



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5100.11A  
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DEPOT ORDER 5100.11A

From: Commanding General  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE FOR HAZARDOUS MATERIALS, CONTROL & MANAGEMENT PROGRAM (HMC&M)

Ref: (a) 29 CFR 1910.1200 (NOTAL)  
(b) MCO 5100.25 (NOTAL)  
(c) The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), P.L. 96-510, 11 Dec 1980, 42 U.S.C. 9601-57 (NOTAL)  
(d) MCO 5090.2 (NOTAL)  
(e) MCO 5100.8E (NOTAL)  
(f) Resource Conservation and Recovery Act (RCRA), 42 U.S.C. 6901-87 (NOTAL)

Encl: (1) Hazardous Materials Labeling  
(2) List of Directives, Publications, and Information Concerning Hazardous Materials  
(3) Authorized Use List Procedures  
(4) Compatibility Coding for Storage  
(5) Hazardous Materials Identification and Certification Guide  
(6) Hazardous Substance/Waste Coordinator Information Form

1. Purpose. To implement references (a) through (f) at the Marine Corps Recruit Depot (MCRD), San Diego. This Order establishes policy, assigns responsibility, and establishes procedures for the life cycle control and management of hazardous materials acquired and used by the command, establishes policies, assigns responsibilities and establishes procedures for a HMC&M program, and implements the Hazard Communication Program.

2. Cancellation. DepO 5100.11

3. Background

a. General. It is important that all aspects of accident prevention designed to control and regulate the identification, transportation, storage, handling, use and disposition of hazardous materials be implemented to protect military and civilian employees and the general public. The Occupation Safety and Health Administration (OSHA) has issued standards to facilitate the prevention of accidents. Reference (a) establishes occupational safety and health standards and standards for hazard communication (HAZCOM) requiring certain employers to notify employees of chemical hazards. This Order adopts appropriate portions of the OSHA standards for use at MCRD. The Environmental Protection Agency (EPA) has issued standards relative to the generation, storage, transportation, and disposal of hazardous waste. This Order adopts appropriate portions of the EPA standards for use at MCRD.

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b. Hazardous Materials Information System (HMIS). HMIS, described in detail in reference (b), was established to provide an accurate, complete hazardous material information system that is responsive to the health and safety requirements of personnel handling or using such materials. The Department of Defense (DOD) requires the Marine Corps to establish a standardized system for collecting and disseminating health and safety information applicable in the procurement, receipt, storage, handling, issue, transportation, use, and disposal of hazardous materials. Hazardous material information has been put on CD-ROM. The HMIS includes specific information on hazardous ingredients, precautions for safe use, protective clothing and equipment, and emergency medical treatments. Marine Corps Logistic Bases (MCLBs), Albany and Barstow, have been designated as subfocal points for the HMIS and questions regarding the HMIS program may be directed to these commands.

c. Marking and Labeling. Through standards set by Title 49, Code of Federal Regulations (Title 49 CFR), the U.S. Department of Transportation (DOT) regulates the hazardous materials marking and labeling for all modes of shipment. Title 49 CFR is available at the Office of the Assistant Chief of Staff, Staff Judge Advocate. OSHA labeling requirements are provided in reference (a) for occupational use of hazardous materials. In addition, Federal Standard (FS) No. 123 and Military Standard (MS) No. 129, require additional precautionary labeling to guide those who use and handle hazardous materials. The EPA and the Consumer Product Safety Commission (CPSC) also require labels on hazardous materials under their jurisdiction. The goal of precautionary labeling is to have the material properly labeled so the user can make an informed decision to use and store the material in a safe manner. Additional guidance on precautionary labeling is provided in enclosure (1).

4. Applicability. This Order applies to all personnel on board MCRD, both military and civilian.

5. Scope. This Order includes, but is not limited to, the following aspects:

a. Identification and classification of hazardous materials (for the purpose of this Order, a hazardous material is any material which because of its quantity, concentration, or physical, chemical, or infectious characteristics, may pose a substantial hazard to human health or the environment when used, released, or spilled into the environment);

b. Safety and health precautions and training for the safe handling and use of hazardous material;

c. Transporting, packaging, marking, labeling, documenting, placarding, storing, and disposing of hazardous materials and hazardous waste;

d. Reporting of hazardous material mishaps in accordance with reference (c). (Selected directives and publications pertaining to environmental protection, hazardous materials, and waste disposal, and other programs related to hazardous materials are listed in enclosure (2).)

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6. Policy. It is the policy of this Command to control and manage hazardous materials for acquisition through ultimate disposal and that:

a. Standards and criteria for handling, storage, transportation, use, and disposal of hazardous materials shall be in accordance with DOD, Department of the Navy, Commandant of the Marine Corps (CMC), OSHA, DOT, EPA, state, and local regulations. Where applicable, it is the policy of this Command that all section heads implement the applicable parts of these standards.

b. The quantity of hazardous materials stocked by a user shall not exceed the maximum quantity necessary to satisfy operational requirements. Where less hazardous or nonhazardous technically accepted materials can be used to accomplish a task, it shall be used.

c. Specialized job safety and health training appropriate to the work performed and type of material to be handled shall be provided to personnel and their supervisors. Training shall also be provided to safety and occupational health professionals assigned to this Command. Worker oriented Material Safety Data Sheets (MSDS), locally developed, are required for shop and other work areas to complement the training program.

d. New systems, equipment, and maintenance procedures shall be designed to minimize the use of hazardous materials. Where the use of hazardous material is required, adequate engineering controls and personal protective equipment shall be specified, provided, and used to ensure the health and safety of exposed personnel and protection of the environment.

7. Responsibilities. Hazardous materials safety shall be the responsibility of all personnel involved in the use, storage, and disposal of hazardous materials and they will report any deficiencies to the HMC&M Program Manager. In addition, the following specific responsibilities are assigned:

a. Assistant Chief of Staff (AC/S), G-4. AC/S, G-4 will act as the HMC&M Program Manager. The manager will:

(1) Draft and implement orders and bulletins that incorporate the requirements of the Order.

(2) Develop and review, on a continuous basis, a complete inventory of all hazardous materials received, used, and disposed of aboard MCRD. The inventory shall include the location, quantity, trade name, chemical name, shelf life, and disposal requirements of each hazardous material. This inventory of Hazardous Materials (HM) will form the basis for an Authorized Use List (AUL) for providing life cycle control of hazardous materials. Authorized Use List Procedures are provided in enclosure (3). Copies of this inventory should be provided to the Fire Department, Depot Safety Manager, and the Depot Inspector for use during routine inspections.

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(3) Maintain a complete file of MSDS on the hazardous material used, and make the MSDS, or a worker oriented summary of the MSDS information, available to the users of the hazardous materials. The MSDS, or a narrative summary of the MSDS information, shall be attached to the appropriate operating procedure, process instruction, test procedure, or similar document.

(4) Develop and implement a Hazardous Materials Information and Training Program, and incorporate the requirements of reference (a) into this program.

(5) Establish procedures for informing contractor personnel of the hazardous materials used aboard MCRD and the protective measures required when working with or otherwise exposed to the hazardous materials. Have available for review, a MSDS as required in reference (a), for each hazardous material used by the contractors.

(6) Obtain a MSDS for each hazardous material purchased through the supply system and a MSDS, or equivalent data sheet, for hazardous material purchased directly from commercial sources. The Supply Officer will assist in preparation of procedures to accomplish this task.

(7) Establish procedures to ensure that labels, as required by reference (a), are provided on all containers received or are applied to all such containers prior to issue. The labels shall provide sufficient information to properly assess the hazard presented by the contents of the container. {See enclosure (1) for specific labeling guidance.} The Supply Officer will assist in preparation of procedures to accomplish this task.

(8) Develop and implement procedures for using type of storage codes listed in enclosure (4) to determine safe storage, handling, and use of hazardous materials. Use storage compatibility codes also provided in enclosure (4) and DOD 6050.5-L/LR to prevent unsafe commingling of noncompatible hazardous materials.

(9) Establish procedures for indicating on all MCRD equipment, pipes, vessels, or other stationary objects, the presence of any hazardous material. Develop and distribute a master list of locations to all HMC&M Committee members.

(10) Develop, coordinate, and implement a Hazardous Materials Reduction Program to reduce the amount and toxicity of hazardous material in use. This shall include, but not be limited to, substitution with nonhazardous or less hazardous material, and administrative controls to reduce the purchase or use of nonstock, open-purchase hazardous materials. Include in this task a review of all material used by contractors performing work aboard MCRD.

(11) Coordinate matters affecting the occupational health and well-being of personnel with medical and personnel officers in accordance with reference (e). The Safety Manager will assist in the preparation and implementation of this task.

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(12) Develop procedures for complying with Title 40 CFR Parts 122 and 260-267, and local authorities regarding disposal of hazardous waste. All hazardous waste disposal procedures will be submitted to the AC/S, Staff Judge Advocate for legal review.

(13) Establish and coordinate a HMC&M Committee, composed of the Depot Inspector, HMC&M Program Manager, MWR Facilities and Maintenance Director, Safety Manager, AC/S, Staff Judge Advocate, Supply Officer, Facilities Maintenance Officer, and Public Works Officer. This committee shall meet quarterly to review the HMC&M status. The duties of this committee include: advising the Commanding General on policies and procedures for implementing the HMC&M Program, reviewing and recommending additions and/or deletions to the AUL, and reviewing training requirements for all billets affected by this Order. The AC/S, G-4 will serve as chairman of this committee.

(14) Implement a Hazardous Waste Management & Minimization Program that tracks hazardous wastes from generation through any intermediate processes to disposal. The Supply Officer shall assist in preparation of procedures to accomplish this task.

(15) Provide input to the AC/S, Comptroller for all funding expenses related to the HMC&M. (Funding requirements include, but are not limited to, employee training, personal protective equipment, and disposal costs.)

(16) Report hazardous material mishaps as required by law, see reference (d) and enclosure (5). Headquarters Marine Corps, the Commanding General, Public Affairs Officer, and AC/S, Staff Judge Advocate will be notified of all such mishaps.

(17) Aid the AC/S, G-2/3 in developing a Hazardous Materials Spill Prevention Control and Countermeasure Plan (SPCCP) and Spill Contingency Plan (SCP) and report spills to the National Response Center as required.

(18) Follow-up on reported hazardous material discrepancies and review abatement plans on those items not immediately corrected. Keep the Commanding General apprised of progress taken to correct discrepancies.

(19) Assign a primary and alternate Hazardous Material Coordinator (HMC) for each work center that stores, utilizes, handles, or manages hazardous substances. The HMC personnel information form, enclosure (6), must be completed and submitted to the Environmental Office. These work centers include Service & Supply, Food Services, Motor Transport, Facilities Maintenance Shops, and Armory.

(20) Designate a secretary for the HMC&M Committee.

b. Depot Safety Manager. The Depot Safety Manager will:

(1) Assist HMC&M Manager in areas requested where ground safety and occupational health problems are associated with use of hazardous materials.

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(2) Report all hazardous material related deficiencies discovered during safety inspections to the HMC&M Manager.

(3) Assist the HMC&M Manager in providing training in areas where general safety and hazardous materials usage overlap.

(4) Notify the HMC&M Manager of all accidents involving use of hazardous materials.

(5) Provide personal protective equipment necessary to protect all applicable personnel aboard MCRD against hazards associated with hazardous materials.

(6) Assist the HMC&M Manager in research for obtaining less toxic substitute material in conjunction with the Hazardous Material Reduction Program established by the AC/S, G-4.

(7) Maintain a complete library of MSDS for HM used on board the Depot and ensure MSDS are maintained at sites storing, using, or handling the HM.

(8) Participate as a member on the HMC&M Committee.

c. Supply Officer. The Supply Officer will:

(1) Establish procurement procedures to include the requirements of this Order.

(2) Obtain a MSDS, as described in Federal Standard No. 313C, for each hazardous materials purchased through the supply system and upon initial purchase order, provide one copy to the user, forward one copy to the Naval Environmental Health Center, per reference (b), one copy to the Environmental Office, and one copy to the Depot Safety Manager. The MSDS will be obtained as part of the Request for Quotation or Invitation to Bid. When purchasing hazardous material, the MSDS contract requirements in the Federal Acquisition Regulations (FAR) 52.223-3 and Defense Federal Acquisition Regulations (DFAR) 252.223-7004 shall be included in purchase document for all items in the Federal Supply classes listed in Federal Standard No. 313C. If the chemical formulation of the material has changed, a new MSDS shall be obtained.

(3) Obtain and maintain a MSDS, or equivalent data sheet, for hazardous materials purchased directly from commercial sources. If the documentation received is inadequate, additional health related information may be obtained from the Occupational Health Service (IH Branch), Naval Hospital, San Diego; Environmental Preventive Medical Unit Five, Naval Station, San Diego; or MCLB Barstow. If the material is considered hazardous, comply with the safety policies stated in this Order and forward a copy of the MSDS as required in reference (b).

(4) Maintain a complete, current MSDS file of all hazardous materials procured through the supply system, including local direct purchases.

(5) Assist the HMC&M Program Manager in developing procedures for complying with all requirements for disposal of hazardous wastes required by reference (e), Title 40 CFR Parts 122 and 260-267, and local authorities.

(6) Assist in initial inventory of hazardous material within the Service and Supply Division. Provide a copy of the inventory to the HMC&M Manager.

(7) Forward a copy of the MSDS & HCS - compliant label to the:

Navy Environmental Health Center  
Attn: Industrial Hygiene Directorate - HMIS  
2510 Walmer Avenue  
Norfolk, VA 23513-2617

(8) Participate as a member on the HMC&M Committee.

d. Fire Chief. The Fire Chief will:

(1) Provide personal protective equipment necessary to protect fire fighting teams against hazards associated with known or expected hazardous materials aboard MCRD.

(2) Establish and implement training related to known problems caused by hazardous materials and the mission of the fire fighter in combating them.

(3) Report hazardous material discrepancies discovered during regular fire inspections to HMC&M Manager.

(4) Comply with requirements of this Order as it relates to the procurement, use, storage, and disposal of hazardous materials and waste within the Fire Department.

(5) Review the hazardous materials inventory list maintained by the HMC&M Manager and disseminate this information to fire fighting teams for incorporation into action plans.

e. Depot Inspector. The Depot Inspector will:

(1) Immediately report all serious violations of improper hazardous materials use, storage, or disposal to the HMC&M Manager.

(2) Establish coordination procedures with HMC&M Manager for monitoring progress to correct hazardous material related discrepancies.

(3) Participate as a member on the HMC&M Committee.

f. AC/S, Staff Judge Advocate. The AC/S, Staff Judge Advocate will:

(1) Provide legal counsel in all matters relating to the HMC&M.

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(2) Review reports submitted by the Depot Inspector and others concerning the HMC&M and provide guidance to the Commanding General in all such matters.

(3) Participate as a member on the HMC&M Committee.

g. Marine Corps Exchange General Manager. The Marine Corps Exchange General Manager will:

(1) Inventory hazardous materials within the Marine Corps Exchange System and insure that appropriate contingency plans, clean up procedures, etc. are developed.

(2) Ensure that personal protective equipment necessary to protect employees of the Exchange against hazards associated with known or expected hazardous materials aboard MCRD is available.

(3) Follow established procedures for procurement, use, storage, and disposal of all hazardous materials and wastes.

(4) Develop and implement a training program to educate all employees in the identification, use, handling, and disposal of hazardous materials.

(5) Report all discovered discrepancies relating to hazardous materials to the HMC&M Manager.

(6) Assign a primary and alternate Hazardous Material Coordinator (HMC) for each work center that stores, utilizes, handles, or manages hazardous substances. The HMC personnel information form, enclosure (6), must be completed and submitted to the Environmental Office.

(7) Participate as a member on the HMC&M Committee.

h. Public Affairs Officer. The Public Affairs Officer will:

(1) Make reports of hazardous waste releases as required by law. (See reference (d), and enclosure (5).

(2) Provide press information as may be appropriate.

i. Facilities Maintenance Officer. The Facilities Maintenance Officer will:

(1) Report all discovered deficiencies relating to hazardous material to the HMC&M Manager.

(2) Assign a primary and alternate Hazardous Material Coordinator (HMC) for each of the Facilities Maintenance shops that stores, utilizes, handles, or manages hazardous substances. The HMC personnel information form, enclosure (6), must be completed and submitted to the Environmental Office.

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(3) Participate as a member on the HMC&M Committee.

j. Public Works Officer. The Public Works Officer will:

(1) Assist the HMC&M Manager in conducting an inventory of all hazardous materials aboard the Depot.

(2) Participate as a member on the HMC&M Committee.

k. Provost Marshal. The Provost Marshal Officer will:

(1) Report all discovered deficiencies relating to hazardous materials to the HMC&M Manager.

(2) Assign a primary and alternate Hazardous Material Coordinator (HMC) for each work center that stores, utilizes, handles, or manages hazardous substances. The HMC personnel information form, enclosure (6), must be completed and submitted to the Environmental Office.

l. Assistant Chief of Staff (AC/S), G-2/3. The AC/S, G-2/3 will assign a primary and alternate Hazardous Material Coordinator (HMC) for each work center that stores, utilizes, handles, or manages hazardous substances. The HMC personnel information form, enclosure (6), must be completed and submitted to the Environmental Office. These work centers include TAVSC, Reproduction Print Shop, and Band Repair Facility.

m. Commanding Officer, Recruit Training Regiment. The CO, RTR will assign a primary and alternate Hazardous Material Coordinator (HMC) for each work center that stores, utilizes, handles, or manages hazardous substances. The HMC personnel information form, enclosure (6), must be completed and submitted to the Environmental Office.

n. Commanding Officer, 12th Marine Corps District. The CO, 12th MCD will assign a primary and alternate Hazardous Material Coordinator (HMC) for each work center that stores, utilizes, handles, or manages hazardous substances. The HMC personnel information form, enclosure (6), must be completed and submitted to the Environmental Office.

o. Director, Branch Medical Clinic. The Director, Medical Clinic will assign a primary and alternate Hazardous Material Coordinator (HMC) for each work center that stores, utilizes, handles, or manages hazardous substances. The HMC personnel information form, enclosure (6), must be completed and submitted to the Environmental Office.

p. Director, Branch Dental Clinic. The Director, Dental Clinic will assign a primary and alternate Hazardous Material Coordinator (HMC) for each work center that stores, utilizes, handles, or manages hazardous substances. The HMC personnel information form, enclosure (6), must be completed and submitted to the Environmental Office.

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q. Hazardous Material Coordinator. The Hazardous Material Coordinator will:

(1) Maintain an up-to-date workplace HM inventory which includes work center location, shop function, point of contact, and number of male and female employees, quantity, stock number, chemical or common name, shelf life where appropriate, usage rate, and whether a MSDS is physically located at the work center for each HM stored or used. Submit a copy to the Environmental Office at the beginning of each quarter.

(2) Review procurement requests for all HM items for possible substitutions of less toxic materials and minimizing quantities required for specific tasks. All requests must site the AUL identification number before processing to Service & Supply for acquisition. Hazardous material will be used and stored in the minimum quantities required to accomplish the task.

(3) Attend a mandatory initial 24 hour training session and annual 8 hour refresher training session on Hazardous Waste Operations Course.

(4) Ensure MSDSs are maintained and available in the workplace. Ensure an MSDS is provided for HM provided by a vendor or obtained from Service & Supply.

(5) Use MSDSs during safety briefings to assure personnel are aware of the material's hazardous properties. Incorporate the MSDS as an integral part of the workplace training program. Ensure MSDS & HM inventories are readily accessible to all personnel.

(6) Ensure specialized job safety and health training appropriate to the work performed and type of HM required is provided to workers prior to starting a new work task.

(7) Report HM mishaps to the OSH Manager in compliance with MCO 5090.2. Document HM incidents and make recommendations to the Safety Office for preventative actions.

(8) Ensure that labels are provided on all containers received, or are applied to all containers prior to use. Labels shall provide sufficient information to properly assess the hazards present, in accordance with 29 CFR 1919.1200.

(9) Ensure signs, marking and/or labels are secured on all equipment, tanks, pipes, or other holding devices that indicate the presence of HM.

(10) Comply with all the requirements of 49 CFR for HM transportation. Ensure, that during routine transport of paints, solvents, cleaning compounds, lubricants, etc., the load is inspected prior to placing the vehicle on the road. The inspection will include container integrity, proper securing of lids and bungs, tie/strap downs to prevent tipping and spillage or any other means

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that is used to prevent accidental release and contamination of equipment or roadways.

(11) Ensure that personnel are issued proper protective equipment and clothing.

(12) Ensure that appropriate actions are taken concerning any potentially harmful work-site situations reported by personnel, and inform the Occupational Safety and Health Manager of all such situations.

(13) Conduct weekly, or more frequent as necessary, inspections of the hazardous waste accumulation site. Maintain the inspection records for a period of 3 years.



E. L. GOBELI  
Chief of Staff

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## HAZARDOUS MATERIALS LABELING

Hazardous warning marking and labels are necessary to clearly show the hazardous nature of the contents of packages at all stages of storage, handling, use, and disposal. When unit packages are removed from shipping containers, the continuity of labels similar to those on the container shall be applied to the unit packages. When hazardous materials are dispensed from one container to another, the appropriate labels and markings shall be applied to the receiving container. Labels shall be placed so as not to obscure other warnings, instructions, or product information. The label shall identify the hazardous chemical(s) contained and provide appropriate hazard warnings. Three labeling systems are authorized:

a. Department of Transportation - United Nations Labels (DOT-UN Labels). DOT marking and labeling shall be used on shipping containers for items regulated in Title 49 of the Code of Federal Regulations, Parts 171-179. Proper shipping names, hazard classes, and labels of Title 49 CFR are also available in MCO P4030.19F. The required information is provided in National Stock Number (NSN) sequence in the DOD HMIS microfiche (DOD 6050.5L and LR), information on many nonstock items is also available and is cross referenced by manufacturers product identification in the last several fiche. Instructions for using the microfiche are provided with each set. DOD miniature labels are available commercially and should be used to identify small containers removed from shipping containers. The four digit United Nations (UN/NA) number should also be used. For emergencies, activities should use the latest addition of DOT Hazardous Materials Emergency Response Guidebook (DOT P5800.2). DOT labels must be used in strict accordance with Title 49 CFR and are not to be applied to materials not regulated.

b. National Fire Protection Association (NFPA) Symbols. Marine Corps activities may use NFPA symbols to alert personnel handling or using hazardous materials to the hazards involved. The NFPA label is established by NFPA 704M, "Identification of the Fire Hazards of Materials." For positive identification of contents, the four-digit ID (UN/NA) number shown in DOT P5800.2 should be entered in the bottom (white) diamond of the NFPA symbol under any specific hazard symbols. It should be noted that DOT prohibits NFPA labels on shipping containers.

c. American National Standards Institute (ANSI) Labels. ANSI Z129.1-1982 Standard for the Precautionary Labeling of Hazardous Industrial Chemicals labels are required for interior and exterior package markings in accordance with federal and military standards. The labels include a signal work DANGER!, WARNING!, or CAUTION!, a statement of hazard, precautionary measures, and instructions in case of contact or exposure for five classes of hazard: Ingestion, Absorption, Inhalation, Contact, and Flammability.



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## LIST OF DIRECTIVES, PUBLICATIONS, AND INFORMATION CONCERNING HAZARDOUS MATERIALS

1. Title 10, Code of Federal Regulations, Nuclear Regulatory Commission (NRC) Regulations
2. Title 29, Code of Federal Regulations, Part 1910.1200, Hazard Communication
3. Title 29, Code of Federal Regulations, Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs
4. Title 40, Code of Federal Regulations, Parts 122 and 260-267, Environmental Protection
5. Title 46, Code of Federal Regulations, Part 147, Use of Dangerous Articles as Ships' Stores and Supplies
6. Title 49, Code of Federal Regulations, Parts 171-179
7. SECNAVINST 6050.1 Department of the Navy Hazardous Material Information Systems
8. DOD 4145.19-R-1 of 15 Sep 1979, Storage and Materials Handling
9. DOD 4160.21M, Defense Disposal Manual
10. DOD 6050.5-M of July 1981, DOD Hazardous Material Information System Procedures Manual
11. DOD 6050.5-L, Hazardous Material Data of Navy-wide use (Microfiche)
12. DOD 6050.5-LR, Hazardous Materials Data for Medical Service Personnel (Microfiche)
13. MCO 5100.8E, Marine Corps Ground Occupational Safety and Health Program
14. MCO 5100.25, Hazardous Materials Information System
15. MCO P4030.19F, Packaging and Materials Handling - Preparation of Hazardous Materials for Military Air Shipment
16. NAVMATINST 4030.11A, Policies and Procedures for Hazardous Materials Package Certification
17. NAVSUPINST 4440.146C, Safeguarding of Sensitive, Drug Abuse Control, and Pilferable DSA Items of Supply
18. Resource Conservation and Recovery Act (RCRA), 42 U.S.C. 6901-87
19. DOT P5800.2, Hazardous Materials Emergency Response Guidebook
20. Military Standard MIL-STD 129, Marking for Shipment and Storage
21. Federal Standard No. 313C, Material Safety Data Sheets, Preparation and the Submission of

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LIST OF DIRECTIVES, PUBLICATIONS, AND INFORMATION CONCERNING HAZARDOUS MATERIALS

22. U.S. Postal Service Bulletin 52, Acceptance of Hazardous, Restricted or Perishable Matter
23. Title 22, Code of California Regulations Parts 66262-66271
24. Emergency Planning & Community Right-to-Know Act (EPCRA) 1986, 42 U.S.C. 11001-11050

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## AUTHORIZED USE LIST (AUL) PROCEDURES

### 1. Background Information

a. The purpose of controlling the procurement of hazardous materials is to (1) minimize the use and number of hazardous materials within the Command, (2) maximize the use of existing hazardous materials on inventory, and (3) reduce personnel exposure to hazardous materials.

b. This list includes all hazardous materials that are authorized for use within MCRD. The activity assigns each material an AUL identifier which relates it to a unique Material Safety Data Sheet (MSDS). The AUL identifier is either a National Stock Number (NSN) or Local Stock Number (LSN) for each hazardous material.

c. This AUL applies only to MCRD personnel and is maintained by the Environmental Office. Each work center has a list with all of the hazardous materials purchased by the work center that are required to perform the processes of that individual work center.

d. This document describes the procedures to be used for requesting, purchasing, and issuing (from shop stores) hazardous materials and for modifying the AUL.

### 2. Definitions

a. Hazardous Material. Any material that requires an MSDS per the Occupational Safety and Health Act Hazard Communication Standard (29 CFR 1910.1200). For the purposes of this procedure, the following types of materials may be excluded: building materials (e.g., lumber, nails), office supplies (e.g., laser cartridge, correction fluid), and dry batteries (e.g., AA, C, D). The HMC&M Committee is responsible for establishing policies and procedures to plan, control, and manage hazardous material inventories and sources of hazardous waste at MCRD, San Diego. Questions about whether or not a material is to be included should be addressed to the Environmental Office.

b. Preferred Material. A hazardous material that is not subject to environmental reporting requirements and is not considered a significant occupational hazard. This designation will be determined by the Environmental Office and will be indicated on the AUL by a "P" in front of the AUL number. The command encourages the use of these materials in place of other, more hazardous materials.

### 3. Hazardous Materials Purchases

a. When submitting a request to purchase hazardous material, the requestor must indicate the associated AUL number (NSN or LSN) from the work center's list. This number shall be entered in the description field on the Material

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Requirements Issue (MRI). The Hazardous Material Coordinator (HMC) in the requestor's department, who approve MRIs, shall ensure that the material requested is authorized for use by the requesting work center.

b. HMC ensures the Material Requisition reflects their name as the Originator and on the "Deliver To" block. This will ensure delivery of the hazardous material to the HMC. The HMC will mark the Material Requisition "HAZARDOUS MATERIAL", and HAZARDOUS MATERIAL IS LISTED ON HAZARDOUS MATERIAL AUTHORIZED USE LIST."

c. Procurement of hazardous materials regardless of the quantity with credit cards is not authorized.

d. Service & Supply DSSC shall monitor MRIs and shop store issues for hazardous material. Material will only be purchased if the AUL number is listed for the requesting work center or if the work center has an approved onetime use request form with a temporary AUL number.

e. Service & Supply DSSC will deliver hazardous materials to the HMC as indicated on the MRI.

#### 4. Permanent Additions to the AUL

a. Attachment (A) shall be used when requesting a permanent addition to the AUL. The work center must specify how the material will be used. Once the form has been completed, it shall be signed by the requesting work center's HMC and sent to the Environmental Office. The form, plus enclosures, may be hand carried, guard mailed, faxed, or the information may be transferred through E-mail via the department head or HMC designee.

b. The Environmental Office will review the requests based on potential effect on the environment, reporting requirements, and cost of waste disposal. The Environmental Office will forward the request to the Safety Office for review of health and safety issues such as toxicity, personal protective equipment and safe material storage.

c. The Environmental Office and the Safety Office will jointly decide whether or not to approve the material for permanent use. This decision will be based on the following factors:

- . information provided on the AUL Addition Request Form
- . information acquired from the environmental review
- . information acquired from the health and safety review
- . the possibility of substituting a less hazardous material

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d. If the request is approved, the Environmental Office will return to the work center the original request form with an approving signature and an AUL number. The work center shall attach the approved form to the MRI or take the form to shop stores for purchase. The assigned AUL number shall be included on all future purchase requests for that material. In addition, the number shall be used as the unique identifier for the MSDS. The Environmental Office will send a copy of the approved request form with the new AUL number to the Safety Officer as information for the master MSDS file.

e. If the request is not approved, the Environmental Office will notify the work center of their findings, and if possible, suggest an alternative product. The requestor can appeal to the HMC&M Committee (see section 7 below).

f. If an emergency requires immediate purchase of a hazardous material which has not been approved for use, and the Environmental HAZMAT Coordinator is not available (for example, after hours), a supervisor may approve the purchase. In this case, Service & Supply DSSC shall forward a copy of the completed purchase request to the Environmental Office and, as soon as possible, the supervisor shall complete Attachment (A), and submit to the Environmental Office. This process will allow the Environmental Office to review the material and consider adding it to the work center AUL.

g. If a material has been approved for a onetime use only, it can only be purchased again by the requesting work center, if it is added permanently to the AUL. Therefore, if the work center expects to use the material again, it should follow the procedure for requesting permanent additions to the AUL (see section 4 above).

## 6. Deletions to the AUL

a. The Environmental Office and Safety Office will continually review the AUL for hazardous materials that can be removed or replaced with less hazardous or nonhazardous materials. Materials may be deleted from the MCRD-wide list or from one work center's list. If the material is required for a current process, it will not be deleted without identification of an available and effective substitute.

b. If a material is no longer required in the work center, the supervisor or HMC shall notify the Environmental Office (by phone or E-mail) so the material may be removed from the work center's AUL.

c. Once a material has been deleted, it will not be purchased again without going through the procedures for requesting an addition.

7. Role of the HMC&M Committee. The Environmental Office will update the HMC&M Committee on any decisions that have been made regarding additions to or deletions from the AUL. If a department disagrees with a decision, that department's representative will be afforded the opportunity to present their concerns at the next committee meeting.

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8. Distribution and Maintenance of AUL

a. The Environmental Office shall maintain the AUL and ensure that changes are made promptly. The Environmental Office will distribute updated copies to work centers as often as necessary and copies of all lists to DSSC and the Safety Office.

b. Department supervisors shall keep a copy of their AUL available both for their employees and for inspectors.

c. Once a quarter, Service & Supply DSSC will generate a report identifying types and quantities of hazardous materials procured and by whom.

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HAZARDOUS MATERIAL AUTHORIZED USE LIST (AUL) ADDITION REQUEST

\_\_\_ Permanent \_\_\_ Onetime

From: \_\_\_\_\_  
To: HMC&M Committee Chair  
Via: Environmental Office (Attn: HAZMAT Coordinator)  
Phone: 524-4382 Fax: 524-4361

Encl: (1) MSDS (must be provided)  
(2) Other \_\_\_\_\_

This is to request the addition of the following material to the MCRD AUL:  
\_\_\_\_\_ (trade name) to be used in the  
following process: \_\_\_\_\_

Reason for addition: \_\_\_\_\_

(Complete the following information, if known.)

NSN: \_\_\_\_\_ LSN: \_\_\_\_\_ Suggested

Manufacturer: \_\_\_\_\_ Unit of Issue: \_\_\_\_\_

Estimated Yearly Usage Rate: \_\_\_\_\_ Planned storage area (bldg): \_\_\_\_\_

Department Head (or designee) signature/date:  
\_\_\_\_\_  
\_\_\_\_\_

Safety Office approval/date:  
\_\_\_\_\_  
\_\_\_\_\_

Environmental Office approval/date:  
\_\_\_\_\_  
\_\_\_\_\_

Assigned AUL number: \_\_\_\_\_



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## COMPATIBILITY CODING FOR STORAGE

This enclosure defines compatibility codes for storage and safe separation of hazardous materials developed by the Defense Logistics Agency (DLA). Compatibility codes for items managed by the Defense General Supply Center (Cognizance Symbol 9G) are shown in the DOD HMIS microfiche on the second page of the MSDS (DOD 6050.5-L) in the Storage Code Block. Explanation of the code is provided.

<u>COMPATIBILITY GROUPS</u>	<u>HMIS CODE</u>
1. Flammable/Combustible Liquids	
a. Class Ia Flash Point (FP)<73 F/ Boiling Point (BP)<100 F	F1
b. Class Ib FP<73 F BP>100 F	F2
c. Class Ic FP>73 F FP<100 F	F3
d. Class II FP>100 F FP<140 F	F4
e. Class IIIa FP>140 F FP<200 F	F5
f. Class IIIb FP>200 F	F6
2. Corrosive Liquids	
a. Acids	
(1) Organic	C1
(2) Inorganic	C2
b. Bases	
(1) Organic	B1
(2) Inorganic	B2
3. Reactive Chemicals	
a. Oxidizers	R1
b. Reducers	R2
c. Water Reactive	R3
d. Pyrophoric (flammable solids)	R4

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COMPATIBILITY GROUPS

HMIS CODE

4. Toxic Chemicals: Not to be stored with corrosives or food. See also UN Classes: Poison A, Poison B, and ORM.

a. Pesticides

(1) Herbicides P1

(2) All others P2

b. Non-Pesticides

(1) Carcinogens T1

(2) Bio Accumulatives T2

(3) Acute Toxic Chemicals T3

(4) Chronic Toxic Chemicals T4

(5) Etiologic Agents T5

5. Compressed Gases

a. Flammable - Toxic/Poison A G1

b. Flammable - Non Toxic G2

c. Non Flammable - Toxic/Poison A G3

d. Non Flammable - Non Toxic G4

e. Chlorine (Non Flammable, Poison Gas,  
Strong Oxidizer) G5

f. Oxygen/Oxidizers G6

g. Acetylene G7

6. Radioactive Materials and Devices A1

7. Explosives

a. Class A E1

b. Class B E2

c. Class C E3

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COMPATIBILITY GROUPSHMIS CODE

8. Irritants	J1
9. Low Hazard	L1
10. Magnetic Material	M1
11. Not Hazardous	N1
12. Special Chemicals with Multiple Hazards	S1

Stowage Compartments and Associated HMIS CodesCOMPARTMENT LABELHMIS CODEDOT-UN CLASS

Gas Cylinder Storeroom (CO/Halon)	G4	None
Gas Cylinder Storeroom (Flammable)	G2	2A
Gas Cylinder Storeroom (Helium)	G4	2B
Gas Cylinder Storeroom	G4	2B
Gas Cylinder Storeroom (Oxygen/Chlorine)	G5, G6	2 Chlorine 2 Oxygen
Stowage Room Oxygen/Nitrogen	G4	2B
Paint Mixing and Issue Room	F1 thru F6	3
Painting and Refinishing Room	F1 thru F6	3
Packaged Gasoline	F1 thru F6 Gasoline	3
Flammable Materials	G	3



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HAZARDOUS MATERIALS IDENTIFICATION AND CERTIFICATION GUIDE  
(Extract from Federal Standard No. 313B)

1. GENERAL. Hazardous material identification data is required for all material which, by virtue of its potentially dangerous nature, requires controls to assure adequate safety to life and property. Hazardous materials are found in all Federal Supply Classes (FSC), and for classes not addressed in paragraph 2 below, judgment must be exercised to determine which items must be controlled.

2. FSC CRITERIA. It is important to know if an item in a FSC composed predominantly of flammable or toxic material is actually not hazardous, or has merely not been identified. To assure positive and complete identification in these classes, a certified MSDS is required for each item in the FSC as indicated in Table I. Identification and certification shall also be required for items that would ordinarily be catalogued under one of the classes in Table I, but are catalogued in another class because of their specific use or inclusion as parts of another item or kit. Table II lists classes in which only items having hazardous characteristics need to be identified and certified.

TABLE I  
FSC IN WHICH ALL ITEM MUST BE IDENTIFIED AND CERTIFIED

<u>FSC</u>	<u>TITLE</u>
6810	Chemicals
6820	Dyes
6830	Gases: Compressed and Liquefied
6840	Pest Control Agents and Disinfectants
6850	Miscellaneous Chemical Specialties
7930	Cleaning and Polishing Compounds and Preparations
8010	Paints, Dopes, Varnishes, and Related Products
8030	Preservative and Sealing Compounds
8040	Adhesives

GROUP 91 (PACKAGED PRODUCTS ONLY)

9110	Fuels, Solid
9130	Liquid Propellants and Fuels, Petroleum Base
9135	Liquid Propellants and Fuels, Chemical Base
9140	Fuel Oils
9150	Oils and Greases: Cutting, Lubricating and Hydraulic
9160	Miscellaneous Waxes, Oils, and Fats

TABLE II  
FSC IN WHICH ONLY HAZARDOUS ITEMS NEED TO BE IDENTIFIED

<u>FSC</u>	<u>TITLE</u>	<u>EXAMPLES OF HAZARDOUS ITEMS REQUIRING IDENTIFICATION</u>
1370	Pyrotechnics	Warning fuses, fire starter

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## FSC IN WHICH ONLY HAZARDOUS ITEMS NEED TO BE IDENTIFIED

<u>FSC</u>	<u>TITLE</u>	<u>EXAMPLES OF HAZARDOUS ITEMS REQUIRING IDENTIFICATION</u>
1375	Demolition	Explosive device
2520	Vehicular Power Transmission Components	Items containing asbestos
2530	Vehicular Brake Steering Axle, Wheel, and Track Components	Items containing asbestos
2640	Tire Rebuilding, Tire, and Tube Repair Material	Items containing flammable or toxic compounds
3433	Gas Welding, Heat Cutting, and Metallizing Equipment	Compressed gases
3439	Miscellaneous Welding, Soldering, Brazing Supplies, and Accessories	Hazardous items such as cleaners, acids, flux, and supplies containing or producing hazardous fumes
3610	Printing, Duplicating, and Bookbinding Equipment	Flammable or toxic lithographic solutions
3655	Gas Generating and Dispensing Systems, Fixed or Mobile	Those items producing hazardous fumes
3680	Foundry Machinery, Related Equipment and Supplies	Flammable or toxic casting compounds
4240	Safety and Rescue Equipment	Items that release oxygen, or contain compressed gases or initiating charges
5610	Bulk Mineral Construction Materials	Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compounds, and sealing compounds
5640	Wallboard, Building Paper, and Thermal Insulation Materials	Asbestos cloth having loose fibers that may become airborne and materials containing formaldehyde
5820	Radio and Television Communication Equipment, except Airborne	Circuit cooling items containing gases that are regulated as hazardous to the earth's ozone layer
5835	Sound Recording and Reproducing Equipment	Recording tape cleaners containing hazardous cleaning fluids or packaged in pressured containers

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## FSC IN WHICH ONLY HAZARDOUS ITEMS NEED TO BE IDENTIFIED

<u>FSC</u>	<u>TITLE</u>	<u>EXAMPLES OF HAZARDOUS ITEMS REQUIRING IDENTIFICATION</u>
5910	Capacitors	Items containing Polychlorinated Biphenyls (PCB) or sulfuric acid
5915	Filters and Networks	Items containing PCBs
5920	Fuses and Lightning Arresters	Items containing radioactive materials
5925	Circuit Breakers	Items containing radioactive materials or mercury
5930	Switches	Containing radioactive materials or mercury
5935	Connectors, Electrical	Kits containing flammable chemicals
5950	Coils and Transformers	Items containing PCBs
5960	Electron and Magnetic Magnetron Tubes	Electron tubes containing mercury or radioactive isotopes and requiring warning labels, magnetic magnetron tubes that require special precautions when being prepared for air shipment
5965	Headsets, Handsets, Microphones, and Speakers	Items containing magnetic materials
5970	Electrical Insulators and Insulating Materials	Items containing asbestos, flammable solvents, or PCBs
5975	Electrical Hardware and Supplies	Items containing asbestos
5985	Antennas, Waveguide, and Related Equipment	Items containing radioactive material; kits containing flammable chemical
5995	Cable, Cord, and Wire Assemblies	Items containing asbestos
5999	Miscellaneous Electrical Oxide Electronic Components	Contact plates containing beryllium; strongly magnetic items
6120	Transformers, Distribution, and Power Stations	Items containing PCBs
6135	Batteries, Nonrechargeable	Containing lithium or mercury

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FSC IN WHICH ONLY HAZARDOUS ITEMS NEED TO BE IDENTIFIED

<u>FSC</u>	<u>TITLE</u>	<u>EXAMPLES OF HAZARDOUS ITEMS REQUIRING IDENTIFICATION</u>
6140	Batteries, Rechargeable	Batteries provided with or containing corrosives
6220	Electric Vehicular Lights and Fixtures	Items containing mercury
6230	Electric Portable and Hand Lighting Equipment	Items containing wet batteries
6240	Electric Lamps	Items containing mercury
6260	Nonelectrical Lighting Fixtures	Items shipped with gaseous or liquid fuel, carbide, radioactive luminescent material, or chemical luminescent material
6350	Miscellaneous Alarm, Signal, and Security Detection Systems	Items containing batteries or radioactive materials
6505	Drugs, Biologicals, and Official Regents	Items containing hazardous chemicals or solvents
6508	Medicated Cosmetics and Toiletries	Items containing hazardous chemicals solvents
6510	Surgical Dressing Materials	Items containing flammable solvents
6520	Dental Instruments, Equipment, and Supplies	Items containing flammable solvents, mercury, or asbestos
6525	X-Ray Equipment and Supplies; Medical, Dental, Veterinary	Items containing hazardous chemicals or solvents
6625	Electrical and Electronic Measuring and Testing Instruments	Items containing radioactive materials
6640	Laboratory Equipment Supplies	Items containing flammable compounds, mercury, or asbestos
6685	Pressure, Temperature, and Humidity Measuring and Controlling Instruments	Items containing mercury or compressed gases
6740	Photographic Developing and Finishing Equipment	Items containing radioactive compounds

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## FSC IN WHICH ONLY HAZARDOUS ITEMS NEED TO BE IDENTIFIED

<u>FSC</u>	<u>TITLE</u>	<u>EXAMPLES OF HAZARDOUS ITEMS REQUIRING IDENTIFICATION</u>
6750	Photographic Supplies	Items containing hazardous chemicals, solvents, thinners, and cements
6780	Photographic Sets, Kits and Outfits	Items containing hazardous chemicals, solvents, thinners, and cements
7360	Sets, Kits and Outfits; Food Preparation and Serving	Items containing compressed gases such as fire extinguishers
7510	Office Supplies	Hazardous items such as solvents, thinners, cleaning fluids, flammable inks, and varnishes
8405	Outerwear, Men's	Maintenance kits containing flammable solvents
8410	Outerwear, Women's	Maintenance kits containing flammable solvents
8415	Clothing, Special Purpose	Maintenance kits containing flammable solvents
8465	Individual Equipment	Maintenance kits containing flammable solvents
8510	Perfumes, Toilet Preparations, and Powders	Pressurized containers with flammable or nonflammable propellants
8520	Toilet Soap, Shaving Preparations, and Dentifrices	Pressurized containers with flammable or nonflammable propellants
8720	Fertilizers	Items containing weed and pest controls or other harmful ingredients, or items that are hazardous because of their composition
9390	Miscellaneous Fabricated Nonmetallic Materials	Items containing flammable solvents or asbestos
9920	Smoker's Articles and Matches	Lighter fuel and matches only
9930	Memorials: Cemetery and Mortuary Equipment/Supplies	Items containing formaldehyde or its solutions



HAZARDOUS SUBSTANCE/WASTE COORDINATOR INFORMATION

PRIMARY HAZARDOUS SUBSTANCE/WASTE COORDINATOR

1. Activity: \_\_\_\_\_
2. Hazardous substance coordinator phone number: \_\_\_\_\_
3. Name of H/W coordinator: \_\_\_\_\_
4. Billet/Job Title: \_\_\_\_\_
5. Hazardous Substance/Waste training received and date completed:

TRAINING	DATE COMPLETED
* 24 hr Hazardous Waste Handler & Supervisor Course	_____
* 8 hr Hazardous Waste Handler Refresher Course	_____

Other related training and dates completed:

(i.e. respirator, spill response, etc.) \_\_\_\_\_

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ALTERNATE HAZARDOUS SUBSTANCE/WASTE COORDINATOR

1. Activity: \_\_\_\_\_
2. Hazardous substance coordinator phone number: \_\_\_\_\_
3. Name of H/W coordinator: \_\_\_\_\_
4. Billet/Job Title: \_\_\_\_\_
5. Hazardous Substance/Waste training received and date completed:

TRAINING	DATE COMPLETED
* 24 hr Hazardous Waste Handler & Supervisor course	_____
* 8 hr Hazardous Waste Handler Refresher course	_____

Other related training and dates completed:

(i.e. respirator, spill response, etc.) \_\_\_\_\_

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