. Contact DLA Supervisor to request their IT Coordinator allow access. Global Groups needed are:
*   W_NNPI_BREM_C500RO_GS
*   W_NNPI_BREM_FISC501_GS
*   W_NNPI_BREM_FISC501RW_GS

6. INTERFACES:

a. Organizational:

(1) DLA Distribution.

(2) Shop 99HM.

b. Database/Application Interfaces: NA

c. Training Owned By Code 106.33: HM03.

d. Forms: NA.

e. Other Instructions: NA.

f. Other Documents (Key Point Sheets etc.): NA.

7. PROCEDURE:

a. For missing EUSLs:

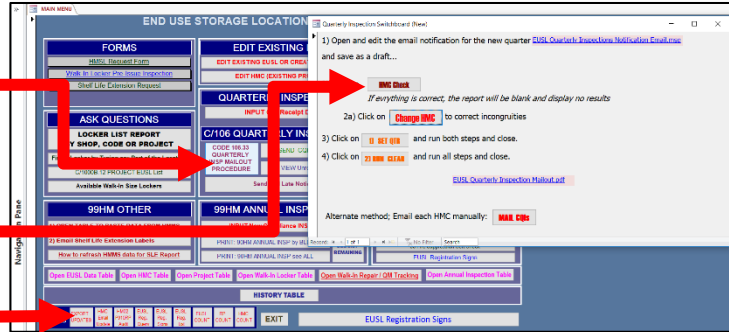(1) Verify EUSL is entered correctly in EUSL Tracking Code 106.accdb.

(2) Verify there are no HMC conflicts.

(a) Click, <u>CODE 106.33 QUARTERLY INSP MAILOUT PROCEDURE</u>.

(b) Click <u>HMC Check</u> and make corrections if necessary.

(c) <u>Export Updates</u>.

NOTE: If when exporting updates, you get an error stating "You tried to lock table…", a DLA Distribution user has something open in <u>DLA EUSL Locator (DLA-1).accdb</u> that is preventing table overwrite. Skip to the next export and try again later. If urgent, call 476-8835 to ask them to close out of the database for a moment so you can update.

(3) Verify EUSL is correctly entered in HMMS with Zone and Zone supervisor assigned.

b. Enter new planners in the Name Badge Phone table in <u>DLA EUSL Locator (C106).accdb</u> as follows:

(1) Employees who take HM03 can't trigger HM until the HMC&M PM or alternate enters them into DLA EUSL Locator (C106).accdb. At the end of HM03, they click an email hyperlink to email us their name, badge and phone so the HMC&M PM can authorize them.

(2) HMC&M PM needs a shortcut with destination property of <u>\\Psns.sy\unnpi-departments\C500\Limited\FISC501\90HM\DLA EUSL Locator (C106).accdb</u>.

(3) When a completion email is received, add the sender as authorized using the <u>106 Admin HM03</u> button at upper-left corner of the main menu to add the planner and set the <u>HM03</u> and <u>Authorized</u> fields to 'Yes".

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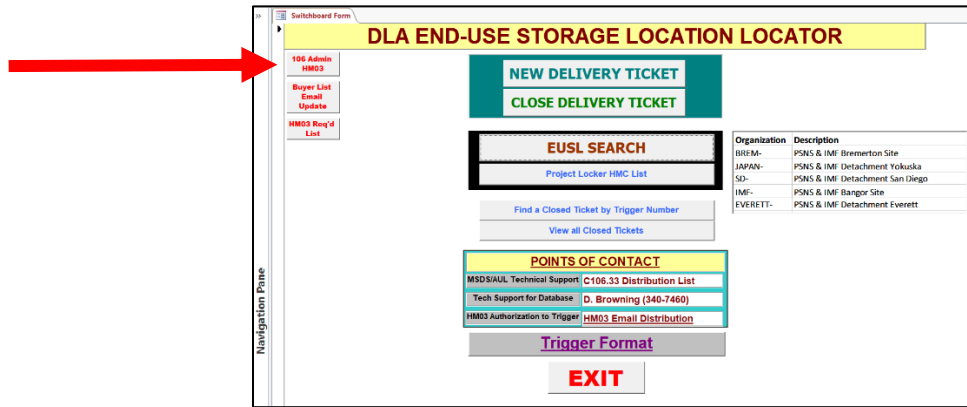
(4) This entry will let the DLA Distribution issue desk know the person who triggers the HM is authorized to do so when they fill in a Delivery Ticket in the database.

c.   Once annually, the HMC&M PM should audit ATMS against the list of authorized HM planners in the database. If HM03 is not in an employee's ATMS, notify the HM planner of the deficiency by email and allow two weeks to ensure HM03 training shows in ATMS. Change the HM03 and Authorized fields to 'NO' in DLA EUSL Locator (C106).accdb if ATMS is not updated following the notification.

NOTE: Training Coordinators from non-production codes sometimes say they don't have rights to enter HM03 in ATMS. Send them FAQs HM03 Credit.

8.   FAQs: FAQs HM03 Credit.

CHAPTER 3
CODE 106.33 HMC&M DLA DISTRIBUTION, ROLE AND INTERFACE

3.3. **DLA, SPHERA, NAVSEA INTERFACE (HMMS)**

1. REFERENCE:

   a. Primary: COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

   b. Task Specific Source Regulations: NA.

2. BACKGROUND: NAVSEA 04 pays DLA a contractual sum for HMMS. DLA pays Sphera Solutions for the HMMS license. DLA and Sphera have a monthly call with NAVSEA and all four NSYs to check our pulse/satisfaction with the software. If HMMS is not meeting our needs, this is good time to discuss major issues because it puts Sphera on the spot. NAVSEA expects the NSYs to be on the call even if everything is fine.

3. PERIODICITY:

   a. Frequency:

      (1) HMMS Monthly Shipyard IPR (Get on distro for notifications with Michelle.M.Williams.ctr@dla.mil).

      (2) Periodic MOA renewal.

      (3) Twice annual enhancement voting.

      (4) Annual HMMS training conference (if funding is available).

   b. Quantity: NA.

4. TRAINING:

   a. Essential Training: HMMS Account.

   b. Suggested Training: NA.

5. DATABASE/APPLICATION RESOURCES: HMMS.

6. INTERFACES:

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a. Organizational:

    (1) DLA.

    (2) NAVSEA 04.

    (3) NSY counterparts (FY19 Naval Shipyards Code 106 HMMS POCs).

    (4) Sphera.

b. Database/Application Interfaces: NA.

c. Training Owned by Code 106.33: NA.

d. Forms: NA.

e. Other Instructions: NA.

f. Other Documents (Key Point Sheets etc.): Sphera Customer Network (SCN) for submittal and review of open service tickets and enhancement requests.

7. <u>PROCEDURE</u>: NA. Informational.

8. <u>FAQ</u>s: NA.

CHAPTER 4
CODE 106.33 HMC&M SHOP 99HM, ROLE AND INTERFACE

4.1.   **SHOP 99HM ROLE AND INTERFACE**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 6.

    b. Task Specific Source Regulations: Role assigned per COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2. BACKGROUND: Shop 99HM plays a significant role in the hazardous material control & management (HMC&M) plan for PSNS & IMF Bremerton site per PSNS&IMFINST M-4110.1G, Chapter 8, 6. HMC&M PM is Shop 99HM's cognizant technical code for their assigned roles. HMC&M PM must provide support, guidance, enforcement, back-up, training etc. as needed. Reference:

    a. Program Manager EUSL Program Oversight History.

    b. Program Manager Oversight and Decisions History.

3. PERIODICITY:

    a. Frequency: NA.

    b. Quantity: NA.

4. TRAINING:

    a. Essential Training: NA.

    b. Suggested Training: NA.

5. DATABASE/APPLICATION RESOURCES: EUSL Tracking_be.accdb (shared data storage for databases listed in 6.b.).

6. INTERFACES:

    a. Organizational: Multiple (see HMC&M Responsibilities, Processes, Interface and Deliverables).

    b. Database/Application Interfaces:

(1) EUSL Tracking Code 106.accdb (data stored in EUSL Tracking_be.accdb).

(2) EUSL Tracking 99 Manager.accdb (data stored in EUSL Tracking_be.accdb).

(3) EUSL Tracking 99 Supervisor.accdb (data stored in EUSL Tracking_be.accdb).

(4) EUSL Tracking Contractors and Archives.xlsx (stand alone Excel file).

c. Training Owned By Code 106.33: NA.

d. Forms: NA.

e. Other Instructions: NA.

f. Other Documents (Key Point Sheets etc.): Program Manager EUSL Program Oversight History.

7. PROCEDURE: NA. Informational.

8. FAQs: FAQs.

NOTE: HMC&M PM recommends recording and updating FAQs at above location as questions and decisions arise.

CHAPTER 4
CODE 106.33 HMC&M SHOP 99HM. ROLE AND INTERFACE

4.2. **EUSL TRACKING DATABASE**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 6.

    b. Task Specific Source Regulations: Role assigned per COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2. BACKGROUND: Shop 99HM plays a significant role in the hazardous material control & management (HMC&M) plan for PSNS & IMF Bremerton site. PSNS&IMFINST M-4110.1G, Chapter 8, 6. requires Shop 99HM to:

    a. Evaluate and approve PSNS&IMF 4110/2 to establish new EUSLs.

    b. Evaluate and approve PSNS&IMF 4110/8 for establishment of contractor owned flammable cabinets and portable buildings.

    c. Post EUSL registration signs for new EUSLs and maintain reference records in the EUSL Tracking 99 Manager.accdb by entering and refreshing data for dependent IT systems.

    b. Notify Code 106.33 when new EUSLs are established and when portable flammable storage buildings are moved.

    c. Provide portable flammable storage building locater list to the contractor, contracting officer, and Code 980 as necessary to support recertification and maintenance of fire-suppression systems.

    NOTE: Shop 99HM manages this responsibility using IT tools designed and maintained by the HMC&M PM. This could evolve depending on Code 109 effort to sunset use of MS Access databases on shared drives.

- Refer to Code 109 Conversion for EUSL Tracking for history on this effort.

- See Show Stoppers 2018 ESH Toolbox EUSL for reasons we were not able to complete the conversion.

- See EUSL Management- Business Practice for draft of Shop 99HM requirements for using data systems other than EUSL Tracking 99 Manager.accdb.

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3. <u>PERIODICITY</u>:

    a. Frequency: NA.

    b. Quantity: NA.

4. <u>TRAINING</u>:

    a. Essential Training: OJT with HMC&M PM to understand the relationships between EUSL Tracking database, DLA EUSL Tracking database, HM delivery, CHRIMP requirements, regulatory visits and Tier II hazardous chemical inventory reporting.

    b. Suggested Training: HM02.

5. <u>DATABASE/APPLICATION RESOURCES</u>: EUSL Tracking Code 106.accdb.

NOTE: <u>EUSL Tracking Code 106.accdb</u> is on the Code 900 production server. Global Group permissions required are:
- W_NNPI_BREM_S90HMRW_GS
- W_NNPI_BREM_WebS90HM_GS
- W_NNPI_BREM_S90RW_GS

EUSL Tracking Code 106.accdb sends exports to <u>DLA EUSL Locator (C106).accdb</u> on the Code 500 server. Global Group permissions required are:
- W_NNPI_BREM_C500RO_GS
- W_NNPI_BREM_FISC501_GS
- W_NNPI_BREM_FISC501RW_GS

6. <u>INTERFACES</u>:

    a. Organizational:

        (1) Shop 99HM.

        (2) HMC&M Responsibilities, Processes, Interface and Deliverables.

    b. Database/Application Interfaces:

        (1) DLA EUSL Locator (C106).accdb.

        (2) EUSL Tracking 99 Manager.accdb.

        (3) AUL Utilities Update (C106).accdb.

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(4) HMCM INSPECTION.accdb.

(5) HMMS.

(6) Code 900 Server EUSL Folder (EUSL related, linked documents).

c. Training Owned By Code 106.33: NA.

d. Forms:

(1) PSNS4110/2, Hazardous Material End Use Storage Location (EUSL) Registration Request (for registration of PSNS & IMF storage).

(2) PSNS&IMF 4110/8, Contractor Hazardous Material Storage Location Registration (for registration of contractor HM storage).

(3) HM Storage Locker Checkout Form (Shop 99HM form for end user agreement on placement and maintenance).

(4) PSNS 4110/3 (EUSL Registration sign).

(a) PSNS 4110/3 can be emailed by Shop 99HM from EUSL Tracking 99 Manager.accdb when a new EUSL is registered or information changes.

(b) PSNS 4110/3 can be accessed by end users from AUL Utilities WebComp.accde for reprints.

e. Other Instructions: EUSL Management- Business Practice.

f. Other Documents (Key Point Sheets etc.):

(1) Code 109 Conversion for EUSL Tracking.

(2) Database Relationships Summary.pptx.

(3) Code 900 Server EUSL Folder.

7. PROCEDURE:

a. Monitor new EUSL registrations for correct HMC and project associations, especially regarding project EUSLs vs. off-hull. Study EUSL Management- Business Practice. Click on C/1000B.12 PROJECT EUSL List in EUSL Tracking Code 106.accdb to review how project

HAZMIN centers and shop/code overflow EUSLs for project support are managed in the database.

b.   Enter new EUSLs in HMMS when Shop 99HM sends notifications (EUSL Detail Sheets).

c.   Run DLA updates using Export Updates button in EUSL Tracking Code 106.accdb when new EUSLs are registered.

NOTE: If when exporting updates, you get an error stating "You tried to lock table…", a DLA Distribution user has something open in DLA EUSL Locator (DLA-1).accdb that is preventing table overwrite. Skip to the next export and try again later. If urgent, call 476-8835 to ask them to close out of the database for a moment so you can update.

8.   FAQs: NA.

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CHAPTER 4
CODE 106.33 HMC&M SHOP 99HM. ROLE AND INTERFACE

4.3.   **EUSL REGISTRATION IN HMMS**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 1.b.(1)

    b. Task Specific Source Regulations: Role assigned per COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2. BACKGROUND: Shop 99HM manages EUSLs in EUSL Tracking 99 Manager.accdb. When a new EUSL is created or location changes for an existing EUSL, the Shop 99HM EUSL Manager will email the HMC&M PM a EUSL Detail Sheet. New EUSLs must then be created in HMMS by the HMC&M PM. See HMMS Create a EUSL.

3. PERIODICITY:

    a. Frequency: When a EUSL Detail Sheet is received from Shop 99HM.

    b. Quantity: NA.

4. TRAINING:

    a. Essential Training: HMMS.

    b. Suggested Training: NA.

5. DATABASE/APPLICATION RESOURCES: HMMS.

NOTE: EUSL Tracking Code 106.accdb is on the Code 900 production server. Global Group permissions required are:
*   W_NNPI_BREM_S90HMRW_GS
*   W_NNPI_BREM_WebS90HM_GS
*   W_NNPI_BREM_S90RW_GS

EUSL Tracking Code 106.accdb sends exports to DLA EUSL Locator (C106).accdb on the Code 500 server. Global Group permissions required are:
*   W_NNPI_BREM_C500RO_GS
*   W_NNPI_BREM_FISC501_GS
*   W_NNPI_BREM_FISC501RW_GS

6. INTERFACES:

    a. Organizational:

        (1) Shop 99HM.

        (2) HMC&M Responsibilities, Processes, Interface and Deliverables.

    b. Database/Application Interfaces:

        (1) DLA EUSL Locator (C106).accdb.

        (2) EUSL Tracking 99 Manager.accdb.

        (3) EUSL Tracking Code 106.accdb.

        (4) Code 900 Server EUSL Folder (EUSL related, linked documents).

    c. Training Owned By Code 106.33: NA.

    d. Forms:

        (1) PSNS4110/2 (for registration of PSNS & IMF storage).

        (2) PSNS&IMF 4110/8 (for registration of contractor HM storage).

        (3) HM Storage Locker Checkout Form (Shop 99HM form for end user agreement on placement and maintenance).

        (4) PSNS 4110/3 (EUSL Registration sign).

        (a) PSNS 4110/3 can be emailed by Shop 99HM from EUSL Tracking 99 Manager.accdb when a new EUSL is registered or information changes.

        (b) PSNS 4110/3 can be accessed by end users from AUL Utilities WebComp.accde for reprints.

    e. Other Instructions: NA.

    f. Other Documents (Key Point Sheets etc.):

        (1) HMMS Create a EUSL.

(2) Database Relationships Summary.pptx

7.   PROCEDURE:

a.   Create a new EUSL in HMMS whenever Shop 99HM EUSL Manager emails a EUSL Detail Sheet. See HMMS Create a EUSL. Location conventions are critical:

(1) Enter buildings as the building number with no prefix or suffix.

(2) Enter dry docks as "DD" + dry dock number with no spaces (e.g., DD6).

(3) Enter piers as "Pier" + space + pier number (e.g., Pier 3).

b.   Update locations for existing EUSLs in HMMS whenever Shop 99HM EUSL Manager emails a EUSL Detail Sheet with a location change. Do this by changing the building, pier or dry dock number in the First Name field of the Employee record. Location conventions are critical:

(1) Enter buildings as the building number with no prefix or suffix.

(2) Enter dry docks as "DD" + dry dock number with no spaces (e.g., DD6).

(3) Enter piers as "Pier" + space + pier number (e.g., Pier 3).

c.   Run DLA updates using Export Updates button in EUSL Tracking Code 106.accdb when new EUSLs are registered.
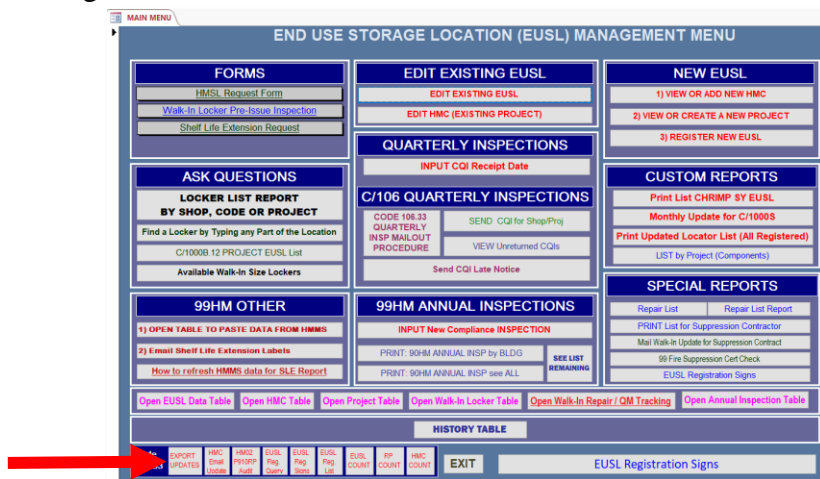
NOTE: If when exporting updates, you get an error stating "You tried to lock table…", a DLA Distribution user has something open in DLA EUSL Locator (DLA-1).accdb that is preventing table overwrite. Skip to the next export and try again later. If urgent, call 476-8835 to ask them to close out of the database for a moment so you can update.

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8. <u>FAQs</u>: NA.

CHAPTER 4
CODE 106.33 HMC&M SHOP 99HM. ROLE AND INTERFACE

4.4.   **EUSL ANNUAL INSPECTION**

1.   REFERENCE:

    a.   Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 6.

    b.   Task Specific Source Regulations: Role assigned per COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2.   BACKGROUND: Shop 99HM plays a significant role in the hazardous material control & management (HMC&M) plan for PSNS & IMF Bremerton site. PSNS&IMFINST M-4110.1G, Chapter 8, 6. requires Shop 99HM to conduct and document at least one inspection for each EUSL annually to monitor compliance with requirements of this instruction and makes inspection records available to Code 106.33 for documentation in the Quality Performance System (QPS).

3.   PERIODICITY:

    a.   Frequency:

        (1) Weekly: Import Shop 99HM inspections to HMCM INSPECTION.accdb or collect 5090/274, Hazardous Material Control and Management (HMC&M) End Use Storage Location (EUSL) Inspection Checklist if inspection database is not used.

        (2) Validate and complete 5090/274 for submittal to Code 106.12. These are typically submitted by HMC&M PM with Inspected by field entered as "#Shop 99HM Supervisor of EUSL Manager#, Shop 99HM Supervisor Badge, S/99HM for C/106.33, 476-0663 (Shop 99HM Supervisor phone)".

        (3) Annually: At the beginning of each year, delete all data from Table 99 Annual Inspection Data in EUSL Tracking Code 106.accdb. All data has been captured in HMCM INSPECTION.accdb. The table in the data storage EUSL Tracking 99 Manager.accdb must be empty to start each year.

    NOTE: This should be accomplished each week if possible so the time between Shop 99HM identification of a deficiency and notification to the end user and Code 106.12 is minimal.

    b.   Quantity: 215-230 EUSLs annually.

4. TRAINING:

    a. Essential Training: NA.

    NOTE: New Shop 99HM inspectors need to inspect with the HMC&M PM until the HMC&M PM acquires adequate confidence that the trainee can properly recognize and document HM storage deficiencies.

    b. Suggested Training: HM02.

5. DATABASE/APPLICATION RESOURCES: EUSL Tracking 99 Manager.accdb (Shop 99HM inspector currently enters completed EUSL inspections in their database for extraction to HMCM INSPECTION.accdb.

6. INTERFACES:

    a. Organizational: Shop 99HM.

    b. Database/Application Interfaces: HMCM INSPECTION.accdb.

    c. Training Owned By Code 106.33: P910EUSLIG (from HM02).

    NOTE: This is a handout given by Code 900T to HM02 students. If edited, ensure Code 900T is asked to replace the handouts with the new version. Also overwrite P910EUSLIG (Adobe Outage).ppt in \\psns.sy\unnpi-apps\Production\MSDS.

    d. Forms: 5090/274, Hazardous Material Control and Management (HMC&M) End Use Storage Location (EUSL) Inspection Checklist.

    e. Other Instructions: NA.

    f. Other Documents (Key Point Sheets etc.):

        (1) P910HMSG (HM Storage Guide with HCC Chart).

7. PROCEDURE:

    a. Monitor Shop 99HM inspection progress throughout year, especially during fourth quarter and notify Shop 99HM EUSL Manager, their supervisor and EC if inspection progress is not on track for completion.

b.   On a weekly basis, import Shop 99HM inspections to <u>HMCM INSPECTION.accdb</u> or collect <u>5090/274</u> if inspection database is not used, validate and complete 5090/274 for submittal to Code 106.12.

NOTE: At the beginning of each year, delete all data from Table <u>99 Annual Inspection Data</u> in <u>EUSL Tracking Code 106.accdb</u>. All data has been captured in <u>HMCM INSPECTION.accdb</u>. The table in the data storage <u>EUSL Tracking 99 Manager.accdb</u> must be empty to start each year.

8.   <u>FAQs</u>: <u>FAQs</u>.

CHAPTER 4
CODE 106.33 HMC&M SHOP 99HM. ROLE AND INTERFACE

4.5.   **EUSL ANNUAL SELF-ASSESSMENT**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 6.b.(2).

    b. Task Specific Source Regulations: NA.

2. BACKGROUND: Shop 99HM plays a significant role in the hazardous material control & management (HMC&M) plan for PSNS & IMF Bremerton site. PSNS&IMFINST M-4110.1G, Chapter 8, 6.b.(2) requires Shop 99HM to:
Conducts and documents at least one inspection for each EUSL annually to monitor compliance with requirements of this instruction and makes inspection records available to Code 106.33 for documentation in the Quality Performance System (QPS).

3. PERIODICITY:

    a. Frequency: Annual.

    b. Quantity: Average 225.

4. TRAINING:

    a. Essential Training: NA.

    b. Suggested Training: NA.

5. DATABASE/APPLICATION RESOURCES: EUSL Tracking Code 106.accdb.

6. INTERFACES:

    a. Organizational:

        (1) Shop 99HM.

        (2) All shop/code/project HMCs.

    b. Database/Application Interfaces: NA.

   c.   Training Owned By Code 106.33: One on one instruction for database receipt and filing of 5090/274.

   d.   Forms: 5090/274, Hazardous Material Control and Management (HMC&M) End Use Storage Location (EUSL) Inspection Checklist.

   e.   Other Instructions: NA.

   f.   Other Documents (Key Point Sheets etc.): NA.

7.   PROCEDURE: Verify Shop 99HM completed annual inspection cycle.

NOTE: Suggest monitoring throughout the year, especially during 4th quarter and communicate with EUSL manager and Shop 99HM supervisor to stay on track for completion. HMC&M PM should always consider Shop 99HM workload and adjust expectations to avoid documenting a deficiency related to their performance in this supporting role.

8.   FAQs: FAQs.

CHAPTER 4
CODE 106.33 HMC&M SHOP 99HM. ROLE AND INTERFACE

4.6. **EUSL PORTABLE FLAM STORAGE BLDG MAINTENANCE**

1. REFERENCE:

   a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 6.a.(9).

   b. Task Specific Source Regulations: Role assigned per COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

   c. 29CFR 1915, Occupational Safety and Health Standards for Shipyard Employment

   d. PSNS&IMFINST P11320.1G, Fire Protection Program.

2. BACKGROUND: Shop 99HM plays a significant role in the hazardous material control & management (HMC&M) plan for PSNS & IMF Bremerton site. PSNS&IMFINST M-4110.1G, Chapter 8, 6. requires Shop 99HM to:
   Assists shops and codes with establishing storage areas for flammable HM by either:
   (a) Providing flammable storage units compliant with requirements of PSNS&IMFINST P11320.1G when available….
   (6) Maintains, repairs, and replaces flammable storage units (as necessary) and charges costs to responsible parties….
   (8) Notifies Code 106.33 when new EUSLs are established and when portable flammable storage buildings are moved.
   (9) Provides portable flammable storage building locater list to the contractor, contracting officer, and Code 980 as necessary to support recertification and maintenance of fire-suppression systems.

NOTE: Because Shop 99HM or Code 106.33 gets the phone calls when suppression system certification lapses, the HMC&M PM may need to intervene to force action. NAVFAC manages the contract. Code 980 is the primary liaison with NAFAC. This is frequently problematic.

3. PERIODICITY:

   a. Frequency: Semi-Annual (6 months).

   b. Quantity: 50-55.

4. TRAINING:

a. Essential Training: NA.

b. Suggested Training: NA.

5. DATABASE/APPLICATION RESOURCES: EUSL Tracking 99 Manager.accdb. Shop 99HM EUSL Manager currently uses database to:

a. Enter fire suppression system certification dates.

b. Enter repairs/services recommended by certification contractor.

c. Email NAVFAC and Code 980 EUSL locations, additions, removals.

6. INTERFACES:

a. Organizational:

(1) Shop 99HM.

(2) Code 980.

(3) NAVFAC.

(4) N30 Fed Fire.

b. Database/Application Interfaces: NA.

c. Training Owned By Code 106.33: HM02 (section on portable flam storage buildings).

d. Forms: Shop 99HM HM Storage Locker Checkout Form.

NOTE: This is a non-official Shop 99 form but is historically updated by the Code 106.33 PM (as cognizant technical code for Shop 99HM) for new requirements. It may be advantageous to administratively classify and require use of this form in the next revision of PSNS&IMFINST M-4110.1.

e. Other Instructions: NA.

f. Other Documents (Key Point Sheets etc.):

(1) Walk-In Suppression Testing Requirement.

(2) Portable Flam Storage Bldg Fire Suppression Certification History.

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(3) Portable Flam Storage Bldg Issues and History.

7.   PROCEDURE:

   a.   Contact Code 980 Structural/Fire Protection Engineer for assistance if Shop 99HM needs help.

   b.   Issue OSHEDR to force recertification using reference from paragraph 6.f.(1).

8.   FAQs: Walk-In Suppression Testing Requirement.

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CHAPTER 5
CODE 106.33 HMC&M PLANNING DEPARTMENTS ROLE AND INTERFACE

5.1. **SHOP 06HMC INTERFACE**

1. REFERENCE:

   a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 12.

   b. Task Specific Source Regulations: COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2. BACKGROUND: Shop 06 HMC manages 40-60% of all issued HM inventory. They depend on the HMC&M PM for support in managing overflow EUSLs (Overflow EUSL. An EUSL opened to support shops or codes working on projects. An overflow EUSL is established when the quantity of HM or the hours of work prevent Shop 06 from managing the group's inventory through the project HAZMIN center. The user shop or code appoints a RP to manage the overflow EUSL on a daily basis. Shop 06 serves as HMC for the overflow EUSL.). Shop 06 HMCs are key to HMC&M and CHRIMP program success. Ensure they are notified as early as possible for HMMS outages. Establish and maintain relationships. See PSNS&IMFINST M-4110.1G, Chapter 8, 12. To understand their significant role in the HMC&M program.

3. PERIODICITY:

   a. Frequency: NA.

   b. Quantity: NA.

4. TRAINING:

   a. Essential Training: HMMS.

   b. Suggested Training: NA

5. DATABASE/APPLICATION RESOURCES: NA.

6. INTERFACES:

   a. Organizational: Shop 06HMC.

   b. Database/Application Interfaces: NA.

   c. Training Owned by Code 106.33: NA.

d. Forms: NA.

e. Other Instructions: NA.

f. Other Documents (Key Point Sheets etc.):

(1) Shop 06 HMC Training.

(2) Shop 06HMC Trigger Management.

(3) HMMS TURN IN and BREAK KITS.

(4) Returning Status UM to BLDG-997.

(5) HMMS SLE.

(6) HMMS Compatibility View Settings.

(7) HM Transfers.pptx.

(8) HMMS Adding EUSL Inventory.

7. PROCEDURE: Include Shop 06HMC for HMMS outage notifications and see PSNS&IMFINST M-4110.1G, Chapter 8, 12. To understand their significant role in the HMC&M program.

8. FAQs: NA.

CHAPTER 5
CODE 106.33 HMC&M PLANNING DEPARTMENTS ROLE AND INTERFACE

5.2. **SHOP/CODE INDEPENDENT HMMS INVENTORY INTERFACE**

1. REFERENCE:

   a. Primary: PSNS&IMFINST M-4110.1G, Chapter 7, 3.k.(1).

   b. Task Specific Source Regulations: NA.

2. BACKGROUND: Shops and codes have the option of independently managing HM inventory in HMMS. Code 106.33 is obligated to provide training and support on a one-time basis. Ensure shop or code management level buy-in. The independent entity must be willing to commit to the obligation with an understanding that new personnel would be trained by their existing trained personnel and not by Code 106.33 when they shuffle personnel. Remember to include independent Shop/Code HMC or HMMS inventory managers for HMMS outage notifications. At the end of CY 2019, shops/Codes managing EUSL inventory independently in HMMS were:

   (1) Code 134.

   (2) Code 730.

   (3) Shop 38.

3. PERIODICITY:

   a. Frequency: NA.

   b. Quantity: NA.

4. TRAINING:

   a. Essential Training: HMMS.

   b. Suggested Training: NA

5. DATABASE/APPLICATION RESOURCES: NA.

6. INTERFACES:

   a. Organizational: Shop 06HMC.

b. Database/Application Interfaces: NA.

c. Training Owned By Code 106.33: NA

d. Forms: PCN Flow Chart.

e. Other Instructions: NA.

f. Other Documents (Key Point Sheets etc.):

   (1) HMMS TURN IN and BREAK KITS.

   (2) HMMS Compatibility View Settings.

   (3) HM Transfers.pptx.

   (4) HMMS Adding EUSL Inventory.

7. PROCEDURE: Include independent Shop/Code HMC or HMMS inventory managers for HMMS outage notifications.

8. FAQs: FAQs EUSL Inventory.

CHAPTER 5
CODE 106.33 HMC&M PLANNING DEPARTMENTS ROLE AND INTERFACE

5.3.   **CODE 510.2 INTERFACE**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8, 4.

    b. Task Specific Source Regulations: COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2. BACKGROUND: Code 510.2 has a "HazMat Sherriff" who reviews HM JMLs for duplicate orders, fully understands our AUL, tracking requirements and CHRIMP goals. Code 510.2 is the shipyard's liaison with DLA. Maintain frequent, inclusive relationship. Code 510.2 owns several instructions called out as references in PSNS&IMFINST M-4110.1G (see 6.e.) or in HM03. Code 510.2 is very instrumental in implementing any necessary changes related to HM purchasing and should be included in:

    a. Major events and meetings.

    b. Anything related to MAT.

    c. Any significant discussions related to HMMS.

    d. Investigations regarding HM that circumvented controls.

    e. Referral of shelf life questions or concerns.

3. PERIODICITY:

    a. Frequency: NA.

    b. Quantity: NA.

4. TRAINING:

    a. Essential Training: HM03.

    b. Suggested Training: NA

5. DATABASE/APPLICATION RESOURCES: MAT.

6. INTERFACES:

   a. Organizational:

   (1) DLA Distribution: Attend weekly meeting.
       Subject: PSNS/DLA Logistics Management Team
       When: Occurs every Thursday effective 4/5/2018 from 7:15 to 8:15.
       Where: DLA Maritime Kona Conference Room - Bldg 467 (2nd Floor)

   (2) Code 510.2: Attend monthly meeting
       From: Bill McKail
       Subject: MATERIAL SYSTEM MANAGEMENT GROUP
       When: Per Notification
       Where: Building 850 5thFL C241 Conference room

   b. Database/Application Interfaces: NA.

   c. Training Owned By Code 106.33: NA.

   d. Forms: PSNS&IMF 4610/7, PSNS & IMF Bremerton to Bangor Hazardous Material Transfer Log.

   e. Other Instructions:

   (1) PSNS&IMF P4400(1) - Material and Services Procedures Manual.

   (2) PSNS&IMFINST 4610.1, Outbound Material Shipment Procedures.

   (3) PSNS&IMFINST 4500.7J, Turn-In of Excess Material.

   f. Other Documents (Key Point Sheets etc.):

   (1) C/510.2.5 Desk Guide for Ordering Hazardous Materials (Code 510.2 section in HM03).

   (2) P910NC Changing Process Codes How To (Managing HM).

   (3) P910SL Managing Shelf-Life for HM (Managing HM).

7. PROCEDURE: NA. Informational.

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8. <u>FAQs</u>: [FAQs HM Shelf Life](#).

CHAPTER 5
CODE 106.33 HMC&M PLANNING DEPARTMENTS ROLE AND INTERFACE

5.4.   **HM03**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 7.3.

    b. Task Specific Source Regulations: COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2. BACKGROUND: ATMS course HM03 was initially developed by direction of Code 106.33 Branch Head but was not codified in ATMS until a complex LEAN event investigated who and how many personnel should be able to order HM. The HM03 draft was expanded, reviewed, approved and created in ATMS. Initially a PowerPoint show, it was converted to MS Access for web functionality and later to Adobe to overcome graphics issues with MS Access. Currently, the MS Word version opens from AUL Utilities WebComp.accde because of the Adobe security block. The more functional .pdf can be emailed from \\psns.sy\unnpi-departments\C106\Limited\GLOBAL GROUPS\10631\106HMTECH\Compliance Support\TRAINING\HM03\HM03.pdf.

    a. The HMC&M PM modified DLA EUSL Locator (C106).accdb database to display HM03 course verification in association with the planner submitting the trigger.

    b. The HMC&M PM inputs HM03 course verification when a planner emails they have completed the course, thereby preventing schedule delays waiting for ATMS processing.

    c. DLA Distribution's assigned role is to verify HM03 via database display and reject if HMC&M PM has not input the authorization.

    d. DLA EUSL Locator (C106).accdb stores a list of HM Planners who are qualified to trigger HM in table Name and Badge and Phone.
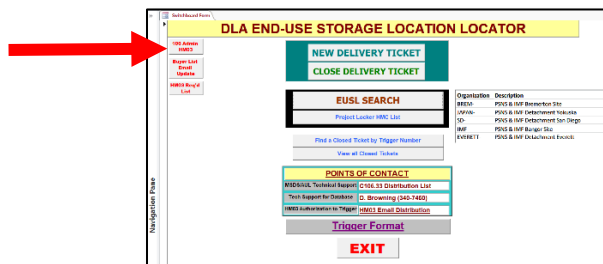
NOTE: The HMC&M PM and one or two alternates must have global group rights to access DLA EUSL Locator (C106).accdb on the DLA, Code 500 server to enter quals for new HM Planners. Global Group permissions required are:
- W_NNPI_BREM_C500RO_GS
- W_NNPI_BREM_FISC501_GS
- W_NNPI_BREM_FISC501RW_GS

3. PERIODICITY:

    a. Frequency: See paragraph 7.

    b. Quantity: NA.

4. TRAINING

    a. Essential Training: HM03.

    b. Suggested Training: MS Access Level 1.

5. DATABASE/APPLICATION RESOURCES: DLA EUSL Locator (C106).accdb.

NOTE: DLA EUSL Locator (C106).accdb database is on a C/500 server. Global Group Permission is required. Contact DLA Supervisor to request their IT Coordinator allow access. Global Groups needed are:
- W_NNPI_BREM_C500RO_GS
- W_NNPI_BREM_FISC501_GS
- W_NNPI_BREM_FISC501RW_GS

6. INTERFACES:

    a. Organizational: (see HMC&M Responsibilities, Processes, Interface and Deliverables).

    b. Database/Application Interfaces: ATMS.

    c. Training Owned By Code 106.33:

        (1) HM03.

        (2) HM03 History and Course Development.

    d. Forms: NA.

   e. Other Instructions: NA.

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f. Other Documents (Key Point Sheets etc.): DLA Role in HAZCOM.

7. PROCEDURE:

a. Review and modify HM03 curriculum as deemed necessary and overwrite file at \\psns.sy\unnpi-apps\Production\MSDS\HM03 (Adobe Outage).docx.

NOTE: HMC&M PM and alternates need a shortcut with destination property of \\Psns.sy\unnpi-departments\C500\Limited\FISC501\90HM\DLA EUSL Locator (C106).accdb.

b. When a completion email is received from a new HM planner, add the sender to DLA EUSL Locator (C106).accdb table Name and Badge and Phone as authorized to trigger using the 106 Admin HM03 button at upper-left corner of the main menu to add the planner and set HM03 and Authorized fields to 'Yes".
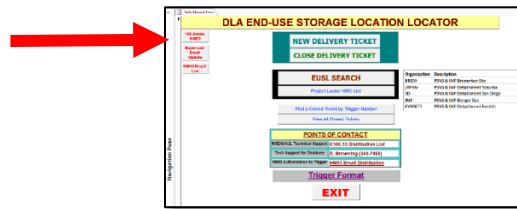
c. This will let the DLA Distribution issue desk know the person who triggers the HM is authorized to do so when they fill in a Delivery Ticket in the database.
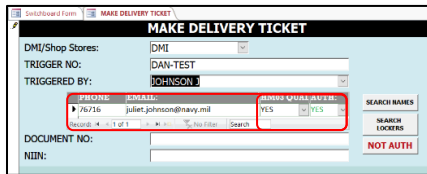
d. Once annually, the HMC&M PM should audit ATMS against the list of authorized HM planners in the database. If HM03 is not in an employee's ATMS, notify the HM planner of the deficiency by email and allow two weeks to ensure HM03 training shows in ATMS. Change the HM03 field and Authorized field to 'NO' in DLA EUSL Locator (C106).accdb if ATMS is not updated following the notification.

NOTE: Training Coordinators from non-production codes sometimes say they don't have rights to enter HM03 in ATMS. Send them FAQs HM03 Credit.

c. Reply to planners they are clear to trigger.

d. Once annually, verify database entries are qualified in ATMS.

8. FAQs: FAQs HM03 Credit.

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CHAPTER 6
CODE 106.33 HMC&M Code 106.33 HMC&M (HAZCOM)

6.1. **HAZARD COMMUNICATION (HAZCOM)**

1. REFERENCE:

   a. Primary: PSNS&IMFINST M-4110.1G.

   b. Task Specific Source Regulations:

     (1) 29 CFR 1910.1200.

     (2) NAVSEA Occupational Safety, Health and Environmental Control Manual for Naval Shipyards.

2. BACKGROUND: The Code 106.33 HAZCOM PM position has been intermittently manned. When filled, the HAZCOM PM is typically multi-tasked with various ancillary duties. The HAZCOM PM AOR historically includes:

   a. HMMS issues such as monthly meetings, new accounts, repair tickets, enhancement requests.

   b. Ownership of AUL entries and determinations for AUL exempt products.

The HAZCOM PM may or may not have a rounded understanding of the HMC&M program, EUSL registration structure etc. Duties often overlap to some degree and collaboration is frequent. Specific HAZCOM related elements and training historically managed by HMC&M PM include:

     (1) HM transfer labels (EUSL inspections).

     (2) HM transfer labels (AUL Utilities WebComp.accdb).

     (3) DLA CHRIMP labeling enforcement (see 2.1.).

     (4) P910HC.

     (5) P91078.

     (6) HW32 HM Section.

     (7) Mandatory Training HAZCOM slide updates.

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(8) HM02 (includes P910HC).

(10) SDS Accessibility (AUL Utilities WebComp.accde on the web server for AUL on the Web backup).

(11) Monthly Fire Dept reports.

(12) AUL exempt products list (maintained in AUL Utilities Update (C106).accdb and exported to P910CP.

NOTE: Database also automates an email for the HAZCOM PM to post the updated AUL exempt products list file on Code 106 SharePoint page.

3. PERIODICITY:

a. Frequency: As necessary to align with process/instruction/regulatory changes.

b. Quantity: NA.

4. TRAINING:

a. Essential Training: NA.

b. Suggested Training: All courses listed in paragraph 6.c.

5. DATABASE/APPLICATION RESOURCES: AUL Utilities Update (C106).accdb.

6. INTERFACES:

a. Organizational:

(1) Fed Fire.

(2) Code 106.22.

(3) Code 900T.

(4) DLA Distribution.

(5) NAVSEA 04/08.

(6) OSHA.

b.   Database/Application Interfaces: AUL Utilities Update (C106).accdb (Used to create and send Fire Dept report that uses tank list).

c.   Training Owned By Code 106.33:

(1) P910HC.

(2) P91078.

(3) HW32 HM Section.

(4) Mandatory Training HAZCOM slide updates.

(5) P910RP.

(6) HM02.

d.   Forms: NA

e.   Other Instructions: NA

f.   Other Documents (Key Point Sheets etc.): NA

7.   PROCEDURE: NA. Informational.

8.   FAQs: FAQs HM02.

CHAPTER 6
CODE 106.33 HMC&M CODE 106.33 HMC&M (HAZCOM)

6.2.　**HAZARD COMMUNICATION, IT ISSUES (AUL UTILITIES WEBCOMP UPDATE)**

1.　REFERENCE:

　　a.　Primary: PSNS&IMFINST M-4110.1G, Chapter 8.1.

　　b.　Task Specific Source Regulations: COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2.　BACKGROUND: AUL Utilities Update (C106).accdb contains all the critical components to update AUL Web Utilities (Source)\AUL Utilities WebComp.accdb.

NOTE: This update procedure is detailed in P910UP (P910 Update Procedure).

　　a.　AUL Web Utilities (Source)\AUL Utilities WebComp.accdb is then saved as AUL Web Utilities (Web)\AUL Utilities WebComp.accde.

　　b.　AUL Web Utilities (Web)\AUL Utilities WebComp.accde is then used to overwrite AUL PORTAL\AUL\AUL Utilities WebComp.accde. on the web server at \\spssvr019\nonmtrd$\Access\AUL\AUL PORTAL\AUL.

　　NOTE: This web server overwrite procedure is detailed in AUL Utility Overwrite.

3.　PERIODICITY:

　　a.　Frequency:

　　　　(1) Weekly update each Friday afternoon after inventory report processing.

　　　　(2) Overwrite intranet file if it corrupts during the work week. AUL Utility Overwrite.

　　b.　Quantity: 1

4.　TRAINING:

　　a.　Essential Training: P910UP.

　　b.　Suggested Training: MS Access Level 1

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5. DATABASE/APPLICATION RESOURCES:

    a. HMMS.

    b. EUSL Tracking Code 106.accdb.

    c. AUL Utilities Update (C106).accdb contains all the critical components to update AUL Web Utilities (Source)\AUL Utilities WebComp.accdb.

    NOTE: This database is where new features would be added or design changes made that could then be saved out to the .accde web version.

    d. AUL Web Utilities (Web)\AUL Utilities WebComp.accde.

    e. AUL PORTAL\AUL\AUL Utilities WebComp.accde.

6. INTERFACES:

    a. Organizational: Code 109.

    b. Database/Application Interfaces:

        (1) DLA EUSL Locator (C106).

        (2) EUSL Tracking Code 106.accdb.

    NOTE: DLA EUSL Locator (C106).accdb database is on a C/500 server. Global Group Permission is required. Contact DLA Supervisor to request their IT Coordinator allow access. Global Groups needed are:
- W_NNPI_BREM_C500RO_GS
- W_NNPI_BREM_FISC501_GS
- W_NNPI_BREM_FISC501RW_GS

    c. Training Owned By Code 106.33: NA.

    d. Forms: NA.

    e. Other Instructions: NA.

    f. Other Documents (Key Point Sheets etc.):

        (1) P910UP.

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(2) HMC NOTIFICATION HISTORY.

7. PROCEDURE:

a. Complete all steps shown in P910UP.

NOTE: If using the scheduled Jaspersoft reports, the last report runs at 12:00 PM each Friday. All inventory processing must be completed before it runs. The update procedure should not begin until 12:30 PM.

b. On the first workday of each week, replace/overwrite intranet version of AUL Utilities WebComp.accde per instructions in AUL Utility Overwrite as necessary to maintain access for waterfront workforce.

NOTE: If when exporting updates, you get an error stating "You tried to lock table…", a DLA Distribution user has something open in DLA EUSL Locator (DLA-1).accdb that is preventing table overwrite. Skip to the next export and try again later. If urgent, call 476-8835 to ask them to close out of the database for a moment so you can update.

c. Following a successful refresh of the online version of AUL Utilities WebComp.accde, notify HMCs and project distro that the refresh was successful. For example notifications, see HMC NOTIFICATION HISTORY.

d. To update project distro for HMC notifications of a successful refresh, open EUSL Tracking Code 106.accdb, click HMC Email Update and follow prompts.
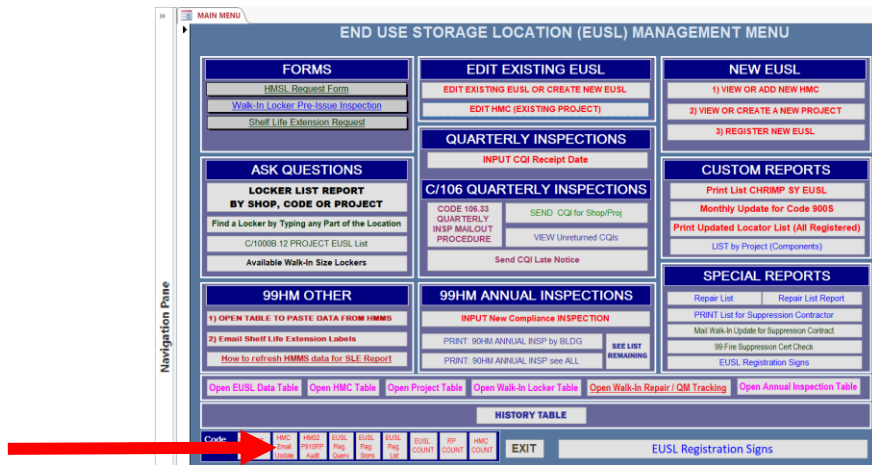
8. FAQs: NA.

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CHAPTER 6
CODE 106.33 HMC&M Code 106.33 HMC&M (HAZCOM)

6.3.   **AUL ON THE WEB OUTAGES**

1. REFERENCE:

a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8.1.

b. Task Specific Source Regulations: COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual

2. BACKGROUND: The intranet version of AUL Utilities WebComp.accde is critical to maintain HAZCOM program during HMMS and AUL on the Web outages.

3. PERIODICITY:

a. Frequency: Whenever DLA notifies for outages.

NOTE: The HAZCOM PM will normally manage this but the HMC&M PM should be on routing to cover during HAZCOM PM absences.

b. Quantity: NA

4. TRAINING:

a. Essential Training: How to post to News You Can Use (NYCU).

b. Suggested Training: NA

5. DATABASE/APPLICATION RESOURCES:

a. AUL Web Utilities (Web)\AUL Utilities WebComp.accde (used to overwrite AUL PORTAL\AUL\AUL Utilities WebComp.accde).

b. AUL PORTAL\AUL\AUL Utilities WebComp.accde.

6. INTERFACES:

a. Organizational: Code 109.

b. Database/Application Interfaces: NA.

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  c. Training Owned By Code 106.33: NA.

  d. Forms: NA.

  e. Other Instructions: NA.

  f. Other Documents (Key Point Sheets etc.):

    (1) AUL Utility Overwrite.

    (2) NYCU Notice HMMS and HM Availability

7. PROCEDURE:

  a. Replace/overwrite intranet version of AUL Utilities WebComp.accde per instructions in AUL Utility Overwrite as necessary to maintain access for waterfront workforce.

  b. Issue NYCU notices for planned HMMS/AUL on the Web outages. See NYCU Notice HMMS and HM Availability.

8. FAQs: NA.

CHAPTER 6
CODE 106.33 HMC&M Code 106.33 HMC&M (HAZCOM)

6.4.   **CONTRACTOR DATABASE**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8.1.a.(3)(c).

    b. Task Specific Source Regulations: COMNAVSEASYSCOM (SEA 04R) Occupational Safety, Health, and Environmental Control Manual.

2. BACKGROUND: Contractor HM Receipts.accdb is critical to track Contractor Hazardous Material Inventory (CHMI) usage. Database records are created by Code 106.33 EPS when PSNS&IMF 5090/132, Contractor Hazardous Material Inventory Request (CHMI) is received (normally added to a shared folder by Code 106.2ESH).

The database is structured so that once a CHMI is created, an AUL can be built for the specific CHMI. The contractor must then submit a Monthly Usage Report for each item authorized to their CHMI. Usage reports are processed in HMMS and the database sends the contractor a fresh report for the next month.

The database selects authorized items from a table imported from an Excel worksheet generated from HMMS Jaspersoft and associates the AUL items with the CHMI number.

3. PERIODICITY:

    a. Frequency: When CHMI's and Contractor Usage Reports are received..

    b. Quantity: NA

4. TRAINING:

    a. Essential Training: HMMS/Jaspersoft Reports

    b. Suggested Training: OJT

5. DATABASE/APPLICATION RESOURCES:

    a. Contractor HM Receipts.accdb (user 1).

    b. Contractor HM Receipts (Tech1).accdb (user 2).

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c. Contractor HM Receipts_be.accdb (data tables for user 1 & 2).

6. INTERFACES:

a. Organizational: Code 109.

b. Database/Application Interfaces: HMMS Jaspersoft.

c. Training Owned By Code 106.33: NA.

d. Forms: PSNS&IMF 5090/132, Contractor Hazardous Material Inventory Request (CHMI).
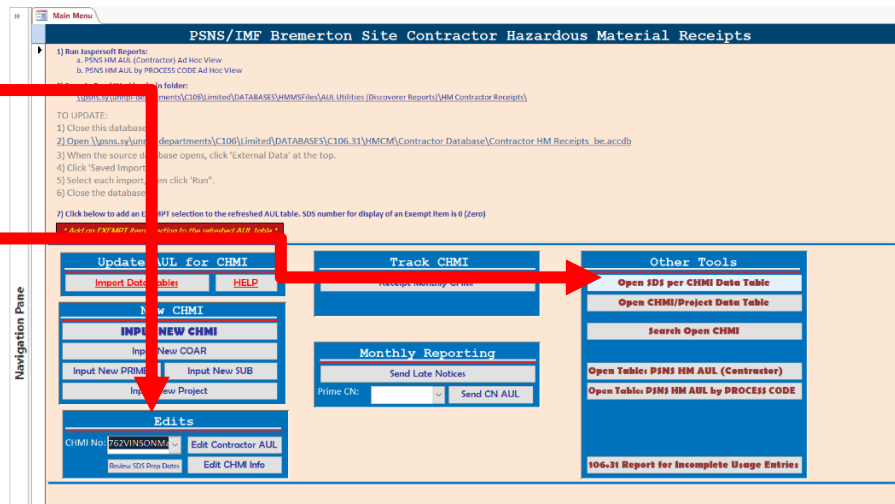
e. Other Instructions: NA.

f. Other Documents (Key Point Sheets etc.): NA

7. PROCEDURE: This chapter is informational and doesn't address routine processing. To duplicate a master CHIM:

a. Create the new CHMI.

(1) Enter the CHMI number you want to duplicate.

(2) Click on Open SDS per CHMI Data Table.

b. Copy the SDSs that will be associated with the new CHMI.

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(1)   Select All.

(2)   Copy.

(3)   Go to New Blank Record.
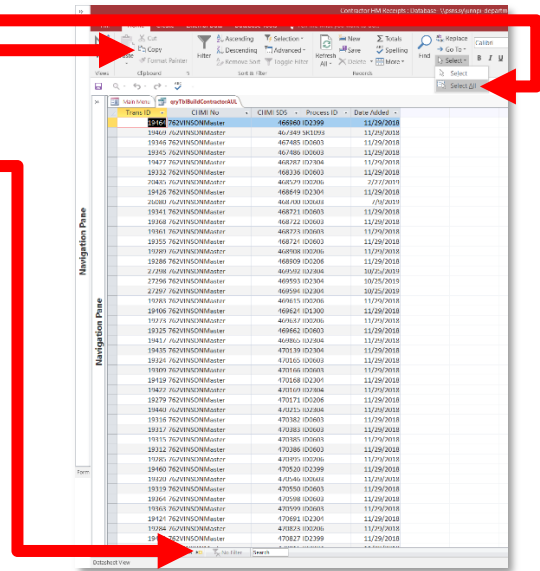
c.   Copy, paste append and edit the CHMI number for the SDSs being associated with the new CHMI.

(1)   Select the new record.

(2)   Paste Append the records copied from the old CHMI.

(3)   Note the last record in the Trans ID column to ensure retention of existing recods.

(4)   Overwrite the CHMI No for the new records to associate the SDSs with the new CHMI.

(5)   Close the screen to return to the Main Menu and select the new CHMI to send a report for the new master CHMI.
.
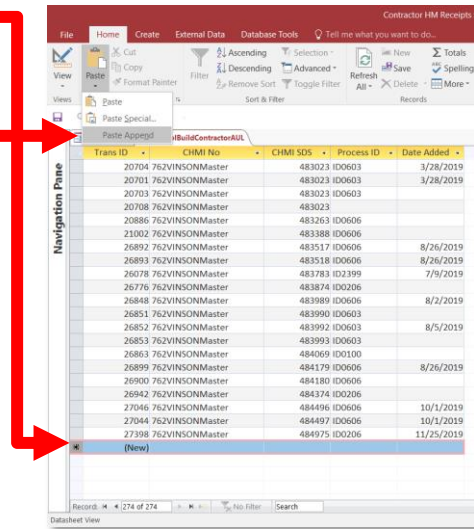
8.   FAQs: NA.

CHAPTER 6
CODE 106.33 HMC&M Code 106.33 HMC&M (HAZCOM)

6.5.   **HCC SYSTEM**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Appendix A, r-s.

    b. Task Specific Source Regulations: NA.

2. BACKGROUND: The Hazard Compatibility Code (HCC) system was developed by HMC&M PM to replace the Hazardous Material Identification System (HMIS) from NFPA 704. When forced to convert from RHICS to HMMS, all instructions read "Flammable rating 2 or greater as shown on the RHICS CHRIMP label must be stored as flammable".

Since the HMMS CHRIMP labels did not display the HMIS rating and the label was not editable by the customer, Code 106.33 needed another way to provide HM storage guidance to end users. The only HMMS CHRIMP label field that could be altered by the customer was the 5-character HCC field. This field is input to HMMS tab 7 of the SDS by Code 106.33 EPS HM Techs during the authorization process.

The HM Storage Guide was altered to include a key to the HCC system to accommodate the conversion.

3. PERIODICITY:

    a. Frequency: NA.

    b. Quantity: NA.

4. TRAINING:

    a. Essential Training: PSNSIMF HCC ChartWithTechCriteria (for Code 106.33 EPS).

    NOTE: This is available in HMMS Desk Guide.

    b. Suggested Training: NA

5. DATABASE/APPLICATION RESOURCES: HMMS.

6. INTERFACES:

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a. Organizational: NA.

b.   Database/Application Interfaces: NA.

c.   Training Owned By Code 106.33: NA.

d.   Forms: NA.

e.   Other Instructions: NA.

f.   Other Documents (Key Point Sheets etc.):

   (1) [PSNSIMF HCC Chart](#).

   (2) [HM Storage Guide with HCC Chart](#) (EUSL required posting).

7.   PROCEDURE: NA. Informational.

8.   FAQs:

a.   [NFPA 704 Determination](#).

b.   [NFPA Standards Required by CFR](#).

<u>CHAPTER 6</u>
CODE 106.33 HMC&M Code 106.33 HMC&M (HAZCOM)

6.6.   **AUL EXEMPT PRODUCTS LIST**

1. <u>REFERENCE</u>:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 3.2.

    b. 29 CFR 1910.1200.

2. <u>BACKGROUND</u>: The AUL exempt products list is a MS Access table in <u>AUL Utilities Update (C106).accdb</u> named <u>TBL PSNS AUL EXEMPT (Manual)</u>.

3. <u>PERIODICITY</u>:

    a. Frequency: As AUL exempt products are added, excluded or existing line items require editing for clarification.

    b. Quantity: NA.

4. <u>TRAINING</u>:

    a. Essential Training: NA.

    b. Suggested Training: MS Access Level 1.

5. <u>DATABASE/APPLICATION RESOURCES</u>: <u>AUL Utilities Update (C106).accdb</u>.

NOTE: Edits to the list overwrite P910CP.pdf on <u>\\psns.sy\unnpi-apps\Production\MSDS</u> and email P910CP.pdf to the HAZCOM PM for posting on Code 106 SharePoint site.

6. <u>INTERFACES</u>:

    a. Organizational:

        (1) Code 106.22.

        (2) Code 106.33 HAZCOM PM.
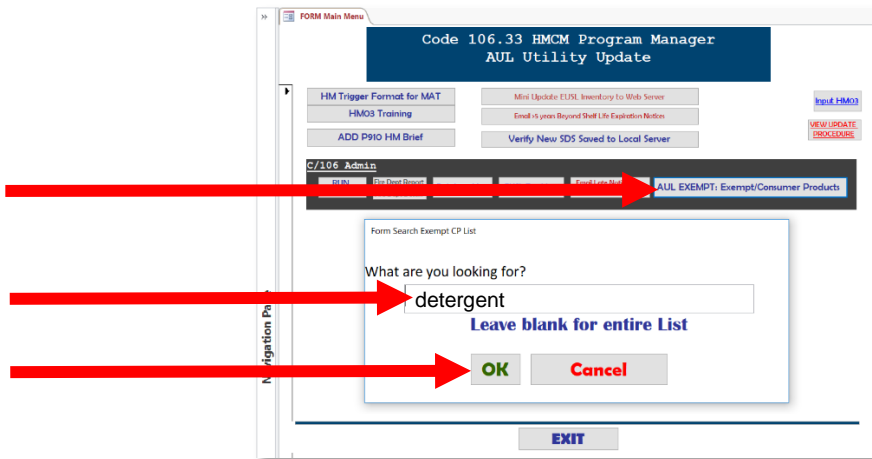
    b. Database/Application Interfaces: NA.

    c. Training Owned By Code 106.33: NA
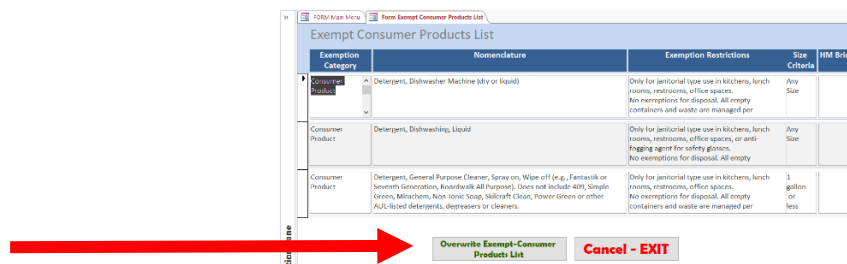
    d. Forms: NA.

    e. Other Instructions: NA.

    f. Other Documents (Key Point Sheets etc.): P910CP.pdf.

7. PROCEDURE:

    a. For edits to AUL exempt product list:

        (1) Open AUL Utilities Update (C106).accdb.

        (2) Make edits and click on Overwrite Exempt-Consumer Products List.

        (3) Authorize file overwrite of P910CP.pdf on \\psns.sy\unnpi-apps\Production\MSDS and email P910CP.pdf and send automated email to the HAZCOM PM for posting on Code 106 SharePoint site.

8. FAQs: NA.

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CHAPTER 6
CODE 106.33 HMC&M Code 106.33 HMC&M (HAZCOM)

6.7. **P910 HM BRIEFS**

1. REFERENCE:

   a. Primary: PSNS&IMFINST M-4110.1G, Chapter 8.1.

   b. 29 CFR 1910.1200.

2. BACKGROUND: P910 HM briefs are listed in MS Access Table P910BriefList in AUL Utilities Update (C106).accdb. New P910 HM briefs are prepared by the HAZCOM PM with final approval from Code 106.22.

3. PERIODICITY:

   a. Frequency: Whenever new P910 HM Briefs are created.

   b. Quantity: NA

4. TRAINING:

   a. Essential Training: NA.

   b. Suggested Training: MS Access Level 1

5. DATABASE/APPLICATION RESOURCES: AUL Utilities Update (C106).accdb.

6. INTERFACES:

   a. Organizational:

      (1) Code 106.22.

      (2) Code 106.33 HAZCOM PM.

   b. Database/Application Interfaces: NA.

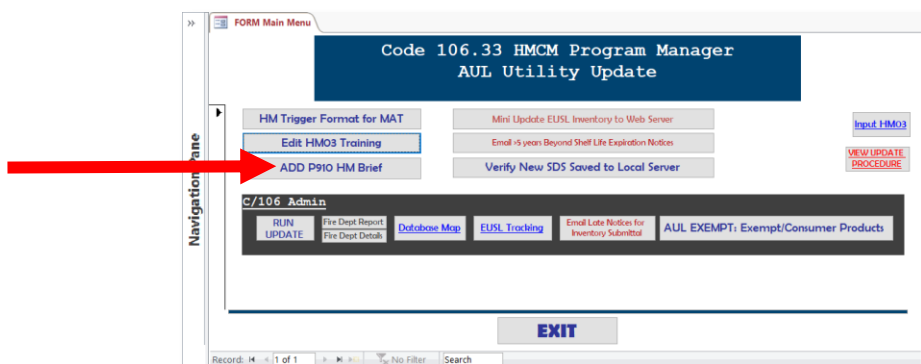   c. Training Owned By Code 106.33: P910HC.

   d. Forms: NA.

e.   Other Instructions: NA.

f.   Other Documents (Key Point Sheets etc.): How to Find SDS and P910 (from P910HC).

7.   PROCEDURE:

a.   To add P910 HM Briefs to AUL Utilities WebComp.accde for waterfront access:

(1) Open AUL Utilities Update (C106).accdb.

(2) When completing the update procedure in AUL Utilities Update (C106).accdb, ensure you run the export that says OCCASIONAL IF BRIEFS ARE ADDED- Export P910 Brief List.

8.   FAQs: FAQs How to Find SDS and P910.

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CODE 106.33 HMC&M Code 106.33 HMC&M (HAZCOM)

6.8.   **HAZARD COMMUNICATION AUDIT**

1. REFERENCE:

    a. Primary: PSNS&IMFINST M-4110.1G, Chapter 7.2.b.

    b. 29 CFR 1910.1200.

2. BACKGROUND: The HMC&M PM or HAZCOM PM completes a monthly audit to assess the effectiveness of the P910 HM Brief system as a mechanism for providing hazard specific HM training to employees.

    a. The audit is performed using Project HM Accountability Logs acquired from Shop 06 HMC.

    b. Results of the audit are documented in HMCM INSPECTION.accdb.

    c. Deficiencies are documented on 5090/273, General Area Inspection Checklist, Environmental (Building, Facility, Shipboard, and Drydock Walkthroughs).

3. PERIODICITY:

    a. Frequency: Monthly.

    b. Quantity: 10 employees for P910 HM Briefings with verification the employees' supervisor has ATMS course P910HC.

4. TRAINING:

    a. Essential Training:

        (1) P910HC.

        (2) ATMS user.

    b. Suggested Training: MS Access Level 1

5. DATABASE/APPLICATION RESOURCES: AUL Utilities Update (C106).accdb.

6. INTERFACES:

a. Organizational:

    (1) Shop 06 HMC.

    (2) Code 106.33 HAZCOM PM.

b.   Database/Application Interfaces: ATMS.

c.   Training Owned By Code 106.33: P910HC.

d.   Forms:

    (1) 5090/273, General Area Inspection Checklist, Environmental (Building, Facility, Shipboard, and Drydock Walkthroughs).

    (2) All Master Admin ESH Inspection Checklists (requires access to Code 106.12 global group).
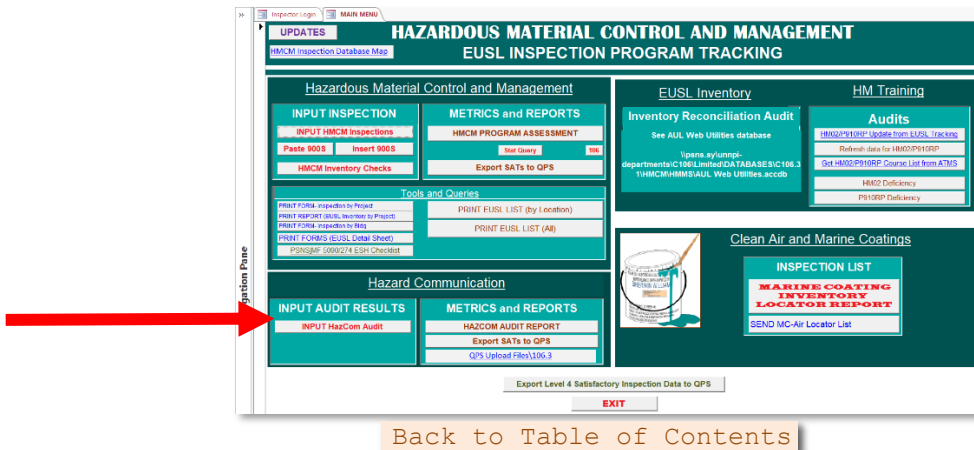
e.   Other Instructions: NA.

f.   Other Documents (Key Point Sheets etc.): How to Find SDS and P910.

7.   PROCEDURE:

a.   Collect 4-5 pages of recent Project HM Accountability Logs acquired from Shop 06 HMC.

b.   Open ATMS.

c.   Open HMCM INSPECTION.accdb and click Input HazCom Audit.

(2) Follow prompts.

d. Document deficiencies on 5090/273, General Area Inspection Checklist, Environmental (Building, Facility, Shipboard, and Drydock Walkthroughs).

e. For missing employee briefing, send email notification of deficiency (see Employee Missing P910 HM Brief Email Notice Template).

(1) Attach P910HC.

(2) Attach completed PSNS&IMF 5090/273.

(3) Email to 1st line supervisor, shop/code Environmental Coordinator, shop/code Safety Advocate and C/106.12 for entry into QPS.

f. For supervisor missing P910HC, send email notification of deficiency (see Supervisor Needs P910HC Email Notice Template).

(1) Attach P910HC.

(2) Attach completed PSNS&IMF 5090/273.

(3) Email to 1st line supervisor, 2nd line supervisor, shop/code Environmental Coordinator, shop/code Safety Advocate and C/106.12 for entry into QPS.

NOTE: The database concanonates the deficiencies based on input to data fields. The deficiency field at the bottom of the HazCom Audit Input Form can be copied and pasted to assist with email notifications and completion of PSNS&IMF 5090/273.

g. Export satisfactory inspection results to Code 136.2 for upload to QPS at the end of each month. See 1.3.

8. FAQs: FAQs How to Find SDS and P910.

CHAPTER 7
CODE 106.33 HMC&M PROGRAM MANAGER AUDITS

7.1.   **CODE 106.33 PERIODIC AUDITS AND HMC&M PROGRAM TRAINING**

1. REFERENCE:

   a.   Primary: PSNS&IMFINST M-4110.1G, Chapter 8.1.

   b.   Task Specific Source Regulations: NAVSEA Occupational Safety, Health and Environmental Control Manual for Naval Shipyards.

2. BACKGROUND: The Code 106.33 HAZCOM PM has developed an audit schedule designed to prove auditable elements of the HMC&M program have adequate oversight. Code 106.11 and Code 106.3 Division Head signed off on this audit plan to close CATS 2015-07029, Evaluation of the Hazardous Material Program HM-106.11-EVAL-002-15, Random and periodic program audits are not performed to assess conformance to requirements.

NOTE: The HAZCOM PM may or may not assume a portion of recommended audits.

3. PERIODICITY:

   a.   Frequency: Per HMCM Program Audit Schedule.

   b.   Quantity: NA.

4. TRAINING

   a.   Essential Training: NA.

   b.   Suggested Training: NA.

5. DATABASE/APPLICATION RESOURCES:

   a.   HMCM INSPECTION.accdb.

   b.   AUL Utilities Update (C106).accdb (monthly inventory receipt).

   c.   ATMS.

6. INTERFACES:

   a.   Organizational:

(1) Code 106.11.

(2) HMC&M Responsibilities, Processes, Interface and Deliverables.

b. Database/Application Interfaces: EUSL Tracking Code 106.accdb.

c. Training Owned By Code 106.33:

(1) P910HC.

(2) P910RP.

(3) HM02.

(4) HM03.

d. Forms: All Master Admin ESH Inspection Checklists (requires access to Code 106.12 global group).

e. Other Instructions: NA.

f. Other Documents (Key Point Sheets etc.):

(1) Employee Missing P910 HM Brief Email Notice Template (HAZCOM PM).

(2) Supervisor Needs P910HC Email Notice Template (HAZCOM PM).

(3) INTERNAL MEMORANDUM 5232, Ser 106.33/104.

(4) RANDOM AND PERIODIC PROGRAM SURVEILLANCE PLAN TO ASSESS CONFORMANCE TO REQUIREMENTS OF PSNS&IMFINST M-4110.1.

(5) HMCM Program Audit Schedule (HMC&M PM and HAZCOM PM).

7. PROCEDURE:

a. Complete audits per HMCM Program Audit Schedule and save to retrievable location.

b. Use audit findings to complete a quarterly or semi-annual HMC&M Program Assessment report (see template 2019 Hazardous Material Compliance Report).
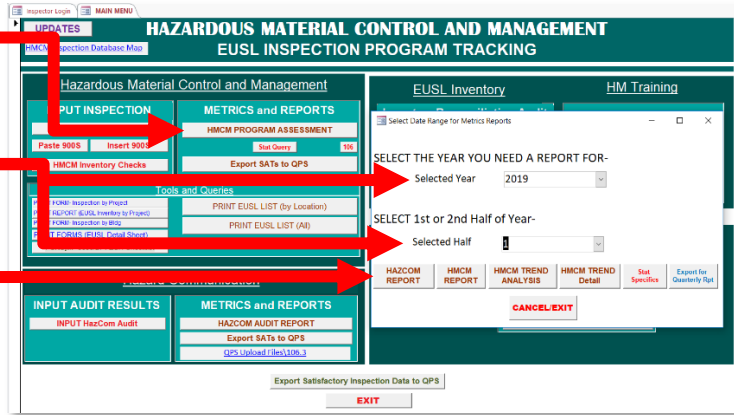
c. To replace graphs in Hazardous Material Compliance Report, use HMCM INSPECTION.accdb.

(1) Click on, HMCM PROGRAM ASSESSMENT.

(2) Select Year and semester.

(3) Click HAZCOM REPORT or HMCM REPORT.

(4) Ctrl + Print Scrn and crop and resize to fit cell.

8. FAQs: NA.

APPENDIX A
CODE 106.33 HMC&M SIGNS, FORMS AND TRAINING DOCUMENTS

This appendix attempts to clarify the complex relationships that exist between signs, forms, training, key point sheets etc. Changing any aspect of a sign, form or training curriculum has a potential to affect others postings and documents. This comprehensive list may help sort things out. Review when any process, methodology, sign, form or training curriculum is revised.

1. Training Owned By Code 106.33:

   a. **Hazard Communication Training ATMS**:

      (1) HW32, HM Section (HAZCOM section of new employee indoc.).

      (2) Mandatory Training HAZCOM (HAZCOM section of annual Mandatory Training).

      (3) P910HC (Training for supervisors and other personnel who provide P910 HM Briefs to employees).

      NOTE: P910HC is a compartment course included in 1LS and HM02.

      (4) P91078 (Right to know for briefing workers without HW32).

      (5) GHS Z-Brief (One time brief required by OSHA for GHS transition. Now incorporated into HW32, P91078 and Mandatory Training HAZCOM.

   b. **HMC&M Training ATMS**:

      (1) HM02 (Hazardous Material Coordinator (HMC) training).

      (2) P910RP (EUSL Responsible Person (RP) training).

      (3) HM03 (HM Planner training).

      (4) HM Trigger Acceptable Formats (HM Planner training. Curriculum for HM03).

   c. **HMC&M Training Non-ATMS**:

      (1) P910EUSLIG (EUSL Inspection Guide. Curriculum for HM02).

      (2) P910AULT AUL Tutorial (HM Planner training. Curriculum for HM03 and accessible via AUL Utilities WebComp.accde).

(3) P910PCN PCN Flow Chart. (HM Planner training. Curriculum for HM03 and accessible via AUL Utilities WebComp.accde).

(4) HMMS TURN IN and BREAK KITS (Shop 06HMC and independent HMMS) Inventory).

(5) HM Transfers.pptx (Shop 06HMC and independent HMMS Inventory).

(6) HMMS Adding EUSL Inventory (Shop 06HMC and independent HMMS Inventory).

(7) Shop 06 HMC Training (Shop 06HMC supplemental training).

(8) Shop 06HMC Trigger Management (Shop 06HMC supplemental training).

(9) EUSL Quarterly Inspection Mailout (EUSL self-assessment inspection training. Attachment for Notifying HMCs that a Self-Assessment Inspection is due).

(10) P910NC Changing Process Codes How To (Managing HM).

(11) P910SL Managing Shelf-Life for HM (Managing HM).

(12) P910ADD (Managing HM. Reference for adding inventory to EUSL).

(13) EUSL Registration Sign Replacement (Managing HM EUSL).

(14) EC Training HMC&M (Environmental Coordinator (EC) in training).

(15) Zone Manager Qual Briefing.(Zone Manager training).

(16) HM-HW Flow Chart (Code 106.33 Training and Presentations- Public)

e. **Code 106.33 HMC&M PM Training**:

(1) P910UP AUL Utility Update Procedure (Code 106.33 Only).

(2) HMMS Create a EUSL. (Code 106.33 Only)

f. **Code 106.33 EPS Tech Training**:

(1) HMMS Desk Guide. (Code 106.33 EPS Techs, Shop 06HMC and independent HMMS).

(2) HCC Chart With Tech Criteria (Code 106.33 EPS Techs Only).

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(3) Add Inventory Action Codes for Code 106.33 Data Processing (Code 106.33 EPS Techs Only).

(4) HMMS EUSL Inventory Processing (Code 106.33 EPS Techs Only).

g. **DLA Distribution Training**:

(1) DLA Interpretation Key for Triggers (DLA Distribution Training).

(2) DLA Role in HAZCOM (DLA Distribution Training).

2. Forms Owned By Code 106.33:

a. **Hazard Communication**: PSNS5090/132 CHMI (Contractor HMAR).

b. **HMC&M EUSL Registration**:

(1) PSNS4110/2 Hazardous Material End Use Storage Location (EUSL) Registration Request.

(2) PSNS4110/8, Contractor Hazardous Material Storage Location Registration. (DET San Diego EUSL required sign).

(3) Portable Flam Storage Bldg Checkout Form (Unofficial Shop 99HM EUSL checkout form).

(4) PSNS 4110/3 EUSL Registration sign. (Official form EUSL required sign).

c. **HMC&M Posting**:

(1) PSNS 4110/3 EUSL Registration sign. (Official form EUSL required sign).

(2) HM Storage Guide with HCC Chart (EUSL required posting).

(3) HM Storage Guide (EUSL sign alternate).

(4) HCC Chart (EUSL sign alternate).

(5) EUSL Flammable Warning Sign (EUSL required sign for flammable storage).

(6) San Diego HM Storage Guide with HCC Chart (DET San Diego EUSL required sign).

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(7) Everett HM Storage Guide with HCC Chart (DET Everett EUSL required sign).

    d. **HMC&M Planning**: PSNS&IMF 4610/7, PSNS & IMF Bremerton to Bangor Hazardous Material Transfer Log (Code 106.33 owned form called out in PSNS&IMFINST 4610.1 Outbound Material Shipment Procedures).

    e. **QPS ESH Inspection Checklists**:

    (1) 5090/274, Hazardous Material Control and Management (HMC&M) End Use Storage Location (EUSL) Inspection Checklist.

    (2) 5090/273, General Area Inspection Checklist, Environmental (Building, Facility, Shipboard, and Drydock Walkthroughs) (HMC&M/HAZCOM section).

    (3) 5090/374, Code 106 Hazardous Material Control and Management (HMC&M) HM Inventory, Issue, and Delivery Inspection Checklist.

    (4) All Master Admin ESH Inspection Checklists (requires access to Code 106.12 global group).

    f. **QPS Audit Templates for HMC&M PM**:

    (1) Employee Missing P910 HM Brief Email Notice Template (HAZCOM PM).

    (2) Supervisor Needs P910HC Email Notice Template (HAZCOM PM).

    (3) P910RP Training Notice to HMC.

    (4) P910RP Training Notice to Supv.

    (5) HM03 Training Notice.

3.   Other Instructions: Shop 99HM EUSL Management- Business Practice.

NOTE: Shop 99HM may need if forced off MS Access to Code 109 ESH Toolbox, EUSL.

4.   Other Documents Owned By Code 106.33 HMC&M PM (Key Point Sheets etc.):

    (1) INTERNAL MEMORANDUM 5232, Ser 106.33/104.

    (2) RANDOM AND PERIODIC PROGRAM SURVEILLANCE PLAN TO ASSESS CONFORMANCE TO REQUIREMENTS OF PSNS&IMFINST M-4110.1.

(3) HMCM Program Audit Schedule.

APPENDIX B
CODE 106.33 HMC&M PM MISC. TURNOVER

1. The retired HMC&M PM is comfortable with being contacted at home by email, at least in the short term danandbeckie@hotmail.com. Answers will be by email. If a conversation is necessary to assist successor, a suitable contact time will be established.

2. Collateral duties:

a. If the next HMC&M PM is collaterally tasked with Code 106.3 IT Coordinator (ITC) position, one of the most difficult aspects of ITC task is figuring out global groups. This file may help: 106 Global Groups.xlsx.