

COMSCINST <b>4110.1B</b>	COG CODE <b>N4</b>	DATE <b>23 APR 97</b>
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DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
901 M STREET SE  
WASHINGTON DC 20398-5540

COMSCINST 4110.1B  
N4  
23 April 1997

## COMSC INSTRUCTION 4110.1B

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

Ref: (a) OPNAVINST 5090.1B  
(b) OPNAVINST 5100.19C  
(c) COMSCINST 5100.17B  
(d) COMSCINST 5090.2  
(e) COMSERVFOR SIXTH FLEET INST 4000.1T/CLF-63  
(f) COMLOGFORNAVCENT (CTF-53) INST

Encl: (1) Environmental Compliance Checklist for the Afloat HMC&M Program  
(2) Receipt of Hazardous Materials and Hazardous Waste Checklist for  
Transshipment  
(3) Re-usable Hazardous Material and Hazardous Waste Turn-in Locator Listing  
(4) SM5 Reference Guide for Control of Hazardous Material

1. Purpose. To provide policy, guidance and requirements for life-cycle control of hazardous material (HM) acquired and used by the Military Sealift Command (MSC). It is Commander, Military Sealift Command (COMSC) policy, in accordance with references (a) and (b), to provide MSC personnel with information and training necessary to ensure the safe use of HM, minimization of HM procurement and inventory, the reduction of used or excess HM, and disposition of Re-useable HM and Hazardous Waste (HW). This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 4110.1A.

3. Scope. This instruction applies to civil service manned ships, or other ships as directed by contract or memorandum of understanding.

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4. Background. The requirements of references (a) and (b) necessitate planning and life cycle management of HM inventories and procurement. The COMSC Afloat HMC&M Program provides a means to more efficiently allocate MSC's manpower, facilities and supplies in support of its primary mission.

5. Discussion. MSC ships are required to comply with references (a) and (b) in their management and control of HM. Implementation of the Afloat HMC&M Program established by this instruction is a line management function with responsibility extending from COMSC to shipboard crewmembers. The Head of the Supply Department is designated HM Coordinator aboard all ships with Supply Departments. For all other ships, the Chief Mate is designated HM Coordinator.

6. Action

a. The COMSC Logistics Director, Code N4, shall:

(1) Establish and chair an Afloat HMC&M Program Committee. The Afloat HMC&M Program Committee shall advise COMSC on policies and procedures necessary to implement and maintain a compliant and comprehensive HMC&M Program. The HMC&M Committee is multidisciplinary and interdepartmental. Membership will include representatives from PM1, PM2, PM3, PM4, N1, N2, N3/5, N4, N7, N10, N00S and N00EP.

(2) Maintain the Authorized Use List (AUL) for ships that includes each item of HM used aboard MSC ships in accordance with references (a) and (b).

(3) Ensure access to the AUL for shipboard HM Coordinators as well as shore personnel.

(4) Provide HMC&M coordination, guidance and assistance to MSC Program Managers, Project Offices and Area Commanders.

(5) Review all proposed AUL additions.

(6) Establish support requirements for maintenance of the AUL and the HMC&M Program.

(7) Provide oversight of field HMC&M programs and maintain shipboard systems with capabilities to flag and report HM not on the AUL.

(8) Review HM open purchase and contract procurements for potential changes to the AUL.

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(9) Ensure that Environmental Compliance Checklist for the HMC&M Program contained in enclosure (1) is maintained and current.

(10) Provide guidance and assistance for receipt and disposition of HM/HW. Enclosures (2) and (3) contain information for receipt and disposition of HM/HW.

b. Program Managers shall:

(1) Control and manage HM within their purview.

(2) Ensure HAZCOM Training is conducted in accordance with reference (c).

(3) Monitor HMC&M Program requirements during command inspections, using enclosure (1) as a check-off list.

(4) Review Material Safety Data Sheets (MSDSs) from ships' open purchases of HM and provide copies to COMSC N4.

(5) Ensure that ships file Ozone Depleting Substances (ODS) reports as required.

c. Masters of MSC ships shall:

(1) Report all HAZMAT mishaps in accordance with reference (c).

(2) Approve all locations for the temporary and permanent storage of HM, including bulk storage and tanks. This includes approval of accumulation areas for used or excess HM.

(3) Authorize procurement of HM not on the AUL only if material is essential for the ship's operation and cannot be replaced by an item on the AUL.

(4) Accept used or excess HM for retrograde in accordance with references (d) through (f). Enclosure (2) provides a checklist for receipt of reusable HM/HW. Seventh Fleet ships should contact CTF 73, Code 41, for guidance.

(5) Comply with the provisions regulating the transportation of HM contained in references (a) and (d), to the extent that HM is carried as manifested cargo rather than as ship's stores. Fleet Issue Load List (FILL) cargo is generally carried in Combat Logistics Force ships as ship's stores rather than as manifested cargo.

d. Shipboard HM Coordinators shall:

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(1) Manage, control and account for HM items aboard ship using automated tools provided. Enclosure (4) contains instructions for using the shipboard Supply Management Program (SM5).

(2) Maintain the DOD Hazardous Material Information System (HMIS) to provide copies of MSDSs so that afloat personnel are able to:

- (a) Review and identify materials containing hazardous ingredients.
- (b) Ensure the proper labeling of HM in the workplace.
- (c) Obtain an MSDS for the actual user of each item of HM used aboard ship.
- (d) Access MSDSs easily at all times.

(3) Ensure all HM brought onboard ship is properly labeled before stowage and issue. Reference (b) provides labeling requirements for HM.

(4) Label all repackaged containers, temporary containers used for breaking out small quantities of HM and any unlabeled or improperly labeled containers of HM using the DOD Hazardous Chemical Warning Label; DD 2521/2522.

(5) Ensure that HM used in each workcenter is authorized and listed on the AUL.

(6) Ensure that Personal Protective Equipment (PPE) and requisite safety, emergency, HAZMAT spill cleanup and containment equipment is readily available in accordance with reference (a).

(7) Inform crewmembers of HM hazards and necessary protective measures through training.

(8) Establish shipboard procurement, receipt and storage controls to ensure that only HM listed on the AUL or authorized by ships master is procured.

(9) Refuse delivery of material if it is unacceptable because of material condition (rusted, dented to the point where the integrity of the container is in doubt, etc.), or shelf-life will expire within 6 months (for Navy stock material). If refusal of delivery is not feasible, re-label, repack or expend the material as appropriate.

(10) Promptly and safely store HM upon receipt, inspection and acceptance. A checklist for receipt of re-usable HM/HW is contained in enclosure (2).

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(11) Attend MSC Supply Officer HM Coordinator training prior to shipboard assignment.

(12) Provide annual training to supervisors, licensed officers and crew for the proper handling, marking, stowage, usage and disposition of HM and the use of MSDS and spill response kits in accordance with reference (c).

(13) Train all personnel involved in requisitioning, receipt, transfer and stowage of HM in accordance with geographic local instructions prior to an individual's assumption of responsibility for handling HM and annually thereafter.

(14) Reject requests for HM not on the AUL back to the originator, unless the new requirement is valid and approved by the Master. Ensure copies of all approved requirements are forwarded to COMSC N4 for inclusion in the AUL.

(15) Ensure that ODS are supplied only to authorized users of the ODS Reserve. A list of all authorized users is available on the Technical Screening Expert System (TSES) which will be provided and updated quarterly to all ships carrying ODS as cargo.

(16) Provide Departments Heads support in completing their annual inventory of HM, this includes providing baseline inventory records from SM5 Program. Upon Department Heads completion of the inventory, adjust records in SM5 to reflect accurate annual inventory. Provide completed annual inventory to COMSC N4 and Program Managers as required in reference (c).

(17) HM Coordinator shall follow guidelines of references (b) and (d) for the accumulation, storage and turn-in of all used or excess HM (U/EHM) aboard ship. For turn-in ashore, use geographic locally established procedures contained in enclosure (3). Seventh Fleet ships should contact CTF 73, Code 41, for guidance.

e. MSC Shipboard Department Heads shall:

(1) Ensure that Master's approval is obtained for all necessary HM not currently listed on the AUL.

(2) Verify that all HM received from the HM Coordinator is in good material condition and properly labeled, stored properly and only with compatible HM. Obtain all MSDSs from HMIS and maintain them for easy access to all departmental personnel.

(3) Ensure that HM is stored and used only in the minimum quantity required for a particular job to minimize the generation of U/EHM.

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(4) Inform HM Coordinator any time a new item of HM is brought aboard beyond the parameters of the SM5 Program (i.e., Chemical Contract, Mobil Oil Contract and Paint Contract).

(5) Ensure that all hands in the department receive job-specific HM training upon reporting onboard, and annually thereafter in accordance with reference (c).

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)  
41C (MSC Subarea Commanders)  
41G (MSC Surge Det New Orleans)  
41L (COMPSRONs)  
41M (MSC TAGOS Units)  
T-100 (Masters, civil service manned ships)  
T-102 (Masters & operators, contract-operated FSS)  
T-103 (Masters & operators, contract-operated TAGOS)  
T-104 (Masters & operators, MPS)  
T-105 (Masters & operators, LMSR)

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**ENVIRONMENTAL COMPLIANCE CHECKLIST FOR  
THE AFLOAT HMC&M PROGRAM**

1. Has the ship's Master designated the Supply Officer (Chief Mate/1st Mate for ship's without Supply Officer) in writing as the ship's HM Coordinator?
2. Is the HM Coordinator a graduate of HM Coordinator Course, located at the MSC Supply Officer School in Athens GA?
3. Does the HM Coordinator maintain a master copy of current HM inventory in the shipboard SM Program.
  - a. Annual inventory of shipboard HM and updated AUL?
  - b. Updates forwarded to COMSC N4 to update MSC AUL?
4. Does the HM Coordinator maintain the Hazardous Material Information System (HMIS) and produce hard copies of MSDSs for HM procured locally and are they readily available to all hands?
5. Is all HM properly labeled before stowage and stowed with like HM?
6. Does the labeling of HM clearly identify the following in accordance with OPNAVINST 5100.19C, Chapter B3:
  - a. Hazardous ingredients?
  - b. Appropriate hazard warnings (flammable, combustible, corrosive, toxic, etc.)?
  - c. Name and address of manufacturer?
7. Does the labeling of UHM/EHM containers clearly identify using the DD 2521/22 Hazardous Chemical Warning Label:
  - a. Stock Number/group and class of HM (8010, 9150, etc.)?
  - b. Hazardous ingredients?
  - c. Appropriate hazard warnings (flammable, combustible, corrosive, toxic, etc.)?
8. Are all HM material requests screened through SM5 to ensure HM is on AUL:

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- a. HM ordered through ship's stock?
  - b. Navy Stock Material from FISC, DLA?
  - c. Open Purchase HM?
9. For ships carrying Ozone Depleting Substances (ODSs) (T-AO, T-AFS and T-AE), is Technical Screening Expert System (TSES) being used to ensure that ODSs are provided only to authorized users?
10. Are all personnel who handle, store and dispose of HM trained per OPNAVINST 5100.19C, Chapter B3 and COMSCINST 4110.1B as required?
11. Are copies of the Hazardous Material User's Guide (HMUG) available to those personnel who work with HM on a daily basis?
12. Has all HM, upon receipt, been checked for the following :
- a. Is material on AUL?
  - b. Is HM properly labeled and identified?
  - c. Is MSDS supplied (if HM is Open Purchase)?
  - d. Material condition of HM acceptable?
  - e. If Navy stock material, is shelf-life acceptable?
13. Have all HM storage locations, both temporary and permanent, been approved by the ship's HM Coordinator and Master?
14. Are HM storage locations properly marked to identify the type of HM stored?
15. Are only authorized personnel permitted access to HM storage areas?
16. Are locations where HM is stored or used regularly inspected weekly for flammable liquids and quarterly for all other HM?
17. Do weekly and quarterly inspections of HM stowage locations check containers for (as a minimum):
- a. Tightness of closure?

- b. Corrosion?
  - c. Leakage?
  - d. Expired shelf-life?
18. Are inventory discrepancies noted and reported to the HM Coordinator?
19. Does the HM Coordinator supervise the collection of UHM/EHM for proper turn-in, inspection and transfer?
20. Does the ship's HM Coordinator keep an accurate inventory of all UHM/EHM that has been identified and turned in for transfer?
21. Is UHM/EHM collected, segregated, properly packaged in containers, properly documented, labeled as to contents and stowed in approved area(s) for accumulation and/or thoroughly inspected prior to turn-in or transfer?
22. When the HM Coordinator receives UHM/EHM, does he determine whether or not a need exists onboard before offloading the material?
23. Is all Retrograde HM properly identified, labeled, packaged and provided with proper documentation prior to acceptance for transfer?

**COMLOGFORNAVCENTCOM / CTF-53**

**COMSERVFORSTHFLT / CTF-63**

Have you received a copy of the RASREQ requesting transfer of HM prior to the scheduled transfer date ?

Have you received a copy of the approval message from CTF-63 prior to the scheduled transfer date ?

Does the RASREQ identify transferring ship, types of HM, total quantity of drums and pallets to be transferred ?

Does the offload/transfer request identify the transferring ship, HM types and total quantity of drums to be transferred ?

Does the transferred HM meet the labeling, packaging (containerized in drums only, NO TRI-WALLS for HM) and documentation requirements per CTF-53 procedures ?

Does the transferred HM meet the labeling, packaging (containerized in drums only, NO TRI-WALLS for HM) and documentation requirements per CTF-63 procedures ?

Have all drums been properly labeled to identify the hazard of each drum, ship UIC and name ?

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Have all drums been properly palletized and banded ( 2 pallets on bottom, 1 on top and banded) ?

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Are there 1348-1's and MSDS's for each type of HM listed on the RASREQ ?

Do all drums have package affixed to them that contain the shipment 1348s and Material Safety Data Sheets (MSDSs) ?

**N O T E S**

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**(1) For any drums missing any labels as required, at a minimum, affix a label that identifies the transferring ship by UIC and name**

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**(2) Any discrepancies should be reported to the transferring ship with an info copy to CTF-53. Also; the receiving ship has the right to refuse any material not meeting established transfer procedures**

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**(3) The transferring ship is accountable for any additional expenses incurred for the ultimate disposal/disposition of the HM/HW**

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Ports of Call - East Coast	Re-Usable HM Turn-In	HW Turn-In	Guiding Instruction	Requirements / Remarks
Naval Base Norfolk	FISC / DRMO	PWC Norfolk	COMNAVBASE NORVA 5090/5 REV.07/96	Contact MSCMIDLANT N4 for offload guidance & assistance @ DSN: 564-1623/4 COMM: (757) 444-1623/4
Little Creek Amphib Base	PWC Norfolk	PWC Norfolk	COMNAVBASE NORVA 5090/5 REV 07/96	Same note as above.
Newport News Shipyard	PWC Norfolk	PWC Norfolk	NNSY Memorandum of Understanding (MOU) for disposal of ship's force waste	Contact NNSY Environmental for offload guidance & assistance @ COMM: (757) 688-4295
Norfolk Naval Shipyard	*Offload prior to availability	NNSY	NAVSHIPNORINST P 5090.1 (In process of being re-written)	Contact MSCMIDLANT N4 and NNSY @ (757) 396-3490 X165 for offload guidance & assistance.
Norshipco Shipyard	PWC Norfolk	PWC Norfolk	COMNAVBASE NORVA 5090/5 REV 07/96	<b>PWC will accept both NSN and Non-NSN material. NOTE: Non-NSN must be accompanied with an MSDS.</b>
Metro Machine Shipyard	PWC Norfolk	PWC Norfolk	COMNAVBASE NORVA 5090/5 REV 07/96	Same notes as above.
Marine Hydraulics Shipyard	PWC Norfolk	PWC Norfolk	COMNAVBASE NORVA 5090/5 REV 07/96	Same notes as above.
Colonna Shipyard	PWC Norfolk	PWC Norfolk	COMNAVBASE NORVA 5090/5 REV 07/96	Same notes as above.

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Ports of Call - East Coast	Re-Usable HM Turn-In	HW Turn-In	Guiding Instruction	Requirements / Remarks
St. Helena Shipyard	PWC Norfolk	PWC Norfolk	COMNAVBASE NORVA 5090/5 REV 07/96	Contact MSCMIDLANT N4 for offload guidance & assistance @ DSN: 564-1623/4 COMM: (757) 444-1623/4
Dreadnought Marine (contracted space only)	PWC Norfolk	PWC Norfolk	COMNAVBASE NORVA 5090/5 REV 07/96	Same notes as above.
Baltimore MD	Approved Contractor	Approved Contractor	By Contract	Contact NFAF East at Bayonne NJ for offload guidance & assistance @ DSN: 247-5237 COMM: (201) 823-7508
Earle NJ	Local PWC/DRMO pick-up	Local PWC/DRMO pick-up	DRMO Regional Contract	Same note as above.
Ports of Call - Southern Region				Ports of Call for JAX Ops Area, Gulf of Mexico & Caribbean Area
Jacksonville/ Mayport FL	PWC JAX	PWC JAX	MAYPORTINST 5090/1C	Contact MSCPCANREP at JAX for offload guidance & assistance @ (904) 696-5198
Port Canaveral FL	DRMO Patrick AFB	DRMO Patrick AFB	MSCOPCAN INST 4400.1B	Contact MSCOPCAN Rep at Port Canaveral for offload guidance & assistance @ DSN: 854-2214 COMM: (407) 494-2214
Port Everglades FL	DRMO Patrick AFB	DRMO Patrick AFB	MSCOPCAN INST 4400.1B	Same note as above; all HM/HW from Port Everglades comes to MSCOPCAN for turn over to DRMO Patrick AFB

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<b>Ports of Call - Southern Region</b>	<b>Re-Usable HM Turn-In</b>	<b>HW Turn-In</b>	<b>Guiding Instruction</b>	<b>Requirements / Remarks</b>
Pensacola FL	NASP Environmental	NASP Environmental	NASPCLA INST 6200.1	Contact MSCU New Orleans for offload guidance & assistance @ DSN: 678-5178 COMM: (504) 678-5178
Pascagoula MS	Local PWC/DRMO	Local PWC/DRMO	DRMO Contract	
<b>Ports of Call - West Coast</b>				
San Diego CA	PWC San Diego	PWC San Diego	PWC SAN DIEGO INST 5090.1	Contact MSCO San Diego for offload guidance & assistance @ DSN: 522-1543/45/49 COMM: (619) 522-1543/45/49
Port Hueneme CA	Naval Construction Battalion Center (CBC)	CBC	CBC INST 4110.1	Contact MSC Det Port Hueneme for offload guidance & assistance @ DSN: 551-5790 COMM: (805) 982-5790
Oakland CA	DRMO	PWC	PWC Contract	Contact MSCPAC Oakland CA for offload guidance & assistance DSN: 672-4106 COMM: (510) 302-4106
Concord CA	DRMO	PWC	PWC Contract	Same note as above.
Seattle WA	DRMO	DRMO	NAVSTAEVERETTINST 4110.1A	Contact MSCO Seattle WA for offload guidance & assistance @ DSN: 941-3908 COMM: (206) 764-6570
<b>Ports of Call - West Coast</b>				
Portland OR	PWC Bremerton	PWC Bremerton	Local PWC/DRMO Contract	Contact NFAF West for offload guidance & assistance @ DSN: 672-6297 COMM: (510) 302-6297

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Ports of Call - Pacific	Re-Usable HM Turn-In	HW Turn-In	Guiding Instruction	Requirements / Remarks
Pearl Harbor HI	DRMO	DRMO	Local DRMO Inst	Contact MSCO Pearl for offload guidance & assistance @ COMM: (808) 471-0095/4567
Guam	DRMO	DRMO	DRMO Contract	Contact COMSCWESTPAC for offload guidance & assistance @ DSN: 339-5161 COMM: 671-339-5161
<b>Ports of Call - Pacific Rim</b>				
Yokosuka, Japan	PWC	PWC	PWCYOKONOTE 5090	Contact COMSCFE Yokohama for offload guidance & assistance @ DSN: 269-6497 COMM: 81-311-769-6497
Yokohama, Japan				<b>All Re-Usable HM &amp; HW goes to PWC Yokosuka for disposition.</b>
Sasebo, Japan				Same notes as above.
Singapore	PWC Yokosuka	PWC Yokosuka	PWCYOKONOTE 5090	Contact COMSCFE Yokohama for offload guidance & assistance @ DSN: 269-6497 COMM: 81-311-769-6497
Korea				<b>All Re-Usable HM &amp; HW goes to Yokosuka for disposition</b>
Okinawa				Same notes as above.
Subic Bay				Same notes as above.

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<b>Ports of Call for CTF-53 AOR</b>				<b>CTF-53 Area of Responsibility (AOR) includes: Persian Gulf, Indian Ocean, Arabian &amp; Red Sea</b>
Bahrain	PWC Bahrain	PWC Bahrain	NAVCENTCOM/CTF-53 INST	Contact PWC Environmental Programs for offload guidance & assistance @ DSN: 318-439-4603 COMM: 011-97-372-4609
Dubai				<b>All Re-Usable HM &amp; HW in CTF-53 AOR goes to ASU/PWC Bahrain for disposition</b>
Jebal-Ali				Same notes as above.
Djibouti				Same notes as above.

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Ports of Call - CTF-53 AOR	Re-Usable HM Turn-In	HW Turn-In	Guiding Instruction	Requirements / Remarks
Eiteria	PWC Bahrain	PWC Bahrain	NAVCENTCOM/CTF-53 INST	Contact PWC Bahrain Environmental for offload guidance & assistance @ DSN: 318-439-4603. <b>All Re-Usable HM &amp; HW goes to Bahrain for disposition.</b>
<b>Ports of Call - CTF-63 AOR</b>			<b>COMSERVFOR SIXTHFLT / CTF-63 Area of Responsibility (AOR)</b>	
Augusta Bay, Italy	CTF-63	CTF-63	COMSERVFOR SIXTHFLTINST 4000.1T	Contact MSCMED, Naples for offload guidance & assistance @ DSN: 314-727-2663
Naples, Italy				<b>All Re-usable HM &amp; HW with the exception of Haifa, goes to Augusta Bay for final disposition.</b>
Trieste, Italy				Same notes as above.
Catania, Italy				Same notes as above.
Souda Bay, Crete				Same notes as above.
Rhodes, Greece				Same notes as above.
Haifa, Israel	NRCC Naples Port Services Contract	NRCC Naples Port Services Contract		<b>Ships shall notify COMSERVFOR SIXTHFLT via msg format prior to arrival to port. Limited HW disposal/turn-in. Check w/MSCMED.</b>

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Ports of Call - Europe	Re-Usable HM Turn-In	HW Turn-In	Guiding Instruction	Requirements / Remarks
Liverpool, England	Approved local contractor	Approved local contractor	By local contract	Contact COMSCEUR, London UK for offload guidance & assistance @ DSN: 318-235-5329
Glasgow, Scotland	Approved local contractor	Approved local contractor	By local contract	Same note as above.
Rota, Spain	DRMO	DRMO	Local DRMO contract	Same note as above.

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**SM5 REFERENCE GUIDE FOR  
CONTROL OF HAZARDOUS MATERIAL**

1. Background. SM5 contains Ships' Hazardous Material Listing (SHML) and MSC Authorized Use List (AUL) look-up tables which tell the user during the requisitioning process if an item of HM is authorized for use aboard ship. If an HM item requested is not on the AUL, the requiring Department Head must obtain approval from the Master prior to requisitioning the item. The HM Coordinator must forward a listing of all new HM items approved by the Master to COMSC for inclusion in the next AUL. The revised AUL table will be updated and distributed quarterly. The SHML table will be updated when major changes occur, approximately every 6 months.

2. Purpose. In accordance with COMSCINST 4000.2A, sufficiently stringent controls and audits for the procurement, requisitioning, receipt and inventory control of shipboard HM shall be established and the existing SM5 (and subsequent changes) shall provide the acquisition controls to ensure that only those items on the AUL or items approved by the Master are procured.

3. Requisition Controls. The following controls are mandatory:

a. All HM requests will be screened by the ship's HM Coordinator to ensure that the requested item is on the AUL. Using SM5, the HM Coordinator will create a requisition for the HM, if the item is authorized on the AUL, the following message will appear:

\*\*\*\*\*

**This is a HAZARDOUS ITEM! An MSDS must be printed if this is an issue or DTO requisition. Do not order more than a 30-day supply unless proper storage exists.**

\*\*\*\*\*

b. If the requested HM material is not listed on the AUL, a SHML Feedback Report (SFR) and Material Safety Data Sheet (MSDS) must accompany the request.

(1) Prior to placing the order in SM5, the SFR must be approved by the Master. Upon placing the order in SM5, you will receive the following message after typing the NSN:

\*\*\*\*\*

**This hazardous item is not authorized onboard MSC ships. You must obtain authorization from the Master prior to placing the order IAW COMSCINST 4110.1B.**

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(2) A copy of this approved HM item will be forwarded to:

(a) Program Manager

(b) COMSC N4 for addition to the AUL.

4. Receipt of HM. Using SM5, when previously requisitioned HM is received it is posted as a receipt (stock or DTO). A record of this transaction is automatically created and posted to the Departmental Hazardous Item Listing. You will refer to this listing when changing (posting) inventory quantities in preparation of your annual inventory listing submittal to COMSC N4. An HM item on the listing cannot be deleted from the system unless the on-hand quantity is zero.

5. Inventory Control. Annual inventories of HM onboard is required no later than 1 August of each year. Generate the listing using the following SM5 Program steps:

a. First, go to **“Print Departmental Hazardous Items”** section. There are three print options, select option 2 **“Select by Department”** and print the listings for each department head (2 copies) onboard (storeroom locations belong to Supply Department).

b. Second, give one copy of inventory listing to each Department Head. Ask Department Heads to update remaining inventory quantity on-hand. Retain the second copy to serve as a master copy.

c. Third, upon receipt of marked up copy of inventory from Department Heads, under Inventory Maintenance section of SM5, select **“Select Inventory Category,”** then **“Hazardous Item Management”** and finally **“Process Departmental Hazardous Items.”** You will be able to post current inventory quantities. After posting of inventory is completed, go back to **“print Departmental Hazardous Items”** section and select **“print in NIIN Sequence.”** Print the listing and forward it to COMSC N4 no later than 1 August each year.

d. Stock Inventory by Category. If you wish to consolidate like categories of HM into one storeroom, you can do this by selecting **“Select Inventory Category,”** then **“Special Category Inventory”** and finally **“Hazardous Items.”** You will be able to select your inventory by Hazard Item Codes. Once your inventory is completed, go to **“Enter Inventory Quantities”** and post the new inventory. After this is completed, you must Post Final Inventory.

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6. Expenditure of HM. A new section was added to the SM5 Program to account for expenditures of HM. In SM5.1, the data entry screen includes “**Hazardous Material, Type**” and “**UN Hazardous Code.**” The new section breaks down the type of HM into two types of expenditures, **Hazardous Material Turned-In to Store (MTIS)** and **Turn-in of Hazardous Waste (HW)**. If at a later date you need to know how much and what type of HM was transferred, you can go the **Hazardous Material Transfer Report Option** and pull up a report for either type of HM transferred. This report can be for any given period of time.

7. Import HM Data. When changes to the AUL or SHML are received, use the **Utilities** section in SM to import the new files. To import data you must go to the **Utilities** section and select “**Import Data From External Source**”, then select either “**Navy SHML database update**” for SHML or “**MSC SHML database update**” for AUL.