DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 5100.6E
N35

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NAVSUPPACT NAPLES INSTRUCTION 5100.6E

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: HAZARDOUS MATERIALS CONTROL AND MANAGEMENT PROGRAM (HMC&M)

Ref: (a) OPNAVINST 5100.23 (Series)
(b) OPNAVINST 5090.1 (Series)
(c) 29 CFR Part 1910.1200
(d) 2008 ENVIRONMENTAL FINAL GOVERNING STANDARDS (FGS) for Italy, Chapter 6
(e) COMNAVREGEURAFSWA INSTRUCTION 5090.1 (Series)

Encl: (1) Hazardous Material Inventory (NAVSUPPACT Naples Form 5100/5)
(2) Hazardous Material Label Example (DD Form 2521)

1. Purpose. To implement references (a) and (b), and establish policy, procedures and responsibility for the control of Hazardous Materials (HM). Requirements for the procurement, receipt, labeling, storage, issue, handling and disposal of HM will be conducted per references (a) through (e).

2. Cancellation. NAVSUPPACT NAPLES INST 5100.6D.

3. Background. Materials, normally thought to be safe, may become hazardous under certain applications or storage conditions. It is imperative that all aspects of accident prevention, designated to control and regulate the identification, transportation, storage, handling and use of HM, be implemented to protect the user, general public and the environment. The U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) has issued a standard to meet this requirement. Title 29, Code of Federal regulations (CFR), Part 1910.1200, establishes the hazardous communication requirements for an Occupational Hazardous Material Program (reference (c)).

a. Department of Defense (DoD) Hazardous Material Information Resource System (HMIRS). The Department of Defense HMIRS, described in Appendix 7-A of reference (a), was established to provide complete and accurate information to both afloat and ashore personnel for the safe transportation, handling, storage, use, and disposal of HMs.

b. Markings and Labeling. The U.S. Department of Transportation regulates the marking and labeling of HM for all modes of shipment. This information is contained in Title 49 CFR. OSHA labeling requirements are listed in reference (c). The HAZMIN Center shall barcode all hazardous materials procured for NAVSUPPACT Naples.

4. Policy. It is the policy of this command to ensure that all personnel and property are protected when using, handling and storing HM. The quantity of HMs ordered and stocked must be kept to a minimum and consistent with its intended use. Where less hazardous or non-hazardous, technically acceptable material can be substituted to accomplish a job, it will be procured and used. Where the use of HM is required, adequate engineering measures and protective equipment shall be specified and used to ensure the health and safety of exposed personnel and the protection of the environmental.

5. Action.

a. Hazardous Material Program Manager (HMPM). A HMPM shall be appointed in writing to assume the responsibility for the HM program management for the command.

b. HMC&M Council. This council will normally meet in conjunction with the OSH Council meeting. The council will review issues from the committee and others that require Commanding Officer (CO)/Executive Officer (XO) or Department Head action.

c. HMC&M Committee. This committee will meet quarterly and shall be chaired by the HMPM. The committee shall review the HMC&M program and make recommendations to improve the program. Minutes shall be taken at each meeting for review and approval by the HMPM and distributed to Department Head/XO and all members. Activities that have requested U.S. Naval Support

Activity (NAVSUPPACT), Naples, Italy provide Hazardous Material Program Management shall appoint a member for this committee.

d. Hazardous Waste Control Program Manager (HWCPM). Due to the high priority of the issues involved and because of the complexity and interrelated directives, the HMPM and HWCPM shall coordinate their respective programs with their counterpart. The HMPM will manage the programs required by reference (a) and this instruction. The HWCPM and/or environmental engineer will manage the programs required by reference (d).

e. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP). The Department of the Navy has established the CHRIMP as the HM centralized manager. The CHRIMP provides for centralized HM control, centralized HM storage, HM issuance and/or re-issuance, HM receipt and repackaging, guidance for HM use, and the reclassification and processing of HM for disposal. To execute this program, the FISC Sigonella, Naples Supply Department, has established the Hazardous Minimization Center (HAZMINCEN) as the single-point inventory and life cycle control function for all HM. Only HM identified for that specific department AUL (authorized use list) shall be issued to that department.

f. Authorized Use List (AUL). The AUL is a master list of all authorized HMs used at NAVSUPPACT Naples. Each work center shall keep the HMPM informed of any planned changes such as addition and deletion of HM. HM will not be added to the AUL without the written approval of the HMPM.

g. Inventory. Departments not in the CHRIMP program will be inventoried annually. All HM will be entered on a NAVEUR NSA Naples Form 5100/5 (enclosure (1)). A copy of this inventory will be forwarded to NAVSUPPACT Naples HMPM for AUL verification. Random inspection will be conducted to verify the validity of AUL.

h. Labeling Requirements. Each HM container shall be properly labeled by the manufacturer to warn personnel of its potential dangers. In the event warning labels are inadvertently removed or damaged, it needs to be replace with HAZCOM-compliant replacement labels. DD Form 2521(enclosure(2)) may be used and is available from the CHRIMP and OSH Office.

i. Storage Requirements. HMs shall be neatly stored in a secure area, and labeled to provide ease of identification and ready access. Storage rooms shall be provided with adequate compatibility of HMs, as stated in reference (b).

j. Disposition and Record Keeping. Disposition of excess, obsolete or outdated HMs will be handled in accordance with reference (b).

6. Responsibilities.

a. Department Heads/Detachments/Tenant Activity/Commanding Officers and Officers-in-Charge will:

(1) Appoint, in writing, a Hazardous Materials Site Coordinator (HMSC). The site coordinator will be the official point of contact and maintain records of all HM introduced into their activity from receipt until disposition. The HMSC shall attend the HMC&M committee meetings.

(2) Ensure personnel responsible for acquiring HM, procure only those items listed on their AUL. Prior to procuring HM not listed on the AUL, the procurement must be approved by the NAVSUPPACT Naples HMPM and added to the AUL. Only materials meeting the minimum hazard and minimum disposal cost criteria will be considered.

(3) Ensure adequate technical data, including the required precautionary measures for safe usage, handling and storage, is maintained for all hazardous/potentially HM received. This technical data shall be in the form of Material Safety Data Sheets (MSDS). Individual MSDS are available via the DOD HMIRS program. The HMIRS program is available in the following locations: NAVSUPPACT Naples OSH Office; Supply Department; Environmental Division; and the U.S. Naval Hospital Industrial Hygienist office. The MSDS must be kept in the work center where the HM is used and shall be readily available to personnel using the materials. All HM containers shall have an updated MSDS on file in the work center prior to issue or use.

(4) Ensure all personnel coming into contact with HMs are thoroughly trained in the HM's proper handling procedures, and use the appropriate Personal Protective Equipment (PPE) designed to reduce the hazard resulting from the HM exposure.

(5) Contact the Environmental Division, DSN 626-6644/3/2, for the appropriate disposal of excess, obsolete, or outdated HM.

(6) Conduct an annual survey to determine the quantity and status of such material and up-date inventories based on the survey's results. HM found in deteriorating containers shall be properly disposed of via the most expeditious procedures and in compliance with applicable turn-in directives.

(7) Establish and train an emergency clean-up team to respond to minor spills or other mishaps.

b. The FISC Sigonella, Naples Regional Supply Officer will:

(1) Establish, staff, train, and operate the HAZMINCEN.

(2) Screen HM requisitions against the AUL. Ensure that no HM is procured which is not on the AUL.

(3) Ensure HMs listed on the AUL are labeled prior to storage or issuance, with appropriate warning labels specified by Consolidated Hazardous Item List (CHIL).

(4) Ensure MSDSs are provided with the issuance of HM, in accordance with reference (a). This requirement is especially critical for new stock material not previously listed on the AUL. Provide MSDSs to HMSCs. Ensure HMs and chemicals are properly labeled, handled and stored until delivered to the customer.

c. The OSH Program Manager will:

(1) Monitor and provide oversight of the HMC&M Program.

(2) Perform industrial safety inspections of areas where HM/HW may be used or stored, and report unsafe conditions to the holding agency for correction of the hazard.

(3) Provide assistance to the HMC&M requirements.

(4) Have available in either data base reference or hard copy, all MSDSs that are currently in the NAVSUPPACT Naples AUL.

(5) Assist commands in obtaining MSDS information when normal channels are exhausted.

d. The Industrial Hygienist will:

(1) Establish baseline surveys and evaluate all workplaces per OPNAVINST 510023 Series, to identify all potential health hazards. More frequent surveys may be required for high hazard operations.

(2) Obtain a list of potential HM used or stored, how used and quantities involved.

(3) Determine the interim or permanent controls required for the degree of personnel exposure.

(4) Provide the documented results of surveys on OPNAV Form 5100/14 (or equivalent), to the CO, NAVSUPPACT Naples.

(5) Provide technical assistance to approve HM requisitions prior to procuring HM not listed on the AUL. Verify information and determine if there are opportunities to substitute less hazardous material where feasible.

(6) Provide professional expertise and training on the selection and use of PPE.

(7) Provide training, as needed, on the harmful effects of the HMs used in operations conducted at the work-site.

e. Environmental Engineer will:

(1) Provide the necessary guidance and technical expertise to approve HM requisitions prior to procuring HM not listed on the AUL.

(2) Attend to the quarterly HMC&M committee meeting.

(3) Provide technical assistance to approve HM requisitions prior to procuring HM not listed on the AUL. Verify information and determine if there are opportunities to substitute less hazardous material where feasible.

f. The Fire Chief will:

(1) Train all fire fighters in the use of the MSDS.

(2) Maintain a file of all HM locations, to enable the development of proper fire fighting and rescue procedures.

(3) Train personnel to fight fire and rescue in all pre-survey HM facilities.

(4) Review the MSDS of any HM or chemical when called prior to the clean-up of a HM spill.

R. B. RABUSE

Distribution:
NAVSUPPACT NAPLES INST 5216.4Y
Lists: I through V
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm

HAZARDOUS MATERIALS INVENTORY

NAVSUPPACT NAPLES FORM 5100/5 (Rev. 10-10)

HAZ/MAT SURVEY	DEPARTMENT:	LOCATION:	DATE:

PRODUCT BRAND NAME	NATIONAL STOCK Number (NSN)	MANUFACTURER (NAME AND ADDRESS)	AMOUNT USED MONTHLY (AVERAGE)	QUANTITY STORED (AVERAGE)	MATERIAL SAFETY DATA SHEET (MSDS) Y/N	HAZMAT CLASSIF. (HAZARDOUS/EXTREM. HAZARDOUS/TOXIC CHEMICAL)

Enclosure (1)

HAZARDOUS CHEMICAL WARNING LABEL

1. CHEMICAL/COMMON NAME					2. HAZARD CODE
3. NSN/LSN	4. PART NUMBER				
5. ITEM NAME					
6. HAZARDS *(X all that apply)*	(1) ACUTE *(Immediate)*				(2) CHRONIC *(Delayed)*
	NONE	SLIGHT	MODERATE	SEVERE	
a. HEALTH					
b. CONTACT					
c. FIRE					
d. REACTIVITY					

7. SPECIFIC HAZARDS AND PRECAUTIONS *(Including target organ effects) (See MSDS for further information.)*

8. PROTECT *(X all that apply)*		EYES		SKIN		RESPIRATORY

9. CONTACT

a. COMPANY NAME

b. ADDRESS *(Street, P.O. Box, City, State, ZIP Code, Country)*	c. EMERGENCY TELEPHONE NUMBER *(Include Area Code)*

10. PROCUREMENT YEAR FOR HAZARDOUS CHEMICAL

DD FORM 2521, OCT 2000 PREVIOUS EDITION MAY BE USED.

Enclosure (2)