

NPS INSTRUCTION 5090.1B

Subj: HAZARDOUS MATERIALS CONTROL AND MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5210.1
(b) OPNAVINST 5090.1
(c) OPNAVINST 5100.23
(d) DODINST 6050.05
(e) NAVSUPFLCSDINST 5090.1
(f) NAVSUP Publication 722
(g) NSAMINST 5090.3
(h) NSAMINST 5100.1
(i) NPSINST 5100.6
(j) DFARS
(k) 29 CFR Part 1910
(l) 29 CFR 1926
(m) CFR 260-265
(n) 40 CFR Part 300-399
(o) 49 CFR Part 170-179
(p) Title 22 CCR, Division 4
(q) Title 23 CCR, Division 3
(r) NFPA Manual 1
(s) NFPA Manual 30
(t) NFPA Manual 101

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

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

monetary fines as well as a dangerous working environment.

2. Cancellation. NPSINST 5090.1A.

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

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

5. General Responsibilities

a. The NPS President will ensure that all NPS personnel are in compliance with all aspects of enclosure (1).

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

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

Chief of Staff

NAVAL POSTGRADUATE SCHOOL

HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M) PLAN



January 19, 2021

Naval Postgraduate School HMC&M Plan

Table of Contents

1. Purpose	3
2. Scope and Applicability	3
3. Background	3
4. Definitions	4
5. Responsibilities	6
a. NPS President	6
b. NSA Monterey Commanding Officer	7
c. NAVFAC IEPD and HW Program Manager	7
d. NAVSUP CHRIMP Manager	7
e. BUMED Industrial Hygienist	7
f. NPS OSHE Director	7
g. NPS Contracting Department	8
h. NPS Department Heads, Supervisors, and Principal Investigators	8
i. NPS Employees	9
j. NPS HAZMAT Committee	10
k. NPS HAZMAT Program Manager	10
l. NPS HAZMAT Coordinator	11
6. Action	13
a. Acquisition of HM	13
b. Identification of HMs: MSDS/SDS	14
c. Items Not Regulated Under This Plan	15
d. Hazard Communication (HAZCOM)	17
e. Storage, Safe Usage, and Disposal of HM/HW	19

f. Recordkeeping and Reporting19

6. Appendices

Appendix A HM Authorized Use Request Form

Appendix B Monthly Inspection Check Sheet

Appendix C Hazardous Material Inspection Check List

Appendix D NPS AUL Addition Process Map

Appendix E NPS Purchase Process for HAZMAT

Appendix F NPS HAZMAT Receiving Process Map

Appendix G Storage Inventory Process Map

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

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

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

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

3. Background

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

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

c. NPS is required to comply with many federal and state regulations and are also subject to inspection by the Monterey County Environmental Health Department. The state agency responsible for the state environmental laws, fees, programs, etc. is the Department of Toxic Substance Control (DTSC). The Monterey County Certified Unified Program Administrator (CUPA) serves as local level enforcement, with the authority to issue fines up to \$25,000 per day, per violation and/or up to five years imprisonment for non-compliance with state environmental laws.

d. Personnel who violate statutes governing the proper use and disposal of HM or HW will be held liable for their actions. Penalties can be imposed by local, state, and federal agency for those personnel that are not in compliance with the proper handling of hazardous material or waste.

4. Definitions

a. Hazardous Material (HM or HAZMAT). Any material or substance, in normal use or otherwise, that can be damaging to health or well-being. Such materials cover a broad range of types, and may be further classified as follows:

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

(2) Flammable Material. Any liquid having a flash point below 100°F (37.8°C), except any mixture having components with flashpoints of 100°F (37.8°C) or higher, the total of which make up.

99 percent or more of the total volume of the mixture. Flammable liquids shall be known as Class I liquids. Class I liquids are divided into three classes as follows:

(a) Class IA shall include liquids having flash points below 73°F (22.8°C) and having a boiling point below 100°F (37.8°C).

(b) Class IB shall include liquids having flash points below 73°F (22.8°C) and having a boiling point at or above 100°F (37.8°C).

(c) Class IC shall include liquids having flash points at or above 73°F (22.8°C) and below 100°F (37.8°C).

(3) Combustible Material. Any liquid having a flash point at or above 100°F (37.8°C). Combustible liquids shall be divided into two classes as follows:

(a) Class II liquids shall include those with flash points at or above 100°F (37.8°C) and below 140°F (60°C), except any mixture having components with flash points of 200°F (93.3°C) or higher, the volume of which make up 99 percent or more of the total volume of the mixture.

(b) Class III liquids shall include those with flash points at or above 140°F (60°C). Class III liquids are subdivided into two subclasses:

1. Class IIIA liquids shall include those with flash points at or above 140°F (60°C) and below 200°F (93.3°C), except any mixture having components with flash points of 200°F (93.3°C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

2. Class IIIB liquids shall include those with flash points at or above 200°F (93.3°C). This section does not regulate Class IIIB liquids. Where the term "Class III liquids" is used in this section, it shall mean only Class IIIA liquids. When a combustible liquid is heated to within 30°F (16.7°C) of its flash point, it shall be handled in accordance with the requirements for the next lower class of liquids.

(4) Reactive Material. A substance which reacts with water or, either when exposed to air or when heated, is susceptible to release of energy either by itself or in combination with other materials.

(5) Toxic Material. A substance which can cause impairment of the central nervous system, injury, severe illness or, in extreme cases, death when ingested, inhaled, or absorbed by the skin. Examples include laboratory chemicals, metals, poisons, skin irritants, and allergens.

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

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

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

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

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

g. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP). Navy Program for control and minimization of incoming hazardous materials. Includes NSAM/NAVSUP Hazmat Manager, NPS Hazmat Manager and Hazmat Coordinator, controls over purchasing, controlled receipt and labeling, inventory database, management software, and inventory reconciliation.

h. Hazardous Materials Information Resource System (HMIRS). A central repository for information on hazardous materials used by the Department of Defense (DOD).

i. Principal Investigator (PI). An individual or faculty member who has primary responsibility for the design, execution, and management of a sponsored research project and is named on the proposal to the sponsoring agency. The Principal Investigator has the primary responsibility for the fulfillment of the Statement of Work. The Principal Investigator has overall responsibility for safety and compliance in his or her laboratory and research activities.

5. Responsibilities

a. NPS President. Assigns responsibilities for implementation and management of the HMC&M Plan. Responsible for compliance and execution of hazardous material control and management in accordance with references (a) through (t).

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

c. NAVFAC Installation Environmental Program Director (IEPD), and HAZWASTE (HW) Program Manager.

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

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

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

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

(5) Provide technical assistance in emergency response.

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

d. NAVSUP CHRIMP Manager. Receive HM process through CHRIMP, label, and distribute/deliver material to HM Coordinator/Principal Investigators. Conduct HM locker assessments and report all findings to NPS HM Program Manager.

e. BUMED Assigned Industrial Hygienist (BUMED IH). Will review and comment on the chemical hygiene plan and SOP's upon request, but not be involved in their development. Reviews new laboratory process and equipment that have occupational health aspects.

f. NPS OSHE Director

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

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

g. NPS Contracting Department

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

(2) Ensure Purchasing Branch personnel are aware of and abide by the requirements of this HAZMAT Plan.

(3) Ensure OSHE Specific contract clauses provided to NPS Contracting for HM and submitted with bid solicitations and are updated accordingly.

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

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

h. NPS Department Heads, Supervisors, and Principal Investigators

(1) Ensure compliance with this HAZMAT Plan.

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

(3) Nominate departmental HAZMAT Coordinator for designation by the OSHE Director, and provide HAZMAT coordinator with sufficient resources, including training, materials, equipment, and time allocation, for these delegated responsibilities.

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

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

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

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

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

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

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

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

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

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

(14) Ensure all HM items are used only in designated locations. HM will not be used anywhere but NPS property or offsite locations only with approval from NPS HAZMAT Program Manager.

(15) Ensure all HW disposal is conducted in accordance with NSAMINST 5090.3.

(16) Maintain copies of MSDS/SDS for all HM stored in spaces under your purview, filing them numerically per the NPS assigned HM identity/assigned MSDS/SDS numbers. Ensure awareness and access is provided for OSHE website "Know Your Hazards" webpages and e-MSDS/SDS.

i. NPS Employees

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

(2) Coordinate any HAZMAT usage with your HAZMAT Coordinator prior to ordering, complete HAZCOM or Chemical Hygiene Officer (CHO) OJT training use Personal Protective Equipment (PPE) and engineering controls provided and seek clarification from supervisors or HAZMAT coordinators regarding any questions concerning the HM/HW programs.

j. NPS HAZMAT Committee

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

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

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

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

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

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

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

k. NPS HAZMAT Program Manager

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

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

(3) Review and update this plan as necessary.

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

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

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

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

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

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

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

(11) Provide specific training to HM Coordinators to enable them to fulfill their duties as specified in references (a) through (t).

(12) Comply with references (a) through (t).

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

(14) Conduct annual reconciliations between the NPS AUL and actual HM on hand.

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

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

1. NPS HAZMAT Coordinators

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

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

(3) Work with Department Heads, Supervisors, and Principal Investigators to maintain an accurate HM/HW inventory for assigned spaces. Utilizing the CHRIMP each HM inventory will be updated at a minimum of once a month to accurately reflect locker inventories.

(4) Assist Principal Investigator's to ensure job specific training is provided to HM users and documentation is maintained and/or uploaded as per HAZMAT Managers guidance.

(5) Will attend initial HAZMAT training (NAVSAFENCEN: Introduction to Hazardous Material Ashore A-493-0031/A-493-0331) and attend any additional HAZMAT/HAZCOM and job site specific training, and all required refresher training as determined or approved by the Echelon 2 Command.

(6) Coordinate with Principal Investigator's to ensure users are aware of MSDS/SDS and coordinate job specific HAZCOM and chemical hygiene training for hazard information, protective measures, and control requirements associated with the HM being used.

(7) Coordinate with Principal Investigator's to ensure users are familiar with proper emergency procedures for any HAZMAT incident pertaining to the HM they are authorized to use.

Assist Principal Investigator's with proper emergency procedures for any HAZMAT incident.

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

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

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

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

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

(13) Assist Department Heads, Supervisors, and Principal Investigators to maintain copies of MSDS/SDS for all HM stored in spaces under your purview, filing them by the CHRIMP assigned MSDS/SDS numbers. All MSDS/SDS will be maintained and kept up to date.

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

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

(16) Notify HAZMAT Program Manager prior to responding to the request by other groups for conduct of HM inspections.

(17) Assist Principal Investigator's with HM requests.
Work with Principal Investigator's to understand their operations and research to better manage areas in which HM is being used.

(18) Maintain HAZMAT Coordinator contact information in all required locations (e.g., department safety boards).

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

(20) Conduct monthly inspections.

6. Action

a. Acquisition of HM

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

(2) Each department will establish a HAZMAT ordering process to notify their departmental HM Coordinator of all HM orders (including stock refills) prior to submitting a requisition for HM. The HM Coordinator can help facilitate the process to prevent any delays that may result from improper documentation, or the need to amend the AUL. The request is initiated in both the online CHRIMP and in Kuali Financial System (KFS); certain HM will not be processed through the CHRIMP therefore the form for AUL will be processed (located in Appendix A). The process for AUL additions is located in Appendix D.

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

Number which is obtained when a new AUL is processed through CHRIMP or in the case of items not tracked by CHRIMP the NPS SDS Number will be utilized. The latest MSDS/SDS must also be included in the request.

(4) The requisition must list the building number, room, and locker number as the location this for delivery this information must be on all HM purchases unless otherwise instructed by the HAZMAT Program Manager.

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

(6) Once HM have been received at the NAVSUP warehouse the CHRIMP Hazmat Manager will process the material and contact the assigned HM Coordinators for drop off.

(7) At no time will any person bring HAZMAT onto NPS from off base without explicit HAZMAT Program Manager authorization. Additionally, HAZMAT will not be delivered or taken home (No Exceptions).

b. Identification of HMs, MSDS/SDS

(1) The MSDS/SDS contains information regarding physical and chemical characteristics of the material, including, fire, explosion, and health hazards; instructions for handling and use; compatibility with other materials; Personnel Protective Equipment; transportation; and spill and leak containment procedures. MSDS/SDS listings will be filed in sequence of the locker inventory sheet for quick access by emergency response teams.

(2) Command MSDS/SDS Listing. The command wide MSDS/SDS library, managed by the NPS HAZMAT Program Manager, includes the various manufacturer specific SDSs for HM items previously and/or presently located at NPS. MSDS/SDS available in the MSDS/SDS library are identified by a command-specific identifier. Departments may review the MSDS/SDS library for assistance in the selection of less hazardous material or other issues requiring information on products.

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

(4) Control Numbers. The NPS SDS Number, Ticket ID, or ZPNC Number must be verified by Government purchasing agent for all HM request. These numbers must be annotated on the KFS request along with the correct commodity code. This process offers each government purchasing agent a documented record to indicate verification of the HM purchase against the NPS AUL and ensure the correct MSDS/SDS is available prior to receipt of the HM item being purchased. If the HM commodity code or controls numbers are not utilized the request shall be disapproved. The government purchasing agent will not continue to process and will contact the Principal Investigator to correct the HM purchase request.

c. Items Not Regulated Under This Plan

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

(2) Batteries: All types/sizes not regulated as HM when purchased, in quantities that would be considered normal retail quantities of use i.e., two or three 12-24 pack of AAA, AA, C cell, ten-two packs of D cells, etc. For recycling used batteries contact the NPS Hazmat Program Manager.

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

(3) Lead-Acid Batteries (Automotive, UPS, microgrid): Should be limited in quantities, estimating two to three per order, returning the same amount as core exchange, batteries less than four pounds for special equipment should also be limited to use amount only when purchasing. The core exchange should allow one exchange of a used battery for every battery being purchased.

(4) Household Cleaners:

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

(b) Wipes are recommended over the liquids, but if not available, liquids are authorized. Items should not exceed sizes more than 64 ounces combined and no more than two each of any size container should be stocked at any time. Only limited quantities are allowed to be stored in office areas. Limited items mean one in use container and one stored for backup stock. Bleach, laundry soap, GSA scouring powder, etc. are not normally required in the office for cleaning purposes, due to contract janitorial services provided. Items purchased through the GSA/DOD system normally facilitate industrial type operations; for purpose of individual office cleaning supplies, less hazardous products may be best obtained through local purchases. Users should read all the information provided on the labels of all cleaners to ensure safe and healthful working conditions are maintained for all individuals at NPS. Contact the NPS OSHE Directorate Office for more information on safe use products not regulated under Occupational Safety and Health Administration Hazard Communication (OSHAHAZCOM).

(5) Office Products: Office products are not regulated under this plan. Exemptions are identified for common use products which define office use products, articles, and some retail items sold as non-industrial type cleaners, etc. Items which are recycled at vendor or manufacturer's expense for 100 percent of the product return are not regulated under this instruction.

Examples of items listed as office Products are correction fluid, marker board cleaner, ink pad ink, computer keyboard cleaner, computer wet wipe cleaners, etc. Recommendations for safer use products are dry line white out rather than the liquid and small computer vacuums outlast the canned air. Limit quantities to an estimated six month or less quantity.

d. Hazard Communication (HAZCOM)

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

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

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

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

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

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

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

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

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

(3) Current Inventories. Each department will keep a running inventory of the quantities of HM on hand. Departments

will be responsible for maintaining a current HM inventory using the OSHE SharePoint website or another online HM database tool. Principle Investigator's will work with departmental HAZMAT Coordinators to ensure inventory of all HM in their spaces is updated monthly. Appendix G contains the Storage Inventory Process Map.

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

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

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

(7) Storage. HM and HW must be stored separately per reference (1). Flammable lockers equipped with Self-Closing Doors can be utilized for flammable materials, combustible materials, and toxic materials, if all categories are compatible. Corrosive lockers shall be used to store acids or alkaline, but acids and alkaline will not be stored in the same corrosive locker. The MSDS/SDS indicates compatibility categories for all HM. The HAZCOM training also informs personnel on how to determine storage compatibility restrictions.

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

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

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

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

f. Recordkeeping and Reporting

(1) Annual inventories will be tracked by the CHRIMP and other HAZMAT management tools and sent to the proper emergency response personnel.

(2) HAZCOM and Chemical Hygiene Plan training records will be documented and tracked by department Safety Coordinators in ESAMS/RMI.

(3) HW generator records will be maintained by the NSAM HW Program Manager with assistance from the NPS HAZMAT Program Manager.

(4) HW generator reports will be consolidated by the NSAM HW Program Manager. Required information will be provided by the NPS HAZMAT Program Manager.

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

AUL REQUEST FORM (NPS)

Hazardous Material Authorized Use Request Form



Naval Postgraduate School
Occupational Safety, Health, and Environmental
Building 285, Qtrs N
285 Stone Road
Safety@nps.edu

Date of Request:	
Department:	
Requestor:	
HM Representative:	
JON used to purchase HM:	

Sections I through IV is to be completed by Appointed HM Rep or Principle Investigator (PI). When completed, submit form and a current SDS of product and email to safety@nps.edu

Section I: Hazardous Material

Product/ Trade Name:	Manufacturer:
Individual Container Size:	Quantity Requested:
CAS #s (if applicable):	

Section II: Purpose, Usage, and Storage

Product Use Location	Bldg:	Room # :	Storage Location (Locker):
What Process will this Hazardous Material be used for? How will it be applied?			
Will it be used indoors?	<input type="radio"/> Yes <input type="radio"/> No	Will product be used under a fume hood?	<input type="radio"/> Yes <input type="radio"/> No
Frequency of Use:	Average time spent on Process:	Average Quantity used during process:	
Names of all Employees using Product:			
Number of Employees Exposed	Male:	Female:	

Section III: Requestor's Comments

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

Section IV: Certification Statement

I certify that I am the knowledgeable person designated as the Department HM Representative or individual assigned this responsibility. The items requested above have approved storage and proper personnel protective equipment is available. Additionally, employees have or will receive proper information and training on the specific hazards of the requested HM.

Signature:	Date:	Phone Number:
------------	-------	---------------

AUL REQUEST FORM (NPS)

AUL Request Review

NPS Hazardous Material Program Manager: [Redacted]

Comments [Redacted]

Local Identifier for HM (NPS SDS #) [Redacted]

Hazard Identification and Classification Categories

<input type="checkbox"/> Non-Hazardous	<input type="checkbox"/> Hazardous	<input type="checkbox"/> Extremely Hazardous	<input type="checkbox"/> Fire Hazard	<input type="checkbox"/> Corrosive Hazard
<input type="checkbox"/> Less than Ambient Pressure	<input type="checkbox"/> Ambient Pressure	<input type="checkbox"/> Greater than Ambient Pressure	<input type="checkbox"/> Sudden Release of Pressure	<input type="checkbox"/> Toxic
<input type="checkbox"/> Immediate (Acute) Health Hazard	<input type="checkbox"/> Delayed (Chronic) Health Hazard	<input type="checkbox"/> Reproductive Hazard	<input type="checkbox"/> Reactive	Other: [Redacted]

Personal Protective Equipment (PPE)

PPE that is required to use the Product. This section to be completed by Safety Specialist or Industrial Hygienist.

Gloves Apron Respirator Safety Glasses Face Shield Safety Shoes Other: [Redacted]

Additional PPE Guidance: [Redacted]

NOTE It is the responsibility of the Department requesting the HM to make this PPE available to their employees before processes begin.

Occupational Health Review (Industrial Hygiene): [Redacted]

Comments [Redacted]

Signature [Redacted]

NPS Occupational Safety, Health, and Environmental Director: [Redacted]

Comments [Redacted]

Signature [Redacted]

AUL REQUEST FORM (NPS)

NSAM Environmental Installation Program Manager:

Comments

Signature

Final Approval

NPS Hazardous Material Program Manager:

This AUL Request has been: Approved Disapproved More information is needed

Note The form will become locked from editing when this block is signed. Only the signatory can unlock the form by right clicking on their signature and selecting "Clear Signature"

A copy of this completed form must be kept for record until 90 days after the last employee exposed to this product has left NPS.

AUL REQUEST FORM (CHRIMP)

AUTHORIZED USE LIST REQUEST FORM

GENERAL INFORMATION

REQUEST ACTION ADD NEW ITEM TO AUL

REQUESTER MARTIN HITSON

* PLANT MONTEREY - NJQ

* STORAGE LOCATION SELECT A STORAGE LOCA

* DEPARTMENT/COMMAND

* BLDG.NO.

* NOMENCLATURE

* TRADE NAME

* PART NUMBER

* MILSPEC

* CONTAINER SIZE

* MANUFACTURER

* MAX. W/C QTY

* ESTIMATED QUANTITY USED/MONTH

ONLY AVAILABLE AS A LOCAL PURCHASE

NSN/LSN(IF AVAILABLE)

HMIRS ID

AUL REQUEST FORM (CHRIMP)

DESCRIBE THE WORK PROCESS ASSOCIATED WITH THE USE OF THE H/M REQUESTED

* METHOD OF APPLICATION

OTHER

* WHERE WILL THE PRODUCT BE USED?

ANSWER ALL THE FOLLOWING:

- BRIEF DESCRIPTION OF THE WORK PROCESS – WHAT WILL THE PRODUCT BE USED FOR?
- WHERE WILL PRODUCT BE USED – (OPEN SHOP, OUTSIDE, LARGE AREA OPEN TO OUTSIDE, ENCLOSED SPACE, ETC)?
- ENGINEERING CONTROLS IN-PLACE – (ENCLOSED PROCESS, EXHAUST VENTILATION, ETC)?
- LIST ALL PPE WORN DURING PROCESS – (GLOVES, GOGGLES, RESPIRATOR, ETC)

* DURATION OF USE

ANSWER ALL THE FOLLOWING (512 CHARACTER LIMIT):

- FREQUENCY OF WORK PROCESS (ONCE PER DAY, WEEK OR MONTH; 2-3 X DAY, WEEK OR MONTH; ETC)
- AMOUNT OF PRODUCT USED FOR EACH WORK PROCESS (1 OUNCE, 1 PINT, 1 GALLON, 5 GALLONS, ETC)
- DURATION OF USE (<15 MIN, 15-30 MIN, 1-2 HOURS, 2-4 HOURS, 4-8 HOURS)

DIGITAL SIGNATURE

I, MARTIN HITSON, HAVE READ AND UNDERSTAND THE SDS FOR THE ABOVE HM. ALL QUESTIONS AND CONCERNS WERE FULLY EXPLAINED. I WILL PROVIDE SPECIFIC TRAINING TO PERSONNEL INVOLVED WITH THE USE OF THIS HM PRIOR TO ITS INTRODUCTION INTO THE WORKPLACE.

* I AGREE

* PHONE NUMBER

831 656-7661

* SUPERVISOR NAME

ATTACHMENTS MAY BE ADDED TO THIS REQUEST AFTER IT HAS BEEN SUBMITTED.

← BACK

✓ SUBMIT TO HAZMIN CENTER

HAZMAT MONTHLY CHECK SHEET

Initial each month next to the items found to be adequate during your monthly review.

Locker #	HM POC:											Year:
Storage	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Locker Secure												
Emergency Signs Posted												
Point of Contact Posted												
Adequate Aisle Space												
Compatible Material												
HW Stored Separately												
Containers												
Area Free from Spills												
Labels Visible												
Shelf-Life Not Expired												
Container In Good Condition												
Container Closed												
No Food Containers												
Spill Supplies												
Absorbent Material Available												
Container Bag Available												
Response Guide & Inst.												
Container in Good Condition												
Gloves As Required In Kit												
Appropriate Clean Up Supply's As Req.												
HAZCOM Binder												
Current Instruction												
Current Inventory List												
SDS For All HM In Locker												

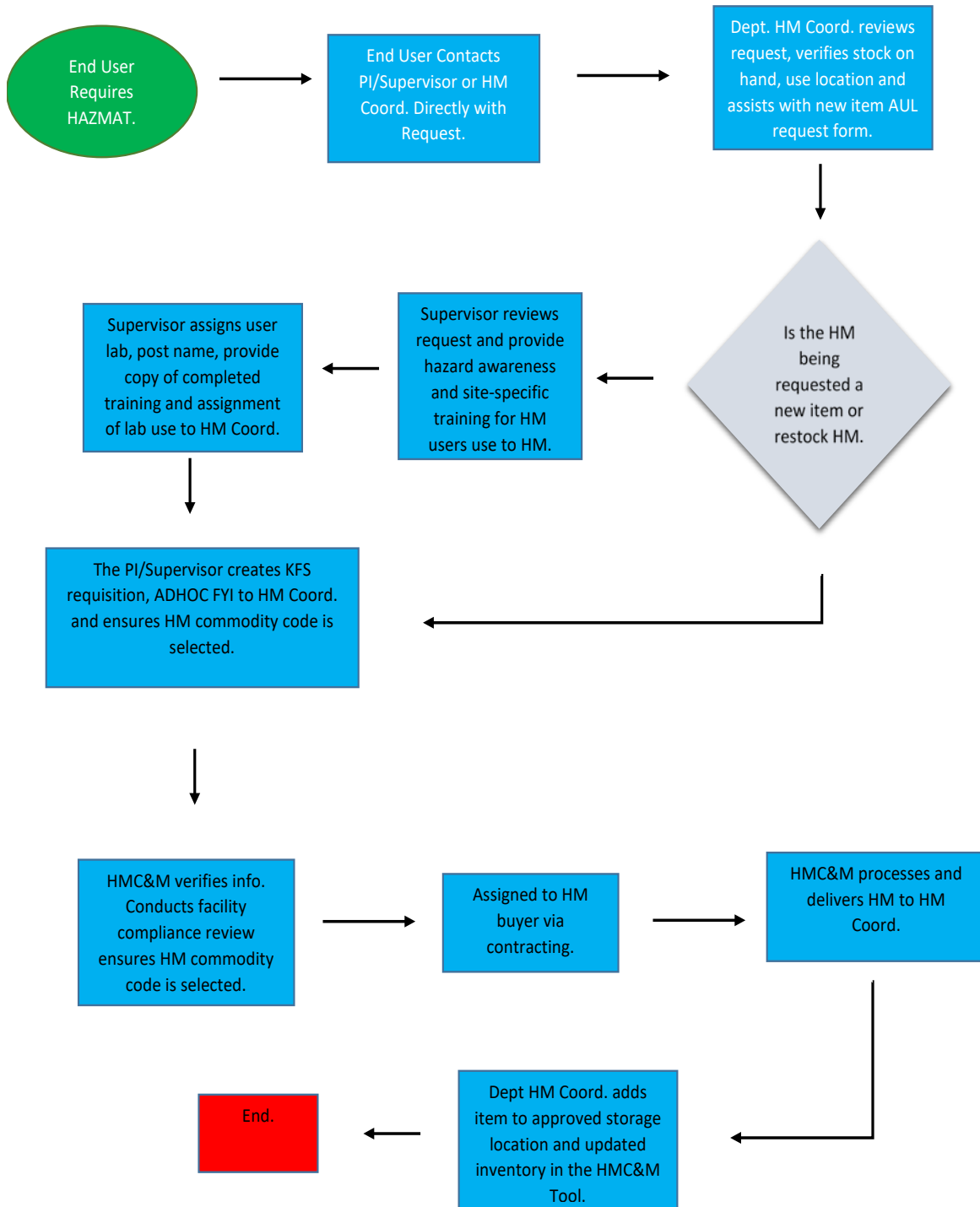
HAZARDOUS MATERIAL INSPECTION CHECKLIST

PROCUREMENT	Yes	No	Comments
1) Has a Authorized User List (AUL) been established and approved by NPS HMC&M Manager?			
2) Are products standardized for Department use?			
3) Are programs set-up screening request orders prior to inputting into KFS?			
4) Does the AUL reflect all items shown on inventory list?			
5) Are all items labeled with CHRIMP barcodes?			
STORAGE			
1) Is the inventory current with the quantity on hand?			
2) is the quantity of stock maintained in a 6 month use or less?			
3) Are SDS readily available for all items stored?			
4) Do storage areas meet requirements for Flammable, Corrosive and General Storage?			
5) Are inventories divided up by type and area of storage (i.e., locker number, location, POC, etc.)?			
6) Do lockers meet requirements for secondary containment?			
7) Are storage areas maintained in a proper manner?			
8) Are non-compatible materials stored separately?			
9) Are required monthly inspection conducted and documented?			
10) Is a spill plan generated, and are personnel trained in response procedures?			
11) Is there a spill kit available for small spills for the type of materials stored and is it clearly marked?			
12) Is security of storage areas/lockers maintained by designated HM Representative?			
13) Are department HM representatives familiar with spill reporting in their respective departments?			
14) Is Personal Protective Equipment (PPE) made available to all personnel for the type of department Hazardous Material used?			
15) Are containers properly labeled and legible?			

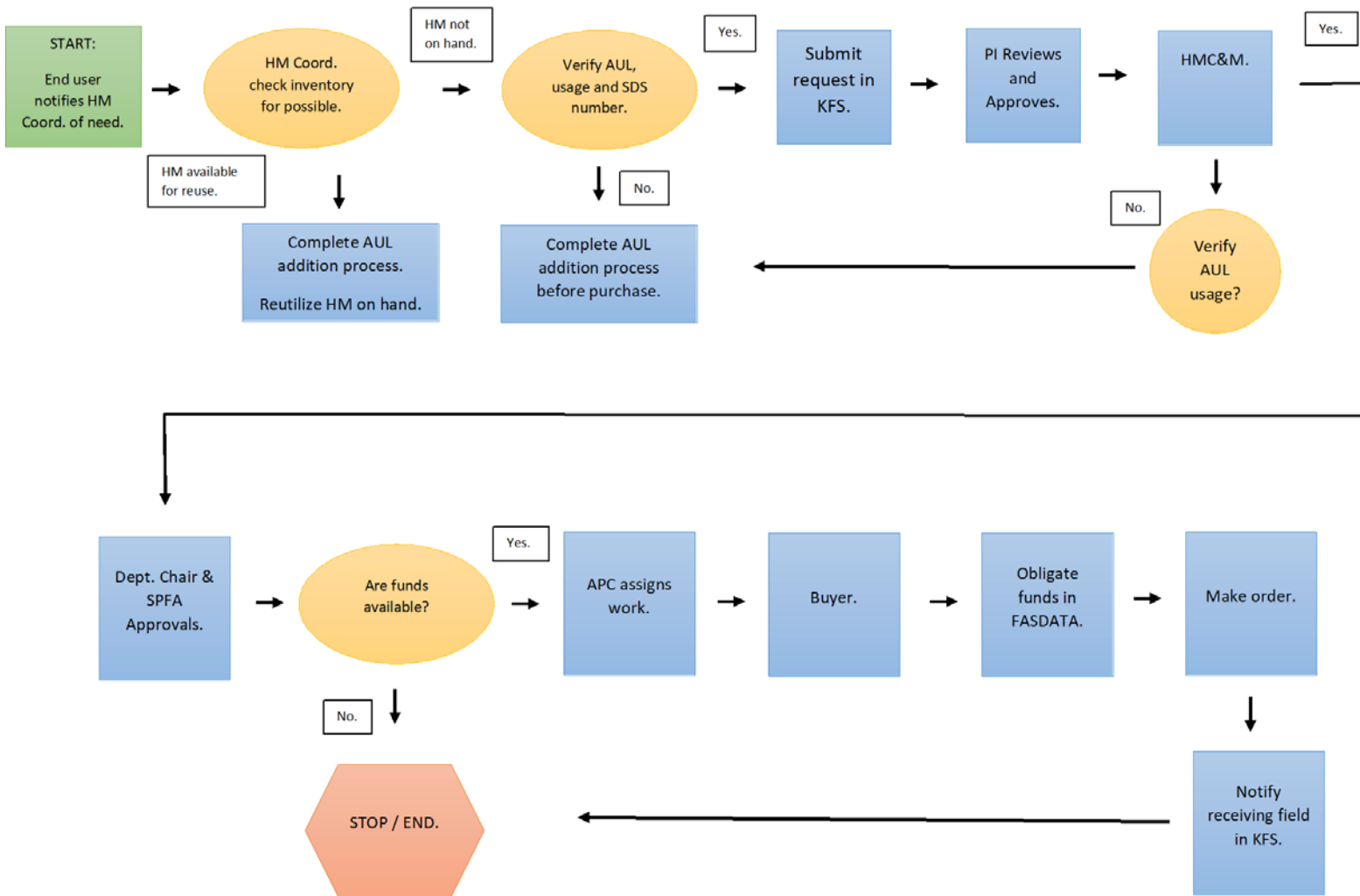
HAZARDOUS MATERIAL INSPECTION CHECKLIST

USE	Yes	No	Comments
1) Have department personnel working in HM areas receive the required HAZCOM training?			
2) Are department personnel trained in the specific hazards related to the types of materials being used?			
3) Do department representatives properly report Hazardous Waste items ready for pick-up?			
4) Are containers empty before next full container is used of the same product?			
DISPOSAL			
1) Is hazardous waste suitably packaged for transportation to the NSAM 90-Day storage location?			
2) Are proper procedures followed for the collection , containment and turn in of hazardous waste?			
3) Are proper wastes turned in upon completion of the job/project?			
4) Are standard turn in items collected at the department level for reuse prior to NPS excess/HW disposal?			

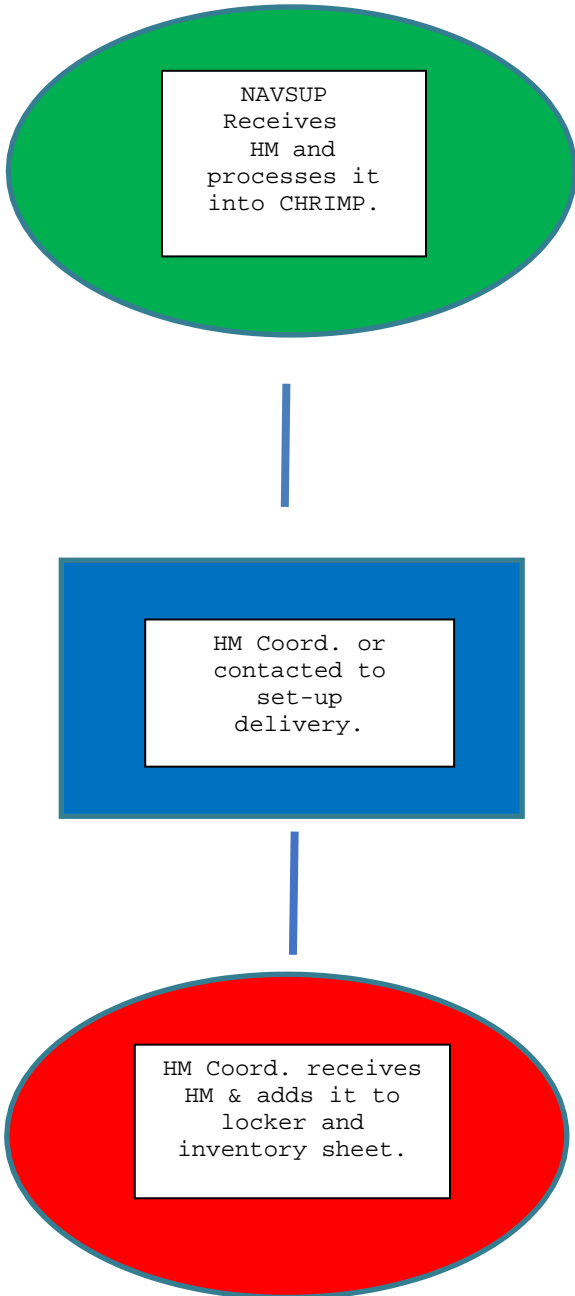
NPS AUL ADDITION PROCESS MAP



NPS Process for HAZMAT



NPS HAZMAT RECEIVING



STORAGE INVENTORY PROCESS

