

COMSCINST 4110.2	COG CODE N4	DATE 6 FEB 1998
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
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WASHINGTON DC 20398-5540

COMSCINST 4110.2
N4
6 February 1998

COMSC INSTRUCTION 4110.2

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

Ref: (a) OPNAVINST 5100.23E
(b) COMSCINST 5100.32

Encl: (1) Hazardous Materials Assessment Checklist

1. Purpose

- a. To provide policy, guidance and requirements for the life-cycle control of hazardous material (HM) acquired and used by Military Sealift Command (MSC).
- b. COMSC policy in accordance with references (a) and (b) to provide MSC personnel:
 - (1) Information and training necessary to ensure the safe use of HM.
 - (2) Minimization of HM procurement and inventory.
 - (3) Reduction of used/excess HM.

2. Scope. This instruction is applicable to all ashore MSC activities.

3. Background. The requirements of reference (a) necessitate the planning and life-cycle management of HM inventories, procurement and its disposition, to provide for more efficient allocation of MSC's manpower, facilities and supplies in support of its primary mission.

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4. Discussion

a. Implementation of this instruction is a line management function with responsibility extending from COMSC to ashore personnel.

b. The benefits of a constant review process, planning and implementation of an effective HMC&M Program:

(1) Improved regulatory compliance for reduced liability for costs associated with noncompliance.

(2) Increased efficiency and effectiveness of operations.

(3) Provide education and training to our personnel to help achieve the goal of environmental compliance.

5. Action

a. The Logistics Director (N4) shall:

(1) Establish and chair Ashore HMC&M Program Committee. Membership will include PM1, PM2, PM3, PM4, N1, N2, N7, N10, N00S and N00EP.

(2) Advise COMSC on policies and procedures necessary for implementation of the HMC&M Program.

(3) Maintain a compliant and comprehensive HMC&M Program.

(4) Maintain the master Authorized Use List (AUL) for HM for ashore activities.

(a) Review all proposed AUL additions (annual HM inventory compared against AUL for changes/additions).

(b) Review HM open purchase and contract procurements for changes to AUL.

(c) Establish support requirements for maintenance of AUL.

(d) Ensure AUL access and provide updates as required to HM coordinators.

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

b. Area Commanders and Program Managers shall:

- (1) Control and manage HM within their purview.
 - (a) Ensure that all proposed changes to the AUL are forwarded to COMSC N4.
 - (b) Ensure that the physical inventory of all HM is conducted annually and forwarded to COMSC N4.
- (2) Monitor HMC&M Program requirements.
- (3) Assign HM coordinator, at each ashore site, in writing.
- (4) Partner with local FISC/PWC HAZMIN Centers, to provide services for a centralized point of ordering, storage, issue and disposal of the command's authorized HM.

c. HM Coordinators shall:

- (1) Maintain the DoD Hazardous Material Information System (HMIS) to provide copies of MSDSs so that ashore personnel are able to:
 - (a) Review and identify materials containing hazardous ingredients.
 - (b) Ensure that proper labeling of HM in the workplace.
 - (c) Obtain a MSDS for the actual user of each item of HM used.
 - (d) Access MSDSs at all times.
- (2) Ensure all HM received is properly labeled before stowage and issue.
- (3) 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).
- (4) Ensure that HM used in each workcenter is authorized and listed on the AUL.
- (5) Ensure that Personal Protective Equipment (PPE) and requisite safety, emergency, HAZMAT spill cleanup and containment equipment is readily available.
- (6) Inform personnel of HM hazards and necessary protective measures through training.

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(7) Establish procurement, receipt and stowage controls to ensure that only HM listed on the AUL or authorized by higher authority is procured.

(8) Promptly and safely store HM upon receipt, inspection and acceptance.

(9) 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.

d. MSC ashore activities shall comply with all provisions of references (a) and (b). The checklist in enclosure (1) can be used to ensure that ashore activities are in compliance with appropriate HM requirements.

6. Forms. DD 2521/2522 are available through normal supply channels.

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (NFAF East/West)

41D (MSC Offices)

41E (APMC)

41G (MSC Det Surge)

41M (MSC TAGOS Project Office & Det)

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HAZARDOUS MATERIAL ASSESSMENT CHECKLIST

	YES	NO
1. Are HMC&M program requirements being monitored during command inspections?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all changes/additions to the AUL forwarded to appropriate Area Commander/Program Manager and COMSC N4?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is an annual inventory of HM conducted and changes/additions forwarded to COMSC N4?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is Environmental HM training being conducted?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are stowage lockers containing HM in compliance with references (a) and (b)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has Program Manager/Area Commander designated, in writing, the HM Coordinator?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does HM Coordinator maintain a master copy of current HM inventory?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does HM Coordinator maintain Hazardous Material Information System (HMIS) and produce hard copies of MSDSs to users of HM?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are copies of Hazardous Material User's Guide (HMUG) available to those personnel who work with HM on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are all HM storage locations, both temporary and permanent, been approved by the HM coordinator?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are locations where HM is stored or used regularly inspected weekly for flammable liquids and quarterly for all other HM?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is local FISC/PWC HAZMIN Center utilized for the control and reuse of HM?	<input type="checkbox"/>	<input type="checkbox"/>