



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5100.21
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06 MAR 1998

DEPOT ORDER 5100.21

From: Commanding General
To: Distribution List

Subj: MARINE CORPS RECRUIT DEPOT, SAN DIEGO HAZARDOUS MATERIAL/
HAZARD COMMUNICATION (HAZMAT/HAZCOM) PROGRAM

Ref: (a) MCO 5100.25
(b) 29 CFR 1910.1200 (NOTAL)
(c) MCO P5090.2B
(d) MCO 4450.13
(e) OPNAVINST 4110.2
(f) 49 CFR 171-195 (NOTAL)
(g) NFPA 704 (NOTAL)
(h) DepO 5100.11A

Encl: (1) Definitions
(2) Hazardous Material Inventory
(3) Material Safety Data Sheets (MSDS)
(4) Material Safety Data Books
(5) Guide For Reviewing MSDS Completeness
(6) Employee Training Form
(7) Hazardous Material Control Form
(8) Container Labeling
(9) MCRD Hazardous Material Management Board

1. General

a. The Department of Defense requires all organizations using hazardous materials (HAZMAT) to establish strict control policies, general management procedures, training and education programs, etc., to promote the safe and proper handling of HAZMAT.

b. This Order satisfies the DoD requirement by implementing the MCRD Hazardous Material/Hazard Communication Program. Moreover, it will guide MCRD's assistant ground safety managers (HAZMAT managers) in the performance of their duties by assisting them to identify and understand HAZMAT health risks, and to reinforce proper HAZMAT handling procedures. The references are all germane.

2. Information

a. Generally, MCRD's intent is to avoid altogether the use of products designated as HAZMAT. Whenever possible, MCRD activities are encouraged to substitute non-hazardous products for known HAZMAT and to share and disseminate information regarding the

substituted product as widely as possible. Bottom line: HAZMAT and its uses are, as this Order indicates, subject to stringent regulations and guidelines. From a safety standpoint, and virtually every other way, we're better off without HAZMAT if we can possibly avoid it.

b. If a HAZMAT product is required to accomplish a specific function, HAZMAT managers should procure only those products listed on the HAZMAT Authorized Use List (AUL). *Procurement of HAZMAT products not listed on the AUL is not authorized--not unless an exemption is expressly granted by the Director, Safety Division.*

c. Upon receipt of a HAZMAT product, HAZMAT managers will ensure the HAZMAT is properly labeled with the identity of the chemical, its trade name, storage requirements, appropriate hazard warnings, and the manufacturer's address and phone number. If this information is not available or is incomplete, HAZMAT managers will contact the Director, Safety Division for assistance.

d. To further assist with HAZMAT management, MCRD's Local Area Network (LAN) offers a Compact Disk-based Hazardous Material Control and Management/Hazardous Material Information (HMC&M/HMIS) software package of regulations and requirements. Access to the LAN software is unrestricted.

4. Application

a. This Order applies to all MCRD activities, organizations, host agencies, vendors, contractors, etc. The contents of this Order will be widely disseminated.

b. No deviations from this Order and its associated references are authorized unless approved by the Assistant Chief of Staff, G-4.

5. Action

a. Assistant Chief of Staff, G-4

(1) Director, Safety Division

(a) Coordinate the MCRD HAZMAT/HAZCOM program.

(b) Ensure that all HAZMAT managers and contracting specialists understand and comply with the requirements imposed by this Order, the AUL restrictions, and the associated Federal, State, or local regulations when procuring, managing, and using HAZMAT.

(c) Establish a training program for MCRD's HAZMAT managers to educate them on the use of material safety data sheets (MSDS); the proper identification of the types of hazards, storage requirements, methods of control, emergency precaution, labeling; and warning provisions for managing HAZMAT.

(d) Review with the Facilities Division Hazardous Waste Manager, the Naval Industrial Hygienist, and MCRD's Federal Fire Chief the MSDSs for HAZMAT products not listed on the AUL. [Note: Enclosure (7) will be used by the Director of Safety to staff any such requests to the agents mentioned above for their concurrence/nonconcurrency].

(e) Approve/disapprove the use of HAZMAT products not already listed on the AUL.

(f) Maintain copies of MSDS's corresponding to all HAZMAT used aboard MCRD.

(g) Coordinate with commanders, officers-in-charge, civilian department heads, HAZMAT managers, the Naval Industrial Hygienist, etc., to identify specific hazards and to minimize exposure related to HAZMAT use.

(h) Review and update this Order annually.

(i) When required, input HAZMAT control and management data into the HMC&M/HMIS software program and request that the Director, Communication and Information Systems Department (CISD) disseminates the most current data to HAZMAT managers via the LAN.

(j) Serve as Chairman of the MCRD Hazardous Material Management Board, schedule and supervise quarterly meetings, and request attendance by representatives from the Naval Industrial Hygienist and MCRD's Fire Prevention Offices.

(2) Director, Service and Supply Division

(a) Whenever possible, procure non-hazardous material in lieu of HAZMAT products.

(b) Screen HAZMAT requests to ensure that only authorized products (identified on MCRD's AUL) are obtained.

(c) Delay the processing of requisitions for any HAZMAT products not listed on the AUL until approval is granted by the Direct, Safety Division.

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(d) Direct the Traffic Management Officer (TMO) to ensure that all incoming HAZMAT's have MSDS's and provide a copy of the MSDS's to Director, Safety Division. If a HAZMAT product is received without a corresponding MSDS, contact the Director, Safety Division immediately.

(e) At time of HAZMAT purchase/issue, provide a copy of the corresponding MSDS to customers. If the appropriate MSDS is not available, contact the Director, Safety Division for assistance.

(f) Direct the Direct Support Stock Control (DSSC) Officer to inspect on-hand supplies of HAZMAT to ensure shelf-life and shelf-life extension dates are not exceeded.

(g) Dispose of HAZMAT in accordance with applicable instructions. Err on the side of caution.

(h) Serve as a member of the MCRD Hazardous Material Management Board.

(3) Director, Facilities Division

(a) Appoint in writing a Hazardous Waste and Environmental Officer who will serve on MCRD's Hazardous Material Management Board; submit a copy of this appointment letter to the Director, Safety Division.

(b) Ensure that commercial contractors and vendors are made aware of the pertinent requirements of this Order.

(4) Motor Transport Officer. Serve as a member of the MCRD Hazardous Material Management Board.

b. Provost Marshal. Serve as a member of the MCRD Hazardous Material Management Board.

c. Commanding Officers, Officers-in-Charge, Civilian Department Heads

(1) Direct your HAZMAT managers to contact the Director, Safety Division to schedule a comprehensive HAZMAT inspection.

(2) Instruct your HAZMAT managers to establish and maintain HAZMAT training records and material safety data books.

(3) Whenever possible, substitute non-hazardous materials for HAZMAT products.

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(4) Procure only those HAZMAT products that are listed on MCRD's AUL (obtain approval from the Director, Safety Division prior to procuring any HAZMAT products not on the AUL).

(5) Maintain a MSDS file for all HAZMAT products in use. (MCRD's LAN is equipped with a Hazardous Material Control and Management/Hazardous Material Information System. Copies of all current MSDS's may be obtained from the LAN.)

(6) Contact the Director, Safety Division or the Director, Service and Supply Division to obtain from the vendor any missing copies of MSDS's for all HAZMAT kept on hand.

(7) Grant access to your MSDS files (for routine inspection purposes) upon request.

(8) Ensure HAZMAT containers are properly labeled with the manufacturer's HAZMAT label. If the manufacturer's label is missing, prepare a locally produced label, tag, sign, placard, or batch ticket, as appropriate, noting the identity of the HAZMAT, its storage requirements, use, handling restrictions, and appropriate hazard warnings.

(9) Comply with HAZMAT warning labels and instruct HAZMAT managers to strictly comply with appropriate guidance in the use, storage, and disposal of all HAZMAT products.

(10) Ensure that personal protective equipment (PPE) is readily available and properly used when anyone is handling HAZMAT products.

(11) Direct your HAZMAT manager(s) to inspect on-hand stocks of HAZMAT for expended shelf-life, shelf-life extension violations, and all HAZMAT storage areas for possible safety violations.

(12) Notify the Director, Safety Division if an overexposure to a HAZMAT occurs or for further assistance regarding HAZMAT management.



H. W. PETERSON III
Chief of Staff

DISTRIBUTION: A

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GENERAL HAZARDOUS MATERIAL DEFINITIONS

1. Authorized Use List (AUL). A list of hazardous materials (HAZMAT) that have been approved for use aboard MCRD.
2. Exposure. Anyone subjected to a hazardous chemical through any route of entry (inhalation, ingestion, skin contact or absorption).
3. Material Safety Data Sheet (MSDS). Descriptive statement provided by the manufacturer that contains the material identification, ingredients, and any associated health hazards.
4. Hazardous Chemical. Any chemical that is a physical or health hazard except for those specified in the Community Right to Know Law of 1986 (Superfund Amendments and Reauthorization Action (SARA), Title III).
5. Hazardous Material (HAZMAT). Any material whose quantity, concentration, or physical, chemical, or infectious characteristics may pose a substantial hazard to human health or the environment when released or spilled. These materials may be a solid, liquid, or gaseous form.
6. Hazardous Material Minimization. Identification and use of non-hazardous materials in lieu of hazardous materials--something to be practiced whenever possible. Includes the modification of processes or procedures in order to eliminate or minimize the use of hazardous materials.
7. Hazardous Waste (HW). Any unusable/unserviceable material (solid, liquid, or gas) whose quantity, concentration, physical or chemical characteristics may present a hazard to human health or the environment.
8. HAZMAT Manager. One of MCRD's designated Assistant Ground Safety Managers managing HAZMAT products.

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HAZARDOUS MATERIAL INVENTORY

DEPARTMENT: _____ BUILDING: _____
ROOM: _____ INVENTORIED BY: _____ DATE: _____
PRODUCT NAME: _____

MANUFACTURER'S NAME & ADDRESS _____

TELEPHONE NO. _____

CATALOGUE/PART NO. _____

NATIONAL/FEDERAL STOCK NO. _____

CONTAINER MATERIAL (GLASS, METAL, ETC.) _____

SHELF LIFE _____

LOT # _____ DLA CONTRACT # _____ MANUFACTURED _____ CONTAINER
OF CONTAINER

DATE _____ SIZE _____

FILLED TO STATED CAPACITY _____

SPECIFICATION _____ STANDARD _____ FEDERAL

SPECIFICATION _____ STANDARD _____ OTHER

SPECIFICATION OR STANDARDS _____

CHEMICAL CONTENT SPECIFIED ON LABEL _____

SAFETY OFFICE USE

DATE MSDS REQUESTED _____ DATE MSDS RECEIVED _____

MSDS FILE NUMBER _____

HAZARDS _____

FLAMMABLE LIQUID CLASS _____ STORAGE CABINET REQUIRED?
YES _____ NO _____

OTHER _____

MATERIAL SAFETY DATA SHEET

Required under USDL Safety and Health Regulations for Ship Repairing
Shipbuilding, and shipbreaking (29 CFR 1915, 1916, 1917)

SECTION I

MANUFACTURE'S NAME		EMERGENCY TELEPHONE NO.
ADDRESS (Number, Street, City, State, and ZIP Code)		
CHEMICAL NAME AND SYNONYMS		TRADE NAME AND SYNONYMS
CHEMICAL FAMILY	FORMULA	

SECTION II - HAZARDOUS INGREDIENTS

PAINTS, PRESERVATIVES, & SOLVENTS	%	TLV (Units)	ALLOYS AND METALLIC COATINGS	%	TLV (Units)
PIGMENTS			BASE METAL		
CATALYST			ALLOYS		
VEHICLE			METALLIC COATINGS		
SOLVENTS			FILLER METAL PLUS COATING OR CORE FLUX		
ADDITIVES			OTHERS		
OTHERS					
HAZARDOUS MIXTURES OF OTHER LIQUIDS, SOLIDS, OR GASES				%	TLV (Units)

SECTION III - PHYSICAL DATA

BOILING POINT (oF.)		SPECIFIC GRAVITY (H2O = 1)	
VAPOR PRESSURE (mm Hg.)		PERCENT, VOLATILE BY VOLUME 1%)	
VAPOR DENSITY (AIR = 1)		EVAPORATION RATE (= 1)	
SOLUBILITY IN WATER			
APPEARANCE AND ODOR			

SECTION IV - FIRE AND EXPLOSION HAZARD DATA

FLASH POINT (Method Used)	FLAMMABLE LIMITS
EXTINGUISHING MEDIA	
SPECIAL FIRE FIGHTING PROCEDURES	
UNUSUAL FIRE AND EXPLOSION HAZARDS	

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MATERIAL SAFETY DATA BOOKS

1. The activity's HAZMAT managers will ensure that Material Safety Data Books (MSDB) are readily accessible/available to all personnel in their work area. These books will be divided into six parts as follows:

- a. Hazardous Communication Plan.
- b. Documentation of Training.
- c. Work Center Inventory.
- d. Unit Authorized Use List.
- e. Material Safety Data Sheets.
- f. Miscellaneous.

2. HAZMAT managers will update HAZMAT inventories weekly and will maintain only the most current inventory on file. Quarterly, HAZMAT managers will forward a copy of the most current HAZMAT inventory to the Director, Service and Supply Division and the Director, Safety Division.

3. HAZMAT managers will only maintain MSDSs for HAZMAT products that appear on their inventories.

4. HAZMAT managers are encouraged to keep additional information concerning the HAZMAT/HAZCOM Program in Section F of the MSDB.

5. As an aside, commanding officers, officers-in-charge, and civilian department heads will ensure that their subordinates are briefed and trained regarding the dangers associated with HAZMAT products. This training will be documented.

GUIDE FOR COMPLETING MSDS

1. Is a material safety data sheet (MSDS) prepared for each hazardous chemical being used?

2. Does each MSDS contain the following information?

a. Section I

(1) Does each MSDS clearly identify the hazardous product on the label?

(2) Does each MSDS identify the chemical and common name(s) of the ingredients contributing to the potential hazards?

(3) For mixtures tested as a whole:

(a) Does each MSDS identify the chemical and common name(s) of all the component ingredients?

(b) Does each MSDS identify the chemical and common name(s) of all ingredients that constitute a health hazard (1% concentration or greater and 0.1% or greater in the case of carcinogens)?

b. Section II. Does each MSDS identify the physical and chemical characteristics of the hazardous chemical (vapor pressure, flash point, etc.)?

c. Section III. Does each MSDS identify the physical hazard associated with the hazardous chemical, including the potential for fire, explosion, and reactivity?

d. Section IV. Does each MSDS identify the health hazards of the hazardous chemical (including signs and symptoms, and aggravating medical conditions)?

e. Section V. Does each MSDS identify the primary routes of entry into the body?

f. Section VI. Does each MSDS identify the Occupational Safety Health Administration Permissible Exposure Limit; the American Conference of Governmental Industrial Hygienists Threshold Limit Value; other exposure limits (including ceiling and other short-term limits)?

MSDS 3

g. Section VII. Does each MSDS contain information on carcinogen listings (reference OSHA regulated carcinogens, those indicated in the National Toxicology Program (NTP) annual report and those listed by the International Agency for Research on Carcinogens (IARC)?

*NOTE: Negative conclusions regarding "carcinogenicity" or the fact that there is no information do not have to be reported unless there is a specific blank for carcinogenicity on the form.

h. Section VIII. Does each MSDS identify general applicable procedures and precautions for safe handling and use of the chemical (hygienic practice maintenance and spill protective equipment)?

i. Section IX. Does each MSDS identify generally applicable controls (engineering controls, work practices, or personal protective equipment)?

j. Section X. Does each MSDS identify emergency and first aid procedures?

k. Section XI. Does each MSDS identify the date of preparation or last change?

l. Section XII. Does each MSDS list the name, address, and telephone number of the manufacturer?

3. Are all portions of the MSDS completed?

*NOTE: This is intended as an inspection tool; it is NOT a form.

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EMPLOYEE TRAINING FORM

EMPLOYEE NAME _____ DATE _____

WORK SECTION _____ SUPERVISOR _____

I have received training on:

_____ How to read material safety data sheets (MSDS).

_____ Methods to detect hazardous chemicals in my workplace.

_____ The physical and health hazards associated with HAZMAT.

_____ Proper handling of HAZMAT products and chemicals.

_____ HAZMAT storage procedures.

_____ HAZMAT personal protective equipment.

_____ How to read the National Fire Protection Association (NFPA) labeling system.

_____ I understand the all applicable HAZMAT MSDS's must be on file in my workplace.

_____ I understand that I must read and comprehend the warning labels on HAZMAT products before I use them, or must contact the Director, Safety Division for assistance/clarification.

I, _____, certify that I received training in the subjects identified above.

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HAZARDOUS MATERIAL CONTROL FORM

UNITED STATES MARINE CORPS
Marine Corps Recruit Depot/Western Recruiting Region
San Diego, California 92140-5001

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From: Director, Safety Division
To: Hazardous Waste Manager, MCRD/WRR
Depot Fire Chief, MCRD/WRR
Industrial Hygienist, Naval Training Center, San Diego

Subj: HAZARDOUS MATERIAL CONTROL

Ref: (a) 29 CFR 1910.1200

Encl: (1) Material Safety Data Sheet

1. The enclosed material safety data sheet (MSDS) is provided for your review and concurrence (or nonconcurrence) of the use of this product aboard Marine Corps Recruit Depot, San Diego. The reference is germane.
2. If there are any special requirements or conditions warranted by this material, please note your comments so I can share them with the activity ordering and using this HAZMAT product.
3. Please call me at 524-6681, as necessary.

I. M. SAFETY

CONTAINER LABELING

One suggested method for labeling HAZMAT containers is by using the modified National Fire Protection Association (NFPA) labeling system.

The NFPA label is a diamond shaped warning symbol consisting of four color-coded sections. The left section is the health section, coded blue; the top section is the flammability rating, coded red; the right section is the reactivity signal, coded yellow; and the bottom section is colored white and contains special symbols indicating properties and categories not explained by the other sections. The rating systems within each section are numbered from 0 to 4, from least to most dangerous.

Other labeling methods may include the use of either the Occupational Safety and Health Administration or the National Institute for Occupational Safety and Health DANGER, CAUTION, and WARNING labels. If these labels are used, the "DANGER" logo must cover any diamond bearing at least a "3" or "4" rating; the "WARNING" logo must cover any diamond bearing at least one "2" rating; and the "CAUTION" logo must appear with any diamonds bearing nothing greater than a "1" rating.

Remember, labels must identify the name of the material, the manufacturer, as well as the safe use precautions, emergency procedures, and the emergency telephone number.

HEALTH HAZARDS--BLUE LEFT DIAMOND

<u>Class</u>	<u>Definition</u>
4	Materials that may cause death or major injury.
3	Materials that may cause serious temporary or residual injury.
2	Materials that may cause temporary incapacitation or possible residual injury unless prompt medical treatment is given.

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OTHER HAZARDS--WHITE LOWER DIAMOND

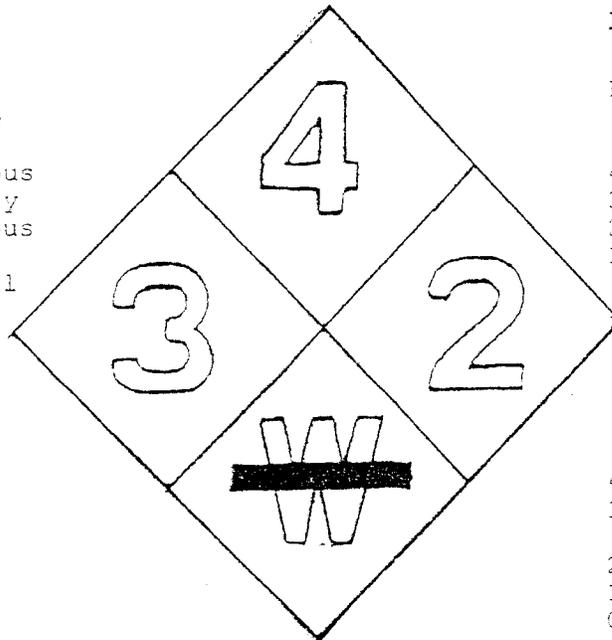
- W Use No Water.
- Acid Acids.
- Base Alkalis, Cyanides, Neutral Salts.
- Oxy Oxidizing Agents.
- Flam Flammable Materials; Flammability Classes 2, 3, & 4.
- Rad Radioactive.
- Pyro Pyrophoric Gases.
- 1 Materials which, upon exposure, would cause irritation, but only minor residual injury even if no treatment were given.
- 0 Materials which do not present a health hazard.

HEALTH HAZARD

- 4 - Deadly
- 3 - Extreme danger
- 2 - Hazardous
- 1 - Slightly dangerous
- 0 - Normal material

SPECIFIC HAZARD

- Oxidizer OXY
- Acid ACID
- Alkali ALK
- Corrosive COR
- Use NO WATER heated



FIRE HAZARD

- Flash points
- 4 - Below 73 F
 - 3 - Below 100 F
 - 2 - Below 200 F
 - 1 - Above 200 F

REACTIVITY

- 4 - May detonate
- 3 - Shock and heat may detonate
- 2 - Violent chemical change
- 1 - Unstable if heated
- 0 - Stable

FLAMMABILITY HAZARD--TOP RED DIAMOND

<u>Class</u>	<u>Definition</u>
4	Materials which will burn readily, rapidly or will vaporize completely at atmospheric pressure and normal ambient temperatures.
3	Liquids and solids that can be ignited under almost all ambient temperature conditions.
2	Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur.
1	Materials that must be preheated to high temperatures before ignition can occur.
0	Material that will not burn.

REACTIVITY HAZARD--RIGHT YELLOW DIAMOND

<u>Class</u>	<u>Definition</u>
4	Materials which, in themselves, are readily capable of detonation or explosive detonation or of explosive decomposition or reaction at normal temperatures and pressures.
3	Materials which, in themselves, are capable of detonation or explosive reaction, but require a strong initiating source, or which must be heated under confinement before initiation, or which react explosively with water.
2	Materials which, in themselves, are normally unstable and readily undergo violent chemical change, but do not detonate. Also, materials which may react violently with water or which may form potentially explosive mixtures with water.
1	Materials which, in themselves, are normally stable, but which can become unstable at elevated temperatures and pressures, or which may react with water with some volatility, but not violently.
0	Materials which, in themselves, are normally stable, and which are not reactive with water.

OTHER HAZARD--WHITE LOWER DIAMOND

W	Use No Water.
Acid	Acids.
Base	Alkalis, Cyanides, and Neutral Salts.
Flam	Flammable; Flammability Classes 2, 3, & 4.
Rad	Radioactive.
Pyro	Pyrophoric Gases

Special Note: If you are unsure of the degree of hazard and the correct symbol to insert, contact either the HAZMAT manufacturer or the Director, Safety Division for assistance.

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MCRD HAZARDOUS MATERIAL MANAGEMENT BOARD

- | | |
|------------------------------------------|----------|
| 1. Director, Safety Division | Chairman |
| 2. Director, Service and Supply Division | Member |
| 3. Environmental Officer | Member |
| 4. MCRD Fire Chief | Member |
| 5. Hazardous Waste Manager | Member |
| 6. Hazardous Material Manager | Member |
| 7. Provost Marshal | Member |
| 8. Industrial Hygienist | Member |
| 9. Motor Transport Officer | Member |

