

PSNS&IMFINST M-4110.1G
25 Mar 2019

HAZARDOUS MATERIAL CONTROL AND MANAGEMENT PROGRAM

**Puget Sound Naval Shipyard and
Intermediate Maintenance Facility
Bremerton, Washington**

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DEPARTMENT OF THE NAVY

PUGET SOUND NAVAL SHIPYARD
AND INTERMEDIATE MAINTENANCE FACILITY
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IN REPLY REFER TO:

PSNS&IMFINST M-4110.1G
Code 106.33
25 Mar 2019

PSNS & IMF INSTRUCTION M-4110.1G

From: Commander, Puget Sound Naval Shipyard and Intermediate Maintenance Facility

Subj: HAZARDOUS MATERIAL CONTROL AND MANAGEMENT PROGRAM

Ref: (a) NAVSEA Occupational Safety, Health and Environmental Control Manual for Naval Shipyards
(b) 29 CFR, Labor
(c) OPNAVINST 5100.23G, Navy Safety and Occupational Health Program Manual
(d) 40 CFR, Protection of Environment
(e) Authorized Use List (HMMS)
(f) COMNAVREGNORTHWESTINST 5090.6D, Regional Hazardous Material Control and Management Program
(g) Authorized Use List/MSDS
(h) PSNS&IMFINST P5090.5G, Waste Management Plan
(i) PSNS&IMFINST 4610.1, Outbound Material Shipment Procedures
(j) MIL-STD-101C, Department of Defense Standard Practice: Color Code for Pipelines and for Compressed Gas Cylinders of 26 Aug 2014
(k) 16 CFR, Commercial Practices
(l) PSNS&IMFINST 4500.7J, Turn-In of Excess Material
(m) PSNS&IMFINST P11320.1G, Fire Protection Program

1. Purpose

a. To establish uniform responsibilities, policy, and processes for life cycle control and management of hazardous material (HM) as required by reference (a). These policies and responsibilities constitute the written Hazard Communication (HAZCOM) Program required by references (b), sections 1910.1200, Hazard Communication and 1910.1020, Access to Employee Exposure and Medical Records; and (c) including procedures necessary to ensure regulatory compliance and regulatory reporting related to HM storage and use per reference (d), parts 300-399, subchapter J, Superfund, Emergency Planning and Community Right-to-Know Programs is achieved.

b. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. PSNS&IMFINST P4110.1F is superseded.

3. Applicability. Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS & IMF) Bremerton site and PSNS & IMF Detachment Everett.

4. Background. Appendix A contains relevant definitions and acronyms.

5. Action. Personnel will implement and comply with the requirements outlined in this instruction and the pertinent key point sheets that provide stepwise task instruction via reference (e) (from the PSNS & IMF Homepage, Apps).
6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per the Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012 and published Navy and General Records Schedules.
7. Review and Effective Date. Per OPNAVINST 5215.17A, the Environment, Safety, and Health Office (Code 106) will review this instruction annually by the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), SECNAV, and Navy policy and statutory authority using the OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled before the 5-year anniversary date, or an extension has been granted.
8. Forms. Forms mandated by this instruction are listed in appendix B.

/s/
H. B. MARKLE

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the PSNS & IMF Directives Library Web site to users with PSNS & IMF Intranet access, <https://syapps.psns.navy.mil/DirectivesLibrary/Home>

Copy to:

PSNS & IMF Bremerton site (Code 1142.3)

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CHAPTER 1
HAZCOM PLAN APPLICABILITY AND POLICY

1. Applicability

a. All levels of personnel involved in planning, procurement, acquisition, storage, distribution, use, and disposition of HM used by PSNS & IMF Bremerton site civilian employees working at PSNS & IMF Bremerton site and PSNS & IMF Detachment Everett. Detachment Everett is exempt from specific requirements where noted.

b. This instruction constitutes the written HAZCOM Program for the Bremerton site. Procedures pertaining to HAZCOM are applicable to all Bremerton site civilian employees at all work locations and detachments.

2. Scope

a. This instruction covers:

(1) HM training; authorized use list (AUL); purchase, receipt, and issue; inventory tracking; and storage and labeling.

(2) HAZCOM training.

(3) AUL Exempt Products List.

b. This instruction does not cover:

(1) Unknown samples submitted for laboratory analyses or certification.

(2) Hazardous waste and process byproducts do not require safety data sheets or inventory tracking however hazards must be communicated in the AUL.

(3) Drugs, pharmaceuticals, eyewash, first aid supplies, and materials used or dispensed by the Naval Hospital, Bremerton Branch Health Clinic.

(4) Radioactive sources and equipment.

(5) Personal-use items such as tobacco, food, cosmetics, and hand creams.

(6) Ammunition and weapons.

(7) Biological hazards.

(8) Use of expired or shelf life extended hazardous materials.

3. Procedure. This instruction must be made available, upon request, to employees, their designated representatives, and other government officials.
- a. HM purchased for, or used by Bremerton site civilian employees must be listed on either:
 - (1) Reference (e) (from the PSNS & IMF Homepage, Apps). Authorizations for zone “PSNS / NSB Contractor (CNTR) Industrial & Production” (BREM-CN) and zones with prefix IMF are not authorized for use by Bremerton site employees.
 - (2) The AUL exempt products list.
 - b. Bremerton site civilian employees and Department of the Navy employees performing work assigned by a Bremerton site supervisor that requires use of, or possible exposure to, HM must receive training per this instruction.
 - c. Requesting persons at all work locations must have access to safety data sheets (SDS) (formerly known as material safety data sheets (MSDS)) or upon request.
 - d. HM transfer labels must be applied to any portable container, except immediate-use containers to which HM is transferred per this instruction.
 - e. Bremerton site departments performing work off-site may be subject to all or part of this instruction as specified in subparagraphs 2e(1) through 2e(3).
 - (1) Supplemental labeling procedures (e.g., use of consolidated HM reutilization inventory management program (CHRIMP) labels) may vary off-station. Where Bremerton site CHRIMP labels are not used, SDS and Hazardous Materials Briefing System (P910 HM) brief numbers are determined by using the product trade name, manufacturer name, etc., to search reference (e) (from the PSNS & IMF Homepage, Apps).
 - (2) HM storage must comply with host facility instructions and applicable detachment-specific environmental, safety, and health (ESH) instructions and guidance, if in place (available from the Code 106 SharePoint Portal) when working off-station.
 - (a) Comply with San Diego volume II, chapter 2, Hazardous Material Control and Management (HMC&M) for work at PSNS & IMF Detachment San Diego.
 - (b) Comply with Japan volume I, chapter 1, Hazard Communication; and Japan volume I, chapter 2 for work at PSNS & IMF Detachment Yokosuka, Japan.
 - (3) HM inventory management requirements for Bremerton site employees working at Navy Region Northwest locations are managed per reference (f) unless site specific HMC&M and HAZCOM instructions (e.g., San Diego volume II, chapter 2) are in place.

f. Tenant activities within Naval Base Kitsap where interservice support agreements or memorandums of agreement require compliance with this instruction or where specific responsibilities are assigned to a tenant activity by this instruction (e.g., Defense Logistics Agency (DLA) Distribution Puget Sound), assigned roles and responsibilities will be performed per this instruction.

g. This instruction does not apply to contractors. Similar requirements are incorporated into local ESH requirements, guide specifications, or local standard items invoked in contracts for work performed at the Bremerton site.

4. Policy

a. It is PSNS & IMF policy to adequately fund and comply with Federal, State, and Navy Occupational Safety and Health, and Environmental requirements regarding HM storage, handling, use, and reporting, including minimizing HM purchase and use, thereby reducing waste and associated hazards.

b. This instruction constitutes the written HAZCOM program for the Bremerton site and must be available, upon request, to employees, their designated representatives, and other government officials.

5. Background. The previous version of this instruction predated a data management system conversion to Sphera Hazardous Material Management System (HMMS) and one or more revisions to reference (a); and reference (b), section 1910.1200, Hazard Communication. This instruction is necessary to align with current revisions and address labeling and management procedures related to the data system conversion.

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CHAPTER 2
HM TRAINING

1. General HAZCOM Training. Training for Bremerton site employees who use or may be exposed to HM will be provided before such tasks are assigned.
2. Employees' Right-to-Know. Training for employees will include an explanation of their right-to-know, including:
 - a. HM container labeling and other forms of warning used in the workplace (e.g., Globally Harmonized System (GHS) of classification and labeling of chemicals pictograms, CHRIMP labels, HM transfer labels).
 - b. Awareness of the Bremerton site HAZCOM program (this instruction).
 - c. Where to locate and use the SDS number on the supplemental CHRIMP label to request an SDS from their supervisor, HM coordinator (HMC) or Hazardous Waste and Hazardous Material Branch (Code 106.33).
 - d. Specific procedures implemented to protect employees from exposure to hazardous chemicals.
 - e. Measures employees can take to protect themselves from chemical hazards (e.g., appropriate work practices, personal protective equipment).
 - f. Awareness of their right and responsibility to receive hazard specific training for HM they will use or work around in their respective jobs.
3. Employee Rights Under Reference (b), section 1910.1200, Hazard Communication. PSNS & IMF employees have a right to:
 - a. Receive a copy of this instruction.
 - b. Acquire and review the SDS for HM they will use or may be exposed to.
 - c. Receive interactive, hazard specific training from a knowledgeable person for HM they will use or may be exposed to.
4. Employees' Responsibility. Bremerton site employees must:
 - a. Understand their rights and recognize their respective roles and responsibilities for HM control.
 - b. Understand potential hazards for HM they use or may be exposed to.

c. Receive an interactive, hazard specific HM briefing by their supervisor or other designated, knowledgeable person before the first time they acquire, use or may experience an exposure to HM, or when a new chemical hazard is introduced into the workplace.

5. Hazard specific HM Training

a. Bremerton site uses categorical HM training briefs (P910 HM briefs) as the primary means to provide training necessary to help employees protect themselves from hazards associated with use of HM in the workplace as required by reference (b), section 1910.1200, Hazard Communication. P910 HM briefs are accessible from reference (g) (from PSNS & IMF Home Page, Apps) or by contacting Code 106.33.

b. Completion of P910 HM briefs will be documented in Automated Training Management System (ATMS) using PSNS&IMF 12410/194 Training Record Certification, and documented in ATMS.

c. ESH newsletters and annual mandatory training is used to supplement formal HAZCOM training.

6. Specific Role and Responsibility Training Requirements. Personnel require ATMS courses specific to their position, as specified in subparagraphs 6a through 6h.

a. Supervisors of HM workers require Hazardous Materials Briefing System (P910HC) before assigning work that will involve the use of or potential exposure to HM.

b. Employees trained and designated by a supervisor to conduct P910 HM briefs with employees (e.g., training coordinator, work leader, HM coordinator) require P910HC before conducting P910 HM briefs with employees.

c. HM workers require ATMS courses as specified in subparagraphs 6c(1) and 6c(2).

(1) Material/HAZCOM/Environmental Awareness (HW32) or Right-to-Know (P91078) before assignment to use or assist someone using HM.

(2) P910 HM briefs specific to the hazards of the chemical, material, or process before assignment to use or assist someone using HM. P910 HM briefs are assigned to specific products in association SDS numbers on the Bremerton site AUL, (reference (e), from the PSNS & IMF Home Page, Apps).

d. HMCs require Industrial Hazardous Material (HM) End Use Storage Location (EUSL) Management (HM02) within 30 days of assignment as HMC.

(1) Responsible Person (RP) Brief (P910RP) is required in the interim if HM02 is not completed at the time of assignment.

(2) If an HMC is also assigned as an RP for an overflow EUSL, the HMC also requires P910RP and P910RP, appendix 1.

e. HM planners and engineers require HM Planning and Inventory Management (HM03) before assignment that involves the specification, purchase, or acquisition of HM. DLA Distribution Puget Sound will reject Material Access Technology (MAT) triggers from personnel without course HM03.

f. Government purchase card (GPC) holders who purchase HM must have HM Planning and Inventory Management (HM03CC) documented in ATMS and authority to purchase HM delegated by their supervision or management. HM purchases by GPC holders without delegated authority is prohibited regardless of training. HM03CC course credit is valid for 12 months and must be retaken annually.

g. RPs require P910RP by HMC or supervisor or course HM02 before assignment as RP. RPs assigned to manage an overflow project EUSL require course P910RP and P910RP, appendix 1.

h. Laboratory workers require Laboratory Safety and HAZCOM Training (HW15) per reference (b), section 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories.

7. Training Audits. Program audits and self-assessments are conducted to evaluate HMC&M and HAZCOM program effectiveness where required by PSNS & IMF directives or reference (a). Data will be maintained and metrics used to evaluate observance of corporately established requisites.

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CHAPTER 3
AUL

1. AUL. All material acquired for use by Bremerton site civilian employees is evaluated for hazardous characteristics and intended use before placement on the Bremerton site AUL. Authorizations solely approved for PSNS & IMF Bremerton site contractor (BREM-CN) zone or zones with prefix IMF are not authorized for use by Bremerton site employees.

2. AUL Exempt. Material determined to be exempt from the AUL per reference (b), section 1910.1200, Hazard Communication must be listed on the AUL exempt products list by general nomenclature (e.g., detergent, dishwashing liquid). Items on the AUL exempt products list are exempt from the acquisition, storage, and tracking requirements of this instruction and are prohibited from use outside the specified conditions for exemption. Listings on the AUL exempt products list must include:

- a. The reason for exemption (e.g., exempt consumer use, article, personal use, non-hazardous, etc.).
- b. Specific criteria for exemption (e.g., size, concentration).
- c. Other restrictions or specific limits of the exemption, where applicable.
- d. Associated P910 HM briefs, if applicable.

3. Authorization. Material that cannot be identified by Code 106.33 as exempt from the AUL will be evaluated for safety, health, and environmental considerations and placed on the AUL. Authorizations for use are limited, apply to specific zones (shops or codes) and are authorized for specific industrial processes as identified by the purchaser or subsequent users. Non-exempt materials must be on the AUL and approved for the zone and intended end use process before a job material list (JML) is generated for purchase.

- a. New HM authorizations for Bremerton site and PSNS & IMF Detachment Yokosuka are requested using PSNS&IMF 5100/668 Hazardous Material Authorization Request (HMAR).
- b. Materials already on the Bremerton site AUL can normally be approved for use by PSNS & IMF Detachment Yokosuka via e-mail request to Code 106.33.
- c. Materials already on the Bremerton site AUL can normally be approved for additional zones and processes via e-mail request to Code 106.33.
- d. Consult with Code 106.33 regarding location-specific HM authorization requirements before shipping or kitting HM that will be used off-site by Bremerton site employees.

e. New HM authorizations for PSNS & IMF Detachment San Diego are requested using PSNS&IMF 5100/869 California Hazardous Material Authorization Request.

f. Materials already on the Bremerton site AUL can sometimes be approved for use by PSNS & IMF Detachment San Diego via e-mail request to Code 106.33.

4. SDS Accessibility. SDS or MSDS are readily available (e.g., electronically accessible) for HM currently in use and listed on the AUL. An SDS must be retained in paperless format for at least 30 years after a product's last industrial use.

a. Access to SDS for currently authorized products is via reference (e) (from the PSNS & IMF Home Page, Apps).

b. Access SDS if reference (e), is not available is via reference (g) (from PSNS & IMF Home Page, Apps) or e-mail Code 106.33 at PSNS & IMF C106.34 Hazardous Material Distro.

c. Access to SDS for products no longer authorized due to reformulations or discontinued use is via reference (g) (from the PSNS & IMF Home Page, Apps).

d. For access to SDS that cannot be retrieved using reference (e) (from PSNS & IMF Home page, Apps); or reference (g) (from the PSNS & IMF Home Page, Apps) e-mail Code 106.33 at PSNSIMF C106.33 Hazardous Material Distro.

CHAPTER 4
HM INVENTORY MANAGEMENT

1. HM Inventory Management. CHRIMP HM consists of all products listed on the Bremerton site AUL except those items identified as “No CHRIMP Tracking” in the AUL comments section of the AUL detail page of reference (e) (from the PSNS & IMF Home Page, Apps).

a. Continuous accountability and inventory visibility will be maintained through final disposition (commonly referred to as cradle-to-grave) in HMMS for all for CHRIMP containers, including initial receipt, delivery, storage, and movement between EUSLs.

(1) Inventory visibility for HM issued from MAT is via reference (g), AUL Utilities WebComp (from PSNS & IMF Home Page, Apps).

(2) Inventory visibility for HM at PSNS & IMF Detachments where HM is managed in HMMS is via reference (g), AUL Utilities WebComp (from the PSNS & IMF Home Page, Apps).

(3) HMMS inventory for issue points (e.g., the central hazardous material center (CHMC) at Building 997 and Quality Assurance Office, Laboratory Division (Code 134) laboratory material at Building 59 is only available to personnel with access to the HMMS application.

b. AUL approved process control numbers (PCN) are provided for CHRIMP inventory transactions conducted at the Bremerton site, except when reporting off-site transfers, used containers, or disposal.

c. PCN provided at the time HM is triggered in MAT will correctly identify the intended process. Use of HM is limited to the process for which the container is identified on the inventory record at the time of issue to a EUSL.

d. Where a decision is made to use HM for a different process than the inventory record identifies, the process change will be reported to Code 106.33 or to Production Resource Department Central Tool (Shop 06) as a transfer on the EUSL Inventory Reconciliation Report unless the transaction is processed independently in HMMS.

e. Final disposition will be reported to Code 106.33 or transacted in HMMS through completion when a CHRIMP container is:

(1) Legally empty per reference (h) and disposed.

(2) Disposed with unused product per reference (h).

(3) Transferred off-site per reference (i).

(4) Provided to a contractor who reports use by another approved procedure.

(5) Given to ship's force.

(6) Mechanically connected (e.g., clamped or bolted) to equipment or machines for use (e.g., system flushes, operation, testing) thereby changing the container from a CHRIMP container to a process container.

2. HM Inventory Acquisition. Containerized HM to be used by Bremerton site civilian employees must be processed through DLA Distribution Puget Sound for receipt-inspection, labeling, and inventory management, except as identified in paragraphs 2a through 2e.

a. Items identified on the AUL exempt products list.

b. Items identified on the AUL as "No CHRIMP Tracking" in the AUL comments section of the AUL detail page from reference (e), AUL on the Web (from the PSNS & IMF Home Page, Apps).

c. Items used in certain processes where material is reclaimed and reused from the same container and the total inventory or actual amount used is unrelated to the size of the container (e.g., refrigerant recovery operations, solvent recovery, blast grit reuse).

d. HM in pipes, tanks, equipment, and other process containers that contain HM, but do not arrive in a labeled manufacturer's container.

e. HM purchased for PSNS & IMF Detachment Everett may be receipt-inspected, labeled, and managed by PSNS & IMF Detachment Everett HMC.

3. HM Inventory Not Managed Within CHRIMP. Alternative inventory tracking is required for HM included on the AUL, but excluded from CHRIMP inventory management. These materials are to have established protocols and audit procedures before entering the Bremerton site to ensure proper labeling, storage, and reporting accountability. HM inventory not managed within the CHRIMP includes, but is not limited to:

a. Tenant and contractor HM.

b. Bulk and refillable bottled fuels.

c. Material designated "No CHRIMP Tracking" on the AUL.

d. Bulk HM in tanks.

4. CHRIMP HM Inventory Management

- a. Manage HM procurement to avoid excess inventory.
- b. Use available HM inventory to minimize waste.
- c. CHRIMP HM should only be issued from CHMC to a registered EUSL for processes approved for the zone, as indicated on the AUL.
- d. HM classification and shelf life will be managed to encourage product use and minimize disposal of unused material. The cognizant technical code will be responsible for determining the criticality of the application.

(1) Certain expired shelf life HM may be reclassified for use in noncritical applications but may require evaluation for ESH issues (e.g., volatile organic compound (VOC) content).

(2) For noncritical applications governed by a technical work document (e.g., uniform industrial process instruction, industrial process instruction), the end user will obtain cognizant technical code approval for use of expired HM. Other noncritical applications (e.g., training, minor equipment maintenance) not covered by a technical work document do not require cognizant technical code approval.

(3) HM that is assigned a noncritical PCN may be labeled “Noncritical Use Only” and segregated per requirements of the HM storage guide before or after shelf life expiration.

(4) HM that is assigned a critical use PCN will carry a noncritical notification required (NCNR) designator on the EUSL Inventory Reconciliation Report. Reclassification of items marked NCNR requires the end user to perform the actions of subparagraphs 4d(4)(a) and 4d(4)(b).

(a) Reference the reference (g), process code number flow chart available from PSNS & IMF Homepage, Apps to identify the noncritical application the HM will be used for.

(b) Notify Code 106.33 the PCN is to be updated in HMMS by entering the new PCN below the NCNR indicator and write “Change process to noncritical” in the details section of the EUSL Inventory Reconciliation Report.

(5) HM with expired shelf life that has been reclassified for use in a noncritical application will be stored and marked per this instruction and the HM storage guide. See instructional brief Managing Shelf-Life for hazardous Materials (P910SL) for more information.

5. HM Inventory Audits. Conduct program audits and self-assessments to evaluate the effectiveness of the HMC&M Program when required by PSNS & IMF instructions or reference (a). Data will be maintained and metrics used to evaluate observance of corporately established requisites.

CHAPTER 5
HM LABELING

1. HM Labels. HM containers, excluding immediate-use containers and exceptions for compressed gas cylinders per reference (j), must be identified by one or more acceptable container labels. Container labels and requirements specific to container types are:

a. The original manufacturer's container must have:

(1) The manufacturer's labeling, per reference (b), section 1910.1200, Hazard Communication; and reference (k), chapter II, subchapter B, Consumer Product Safety Act Regulations and must:

(a) Be legible, in English, and prominently displayed.

(b) Include the product name, primary hazards, and the manufacturer's name and address.

(c) Include GHS pictogram labels for HM received after 1 June 2016 when required by reference (b), section 1910.1200, Hazard Communication.

(d) Not be removed, defaced, or covered.

(2) A Bremerton site CHRIMP label that corresponds with the container and the correct Bremerton site AUL listing for the product unless it is:

(a) An AUL exempt product.

(b) Identified as "No CHRIMP Tracking" in the AUL comments section of the AUL detail page of reference (e), AUL on the Web (from the PSNS & IMF Home Page, Apps).

b. An original manufacturer's container of HM, including AUL exempt products with damaged or missing labeling and containers HM is transferred into from an original manufacturer's container, must have an HM transfer label or transfer markings. The person who transfers the HM or other containerized liquid (e.g., HM from a tank or process container) is responsible for marking or labeling the new container. HM transfer labels or markings are required when:

(1) HM is transferred from the original manufacturer's container into a transfer container.

Note: Where HM is diluted with water, it is acceptable to apply an HM transfer label for the hazardous product that is diluted, but it is recommended a note be added to the HM transfer label indicating the dilution, or that some other internal work control is implemented to avoid confusion regarding concentration of the diluted product.

(2) Kit parts are separated from labeled outer packaging.

(3) The manufacturer's label is damaged or unreadable.

(4) An unlabeled, immediate-use container or leaking container is over-packed into a suitable storage container.

(5) HM received is in a manufacturer's or distributor's container that does not bear manufacturer labeling or is otherwise missing information required by reference (b), section 1910.1200, Hazard Communication; and reference (k), chapter II, subchapter B, Consumer Product Safety Act Regulations. Manufacturer's labeling would typically include a trade name, manufacturer's name, an emergency contact number, some form of hazard or precautionary statement, GHS pictograms or signal words such as danger, warning, caution, etc. Products repackaged by supply centers where the manufacturer's labeling is replaced with generic data such as stock number, nomenclature, and military specification may require an HM transfer label.

2. Information Requirements for HM Transfer Labels. HM transfer labels or markings will comply with this instruction and reference (b), section 1910.1200, Hazard Communication by including:

a. The trade name of the product.

b. The name of the manufacturer or distributor.

c. A summary of product or chemical hazards.

d. The SDS number and hazard compatibility code (HCC) must be included for HM listed on the AUL.

Note: Non-hazardous or low hazard HM (e.g., dish soap and water for leak detection) may be generically marked as "soapy water," "leak check," or similar terms. Code 106.33 may provide generic HM transfer labels for some HM where the manufacturer is not known or is not relevant (e.g., gasoline, diesel, light machine oil for pneumatic tools).

3. Obtaining HM Transfer Labels

a. The HM container label, accessible from reference (g), Authorized Use List/MSDS link (from PSNS & IMF Home Page, Apps) is a printable HM transfer label containing all required transfer information for HM listed on the Bremerton site AUL. HM transfer labels printed from reference (g), (from PSNS & IMF Home Page, Apps) will:

b. Be positively verified as correct for the product and formulation to which they are being applied.

c. Meet all information requirements for HM transfer labels. Where printed labels are missing required information (e.g., chemical hazard warnings) the user will write in a summary of the missing information by referencing warnings on the manufacturer's container and notify Code 106.33 to correct the record in the AUL.

4. Application and Protection of HM Transfer Labels

a. HM transfer labels may be applied directly to a transfer container if printed on self-adhesive media or may be attached by covering and overlapping edges with clear packaging tape or adhering with non-transparent tape applied along label borders to leave text uncovered.

b. Where a transfer container or an original container of HM with unreadable manufacturer information is too small to accommodate an HM transfer label, the label may be:

(1) Applied to a re-sealable bag and the container placed inside the bag for storage.

(2) Attached to an outer container (e.g., re-sealable bag, cofferdam, bin, larger container). The labeled outer container may be used to identify multiple smaller containers of the same product while stored in a EUSL.

(3) Applied to a tag that is attached to the container with string or wire.

Note: Transfer labels need not remain on transfer containers during use but must be reattached to containers when no longer in physical control of the original user who removed it from the labeled container it was stored in.

c. Protection of HM transfer labels is recommended. Durable attachment using linen tags or similar method is preferred where adhesion and cleanliness are troublesome (e.g., grease guns, safety cans).

5. Exemptions from HM Transfer Labels are not required for:
 - a. Immediate-use containers.
 - b. Refillable, compressed-gas cylinders otherwise identified or color-coded per reference (j).
 - c. Testing containers such as beakers and laboratory equipment that contain samples, buffer solutions, standards etc. that remain in a laboratory or laboratory station that may or may not be operated by Code 134 (e.g., water treatment facilities).
 - d. Process samples for chemical analysis (e.g., water treatment, electroplating) may be marked per local procedures, providing samples are stored in a designated area marked “samples” or in individual containers marked “sample”. Samples stored in a EUSL require marking or labeling per the HM storage guide.
6. Labeling of Pipes, Tanks, Bins, and Other Types of Portable or Stationary Process Containers with HM. Pipes, tanks, bins, and other types of portable or stationary process containers not marked by the manufacturer per reference (b), section 1910.1200, Hazard Communication and reference (k), chapter II, subchapter B, Consumer Product Safety Act Regulations or identified with an HM transfer label may be labeled with signs, placards, or color-coding that indicate the contents and primary hazard. Process containers permissible for alternative HAZCOM markings are:
 - a. Unmovable tanks or vessels used to store hazardous chemicals for a process or for equipment operation.
 - b. Portable tanks for holding or moving bulk HM.
 - c. Pipes or piping systems.
7. Exemptions from CHRIMP Labels. A properly-labeled manufacturer's container or a transfer container of CHRIMP HM that is mechanically connected (e.g., clamped or bolted) to equipment or machines for continuous or intermittent use (e.g., system flushes, operation, testing) that will remain with the process and will not be returned to the original container or EUSL do not require a CHRIMP label. Containers meeting this description are managed as process containers and are no longer managed as CHRIMP material once they are mechanically connected. CHRIMP labels are to be removed or defaced when a container is established as a process container.
8. Machines and Vehicles. Integrated pipes, tanks, and machine components, including vehicles that contain HM materials within their operating systems are exempt from the labeling requirements of this instruction.

9. Supplemental Labels. Supplemental labels will not be placed over manufacturer's label information. Specifically, the product name, manufacturer's name and address, GHS pictogram labels, and directions for use are not to be concealed. Supplemental labels are:

a. Serialized CHRIMP labels for inventory control are required for all containerized, CHRIMP HM used by DON civilian employees at the Bremerton site, except items listed on the AUL exempt products list or those items identified as "No CHRIMP Tracking" in the AUL comments section of the AUL detail page of reference (e), AUL on the Web (from the PSNS & IMF Home Page, Apps).

b. Shops and codes may place additional labeling on containers, as needed to support internal operations, providing the manufacturer's label and CHRIMP label remain readable. These include, but are not limited to:

(1) Noncritical use only labels are applied to HM containers with expired shelf life when the end user determines the material can be used for a noncritical process and the material is not marked NCNR on the EUSL Inventory Reconciliation Report.

(2) Shelf life extension labels indicate the HM container has been inspected and the shelf life has been extended. Shelf life extension labels may be applied to HM containers per DoDM 4140.27, volume 2, DoD Shelf-Life Management Program: Materiel Quality Control Storage Standards of 5.

(3) For purposes of storage in a EUSL, shelf life extension labels other than DD 2477-1 Shelf-Life Extension Notice (11 inches by 8 inches), DD 2477-2 Shelf-Life Extension Notice (5 inches by 3 inches), or DD 2477-3 Shelf Life Extension Notice (3 inches by 1 inch) are recognized as approved by a cognizant technical authority, providing the local label includes the date the item was inspected, the new expiration date and the initials and badge number of the inspector. This instruction does not address requirements for use of expired shelf life or extended material.

10. Labeling for Non-Hazardous Liquids Not in a Labeled Manufacturer's Container. Identify containerized liquids to include the material name for non-hazardous liquids such as "distilled water".

11. HM Labeling Audits. Program audits and self-assessments are conducted to evaluate the effectiveness of the HMC&M Program when required by PSNS & IMF instructions or reference (a). Data will be maintained and metrics used to evaluate observance of corporately established requisites.

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CHAPTER 6
HM STORAGE

1. HM Storage. HM will be stored in a registered EUSL per this instruction and the HM storage guide except:

- a. Items listed on the AUL-exempt products list.
- b. Items identified as “No CHRIMP Tracking” in the AUL comments section of the AUL Detail page of reference (e), AUL on the Web (from the PSNS & IMF Home Page, Apps).
- c. HM stored in tanks and process containers.

2. EUSL Registration

Note: Detachment Everett is exempt from EUSL registration requirements.

a. EUSLs will be registered using PSNS&IMF 4110/2 Hazardous Material End Use Storage Location (EUSL) Registration Request.

b. HM EUSL registration requests for off-hull work are submitted to Temporary Services, Hazardous Material (Shop 99HM) and will be assessed. Shop 99HM may:

(1) Suggest use of an existing EUSL.

(2) Register a new EUSL.

c. Shop 99HM controls all flammable storage cabinets and portable flammable storage buildings and retains the right of access to all EUSLs, subject to limits of security restrictions or special qualifications.

d. HM EUSL registration requests for project support are submitted to Production Resource Department Central Tool (Shop 06) for assessment. Shop 06 may:

(1) Arrange to store HM at the project hazardous material minimization (HAZMIN) center.

(2) Act as liaison with Shop 99HM to open a new EUSL under Shop 06 HMC oversight when the quantity of HM or the work hours prevent Shop 06 from managing a group’s inventory through the project HAZMIN center. Shop 06 will then approve the EUSL registration request and forward to Shop 99HM for processing.

3. Posting of EUSLs and HM Delivery Locations

Note: Detachment Everett is exempt from the following EUSL posting requirements except as specified on the Everett HM Storage Guide.

a. Each EUSL component and each flammable cabinet used as a HM delivery location will be posted with the PSNS&IMF 4110/3 Hazardous Material End-Use Storage Location or Shop 99 Equipment (EUSL registration sign).

b. The PSNS&IMF 4110/3 will be posted by Shop 99HM following approval of:

(1) A EUSL registration request for a new EUSL.

(2) A request to add components to an existing EUSL.

(3) A request to establish a flammable cabinet as a new HM delivery location.

c. The cognizant shop or code should not write anything in the upper, shaded area of PSNS&IMF 4110/3, but is responsible to ensure information in the lower section is filled in and legible.

d. Print Shop 99HM contact information on the PSNS&IMF 4110/3. An e-mail to PSNSIMF Shop 99 HM EUSL distribution is the preferred method for change notifications. Shop 99HM must be informed of changes regarding:

(1) HMC or RP, including telephone numbers.

(2) Location of a EUSL or its components.

(3) Access information including lock combination, point of contact for key or key location, or access to an area or room where a EUSL is located.

(4) New damage to a flammable cabinet or portable flammable storage building.

e. A EUSL or HM delivery location with flammable material (FL) having an HCC beginning with FL will have an additional sign applied by Shop 99HM stating “Danger – Flammable, Keep Fire Away, No Hot Work within 50 Feet, Keep Doors Closed.”

f. A EUSL storing more than 120 gallons of FL will be posted with a Department of Transportation, Class 3, Flammable Liquid placard applied by Shop 99HM.

g. Each EUSL will be posted with a minimum of one legible HM storage guide and adjacent HCC chart. The HM storage guide and HCC chart can be posted in a conspicuous area for a group of components or on one of the components. Additional HM storage guides will be posted if EUSL components are not obviously grouped in a single room or area. HM delivery locations will not be used for posting of the HM storage guide.

h. Cabinets for flammable liquid and other closable EUSL components (e.g., wood or metal cabinets with doors) will have no exterior notices, signs or stickers that are not required by this instruction (not applicable to portable buildings) except when required by a higher-level written instruction or applied by the manufacturer.

i. Where a flammable cabinet or portable flammable storage building that is not storing CHRIMP material is posted with a EUSL registration sign (e.g., HM delivery location only, waste accumulation only), the sign will be:

(1) Marked “NA” in the field for EUSL registration number and a tracking number will be assigned by Shop 99HM in the CHRIMP Exempt (Equipment Tracking No.) field.

(2) The appropriate check box will be marked to indicate the reason for exemption (e.g., “HM Delivery Location Only” for an HM delivery location).

4. HM Delivery Location Requirements. An HM delivery location is not a EUSL and will not be used for storage of HM. HM not moved to a EUSL by the end of the shift during which it was delivered is considered adrift.

5. EUSL Storage of Other Materials. AUL-exempt products may be stored in a registered EUSL, provided they are compatible with adjacent materials, except when:

a. Listed under exemption category “Personal Use” and a similar product is AUL listed, CHRIMP material (e.g., shaving cream).

b. The AUL-exempt products list restrictions prohibit storage in a EUSL.

6. HM Storage Audits. Program audits and self-assessments will be conducted to evaluate the effectiveness of the HMC&M Program when required by PSNS & IMF instructions or reference (a). Data will be maintained and metrics used to evaluate observance of corporately established requirements.

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CHAPTER 7
GENERAL RESPONSIBILITIES FOR SHOPS, CODES, AND ADDRESSEES

1. General HM Management Responsibilities for Shops, Codes, and Addressees. Shops, codes, and addressees that purchase, store, or use HM have the roles regarding HM control and HAZCOM as outlined in subparagraphs 1a through 1j.

Note: Detachment Everett is exempt from paragraphs that address reporting to Shop 99HM and training a EUSL RP.

- a. Ensures HM storage and work areas comply with this instruction.
- b. Provides for safe and efficient HM management, storage, and distribution.
- c. Provides regular oversight, as necessary, to maintain compliance with this instruction.
- d. Ensures adequate funds are budgeted for proper HM management. Provides funding to Shop 99HM or the shop, code, or contractor who will execute repair work per COMNAVSEASYSCOM ltr 7312 Ser 04X/081 of 13 Mar 2009, Uniform Costing Policies and Cost Classes Procedures for Mission Funded Naval Shipyards, when necessary to maintain, repair, or replace damaged or dilapidated HM storage equipment.
- e. Assigns an HMC to facilitate responsibilities as defined in this instruction and:
 - (1) Provides Shop 99HM with the name, badge, and phone number of the appointed HMC.
 - (2) Ensures HMC is properly trained with ATMS course HM02 before assignment wherever possible. If an HMC must be assigned on short notice, ATMS course P910RP can be given as an instructional brief providing HM02 is completed within 30 days of assignment.
 - (3) Ensures HMCs that do not have P910RP who will be assigned as an RP for an overflow project EUSL is provided P910RP and P910RP, appendix 1.
- f. Assigns the HMC to act as the HMC and RP for one or more EUSLs, or assigns an RP to directly support the HMC for one or more EUSLs and:
 - (1) Provides Shop 99HM with the name, badge, and phone number of the appointed RP.
 - (2) Ensures the RP is properly trained with course P910RP before assignment. P910RP is not required if the HMC is also the RP and has course HM02 when assigned.

g. Appoints an RP to manage overflow EUSLs established for project support under cognizance of a Shop 06 HMC and provides brief P910RP and P910RP, appendix 1 to RPs managing overflow EUSLs under a project HMC.

h. Ensures only HM on the AUL for the zone is stored or used by zone personnel.

i. Ensures HM is used only for the process identified on the inventory record, or if used for a different approved process, reports the new PCN on the EUSL Inventory Reconciliation Report as a transfer.

j. Ensures HM triggered, transferred, or purchased for off-site use (e.g., Detachment San Diego, Detachment Yokosuka) is on the applicable AUL for the destination facility.

k. Reviews AUL periodically, but at least annually, for current material needs and notifies Code 106.33 to remove authorizations no longer needed or products no longer used.

l. Ensures SDSs are readily available to employees under their cognizance, including DoD civilian employees, DoD contractors, and DoD enlisted personnel who have access to or could be exposed to respective HM.

2. HM Training Responsibilities for Shops, Codes, and Addressees. Shops, codes and addressees that purchase, store, or use HM have the responsibilities as outlined in subparagraphs 2a through 2f regarding the proper training for HM workers, those who supervise or provide P910 HM briefs to HM workers, those who manage EUSLs, and planners who purchase HM.

a. Provides ATMS course Hazardous Materials Briefing System (P910HC) to ensure supervisors of HM workers understand their role in ensuring employees are properly trained and have access SDS. P910HC will be provided to supervisors of HM workers and any employees the supervisor designates to conduct P910 HM briefs with employees (e.g., training coordinator, work leader, HMC). Supervisors of HM workers ensure:

b. Employees receive appropriate P910 HM briefings and have appropriate courses documented in ATMS before assigning work that will, or may, require the employee to use, or assist someone using, an HM. P910 HM briefings are conducted:

(1) Before a new job assignment where HM will be used.

(2) Whenever a new physical or health hazard is introduced into the employee's work area.

c. Ensures Instructional Brief P91078 and any other appropriate P910 HM briefs are provided to hosted employees (any worker that is not a direct employee of Bremerton site, but is being assigned work by a Bremerton site supervisor) before assigning work that will, or may, require a hosted employee to use or assist someone using HM.

d. Ensures P910 HM briefings are:

(1) Interactive and cover all areas of HM use. Where assigned work involves non-routine tasks such as HM use in confined spaces, experimental HM, hazards associated with other materials contained in process equipment (e.g., contents of pipes, tanks, equipment) to which the worker will or may be exposed, the HM briefings will include additional hazards, precautions, and requirements.

(2) Conducted using the categorical P910 HM briefs prepared by Code 106.33. These documents can be obtained on-line or by contacting Code 106.33. SDS will not solely be used for briefing purposes, but will be readily available and provided if requested.

(3) Documented using PSNS&IMF 12410/194 Training Record Certifications, including any hosted PSNS & IMF Bangor site employees when applicable. PSNS&IMF 12410/194 is retained until visibility in ATMS is verified.

(4) Documented in ATMS per local procedures.

Note: Documenting HM briefs provided to personnel that are not in ATMS is not required.

(5) HM briefings should be repeated at supervisor's discretion or employee's request.

e. Code 106.33 is contacted for assistance if employees request further information on the properties or hazards of HM.

f. Code 106.23 is contacted for assistance if employees request further information about personal protective equipment or engineering controls.

g. GPC holders who purchase HM must have ATMS course HM03CC and retake the training annually to avoid course expiration.

3. HM Inventory Management Responsibilities for All Shops, Codes, and Addressees. The HM control and HAZCOM roles for shops, codes, and addressees that purchase, store, or use HM are to:

a. Ensure containerized non-bulk HM is routed through DLA Distribution Puget Sound (Building 997 or other approved sites) for receipt inspection and inventory tracking, except HM on the AUL Exempt Products List and HM identified as “No CHRIMP Tracking” in the AUL comments section of the AUL detail page of reference (e), AUL on the Web (from the PSNS & IMF Home Page, Apps).

b. Plan jobs to ensure the proper size and quantity of HM is ordered and shelf life is preserved. Strive to trigger only what is needed within a 30-day time frame or less.

c. Use available inventory, when suitable, before ordering new items.

d. Screen the AUL for suitable products before requesting addition of new products.

e. Complete and submit an HMAR for new authorizations, as appropriate, using:

(1) HMAR for Bremerton site and PSNS & IMF Detachment Yokosuka.

(2) PSNS&IMF 5100/869 California Hazardous Material Authorization Request for Detachment San Diego.

f. Ensure requested products are approved by Code 106.33 and listed on the Bremerton site AUL by correct trade name, manufacturer, and stock number before submitting a JML. Authorizations for zone BREM-CN and zones with the prefix IMF are not authorized for purchase at Bremerton site.

g. Ensure HMARs are submitted with correct shelf life information and appropriate PCNs are provided throughout container lifecycle. Verify correct PCN is used for authorization, MAT trigger, and when a container is transferred between EUSLs, or reclassified for use in a noncritical application.

h. Ensure HM is evaluated for industrial production or maintenance use and placed on the AUL for a specific zone (shop or code) and approved industrial process before it is purchased or received.

i. Order the optimum unit of issue and quantity in Material Requirements (MRQT) for a work process (e.g., direct material inventory (DMI) orders for HM should establish units of issue in MAT that allow HM to be triggered in individual 16-ounce cans verses using a case as the unit of issue) so that HM not needed for immediate work can continue to be stored at CHMC, Building 997.

- j. Return unused HM per reference (l) or disposes as waste per reference (h).
 - k. Report transactions for CHRIMP labeled HM at least once each month for each EUSL within their cognizance, even if there is no change to inventory from the previous month, by:
 - (1) Independently managing inventory in HMMS; or
 - (2) Using the established EUSL Inventory Reconciliation Report available on-line, or another accepted format, as directed by Code 106.33 to report to Code 106.33 by the end of each month; or
- Note: Submittal deadline for EUSL Inventory Reconciliation Reports may be waived or postponed by the HMC&M Program Manager (Code 106.33) if data processing delays or other complications prevent reconciliation at the specified frequency.
- (3) Reports to the Shop 06 HMC no less than once at the end of each month using the established EUSL Inventory Reconciliation Report available on-line, or another format acceptable to the Shop 06 HMC. This method is required per ATMS course P910RP, appendix 1 wherever shop or code personnel are the RP of record for an overflow EUSL established for project support under a Shop 06 HMC.
- l. Provide AUL-approved PCN that correctly identifies the intended process for issue or transfer of HM to a Bremerton site EUSL and report PCN changes on the EUSL Inventory Reconciliation Report as a transfer unless independently transacted in HMMS.
 - m. Ensure HM use is limited to AUL processes approved for the zone.
 - n. Contact Code 106.33 if DLA Distribution Puget Sound declines to provide CHRIMP labels for HM that is acquired by means other than normal processing through MAT.
 - o. Conduct shipments of HM to off-site locations per reference (i) and this instruction.
 - (1) Ensure HM intended to support off-station detachments and other off-site work is triggered from MAT to the appropriate shipping authority (e.g., Building 514 kitting, Building 449 packers) using the off-station trigger format per ATMS course HM03 available from reference (g), (from PSNS & IMF Homepage, Apps).
 - (2) Ensure HM previously issued from MAT to a EUSL is not sent off-station unless the material needed is not available in MAT and cannot be obtained through normal supply channels in time to support the work.

(3) Ensure HM that must be shipped off-station from a EUSL is coordinated with Code 106.33 to ensure proper disposition of serial numbers and that the shipping process complies with reference (i), this instruction, PSNS & IMF Detachment OSH manuals where applicable (e.g., San Diego volume II, chapter 2; Japan volume I, chapters 1 and 2), host command HMC&M instructions etc.

p. Support effort to dispose or return HM to DLA Distribution Puget Sound if a recall is determined necessary by Code 106.33 or DLA Distribution Puget Sound and secure recalled HM in a EUSL hold area until final direction is given.

4. HM Labeling Responsibilities for Shops, Codes, and Addressees. The roles regarding HM control and HAZCOM for shops, codes, and addressees that purchase, store or use HM are to:

a. Ensure HM that is not properly labeled nor listed on the zone AUL is placed on hold in a EUSL per hold area requirements specified on the HM storage guide.

b. Label HM process and transfer containers (except immediate-use containers) for storage and use.

c. Label bottles or sealed containers holding liquid with the required labels if hazardous, or if non-hazardous, with the material name, such as “distilled water.”

d. Ensure proper CHRIMP labeling and AUL listing of HM not initially labeled by DLA Distribution Puget Sound, that may be encountered, stored, or used (e.g., incorrectly shipped HM, vendor samples, unexpected HM that may be included in assemblies, maintenance kits).

e. Coordinate non-routine HM acquisitions that are not processed through MAT (e.g., job kits or assemblies that contain HM from other naval shipyards and detachments, specialty material for testing) through HMC&M Program Manager (Code 106.33) and provide notification to the HMC&M Program Manager (Code 106.33) if DLA Distribution Puget Sound declines to provide CHRIMP labels for HM that is acquired by means other than normal processing through MAT.

f. Consult HMC&M Program Manager (Code 106.33) to determine an alternate means of tracking and reporting use of HM that is delivered and stored in a physical state that prevents application or adhesion of a CHRIMP label (e.g., frozen material).

5. HM Control and Handling Responsibilities for Shops, Codes, and Addressees. The roles regarding HM control and HAZCOM for supervisors of HM workers in shops and codes, and for addressees that purchase, store, or use HM are to ensure:

a. Personnel use HM only in AUL-approved processes.

b. Personnel use appropriate handling methods, engineering controls (e.g., ventilation, enclosures) and personal protective equipment to minimize exposures and environmental releases.

c. HM containers are kept closed and secure except when adding or removing material. Closed means liquids are kept in an upright position and HM containers are vapor-tight and sealed to resist spills using snug-fitting lids, sealed bags, caps on aerosol cans, etc. Lids or closure mechanisms should require some applied force to remove them.

Note: Closure tabs on metal cans are not required to be bent down if the lid is otherwise secure and vapor-tight (e.g., paint, grease).

d. HM is transferred from leaking or rusty containers to suitable transfer or over-pack containers or disposal is initiated per reference (h).

e. Non-emergency spills and drips are cleaned up immediately.

f. Planners and HMCs manage HM inventory in a manner to minimize waste and avoid shelf life expiration.

g. No HM is left adrift and is returned to the EUSL when not in use or no longer needed to accomplish the work for which it was issued, or at the end of each shift (whichever comes first). Exceptions to this occur when HM (other than immediate-use containers) will be used by the following shift personnel in the same work area that receive custody. In these cases, HM containers may remain in the work areas provided they are properly managed and controlled while there.

6. HM Storage Responsibilities for Shops, Codes, and Addressees. The roles regarding HM control and HAZCOM for shops, codes, and addressees that purchase, store, or use HM are to ensure:

Note: Detachment Everett is exempt from paragraphs that address EUSL registration, reporting to Shop 99HM, and documented compliance inspections.

a. CHRIMP HM and CHRIMP HM transfer containers are stored in a registered EUSL per the requirements of this instruction and the HM storage guide when not in use.

b. EUSLs are registered with Shop 99HM and are properly posted and identified before storing HM.

c. PSNS&IMF 4110/2 is either:

(1) Submitted to Shop 99HM, as necessary, to support HM storage needs.

(2) Submitted to Shop 06 when HM that cannot be stored and issued from the project HAZMIN center is necessary for project support.

d. Shop 99HM is notified when information for a EUSL or flammable cabinet or portable flammable storage building that is posted with a EUSL registration sign changes including when:

- (1) A EUSL is closed.
- (2) Custody is transferred to a different HMC.
- (3) A different RP is assigned.
- (4) Any component of a EUSL is moved.
- (5) A lock or combination is changed.

e. EUSLs are closed when no longer needed to support the work or project for which they were established and:

(1) All inventory is physically removed and all database inventory is dispositioned before requesting closure of a EUSL.

(2) EUSLs established by Shop 06 for supporting individual shops and codes on projects are closed and disposition of CHRIMP HM is provided to Shop 06 when a EUSL is no longer needed and no later than 30 days after project completion.

f. Supervisors, planners, HMCs, and RPs manage HM with expired shelf life by ensuring it is segregated to a marked hold area inside the EUSL within 7 days of expiration and one of the actions provided in subparagraphs 6f(1) through 6f(3) is performed within 60 days of the expiration date:

(1) Expired HM is reclassified for use in noncritical applications with required labeling and segregation.

(2) Shelf life extension labels are applied or approved by a cognizant technical authority indicating the HM container was inspected and the shelf life has been extended.

(3) Expired HM is disposed per reference (h).

Note: Paint Shop (Shop 71) may store expired paints and coatings in a EUSL hold area beyond 60 days when staged for testing and shelf life extension. Shop 06 may store expired HM in a EUSL hold area beyond 60 days when staged for shelf life extension.

g. The HMC, RP, or other knowledgeable person perform self-assessments and document compliance of EUSLs with the requirements of the HM storage guide each quarter by:

(1) Documenting a compliance inspection using the PSNS&IMF 5090/274 Hazardous Material Control and Management (HMC&M) End Use Storage Location (EUSL) Inspection Checklist (or a local version form if inspection is at Detachment San Diego or Detachment Everett) for each EUSL in their cognizance when prompted by Code 106.33.

(2) Submitting a copy of completed inspection records to Shop 99HM within 2 weeks of the first workday of a new quarter. Annual quarters begin on the first workday of January, April, July, and October, but the 2 weeks allotted for completion does not begin until HMCs are prompted by the HMC&M Program Manager (Code 106.33).

Note: Submittal of inspection forms to Shop 99HM is not required for Detachment Everett.

(3) Submitting documented inspections is not required if the HMC&M Program Manager (Code 106.33) waives the requirement or fails to prompt the HMC.

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CHAPTER 8
SPECIFIC ROLES AND RESPONSIBILITIES

1. Hazardous Waste and Hazardous Material Branch (Code 106.33). Acts as 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.

a. Regulatory

(1) Coordinate HMC&M and HAZCOM Program assessments with outside agencies.

(2) Maintain a process and zone-specific AUL including:

(a) Processing HMARs for inclusion, rejection, or exemption from the AUL.

(b) Rejecting HM that is highly hazardous or environmentally noncompliant unless adequate supporting documentation is provided to justify interim use until a suitable substitute is found.

(3) Provide access to SDSs, and categorical HAZCOM training (P910 HM briefs) by:

(a) Maintaining an electronic or hardcopy central file with SDSs for HM issued to Bremerton site personnel except HM on the AUL exempt products list.

(b) Providing assistance, when requested, to obtain copies of current SDSs and P910 HM briefs from references (e) or (g) (from the PSNS & IMF Home Page, Apps) that are not available.

(c) Providing copies of SDSs, on request, to ensure PSNS & IMF employees and contractor representatives have access to chemical information for hazardous products stored and used in a multi-employer workplace.

(4) Prepare and update SDSs for chemicals and chemical mixtures manufactured or mixed by Bremerton site personnel, including those used in production outside the laboratory when requested by Code 134, and chemical mixtures used in the Inside Machinist, Electroplaters (Shop 31).

(5) Provide direction and oversight to ensure safe handling, use, and storage of HM.

(6) Develop updates and coordinate with Industrial Hygiene and Gas Free Engineering Branch (Code 106.22) to ensure updates and availability of P910 HM briefs and P910 briefs when applicable, including:

- (a) P910 HM briefs for HM chemical categories.
- (b) P910 HM briefs for specific HM processes.
- (c) Briefs for specific reproductive stressors.

(7) Forward new and updated P910 HM briefs and P910 briefs to Production Resources Training Division (Code 900T) for inclusion in the ATMS tracking system.

(8) Develop, update, and maintain the AUL exempt products list.

(9) Maintain storage and use records of chemicals, and their properties, physical and health hazards, and associated regulations and permits for accurately assessing potential occupational and environmental exposures.

(10) Provide programmatic support for chemical reproductive stressors, carcinogens, environmental pollutants, and other chemical-specific regulations impacted by HM authorized for use, and accurate environmental reports and data to regulatory agencies, where required.

(11) Provide training content to Code 900T, as necessary, to maintain course material for implementation, or compliance sustainment with new or existing HMC&M and HAZCOM Program requirements (e.g., key point sheets, notices, training slides, content for annual mandatory training, P910 HM briefs, P910 briefs, computer based training content).

(12) Provide a monthly HM container and tank inventory report by building to select representatives from Commander, Navy Region Northwest, Fire and Emergency Services Puget Sound, and Bremerton site.

(13) Provide required reports to regulatory agencies, Bremerton Naval Complex management, and higher-level commands.

b. HM Inventory Management and CHRIMP Requirements

(1) Process monthly EUSL Inventory Reconciliation Reports for non-project HM transactions, except where transactions are processed by a user shop or code that independently manages inventory in HMMS.

(2) Provide assistance to the Planning Manager (Shop 06) for disposition of HMMS inventory, if necessary, during peak workloads.

(3) Provide HMMS training to DLA Distribution Puget Sound, Shop 99HM, Shop 06, and user shops or codes that independently manage inventory in HMMS, as necessary, to maintain proficiency with data systems and procedures necessary for compliance with this instruction.

(4) Provide instructions, training, illustrated guides and group demonstrations to HMCs and RPs, as necessary, to facilitate efficient inventory reporting and tracking.

c. Program Metrics and Self-Assessments

(1) Develop and maintain a metrics system for assessing the HMC&M and HAZCOM Program, including:

(a) Perform random and periodic program audits and establish an ongoing surveillance program to assess Bremerton site conformance with this instruction.

(b) Notify shops, codes, and projects of deficiencies found during annual, random, and periodic HMC&M inspections and HAZCOM Program audits.

(c) Document deficiencies per established procedures (e.g., Occupational Safety, Health, and Environmental Deficiency Reporting (OSHE DR) System.

(d) Maintain records of satisfactory inspections to assess health of the HMC&M program and identify best management practices.

(e) Conduct periodic trend analyses to identify repeat severity-level 3 findings that may warrant a Level 2 OSHE DR and drive adequate corrective action.

(2) Prompt HMCs to complete and submit a self-assessment each quarter using PSNS&IMF 5090/274.

2. Information Technology and Cyber Security Office (Code 109). Ensures adequate hardware and software are supported and maintained for proper HM management, including Code 106.33 resources for compliance with Federal, state, Naval Sea Systems Command (NAVSEA), and local requirements (e.g., monthly fire department reports, regulatory reports, response to data calls), support personnel having key roles in the HMC&M Program, and for all users to access:

a. AUL.

b. SDS.

c. P910 HM briefs and P910 briefs.

d. HM-related utilities needed for planning, EUSL, and CHRIMP inventory management, training, HM transfer labels, etc.

3. Quality Assurance Office, Laboratory Division (Code 134)

a. Prepares the laboratory chemical hygiene plan per reference (b), section 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories for review by Code 106.33 to establish procedures, equipment, personal protective equipment, and work practices adequate to protect employees from the health hazards presented by chemicals used in Code 134 laboratories.

b. Ensures manufacturers' labels on incoming HM containers or chemicals are not removed or defaced.

c. Uses internal procedures for control of HM transfer containers. HM transfer labels are not required on containers that remain in the laboratory.

d. Ensures HM formulated or decanted for use outside the laboratory receives HM transfer labels for HAZCOM.

e. Ensures HM for laboratory use is on the AUL.

f. Ensures chemicals prepared or delivered from Code 134 laboratory areas to other areas outside the laboratory have an SDS prepared and readily available.

g. Provides physical, chemical, and container characteristics to assist Code 106.33 in SDS preparation and stock number assignment.

h. Ensures non-hazardous solutions and reagents to be used outside the laboratory are labeled with:

(1) Identity of the HM.

(2) Manufacturer of original HM or "Chemlab."

(3) Date created.

i. Ensures solutions or reagents to be used outside the laboratory that are known to present health or physical hazards (e.g., flammable, corrosive) are on the Bremerton site AUL and labeled with a complete HM transfer label.

j. Ensures HM procured for laboratory use is received through DLA Distribution Puget Sound for receipt-inspection and inventory management. Reports disposition of CHRIMP labeled containers to Code 106.33 or independently manages inventory in HMMS.

k. For inventory management and storage requirements related to compliance with this instruction, shelf life expiration dates on CHRIMP labels for laboratory material are not relevant and may be lined out by Code 134.

(1) Code 134 manages the shelf life and expiration date of standards, reference materials, and reagents based on internal documents (LABINST 001, Quality Manual; and Standard Operating Procedure 72, Documentation and Labeling of Standards, Reference Materials, and Reagents). These policies and procedures are required by the laboratory's accreditations from NAVSEA, Quality Progress and Certification (SEA 04XQ), Laboratory Quality and Accreditation Office, and American Association for Laboratory Accreditation.

(2) HMMS records for Code 134 inventory will not be edited to reflect a shelf life exemption. For laboratory EUSL inspections related to this instruction, shelf life will be considered "NA." HM in Code 134's custody should be excluded from metrics intended to be representative of hold-time or expired inventory.

4. Engineering and Planning Department (Code 200)

a. Reviews existing and proposed processes or instructions, plans, new technologies, new equipment, and maintenance procedures to ensure compliance with this instruction.

b. Identifies HM needed for PSNS & IMF mission accomplishment, per this instruction including:

(1) Determining the minimum amounts of the least toxic products to accomplish PSNS & IMF processes.

(2) Establishing the optimum unit of issue in the MAT system (e.g., DMI orders for HM should establish units of issue in MAT that allow HM to be triggered in individual 16 ounce cans verses using a case as the unit of issue) so that HM not needed for immediate work can continue to be stored at CHMC, Building 997.

(3) Completing and submitting HMAR for new authorizations and ensures requested products are approved by Code 106.33 and listed on the Bremerton site AUL by correct trade name, manufacturer, size, and stock number before completing JML. Authorizations for zone BREM-CN and zones with prefix IMF are not authorized for purchase at Bremerton site.

(4) Identifying a suitable substitute or providing adequate supporting documentation of non-deviation requirement justifying use of VOC noncompliant or highly HM.

(a) Signing a statement verifying that no suitable substitute exists.

(b) Ensuring non-deviation material is only used per documentation provided and continues to look for substitutes.

(5) Planning jobs to ensure the proper size and quantity of HM is ordered and shelf life is preserved. Striving to trigger only what is needed within a 30-day time frame or less.

(6) Providing guidance to DLA Distribution Puget Sound (procurement) on minimum and maximum inventory needs for establishing stock limits in MAT.

(7) Screening the AUL for authorized products before requesting addition of new products.

(8) Using available inventory, when suitable, before ordering new items.

(9) Managing and resolving shelf life issues, providing local direction regarding quality assurance requirements and evaluations. Determining approved uses for expired HM or providing designation of noncritical applications, as appropriate.

(10) Notifying DLA Distribution Puget Sound when on-hand material is no longer needed and updating MAT accordingly.

(11) Evaluating excess HM for other suitable processes before determination to dispose.

(12) Investigating excessive HM inventory.

5. Production Engineering and Facilities (Code 980)

a. Provides updates and specific data for tanks within Code 980 area of responsibility when requested by Code 106.

b. Ensures portable flammable storage buildings are maintained per reference (b), section 1915.507, Fire Protection in Shipyard Employment, Land-side Fire Protection Systems. If “responsible system maintenance organizations,” as defined in reference (m), fail to ensure performance of required maintenance and certification of portable flammable storage buildings used by Bremerton site employees, establishes alternate plan and funding to ensure compliance with reference (b), section 1915.507, Fire Protection in Shipyard Employment, Land-side Fire Protection Systems.

6. Temporary Services, HM Handlers (Shop 99HM)

a. EUSL Management

(1) Evaluates and approves PSNS&IMF 4110/2 to establish new EUSLs for off-hull work, or suggests alternatives.

(2) Forwards PSNS&IMF 4110/2 to establish new EUSLs for project support to Shop 06 who will approve the request or work with the requestor to support HM storage needs using existing project EUSLs.

(3) Receipts, records, posts, and files PSNS&IMF 4110/8 Contractor Hazardous Material Storage Location Registration for establishment of contractor owned flammable cabinets and portable flammable storage buildings.

(4) Provides required EUSL signs for posting of approved EUSLs.

(5) Assists shops and codes with establishing storage areas for flammable HM by either:

(a) Providing flammable storage units compliant with requirements of reference (m) when available.

(b) Purchasing approved flammable storage units when funding is provided by the requestor.

(c) Approving the vendor and model when a requestor will purchase independently.

(6) Maintains, repairs, and replaces flammable storage units (as necessary) and charges costs to responsible parties.

(7) Maintains reference records in the EUSL tracking data system by entering and refreshing data for EUSLs to support HM delivery services, CHRIMP, EUSL inspection, and dependent IT systems.

(8) Notifies Code 106.33 when new EUSLs are established and when portable flammable storage buildings are moved.

(9) Provides portable flammable storage building locator list to the contractor, contracting officer, and Code 980 as necessary to support recertification and maintenance of fire-suppression systems.

b. EUSL Inspection and Assistance to Code 106.33

(1) Receipts and maintains a hard copy of the latest EUSL self-assessment inspection record and PSNS&IMF 5090/274 for each registered EUSL.

(2) 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).

7. Industry Management Department (Code 400)

a. Notifies Code 106.33 when tanks for bulk compressed gases are added or removed from premises.

b. Submits monthly location updates for tanks for bulk compressed gases to Code 106.33 to ensure fire department report remains accurate.

c. Responds to data calls for bulk compressed gas tanks including contents, capacities, types and physical locations when requested by Code 106.

8. Comptroller Department (Code 600). Ensures adequate funds are in the approved budget for proper management of HM.

9. Structural Group, Welders (Shop 26)

a. Maintains issue and usage logs for welding materials, reporting by pounds used per SDS number.

b. Provides log data to Code 106 on a monthly basis per agreed method.

10. Structural Group, Pipefitters (Shop 56)

a. Maintains logs to record storage of refrigerant gases (e.g., Freon). Logs must be adequate to identify by SDS number and the maximum quantity in pounds for each refrigerant gas stored at one time in any location.

b. Reports annually or on request to Code 106 the maximum quantity of refrigerant gas kept at each storage location during the previous calendar year.

11. Shop 06

a. Maintains accountability for HMMS inventory triggered by Shop 06 HMCs and issued to project HAZMIN center EUSLs by:

(1) Ensuring tracking measures for HM issued to project HAZMIN center EUSLs are adequate to determine status of individual containers that are still in use (i.e., use PSNS&IMF 4110/13 HM Transaction Log, scanners, or similar methods).

(2) Processing in-use transfers and final disposition of HM containers issued to HAZMIN center EUSLs and overflow EUSLs including project HM inventory that is initially triggered to a Shop 71 EUSL for storage until needed.

b. Provides HMC&M and CHRIMP support by:

- (1) Encouraging product lines to store project HM inventory at CHMC until needed.
- (2) Reviewing and evaluating requests to store HM needed for project support.
- (3) Minimizing overflow EUSLs by storing project HM in a HAZMIN center EUSL whenever possible.
- (4) Submitting a PSNS&IMF 4110/2 for EUSLs as necessary to assemble and support project HAZMIN centers.
- (5) Provides authorizing signature on PSNS&IMF 4110/2 to request overflow EUSLs for storage of HM that cannot be managed through the project HAZMIN center due to quantity or end user hours of work.
- (6) Forwards EUSL registration requests for overflow EUSLs to Shop 99HM for processing.
- (7) Serves as HMC for project HAZMIN center EUSLs.
- (8) Serves as HMC for overflow EUSLs established to support shops or codes requiring HM that cannot be managed through the project HAZMIN center.
- (9) Manages overflow EUSLs by:
 - (a) Providing EUSL Inventory Reconciliation Reports to RPs managing overflow EUSLs as needed to maintain inventory accuracy.
 - (b) Processing EUSL Inventory Reconciliation Reports submitted by RPs managing overflow EUSLs as necessary to maintain inventory accuracy in HMMS.

c. Processes excess HM inventory at project completion by:

- (1) Ensuring excess HMMS inventory remaining in HAZMIN center EUSLs and overflow EUSLs is properly dispositioned.
- (2) Ensuring excess HM inventory from overflow EUSLs that is transferred to EUSLs controlled by the RP's parent shop or code is transferred in HMMS using appropriate zone and PCN.
- (3) Ensuring closure of overflow EUSLs and informing Code 106.33 if an overflow EUSL is not empty or if inventory disposition is not provided by the RP's parent shop or code within 30 days of project completion.

(4) Returning HAZMIN center EUSL storage equipment provided by Shop 99HM within 30 days of project completion if requested by Shop 99HM.

(5) Ensuring HAZMIN center EUSL Registration Signs are updated with new information for subsequent projects when Shop 99HM waives the equipment return requirement in support of successive projects.

(6) Meeting with a Shop 99HM representative to complete a close-out inspection and a new pre-issue condition inspection for EUSLs transitioning to a new project even when equipment return requirement is waived by Shop 99HM.

12. Production Resources Training Division (Code 900T)

a. Incorporates the requirements of this instruction into the employee training program to ensure personnel are scheduled and trained for HAZCOM, EUSL management, HM procurement etc., as required per references (a); (b), sections 1910.1200, Hazard Communication; and 1910.1020, Access to Employee Exposure and Medical Records.

b. Maintains a tracking system for documentation of completed HM related training and P910 HM briefs.

c. Updates existing training for HAZCOM, EUSL management, HM procurement, etc., when updates are provided by an authorized representative of Code 106.33.

d. Assists Code 106.33 with development of new training if necessary to support changes in procedure or implement new regulatory requirements.

13. Human Resources Office (Code 1110). Ensures all new employees are given a copy of the P91078 training brief in their indoctrination packet.

14. Nuclear Engineering and Planning Department (Code 2300)

a. Reviews existing and proposed processes or instructions, plans, new technologies, new equipment, and maintenance procedures to ensure compliance with this instruction.

b. Identifies HM needed for PSNS & IMF mission accomplishment, per the requirements of this instruction including:

(1) Determines the minimum amounts of the least toxic products to accomplish PSNS & IMF processes.

(2) Establishes the optimum unit of issue in the MAT system (e.g., DMI orders for HM should establish units of issue in MAT that allow HM to be triggered in individual 16 ounce cans verses using a case as the unit of issue) so that HM not needed for immediate work can continue to be stored at CHMC, building 997.

(3) Completes and submits HMAR for new authorizations and ensures requested products are approved by Code 106.33 and listed on the Bremerton site AUL by correct trade name, manufacturer, size and stock number before completing JML. Authorizations for zone BREM-CN and zones with prefix IMF are not authorized for purchase at Bremerton site.

(4) Identifies a suitable substitute or provides adequate supporting documentation of non-deviation requirement justifying use of VOC noncompliant or highly HM.

(a) Signs a statement verifying that no suitable substitute exists.

(b) Ensures non-deviation material is only used per documentation provided and continues to look for substitutes.

(5) Plans jobs to ensure the proper size and quantity of HM is ordered and shelf life is preserved. Strives to trigger only what is needed within a 30-day time frame or less.

(6) Provides guidance to DLA Distribution Puget Sound (Procurement) on minimum and maximum inventory needs in establishing stock limits in MAT.

(7) Screens the AUL for authorized products before requesting addition of new products.

(8) Uses available inventory, when suitable, before ordering new items.

(9) Manages and resolves shelf life issues, providing local direction regarding quality assurance requirements and evaluations. Determines approved uses for expired HM or provides designation of noncritical applications, as appropriate.

(10) Notifies DLA Distribution Puget Sound when on-hand material is no longer needed and updates MAT accordingly.

(11) Evaluates excess HM for other suitable processes before determination to dispose.

(12) Investigates excessive HM inventory.

15. DLA Distribution Puget Sound

a. Maintains responsibility and accountability for all HM inventory in DLA Distribution Puget Sound warehouses.

- b. Provides CHRIMP labels and maintains inventory accuracy in HMMS or its designated replacement to support requirements of reference (a);, (b), section 1910.1200, Hazard Communication; and (d), parts 300-399, subchapter J, Superfund, Emergency Planning and Community Right-to-Know Programs.
- c. Processes CHRIMP inventory in HMMS when HM is received, issued or returned to any DLA Distribution Puget Sound warehouse.
- d. Uses the HMAR for new additions to the AUL.
- e. Ensures HM to be shipped or transferred off-site for use by Bremerton site employees is on the corresponding off-site AUL (e.g., IMF zone prefix for PSNS & IMF Bangor site, SD zone prefix for Detachment San Diego).
- f. Establishes and maintains procedures for receipt-inspection of all HM, per this instruction and DLA Distribution Puget Sound instructions.
- g. Confirms HM containers issued to a Bremerton site EUSL are properly listed on the Bremerton site AUL by cross verifying container information to the AUL listing for the following characteristics:
 - (1) Manufacturer exact match.
 - (2) Trade name exact match.
 - (3) Container size match (variances greater than one fluid ounce must be authorized by Code 106.33).
- h. Provides Code 106.3 access to documents (electronically or by hardcopy) supplied with HM shipments including SDS, technical data sheets, and batch-certification sheets, as necessary, to obtain or maintain authorization.
- i. Consults Code 106.33 before rejecting any HM for discrepancies concerning labeling, SDS, or other HAZCOM issues.
- j. Holds HM until it is on the Bremerton site AUL or AUL exempt products list.
- k. Validates zone authorization and PCN when issuing HM and:
 - (1) Rejects requests when zone authorization and PCN provided on the MAT trigger cannot be verified.
 - (2) Notifies the requestor when an order is rejected and provides explanation.

l. Ensures requestors submitting MAT triggers for AUL listed HM being issued to Bremerton site or PSNS & IMF Detachments have been authorized by Code 106.33 by verifying the HM03 qualification is properly flagged on the authorized requestor list maintained in the DLA EUSL Locator database maintained by Code 106.33.

m. Applies CHRIMP labels per this instruction and reference (a) in the following manner:

(1) Verifies the size, stock number, SDS number, trade name, and manufacturer on HM containers correspond correctly with the information on the HMMS AUL detail page and the CHRIMP Label that will be applied.

(2) Labels each container of CHRIMP HM, including each separable kit component, received for use at Bremerton site with a CHRIMP Label generated through HMMS.

Note: HM received in very small containers or components (e.g., ampoules) may be labeled in quantities greater than one (e.g., labeled per box) when indicated by the AUL.

(3) Contacts Code 106.33 if AUL unit of measure should be adjusted.

(4) Ensures all containerized HM issued through DLA Distribution Puget Sound to Bremerton site EUSLs is properly labeled by the manufacturer per this instruction, references (b), section 1910.1200, Hazard Communication and (k), chapter II, subchapter B, Consumer Product Safety Act Regulations including verification of GHS pictogram labels on HM containers when required by reference (b), section 1910.1200, Hazard Communication including, but not limited to:

(a) Containers from vendor samples.

(b) HM included in maintenance kits.

(c) HM received from off-station.

(d) Non-routine HM acquisitions that are not processed through MAT.

(5) Applies Low Use Exempt Coating labels to items identified as low use exempt on the AUL Detail page of AUL on the Web (reference (e), from the PSNS & IMF Home Page, Apps).

n. Supports HAZCOM and HMC&M program by:

(1) Printing or reprinting CHRIMP Labels for replacement of missing or damaged barcode labels when requested by Code 106.33 or Shop 06.

(2) Printing and applying replacement labels at affected EUSLs if HM is issued with incorrect CHRIMP labels.

(3) Deleting inventory records in HMMS for HM received under an incorrect SDS number that is subsequently relabeled.

(4) Consulting with Code 106.33 to determine an alternate means of tracking and managing HM containers when:

(a) HM is received in a physical state that prevents application or adhesion of a CHRIMP Label (e.g., frozen material).

(b) HM is receipted in HMMS but not physically unloaded or received into CHMC.

o. Manages HM in all locations of DLA Distribution Puget Sound custody by inputting HM inventory related data to HMMS including:

(1) Shelf life codes.

(2) Shelf life expiration dates.

(3) Shelf life extensions when performed by DLA Distribution Puget Sound.

(4) Lot or batch numbers and material classes.

p. Accepts suitable HM return per reference (1).

q. Maintains accurate and timely records in HMMS for containerized HM tracked by CHRIMP label while in DLA Distribution Puget Sound custody.

r. Provides GHS format SDS acquired from receipted HM shipments to Code 106.33.

s. Consults with Code 106.33 regarding incoming shipments of HM received after 1 June 2016 if a GHS format SDS is not available from the AUL and is not received with the shipment.

t. Issues CHRIMP HM to a registered EUSL in HMMS as provided on the MAT trigger. CHRIMP HM consists of all products listed on the Bremerton site AUL except those items identified as “No CHRIMP Tracking” in the AUL comments section of the AUL detail page of reference (e), AUL on the Web (from the PSNS & IMF Home Page, Apps).

Note: EUSLs are entered as employees in HMMS.

u. Delivers HM to a registered EUSL or delivery location as verified by DLA EUSL Locator database maintained by Code 106.33 or holds order in the receiving area at CHMC if request is for pick up by customer.

v. Uses information from the Delivery Ticket generated from the DLA EUSL Locator database to locate EUSL or delivery location and contacts the HMC or RP if EUSL cannot be accessed or delivery cannot be completed using information from the Delivery Ticket.

17. DLA Maritime Puget Sound

a. Ensures SDS and stock number for HM purchased is on the Bremerton site AUL before purchase. Authorizations for zone BREM-CN and zones with prefix IMF are not authorized for purchase at Bremerton site.

b. Provides support necessary to obtain ad hoc reports from MAT for AUL-listed HM that is not receipted into HMMS or tracked by CHRIMP label (e.g., items listed on the No CHRIMP Tracking List) when Code 106.33 is unable to determine inventory or usage by other means.

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APPENDIX A
DEFINITIONS AND ACRONYMS

1. Definitions

a. Article. An item (other than fluid or particles) which is formed to a specific, self-contained shape or design during manufacture, whose end-use functions depend, in whole or part, upon its shape or design, which does not result in exposure to a physical hazard or health risk under normal conditions.

b. Authorized Use List (AUL). The list of HM, as required by reference (b), that has been evaluated and authorized for purchase and use for a specific command, facility, detachment, or zone. Authorizations are uniquely identified by product name and manufacturer name with a corresponding SDS and stock number and are restricted to specific processes and zones. The AUL is available from reference (g), available from PSNS & IMF Homepage, Apps. Authorizations for zone BREM-CN and zones with prefix IMF are not authorized for purchase at the Bremerton site.

c. AUL Exempt Products List. A list of HM that are exempt from requirements for listing on the AUL; retaining SDS; retention and tracking inventory; when used per the exemption restrictions and conditions stated on the reference (g), AUL Exempt Products List (from the PSNS & IMF Home Page, Apps). P910 HM briefs are provided for some exempt materials to communicate potential hazards associated with use of the exempt material. AUL exempt products are prohibited from use in industrial processes and must only be used per the exemption conditions stated on this list.

d. Authorized Use List/MSDS. Link located under reference (g) provides access to the Hazardous Material Management Utility which contains tools and links for Material/HAZCOM/Environmental Awareness (HW32) or Right-to-Know (P91078) including:

- (1) Access to SDS.
- (2) Access to P910 HM briefs.
- (3) Printable HM transfer labels compliant with this instruction and reference (b).
- (4) HMC&M program related forms, key point sheets, bulletins, etc.
- (5) HM inventory visibility for HM issued from MAT.
- (6) AUL Exempt Products List.
- (7) No CHRIMP tracking list.

e. Carcinogen. A chemical listed by one of several agencies or classification criteria. Physical or biological agents (such as ionizing radiation or some viruses) or chemical by-products may also be known or suspected of causing cancer.

f. Chemical. An element; compound; or mixture of elements and compounds in solid, liquid, or gaseous state.

g. Central Hazardous Material Center (CHMC). Where new HM is received, data is receipted into HMMS, and material is stored until issued to a EUSL. At the Bremerton site, CHMC is operated by DLA Distribution Puget Sound at Building 997. Reuse material may be returned, stored, and reissued from this location.

h. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP)

(1) A comprehensive HM program philosophy and methodology for providing life cycle management of HM and resulting in reduction of hazardous waste. Implementing CHRIMP requires an integrated organizational effort. It encompasses and integrates related aspects of Public Law 99-499 Superfund Amendments and Re-authorization Act of 1986, HMC&M, HAZCOM, pollution prevention, and national emission standard for hazardous air pollutants.

(2) CHRIMP Material. HM containers that are serialized for tracking through their final disposition. This includes HM listed on the Bremerton site AUL except material designated as no CHRIMP tracking on the reference (e), AUL detail page.

i. Container. A bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or similar vessel that contains HM. This may be the original manufacturer's container or one that has been engineered and approved by the cognizant technical code. It does not include secondary outer packaging. The five container types appropriate to this instruction are:

(1) An original container is filled by the product's manufacturer and bears the manufacturer's product label.

(2) An immediate-use container is an unlabeled transfer container that is acceptable, providing the container:

(a) Will be entirely used, disposed, or returned to a properly labeled container within a single work shift.

(b) Is under the control of and is only used by the person who removed the product from a properly labeled container.

(c) Will not be left unattended, reassigned to another person, or another work shift.

(3) A process container is a stationary container or tank (e.g., parts-cleaning tank, dip tank), pipe, or other container of HM that is mechanically connected (e.g., clamped, bolted) to equipment or machines for continuous or intermittent use (e.g., system flushes, operation, testing). A process container and its contents will remain with the process for the duration of its life cycle and will not be returned to the original container or a EUSL.

(4) A transfer container is filled from the original manufacturer's container or a process container for use and storage. It may be used by multiple workers. The person who fills the container is responsible for applying a HM transfer label. A transfer container must be closable and suitable for safe storage.

(5) An over-pack is an outer container designed to enclose and secure one or more inner containers. When used for HM requiring an outer container for storage purposes, it must be suitable for the contents and closable.

j. Corrosive. Any material (liquid, solid, or gas) that burns, severely irritates, or destructively attacks body tissues or metal (e.g., destroys or irreversibly burns tissue at the site of contact or is capable of corroding metal containers). Corrosive items must be segregated from flammables.

k. Disposition. Tracking CHRIMP HM in HMMS after initial receipt or subsequent issue. This includes recording use, transfers, returns, disposal, spillage, etc. Final disposition completes the life cycle tracking for HM.

l. End Use Storage Location (EUSL). The physical location where HM is stored after issue from CHMC before being used. EUSLs must be registered with, and posted by Shop 99HM. A EUSL may have multiple components, provided each component is posted per the current HM storage guide and included in the registration record. Examples of EUSLs include storage rooms, flammable storage cabinets, portable flammable storage buildings, and other storage locations for non-flammable HM where EUSL boundaries are defined by the location description contained in the registration record.

(1) Each flammable storage cabinet and portable flammable storage building or room that is registered for storing flammables is an independent EUSL component and requires individual posting.

(2) EUSL components for non-flammable HM are defined by the location description contained in the registration record and sometimes have no visual or physical boundaries. Registration postings for non-flammable components should be prominently displayed to be associated with the area where non-flammable HM is stored.

(3) For large non-flammable areas where the area described in the registration record contains other types of regulated storage (e.g., hazardous waste satellite accumulation area, used oil collection area), additional registration postings or enclosures are used to ensure adequate segregation and facilitate obvious identification of individual EUSL components.

(4) Where confusion with other regulated storage is not problematic, a single posting may define an area where non-flammable HM is stored even if multiple storage units are used. For example, three standard work cabinets, a work bench, and an open-shelf modular storage unit may be posted with a single registration sign providing the registration record clearly defines the EUSL.

m. Excess HM Inventory. Leftover HM in a usable condition for which there is no further immediate need. Such material may ultimately be used by another shop, code, shore facility, etc. to minimize hazardous waste.

n. Flammable Material (FL). An HM displaying FL as the first two characters in the HCC field of the CHRIMP label or HM bearing the GHS flame pictogram or HM bearing a Class 3 Department of Transportation label or placard.

o. Globally Harmonized System (GHS). GHS is a system for standardizing chemical classification and labeling. GHS replaces the Hazardous Material Identification System and is intended as a comprehensive approach to:

(1) Defining health, physical, and environmental chemical hazards.

(2) Standardizing chemical classification.

(3) Communicating hazard information in a uniform way on labels and SDS.

p. GHS Pictogram. Symbols plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical.

q. Hazard Communication (HAZCOM) and Right-to-Know. Reference (b), section 1910.1200, Hazard Communication (also known as the right-to-know), was established by Occupational Safety and Health Administration to ensure employers and employees receive information about potential hazards of chemicals in the workplace. This regulation established communication requirements for HM, starting with the manufacturer or distributor and ending with the user. The regulation requires compilation and maintenance of a list of hazardous chemicals known to be present in the workplace (see AUL).

r. Hazard Compatibility Code (HCC). A locally assigned code displayed on the CHRIMP label intended to provide general guidance for storage requirements of HM.

- s. Hazard Compatibility Code (HCC) Chart. A required posting for EUSLs that accompanies the HM storage guide and displays HCCs with storage guidance appropriate to each code. An HCC chart must be posted adjacent to the HM storage guide at each EUSL for easy reference to storage guidance.
- t. Hazardous Material (HM). Generally, any substance, chemical, or material that, because of its quantity, concentration, or physical or chemical characteristics may pose a hazard to human health or the environment, as determined by Code 106.33.
- u. Hazardous Material Authorization Request (HMAR) (PSNS&IMF 5100/668). Used to request Code 106.33 to evaluate and authorize HM for addition to the Bremerton site AUL.
- v. Hazardous Material Coordinator (HMC). A person designated by his or her shop or code to manage EUSLs and hazardous materials per this instruction. A designated HMC must have an active computer account and a current HM02 qualification in ATMS.
- w. Hazardous Material Management System (HMMS). Corporate data system developed and implemented to compile, maintain, and manage through final disposition HM information, AUL (or designated replacement).
- x. Hazardous Material (HM) Storage Guide. A required posting for EUSLs that displays the requirements of PSNS&IMF 5090/274.
- y. Hazardous Material Transfer Label. The HM transfer label provides material identity and hazards for an HM transfer container.
- z. Hazardous Material Worker. A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.
- aa. Health Hazard. Material for which there is statistically significant evidence, based on at least one study conducted according to established scientific principles, where acute or chronic health effects may occur in exposed employees. This includes materials that are carcinogens; toxic or highly toxic agents; reproductive toxins; irritants; corrosives; sensitizers; hepatotoxins (liver toxins); nephrotoxins (kidney toxins); neurotoxins (affecting the nervous system); agents that act on the hematopoietic (blood) systems; and agents that damage the lungs, skin, eyes, or mucous membranes.

ab. Hold Area. An established area within a EUSL used to manage noncompliant containers while deficiencies are resolved. A hold area must be clearly segregated from usable HM and marked "On Hold Do Not Use" or with a similar statement. A hold area is not to be used for damaged or leaking containers or for HM that is intended for disposal or appears waste-like. Storage time should not exceed 30 days. Deficient containers segregated to a clearly marked hold area are considered to be properly managed during inspections and audits.

ac. Hosted Employee. An HM worker that is not a direct Bremerton site employee, but is being assigned work by a Bremerton site supervisor.

ad. Industrial Process. A shipyard or shipboard production or maintenance process used to clean; seal; repair; test; maintain; construct; reconstruct; paint; or fuel industrial components, structures, or machinery identified in the reference (g), process code number flowchart.

ae. Inventory Reconciliation. Validation of HMMS inventory records against physical HM inventory on-hand at a given EUSL. This applies to all HM except that which is exempt from the AUL or from CHRIMP tracking. At CHMC this function is performed by DLA Distribution Puget Sound. At EUSLs this function is performed by the RP or HMC.

af. Labeling. Written, printed, or graphic material displayed or affixed to containers of HM. Manufacturers and distributors are required to provide product or chemical name, manufacturer or distributor name and address, and information on the health and physical hazards of the product.

ag. Laboratory Division (Code 134). The Code 134 controlled work areas where chemicals, reagents, and solutions are used in the course of analytical, testing, and research work.

ah. Noncritical Application. An application where using expired shelf life HM would not result in hazardous or unsafe conditions, or failure in mission accomplishment (e.g., non-shipboard work, training, shop equipment, building maintenance).

ai. Optimum Unit of Issue. This is the container size appropriate for direct issue to an individual worker. This refers to the unit of issue established in MRQT when an order is placed for HM. DMI orders for HM should establish units of issue in MAT that allow HM to be triggered in individual 16 ounce cans verses using a case as the unit of issue so that HM not needed for immediate work can continue to be stored at CHMC, Building 997.

aj. 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.

ak. No CHRIMP Tracking List. A list of materials that are on the AUL per reference (a) and (b) requirements, but do not require CHRIMP labels for lifecycle tracking (e.g., welding materials, blast media). These items are identified with “No CHRIMP Tracking” in the AUL comments section of the AUL detail page of reference (e), AUL on the Web (from the PSNS & IMF Home Page, Apps). The no CHRIMP tracking list is available from reference (g).

al. Off-hull. Shop or code work not related to direct project support.

am. Process Code Number (PCN). A PCN associates approval of a particular SDS with specific work operation, or industrial or maintenance process managed in HMMS or by the CHRIMP. A PCN identifies the process for which an HM has been approved. Reference (g) (available from PSNS & IMF Home Page, Apps) provides the standard, mandatory process code flowchart of PCNs necessary to acquire the minimum acceptable level of detail for HM control, tracking, and environmental reporting.

an. Responsible Person (RP). Person designated by the HMC or supervisor to maintain a EUSL (normally within his or her regular work area) per requirements of the HM storage guide. The RP must be qualified by ATMS course P910RP and normally acts in a support role to the HMC by correcting self-identified deficiencies and deficiencies reported in QPS, reconciling inventory and performing documented inspections, where required.

ao. Reuse. The CHRIMP process of finding a subsequent use for excess HM that was not completely used for its original purpose.

ap. Reproductive Stressor. A chemical listed in OSH Manual, volume III, chapter 8, which has the potential to adversely affect the human reproductive process. These effects may occur during development of the fetus, or through either parent’s reproductive cells before conception. Physical or biological agents or chemical by-products may also be known or suspected to cause reproductive disorders, but they are not addressed by this instruction.

aq. Safety Data Sheet (SDS). SDS is the term that replaces MSDS under GHS for HAZCOM. An SDS provides written information in a specific format per reference (b) and is furnished to the end user by the manufacturer or distributor. Employers are required to have an SDS readily available in the workplace for each hazardous chemical they use. (Electronic access via a supervisor or designated person such as an HMC is adequate.) MSDS is a familiar and engrained term and SDS and MSDS will still exist, either abbreviation is found in references, forms, links, electronic media etc.

ar. VOC Compliance. VOC compliance is a determination made by Code 106.33 with respect to conformance of the amount of VOCs contained in, or released from, a cleaner, stripper, coating, or adhesive product as applied and the respective local, State, or Federal regulations for the product category. (“VOC noncompliant” indicates the nonconformance of the product for the intended application.)

as. Zone. Formerly called work center. A shop, code, product line, or subdivision generally based on performance of an industrial process. In California, the San Diego Detachment Air Pollution Control District permits are assigned as zones in HMMS.

2. Acronyms

- a. ATMS. Automated Training Management System.
- b. AUL. Authorized Use List.
- c. CHMC. central hazardous material center.
- d. CHRIMP. Consolidated Hazardous Material Reutilization Inventory Management Program.
- e. ESH. environmental, safety and health.
- f. EUSL. end use storage location.
- g. GHS. Globally Harmonized System of Classification and Labeling of Chemicals.
- h. GPC. government purchase card.
- i. HAZCOM. Hazard communication. Used in reference to reference (b) requirements.
- j. HCC. hazard compatibility code.
- k. HMAR. PSNS&IMF 5100/668 Hazardous Material Authorization Request (HMAR).
- l. HMC&M. Hazardous Material Control and Management.
- m. HMC. hazardous material coordinator.
- n. HMMS. Hazardous Material Management System.
- o. JML. job material list.
- p. MAT. Material Access Technology.
- q. NCNR. noncritical notification required.
- r. PCN. process control number.
- s. RP. EUSL responsible person.

- t. SAA. hazardous waste satellite accumulation area.
- u. SDS. safety data sheet.

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APPENDIX B
FORMS AND INFORMATION MANAGEMENT CONTROL

1. AUL Forms. AUL forms available from the PSNS & IMF Forms Library or reference (g) (from PSNS & IMF Home Page, Apps) are:
 - a. PSNS&IMF 5100/668 Hazardous Material Authorization Request (HMAR).
 - b. PSNS&IMF 5100/869 California Hazardous Material Authorization Request.
2. CHRIMP Program Form. PSNS&IMF 4110/13 Hazardous Material (HM) Transaction Log is available from the PSNS & IMF Forms Library.
3. EUSL Forms
 - a. EUSL forms found on the PSNS & IMF Forms Library are:
 - (1) PSNS&IMF 4110/2 Hazardous Material End Use Storage Location (EUSL) Registration Request.
 - (2) PSNS&IMF 5090/274 Hazardous Material Control and Management (HMC&M) End Use Storage Location (EUSL) Inspection Checklist.
 - b. EUSL signs available from Shop 99HM are:
 - (1) PSNS&IMF 4110/3 Hazardous Material End-Use Storage Location.
 - (2) Danger, Flammable, Keep Fire Away No Hot Work Within 50 Feet, Keep Doors Closed.
4. Miscellaneous Forms
 - a. Forms available from the PSNS & IMF Forms Library are:
 - (1) PSNS&IMF 12410/194 Training Record Certification.
 - (2) PSNS&IMF 4110/8 Contractor Hazardous Material Storage Location Registration.
 - b. Forms available from the DoD Forms Management Program, found from the PSNS & IMF Home Page, Forms-Insts, Government Forms are:
 - (1) DD 2477-1 Shelf-Life Extension Notice (11 inches by 8 inches).
 - (2) DD 2477-2 Shelf-Life Extension Notice (5 inches by 3 inches).

(3) DD 2477-3 Shelf Life Extension Notice (3 inches by 1 inch).

5. Information Management Control. The information collection requirement, EUSL Inventory Reconciliation Report, as detailed on pages 4-1, 4-3, 5-5, 7-2, 7-5, 8-2, and 8-9 is exempt from information collection control by SECNAV Manual 5214.1 of December 2005, part IV, paragraph 7n and requires no report control symbol.