

# HMC&M Representatives Training/Meeting

**2020**

Presented by:  
Jehdia Bottinelli and Zeke Joseph

- Letters of Designation (LOD)
- AUL Annual Updates
- Inspector General (IG) Audit
- Shelf life
- Chemical Compatibility
- HMC&M Tool
- Screening Form for Procurement, and Issue Request
- HAZCOM Exceptions List
- Interactive Customer Evaluations

- Command Reps- Signed by C.O
- Work Center Reps- Signed by Department Head
- Letters must be valid and up to date
- Notify HAZMIN Center when personnel transfer
- Will not be allowed to update AUL, without current LOD

COMMAND LETTER HEAD

5090  
Ser XX###  
DD Mmm YY

From: Commanding Officer  
To: Designee

Subj: DESIGNATION OF (*PRIMARY or ALTERNATE ACTIVITY*) DEPARTMENT  
HAZARDOUS MATERIAL CUSTODIAN

- Ref: (a) OPNAVINST 5090.1E  
(b) NAVSUP P722 Consolidated Hazardous Reutilization and Inventory Management Program (CHRIMP) Manual, 2020  
(c) PCAN FY15 #03 of 20 Oct 14  
(d) DoDM 4140.27 Volume 1 (DoD Shelf-Life Management Program: Program Administration) & Volume 2 (DoD Shelf-Life Management Program: Material Quality Control Storage Standards) of 31 August 2018  
(e) SECNAVINST 5200.44

1. Per references (a) and (b), you are hereby designated as the (*Primary or Alternate*) Hazardous Material (HAZMAT) Coordinator for (*Command and/or Work Center Name*).

2. Demographics:

- a. Name:
- b. Rate / Position:
- c. Email Address:
- d. Work Phone:
- e. Building Number:
- f. Projected Rotation Date (PRD) if Military:

3. The HAZMAT Coordinator acts as the Command HAZMAT focal point and liaison with Naval Supply Systems Command (NAVSUP), including the Regional Hazardous Material Control and Management (HMC&M) Director and the servicing HAZMAT Minimization Center (HMC). You are directed to familiarize yourself with references (a) through (e) and carry out all duties prescribed therein to include:

- a. Utilizing the NAVSUP HMC&M Tool for all HAZMAT requests;
- b. Reporting all inventory adjustments within 5 days to the HMC via the HMC&M Tool;

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HAZARDOUS MATERIAL CUSTODIAN

- c. Reporting any excess HAZMAT to the servicing HMC; and
  - d. Performing shelf-life management duties per reference (d) for HAZMAT held at the listed work center.
4. The designated Hazardous Material Coordinator/Alternate will be granted access to the NAVSUP HMC&M Tool and will be the only personnel authorized to obtain hazardous material for your command.
5. MILSTRIP requests for Authorized Use List (AUL)-approved HAZMAT must use Signal Code "J" and the Supplementary Address for the HMC.
6. Government Purchase Card requests for AUL-approved HAZMAT must have prior authorization from the HMC per reference (c) prior to the material being purchased. This material must be delivered to the HMC for labeling and tracking purposes.
7. This designation letter will remain in effect until rescinded by letter or upon transfer.

F. M. LAST NAME

Copy To:  
Servicing CHRIMP Center

ACKNOWLEDGEMENT

I hereby acknowledge my appointment as (*Primary or Alternate*) Hazardous Material (HAZMAT) Coordinator and fully understand the associated roles and responsibilities as outlined above.

\_\_\_\_\_  
SIGNATURE

- Authorized Users List must be updated annually in accordance with CFASINST 5090.1A
- Remove items that are no longer required
- Each item listed on the AUL must have an SDS readily available. Electronically or hard copy.
- AUL updates are due to the HAZMIN Center no later than 20 Dec every year.

For Type II extendible shelf life items, the HMC will email the following reports for material extension (response required):

**Criteria for customer lockers:**

- Materiel requiring visual inspection 45 days prior to the inspection test date.

**Criteria for warehouse\*:**

- Materiel requiring visual inspection 6 months prior to the inspection test date.

\*If no response is received to issue material to customer locker the HMC will process dispositioning before the expiration date.

- Determine Chemical Compatibility by HCC which is listed in HMIRS and on ERP label.
- Keep Flammables away from Oxidizers and Corrosives
- Always store solids above liquids
- Biggest incompatibility issue is acids stored with bases. Know the chemicals you work with and store.



# Simplified Compatibility Matrix

Chemical Compatibility Matrix

Color	Material Class	HCC	Yellow	Light Blue	Blue	Purple	Light Gray	Gray	Tan	Red	Pink	Orange	Light Green	Black	Green
			B1-B3	C1,C3	C2	C4	D1,D2	D3	D4	F1-F4, F8	F5,F6	F7	N1	T1,T4-T7	V2-V7
Yellow	Corrosive Alkali	B1-B3	B1-B3	0	0	X	X	X	X	0	0	0	N1	0	+
Light Blue	Corrosive Acid, Inorganic	C1,C3	0	C1,C3	0	0	X	0	X	0	0	0	X	0	0
Blue	Corrosive Acid, Organic	C2	0	0	C2	X	X	X	X	0	0	0	X	0	+
Purple	Acid, Corrosive and Oxidizer, Inorganic	C4	X	0	X	C4	0	X	X	X	0	X	X	0	0
Light Gray	Oxidizer/Oxidizer and Poison	D1,D2	X	X	X	0	D1,D2	0	0	X	X	X	0	0	X
Gray	Oxidizer and Corrosive, Acidic	D3	X	0	X	X	0	D3	0	X	X	X	X	0	0
Tan	Oxidizer and Corrosive, Alkali	D4	X	X	X	X	0	D4	0	X	X	X	X	0	0
Red	Flammable Liquids and Solids	F1-F4, F8	0	0	0	X	X	X	X	F1-F4, F8	0	0	0	0	0
Pink	Flammable Liquids, Poison and Acidic	F5,F6	0	0	0	0	X	X	X	0	F5,F6	0	0	+	0
Orange	Flammable Liquid and Corrosive, Alkali	F7	0	0	0	X	X	X	X	0	0	F7	0	0	0
Light Green	Not Regulated as Hazardous	N1	0	0	X	X	0	X	X	0	0	0	N1	0	+
Black	Toxics/Poisons	T1,T4-T7	0	0	0	0	0	0	0	0	+	0	0	T1, T4-T7	+
Green	Aerosols and/or Petroleum Products	V2-V7	+	0	+	0	X	0	0	0	0	0	+	+	V2-V7

Key	
X	Prohibited - Cannot be stored in the same compartment unless segregated by a NAVSEA approved cabinet
0	Restricted - Segregation required to prevent reaction, fire, or leakage, mixing of hazardous materials would not occur
+	Allowed - Storage together is authorized

Notes:

- (1) Solids shall be stored above liquids
- (2) Follow the HCC process for obtaining missing or incorrect HCCs (CHRIMP Technician Deskguide)
- (3) For items not covered by the above matrix, consult HM coordinator, CHRIMP Technician, or NSTM 670 Appendix E

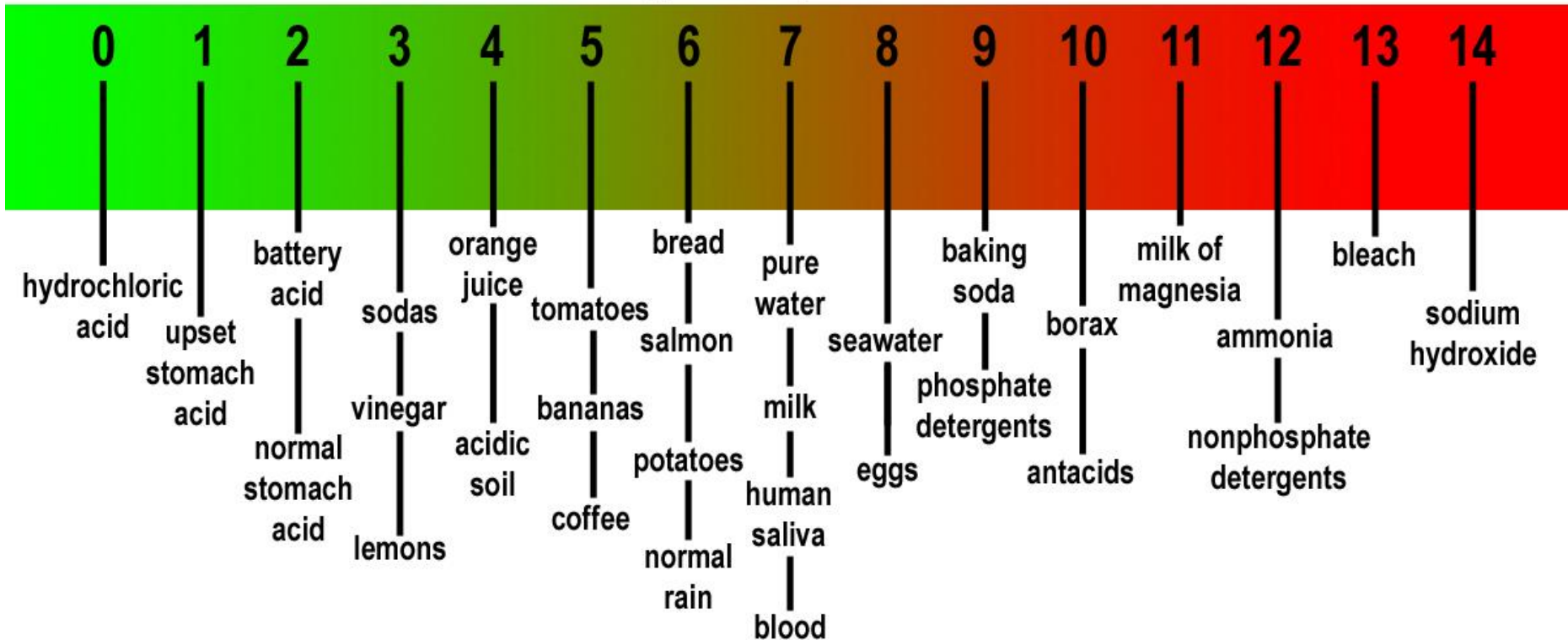
HCC-Specific Guidance:

- (1) C1-C4: Store concentrated nitric acid in acid locker, and keep distance from other acids. Store Bromine Cartridges in dedicated cabinets.
- (2) D4: Store Calcium Hypochlorite in designated NAVSEA approved locker. Do not store oxidizers in same compartment with flammables or combustibles.
- (3) G1-G9: Mount all stored gas cylinders to prevent them from falling or rolling (Grade B shock). Keep maximum distance possible between flammable (G2, G8) and oxidizer (G4, G7, G9) gases when not in use (e.g., oxygen/acetylene in welding)
- (4) V2, V3: All aerosols will be stored together within the same location within a storeroom. Further segregate aerosols from flammable liquids and gases in the same space using wire mesh or other barrier (e.g., locker) to prevent projectiles in case of fire



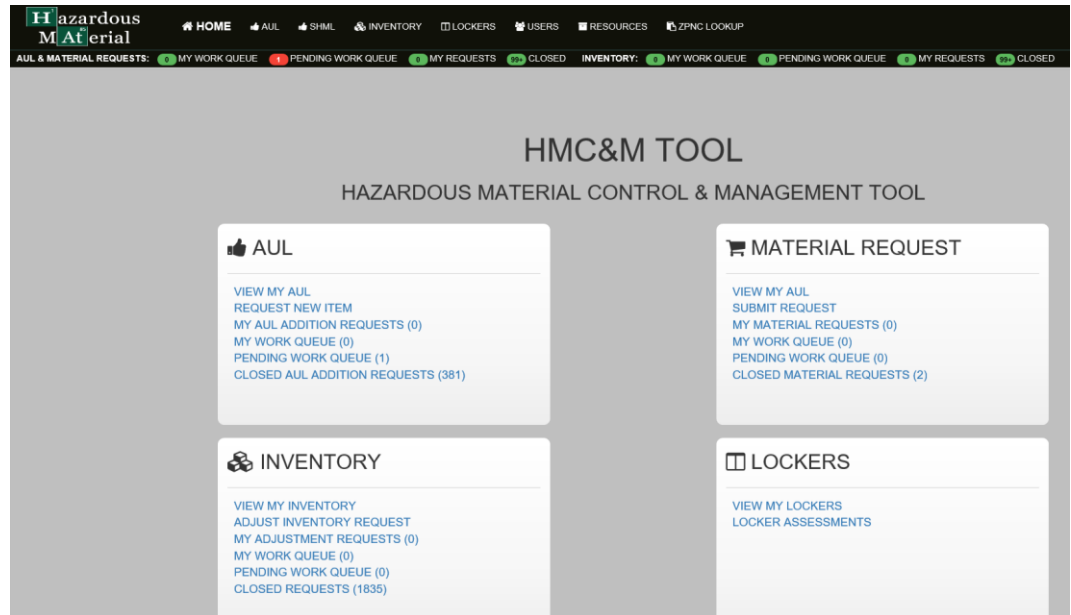
# PH Scale: Acids and Alkaline

**pH scale\***  
\*approximate pH numbers



## Mandatory:


- Update Inventory
- Print AUL
- Request additions to AUL



The screenshot displays the HMC&M TOOL web interface. At the top, there is a navigation bar with the following items: HOME, AUL, SHML, INVENTORY, LOCKERS, USERS, RESOURCES, and ZPNC LOOKUP. Below the navigation bar, there are several status indicators: AUL & MATERIAL REQUESTS (0), MY WORK QUEUE (1), PENDING WORK QUEUE (1), MY REQUESTS (0), CLOSED (0), INVENTORY (0), MY WORK QUEUE (0), PENDING WORK QUEUE (0), MY REQUESTS (0), and CLOSED (0). The main content area is titled "HMC&M TOOL" and "HAZARDOUS MATERIAL CONTROL & MANAGEMENT TOOL". It features four main sections: AUL, MATERIAL REQUEST, INVENTORY, and LOCKERS. Each section contains a list of links and counts for various actions and requests.

Section	Item	Count
AUL	VIEW MY AUL	
	REQUEST NEW ITEM	
	MY AUL ADDITION REQUESTS	(0)
	MY WORK QUEUE	(0)
	PENDING WORK QUEUE	(1)
MATERIAL REQUEST	VIEW MY AUL	
	SUBMIT REQUEST	
	MY MATERIAL REQUESTS	(0)
	MY WORK QUEUE	(0)
INVENTORY	VIEW MY INVENTORY	
	ADJUST INVENTORY REQUEST	
	MY ADJUSTMENT REQUESTS	(0)
	MY WORK QUEUE	(0)
	PENDING WORK QUEUE	(0)
LOCKERS	VIEW MY LOCKERS	
LOCKER ASSESSMENTS		

- Mandatory for all procurement request/authorization.
- Issues may be requested via the HMC&M tool or with the screening form.

 NAVSUP FLCY SITE SASEBO CUSTOMER HAZARDOUS MATERIAL REQUEST FORM

申請日 <input type="text"/>		要求日 <input type="text"/>		CHECK ONE:	
REQUEST DATE		REQUIRED DATE		<input type="checkbox"/> PROCURE INQ	
会社名 <input type="text"/>		申請者 <input type="text"/>		<input type="checkbox"/> ISSUE REQUEST	
COMMAND/COMPANY NAME		REQUESTER		<input type="text"/>	
<input type="text"/>		<input type="text"/>		PHONE NUMBER	
ICN / JO NUMBER		KOP		<input type="text"/>	
<input type="text"/>		ORDER SHOP		END USER (WORK CENTER)	
TRIGGER					

#	NSN	AUL	NOMENCLATURE	Procurement Authorized	NOTES (Doc #,Etc.)	QTY	U/I
1	<input type="text"/>	<input type="checkbox"/> AUL	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="checkbox"/> AUL	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="checkbox"/> AUL	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="checkbox"/> AUL	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="checkbox"/> AUL	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="checkbox"/> AUL	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="checkbox"/> AUL	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="checkbox"/> AUL	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="checkbox"/> AUL	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="checkbox"/> AUL	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>

**注意事項**

1 : 要求日は、申請日より3日の猶予をもって、申請をお願いします。  
3 BUSINESS DAYS REQUIRED FOR ISSUE PROCESSING.

2 : ハズミン・センターの受付時間 (月-金) 08:00-16:00  
BUSINESS HOURS M-F 0800-1600

3 : 連絡先、E-MAIL  
CUSTOMER SERVICE PH#:252-3170, Intl:011-81-956-50-3170 EMAIL:M-YO-SAMAIL-HMC-CSTRSVC-DL-GS@fe.navy.mil

Comments:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE	SIGNATURE	PRINT NAME	PHONE
*****CUSTOMERS SIGNATURE SIGNIFIES MATERIAL LISTED ABOVE HAS BEEN RECEIVED IN ITS ENTIRETY*****			

➤ Items listed on the **CFAS HAZCOM Exceptions Listing** are exempt from HAZCOM:

Examples:

- Laundry Detergent (non-industrial)
- Hand Soaps
- Dishwashing Soap
- Furniture Polish
- Glass Cleaners


➤ Please use the link below to leave an ICE comment:

➤ [https://ice.disa.mil/index.cfm?fa=card&sp=14186&s=13&dep=\\*DoD&sc=14](https://ice.disa.mil/index.cfm?fa=card&sp=14186&s=13&dep=*DoD&sc=14)

INTERACTIVE CUSTOMER EVALUATION FORM

OM8 0704-0420, expires 31 JAN 2021  
R3 00-00M0402124, expires 31 JAN 2021

**NAVSUP FLCY - Hazardous Material  
Minimization Center - Sasebo**



Functions as the regional customer base Point of Entry for all Hazardous Material requirements, manages hazardous material operations for ordering, minimization, and re-utilization. All re-use material issued from the HAZMIN Center is free of charge.

Please make a selection for the following questions:

- Are you an ashore or an afloat customer?  ASHORE  AFLOAT
- Were you satisfied with your overall experience?  N/A  YES  NO
- Did our Customer Service staff meet your needs?  N/A  YES  NO
- Was your order delivered promptly and accurately?  N/A  YES  NO
- Was the staff(s) handling of your inquiry, request(s) and/or order(s) technically proficient and knowledgeable?  N/A  YES  NO

Rate us on a scale of 1 to 5 (1 being the lowest and 5 being the highest):

- Facility appearance?  1  2  3  4  5
- Timeliness of service?  1  2  3  4  5
- Employee/Staff attitude?  1  2  3  4  5
- How are we doing overall?  1  2  3  4  5

Please provide your feedback on the following:

- What would you like to see us focusing on?
- What do you find best in our service?
- Comments and recommendations for improvement:

Would you like a response? If so, please enter your contact information below.  YES  NO


Name:  Phone:  Email:

"Thank you for taking the time to complete this evaluation form. Your opinions are very important to us."  
Please return completed form to HAZMIN Center Bldg. #1651 or email to Jehdia.Bottinelli@FE.NAVY.MIL

INTERACTIVE CUSTOMER EVALUATION FORM

OM8 0704-0420, expires 31 JAN 2021  
R3 00-00M0402124, expires 31 JAN 2021

**NAVSUP FLCY - Hazardous Material  
Minimization Center - Sasebo**



HAZMINセンターは全ての危険物要求に対応する佐世保基地の顧客窓口として機能し、発注、最小化、再利用のための危険物をマネージメントしています。我々が保有しているリサイクル品の再利用は無料で提供できます。

次の質問について選択をしてください。

- あなたの勤務地は陸上、海上のどちらですか？ 陸上 海上  ASHORE  AFLOAT
- 全体的なサービスにご満足頂けますか？  N/A  YES  NO  
どちらでもない はい いいえ
- カスタマーサービススタッフはお客様のニーズを満たしましたか？  N/A  YES  NO  
どちらでもない はい いいえ
- ご注文の商品は迅速かつ正確に配達されましたか？  N/A  YES  NO  
どちらでもない はい いいえ
- お問い合わせは、お客様のご要望、及び発注に対してスタッフの知識や技術はお役に立ちましたか？  N/A  YES  NO  
どちらでもない はい いいえ

以下の点に対して、1から5の数値で評価をしてください。  
(1は最も悪い⇒5は最も良い)

- 建物の外観はいかがでしたか？  1  2  3  4  5
- サービスは適正でしたか？  1  2  3  4  5
- 従業員への対応はどうか？  1  2  3  4  5
- 契約にどのくらい満足していますか？  1  2  3  4  5

サービス向上の為、以下の質問にお答えください。

- 私たちにどんなサービスを要望ですか？
- 私たちのサービスで最も良いものは何ですか？
- 改善点やご要望はございますか？

回答、返信のご連絡が必要な場合は、ご連絡先を入力してください。  YES  NO

Name:  Phone:  Email:

評価用紙にご記入いただきありがとうございます。お客様のご意見は私たちのサービス向上の為、参考にさせていただきます。完成したフォームはHAZMINセンターまたは、Jehdia.Bottinelli@FE.NAVY.MILまでメールをお送りください。



# QUESTIONS