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NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
MECHANICSBURG, PA 17050-2411

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From: Commander, Naval Supply Systems Command

Subj: CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY
MANAGEMENT PROGRAM (CHRIMP), NAVSUP P-722

1. Purpose. Complete revision of the Naval Supply Systems Command (NAVSUP) P-722 to transition from implementation to sustainment; and to align with current Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) best practices, policies, and strategies.

2. Scope. U.S. Navy, Department of Defense, and Federal environmental and pollution prevention regulations, standards and policies undergo continuous review, evaluation and revision. The primary purpose of NAVSUP P-722 is to serve as an up-to-date, condensed summary of these standards and policies as they apply to CHRIMP, the Navy's Hazardous Material Control and Management Program.

3. Background. This publication is a complete revision of the former CHRIMP Manual and, as a new publication, is issued without page change reference.

4. Records Management

a. Records created as a result of this publication, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

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b. For questions concerning the management of records related to this publication or records disposition schedules, please contact your local Records Manager or the DRMD program office.

5. Review and Effective Date. SUP 04 will review this publication annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority. This publication will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required.


K. W. EPPS

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CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP) MANUAL

NAVSUP P-722

JULY 2023

NAVSUP P-722 – CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP) MANUAL

RECORD OF CHANGE INFORMATION SHEET

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REFERENCES

- (a) OPNAV M-5090.1
- (b) Public Law 101-508 Pollution Prevention Act of 1990
- (c) OPNAV M-5100.23H
- (d) OPNAVINST 5450.349A
- (e) OPNAV 5090 Ser N45-6U838011 Sea Enterprise Corp Business Counsel Transfer of CHRIMP Responsibilities Completely To NAVSUP
- (f) NAVSUP P-573 Storage and Handling of Hazardous Materials
- (g) NAVSUP P-718 Navy Guidance Manual for the Hazardous Material Substitution Process
- (h) CNO Message R 131755Z JAN 03 Navy wide Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Operations
- (i) CNO LTR 5090 Ser N4/4U745710 4 FEB 04 Regional Consolidated Hazardous Material Reutilization and Inventory Management Program/ Regional HMC&M at Navy Shore Activities
- (j) 29 CFR 1910.1200
- (k) NAVSUP P-723 NAVSUP Inventory Integrity Standards
- (l) DoDM 4140.27 Volumes 1 and 2 DoD Shelf-Life Management Program of 6 July 2016
- (m) NAVSUP P-485 Operational Forces Supply Procedures
- (n) OPNAVINST 5100.19F
- (o) Public Law 102-386 Federal Facilities Compliance Act
- (p) DoD Instruction 4105.72 of 7 September 2016
- (q) 40 CFR
- (r) 49 CFR 171-180 H

- (s) Defense Transportation Regulation 4500.9-R Part II Cargo Movement of May 2014
- (t) 29 CFR 1910.120
- (u) SECNAV M-5210.1

CHAPTER 1

Introduction

1.1 PURPOSE

Naval Supply Systems Command (NAVSUP) Publication 722 (P-722) establishes fundamental standardized guidance for performing Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) operations at Naval Installations, inside and outside the Continental United States (CONUS/OCONUS). This publication was developed in accordance with (IAW) resources, policies and procedures of references (a) through (u) to ensure Naval Installations implement and sustain CHRIMP operations using standardized business processes compliant with Department of Defense (DoD) Supply Chain Management (SCM), Hazardous Material Control and Management (HMC&M) and Environmental, Health and Safety (EHS) policies and regulations.

1.2 SCOPE

Department of Navy (DON), DoD, and Federal environmental and pollution prevention (P2) regulations, standards, and policies undergo continuous review, evaluation and revision. The primary purpose of NAVSUP P-722 is to implement policy established in the Office of the Chief of Naval Operations (OPNAV), OPNAV M-5090.1 Environmental Readiness Program Manual, reference (a), and provide guidance for HMC&M. This policy addresses requirements, delineates CHRIMP responsibilities, and issues mandatory policy and guidance for all Navy installations. This includes any satellite properties, or multiple non-contiguous fencelines, under direct control of the installation commanding officer (ICO) of the host command or the commanding officer (CO) of a tenant command.

The provisions of this policy apply to all Navy commands and tenant activities that are involved in the planning, procurement, requisitioning, receipt, stowage, distribution, use and/or disposition of hazardous material (HM or HAZMAT). With few exceptions, contractor operations at commands, units and activities are also subject to this policy.

Public Law 101-508, Pollution Prevention Act of 1990, reference (b), requires all Federal agencies to prevent or reduce pollution at the source where feasible, recycle waste, and handle and dispose of waste in an environmentally safe manner. The Resource Conservation and Recovery Act (RCRA) of 1976 requires facilities to reduce the quantity and toxicity of hazardous waste generated. HMC&M focuses on preventing, minimizing, or eliminating the introduction of HM into the Navy, substituting less hazardous products for HM in use by the Navy, safely using HM in the workplace, and safely handling and disposing of hazardous waste (HW). CHRIMP helps satisfy the requirements of both the Pollution Prevention Act and RCRA requirements for waste minimization.

1.3 BACKGROUND

As a result of increased attention and focus on environmental issues, various Executive Orders, and Regulations; DoD directives have required Navy activities to comply with applicable Federal, State, and Local environmental pollution control policies. The Navy is also faced with increasing restrictions when considering international environmental protection.

The Navy HMC&M Program was established in 1989 by the CNO. This program defines uniform policy, guidance, and requirements for the life-cycle control and management of HM acquired and used by the Navy. This program also directs that control be established to reduce the amount of HM used and the amount of HW generated.

CHRIMP has proven to be a successful method to achieve life-cycle control and management of HM and reduction of HW. Through the application of sound material management practices, this program has significantly reduced the amount of HM procured, stocked, distributed, and disposed of as waste.

The increased HM control to support CHRIMP required development of software tailored to the management and material tracking processes of the program. The Hazardous Inventory Control System (HICS) software is the driving HM management tool used in today's Naval Afloat Commands. The Naval Shore Commands utilize Navy Enterprise Resource Planning software (N-ERP), with EHS data management functionality. N-ERP is the logistics program of record for Navy HMC&M and the only authorized government-designated system (GDS) for Navy-managed Ashore CHRIMP operations. N-ERP provides total asset visibility and life-cycle management of HM products and services, and provides product hazard data (PHD) to support environmental, safety and occupational health (ESOH) and to produce mandatory regulatory reports.

Both software solutions eliminate redundant information management systems and provide for improved business practices. Navy commands with externally managed HM operations (e.g., managed by the Defense Logistics Agency) must conform to CHRIMP business rules, which includes coordination with installation Environmental, Safety, and Industrial Hygiene (IH) departments. Information technology systems serving these commands must support EHS data management equivalent to the N- ERP Single Supply Solution (SSS) with EHS functionality.

1.4 CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION & INVENTORY MANAGEMENT PROGRAM ORGANIZATION

CNO policy, references (a), OPNAV M-5100.23, Navy Safety and Occupational Health Manual, reference (c), OPNAVISNT 5450.349A Mission, Functions, and Tasks of Commander, Naval Supply Systems Command, reference (d), and OPNAV 5090 Ser N45-6U838011, Sea Enterprise Corp Business Counsel Transfer of CHRIMP Responsibilities Completely To NAVSUP, reference (e), designate NAVSUP as the lead organization for Navy HMC&M. Within NAVSUP, all HMC&M/P2 roles and responsibilities fall under Hazardous Materials Management (HMM) Products and Services (P&S) which are chartered to achieve the goals outlined in references (a) and (c).

All installations have unique operations and requirements; the products and services provided by the Navy HMC&M Program shall be consistent regardless of customer location or size. This publication is based on proven Regional CHRIMP business processes and goals that are consistent with ensuring fleet readiness.

1.5 NAVAL SUPPLY SYSTEMS COMMAND PRODUCTS AND SERVICES

A complete delineation of the NAVSUP HMC&M and P2 Products and Service can be found at:
<https://www.navsupsup.navy.mil/Products-Services/Hazardous-Material-Management/>

NAVSUP Hazardous Material Control and Management and CHRIMP (Afloat and Ashore) resources:
[https://my.navsupsup.navy.mil/apps/ops\\$hazmat.home](https://my.navsupsup.navy.mil/apps/ops$hazmat.home)

Get connected by accessing and subscribing to the NAVSUP HAZMAT Forum where you can communicate with HAZMAT data subject matter experts, be informed of any training and documentation updates, and get notified of any emerging situations:

[https://my.navsup.navy.mil/apps/ops\\$forums.forum_home?p_forum_id=25](https://my.navsup.navy.mil/apps/ops$forums.forum_home?p_forum_id=25)

NAVSUP Hazardous Material (HAZMAT) Control and Management (HMC&M) & Pollution Prevention (P2) Programs organizational chart is shown in Figure 1-1 below.

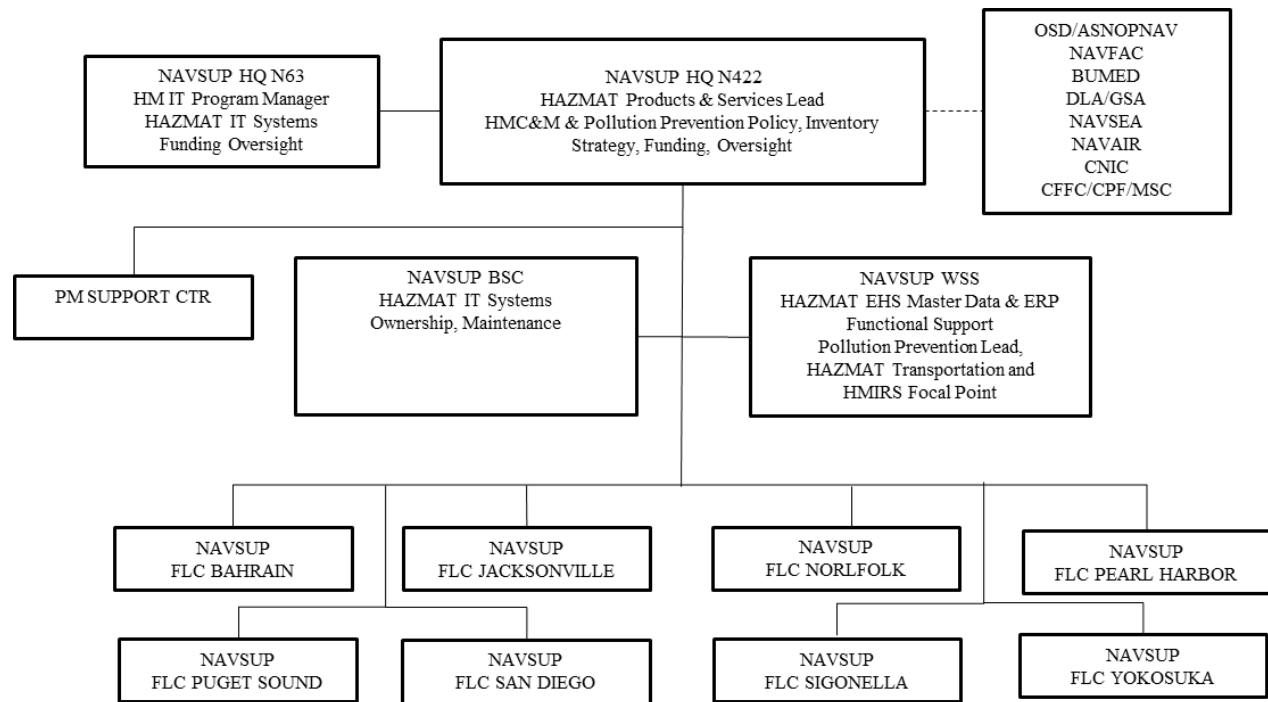


Figure 1-1 NAVSUP HMC&M Program Organization Chart

CHAPTER 2

Duties and Responsibilities

2.1 NAVAL SUPPLY SYSTEMS COMMAND HEADQUARTERS

NAVSUP Headquarters (HQ) administers policy for oversight, accountability, and readiness compliance for P2 programs including the CHRIMP, HMC&M, and the Navy's Green Procurement Program (GPP).

NAVSUP HQ must:

1. Serve as the Navy's lead organization with technical and management authority and accountability for all logistics support functions associated with P2 and HMC&M programs including regional CHRIMP implementation and operations ashore.
2. Implement policy, guidance and procedures established by references (a), (c), and DLAR 4145.11/AFJMAN 23-209/TM 38-410/NAVSUP PUB 573/MCO 4450.12A, Storage and Handling of Hazardous Materials, reference (f), for storage and handling of hazardous material (HM) and shelf-life management of all HM products to include receipt, storage, surveillance, inspection and testing, issue, and disposal. A reliable and accurate audit trail must be maintained in Navy Enterprise Resource Planning (N-ERP) with Environmental Health and Safety (EHS) functionality for all HM products including HM located in work centers.
3. Manage HM Information Technology (IT) requirement specifications including HM master data to support mandatory environmental reporting.
4. Maintain the master Authorized Use List (AUL) that identifies and quantifies authorized HM and approved users, by installation and work center.
 - a. The AUL is a list of all HM authorized for use by any command, unit or activity. All proposed additions to the AUL must undergo a review by safety, occupational health, supply, and environmental personnel.
 - b. All HM must have a validated need. Attempts shall be made to eliminate the use of HM or substitute for a less hazardous HM. NAVSUP P-718, Navy Guidance Manual for the Hazardous Material Substitution Process, reference (g), provides guidance on substituting and elimination of HM.
 - c. Each AUL must be reviewed periodically, annually at a minimum, to eliminate unnecessary HM, substitute less hazardous HM where feasible, and comply with higher-level requirements.
5. Implement and sustain standardized regional CHRIMP procedures for total asset visibility and life-cycle management of HM products and services at all Navy installations ashore using N-ERP with EHS functionality.
6. Develop and maintain metrics to assess the effectiveness of regional CHRIMP. Monthly CHRIMP metrics reports must be provided to region commanders and Commanding Officers (CO) of Navy

installations in support of environmental report requirements and environmental quality assessment audits.

7. Develop a robust plan to ensure annual HM Locker Assessments are completed and provided to region commanders and COs of Navy installations in support of environmental reporting requirements and environmental quality assessment audits.
8. Integrate the Navy's GPP practices into the HMC&M program in collaboration with appropriate stakeholders in the environmental, safety and technical communities. Screen requests for addition of new HM to the installation AUL to ensure an alternative, authorized GPP product is not available.
9. Maintain authority on the use of Government Purchase Card (GPC) program with specific regards to HM purchases IAW NAVSUPINST 4200.99 series Department of the Navy Government-Wide Commercial Purchase Card Program.
10. Manage oversight of HM Third Party Logistics (3PL) programs; privatized or consigned inventories.

2.2 NAVSUP POLLUTION PREVENTION / HAZARDOUS MATERIAL CONTROL & MANAGEMENT PRODUCT AND SERVICES LEAD

The NAVSUP HMC&M Product and Services (P&S) Lead, (NAVSUP Code SUP 0442) is responsible for:

1. Oversight of Fleet Logistics Center (FLC) execution for HMC&M responsibilities delineated in paragraph 2.1 of this publication.
2. Financial management including budget planning, formulation, oversight, and execution for NAVSUP ECH II and III HMC&M Program Products and Service Plans (PSP).
3. Managing CHRIMP implementations, sustainment and operations, and providing oversight to FLC Region HM Directors and coordination with Chief of Naval Operations (CNO) N45, Commander, Navy Installations Command (CNIC), Chief, Bureau of Medicine and Surgery (BUMED), ICOs, and regional environmental and safety officers.
4. Serving as functional Lead for HM IT systems such as N-ERP EHS module for shore installations and Hazardous Inventory Control System (HICS) for ships.
5. Serving as the Contracting Officer Representative (COR) for HMC&M, support related contracts.
6. Establishing and supporting fundamental CHRIMP concepts of operations (CONOPS).
7. Review and approval of support agreements, for example, Memorandums of Agreement (MOA) or General Terms and Conditions (GT&C), for HMC&M support.
8. Establishing HAZMAT Minimization (HAZMIN) Centers (HMC), which are comprised of the facilities, personnel, equipment, and procedures necessary to execute CHRIMP. HMCs are NAVSUP FLC operated facilities that conduct centralized receipt, inventory management, storage, issue, reissue, consolidation, and life cycle tracking of HAZMAT aboard Navy installations.
9. Serving as resourcing advocate for FLC Regional HM organizations and supported HMCs.

10. Overseeing the Navy's Afloat HM program inclusive of providing Afloat CHRIMP Technicians (ACT) and ship-to-shore interface.
11. Representing NAVSUP in all forums associated with HMC&M to include Echelon (ECH) I, II and III Safety and Environmental Councils, committees, conferences, and meetings.
12. Coordination with NAVSUP Business Systems Center (BSC), inclusive of ERP Enterprise Business Office (EBO), for identifying software requirements, deficiencies, improvements, and innovations for operating capabilities. HMC&M chemical supply chain, environmental, safety, and IH data accumulation and tracking is critical for accurate reporting in compliance with Federal, State and Local laws and regulations.
13. Maintaining records associated with the status of Navy wide CHRIMP operations and metrics to ensure the most effective and efficient organization. Records and status of performance shall be collected, maintained and reported monthly for FLC operations and NAVSUP HMC&M Programs.
14. Issuing guidance and requirements for HM transactions such as issues, receipts, disposal, shelf-life, National Help Desk Service Manager (NHDSM) Ticket submissions etc.
15. Maintaining the N-ERP database of Ashore HM inventory ownership including locker and storage locations, HM locker identification, and HM locker assessments.
16. Continuous monitoring and acting to identify CHRIMP Implementations and installation expansions with new activities and tenants or contractor operations. This includes consolidation of installation HMCs into Regional CHRIMP Centers (RCC) and operations where it is geographically feasible to do so. RCCs provide CHRIMP services to installations without a physical location for an HMC. These are referred to as Satellite CHRIMP Centers (SCC). Criteria for regionalization and designation of HMCs, RCCs and SCCs will include scope, transportation capabilities, routes, distance, and government jurisdiction. The term HMC is inclusive of RCCs and SCCs, which will be hereinafter referred to as HMCs.
17. Developing a robust plan to ensure annual HM Locker Assessment Reports are provided to region commanders and COs of Navy installations in support of environmental reporting requirements and environmental quality assessment audits.

2.3 NAVSUP WEAPON SYSTEMS SUPPORT

NAVSUP Weapon Systems Support (WSS) is an essential component in the support of Department of the Navy (DON) and NAVSUP P2/HMC&M and CHRIMP compliance goals.

1. NAVSUP WSS N26 is responsible for:
 - a. Building and maintaining master level record and EHS data for all HM in N-ERP. Master level record data includes Process ID tables, material master records and environmental calculation tables.
 - b. Providing N-ERP technical support to all hazardous material functional users, to include development of training, documentation and web tools.

- c. Assisting in the design, development, deployment, and sustainment of HAZMAT IT Systems, including, but not limited to N-ERP and the NAVSUP portal-based Hazardous Materials Management (HMM) Tool, described in detail in Chapter 3.
 - d. Developing enterprise reporting and metrics support for CHRIMP operations and chemical reporting requirements.
 - e. Serving as the Navy logistics focal point and data steward for the Defense Logistics Agency's (DLA) Hazardous Materials Information Resource System (HMIRS). Building and maintaining Navy HMIRS records in support of CHRIMP and WSS operations.
 - f. Serving as the program manager for the Ships Hazardous Material List (SHML) and maintaining Type SHML (T-SHML) information in applicable systems.
 - g. Managing identification of HM through the Special Material Content Codes (SMCCs).
 - h. Providing P2 support functions including Waste Reduction Afloat Protects the Sea (WRAPS) and Plastics Removal in a Marine Environment (PRIME) programs for solid and plastic waste reduction, HM minimization and standardization efforts, environmental sustainability, and GPP.
2. NAVSUP WSS N242 is the Navy Agency Administrator for the DoD Shelf-Life Program and is the central point of contact for Navy shelf-life processes and policy. WSS N242 serves on the DoD Shelf-Life Board, which develops, monitors, evaluates, and enhances program shelf-life controls.

2.4 REGIONAL HAZARDOUS MATERIAL MANAGEMENT ORGANIZATION

Installation Commanding Officers (ICO) are ultimately responsible to CNIC and Regional Commanders for ensuring all chemicals are accounted for within the fenceline, and that appropriate and defined safety practices are observed. NAVSUP FLC Commanding Officers and Regional HM Directors are responsible for conducting Navy Regional CHRIMP operations within their area of responsibility (AOR).

2.4.1 Region Commanders, Installation Commanding Officers, Officers in Charge, or Facility Managers

Region commanders, installation commanding officers, officers in charge, or facility managers shall:

1. Ensure all Navy departments, tenants, transient commands, and contractor operations, within the physical and jurisdictional boundaries of the Regional Commander participate in Regional CHRIMP in accordance with (IAW) references (a), (c), CNO Message R 131755Z JAN 03, Navy Wide Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Operations reference (h), and CNO LTR 5090 Ser N4/4U4710 4 FEB 04, Regional Consolidated Hazardous Material Reutilization and Inventory Management Program/ Regional HMC&M at Navy Shore Activities reference (i).
2. Facilitate and coordinate appropriate actions for compliant storage of HM within the fenceline, including funding for any new CHRIMP facility, renovation, maintenance, or Military Construction (MILCON) submission. Storage aids such, as shelving and Material Handling Equipment (MHE), will be coordinated via NAVSUP BSO (SUP 01) and HMC&M Program Office (SUP 0442).

3. Ensure proactive chain-of-command support in the form of directives, instructions, training, staffing and funding resources.
4. Designate, in writing, an installation HM Coordinator responsible for oversight of CHRIMP operations.
5. Designate installation HMC&M committee representatives to include Safety, Environmental, IH, and Fire and Emergency Services.
6. Retain responsibility for environmental reporting and compliance with Occupational Safety and Health Administration (OSHA) standards IAW reference (a).

2.4.2 Officers in Charge of Navy Departments, Tenants, Transient Commands, and Contractor Operations, Within the Physical and Jurisdictional Boundaries of the Regional Commander

Officers in charge of Navy departments, tenants, transient commands, and contractor operations, within the physical and jurisdictional boundaries of the regional commander shall:

1. Participate in Regional CHRIMP IAW references (a), (c), (h), and (i).
2. Facilitate and coordinate appropriate actions for compliant storage of HM at activity shops or work centers using HM.
3. Designate, in writing, a primary and alternate HM custodian. A pre-formatted letter, Designation of Department Hazardous Material Custodian, is provided in Appendix F. This will ensure that personnel receiving HM have been properly trained to identify, handle, and store HM and are familiar with the installation Spill Prevention Control and countermeasures (SPCC) plan.
4. Ensure that only material identified by the workplace AUL is authorized for procurement, issue, or storage in activity shops or work centers.
5. Notify the safety office or the HMC, if unauthorized HM is delivered to activity shops or work centers.
6. Oversee their respective areas of responsibility to ensure that Hazard Communication (HAZCOM) trained personnel use HM only in processes for which it is authorized via the AUL.
7. Ensure that HM for which there is no apparent authorized use is returned to the HAZMIN center as excess free issue.

2.4.3 Installation Safety and Installation Industrial Hygiene

Installation safety and installation industrial hygiene shall:

1. Review routed AUL addition requests, NAVSUP 5100/1 Hazardous Materials AUL Add Request (HMAR) or requests routed via the HMM Tool.
2. IAW reference (c), conduct Health Hazard Assessments (HHA) for new HM, or a new or different use of existing HM, introduced to the workplace by performing a risk assessment and evaluating potential health hazards and physical safety risks associated with the HM.

2.4.4 Installation Environmental Departments

Installation Environmental Departments shall review routed AUL addition requests, and determine the appropriate Process ID based on environmental regulations associated with the use of the product, user method of application, or other criteria as determined by installation environmental staff. Process IDs are describe in more detail in Chapter 3 of this publication. Environmental departments are also responsible for compiling installation hazardous material chemical usage and environmental reporting data from EHS data maintained in N-ERP.

2.4.5 NAVSUP Fleet Logistics Center Commanding Officers

NAVSUP Fleet Logistics Center commanding officers shall:

1. Support and assist installation COs to ensure full and active CHRIMP participation by all DoD activities and commands at Navy installations and regions within the AOR.
2. Ensure PSP identifies funding for any new CHRIMP initiatives requiring day to day operational support, including staffing.
3. Provide reports, as necessary, to Navy Region and ICOs on CHRIMP operational compliance.
4. Designate, in writing, a NAVSUP FLC Regional HM Director IAW reference (i).
5. Promulgate a coordinated CHRIMP Regional Instruction, affirming the CHRIMP mandate and establish collaborative responsibilities with regards to environmental, safety and IH departments.
6. Ensure all Regional HM personnel are provided the appropriate HAZCOM, OSHA, Navy CHRIMP, and IT training required to perform HMC&M support in a safe and effective manner in accordance with references (a), (c), (f), and Title 29 U.S. Code of Federal Regulations (CFR) 1910.1200 Occupational Safety and Health Administration Hazard Communications reference (j). Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, its potential hazards and of the strategies necessary to perform the job properly and prevent mishaps. Training completion shall be documented.
7. Ensure Regional CHRIMP communications, coordination and participation with all stakeholders inclusive of Installation Commanding Officers, Regional Environmental and Safety officers, IH, HW Managers, and contracting and procurement officials.
8. Ensure that all Region HMCs maintain personnel with the appropriate N-ERP roles, access, and training to conduct transactions for daily operations and to perform physical inventory processes.
9. Supporting the annual HM Locker Assessment program and ensuring that assessment results are provided to region commanders and ICOs.

2.4.6 NAVSUP Fleet Logistics Center Regional Hazardous Material Directors

Regional HM Directors, performing as directed by the FLC Commanding Officer, are responsible for:

1. Conducting comprehensive Regional CHRIMP operations and ship-to-shore HM assistance for Fleet commands to achieve goals of pollution prevention and environmental stewardship in a coordinated and cooperative manner.

2. Providing oversight and guidance to HMCs within their AOR.
3. Consulting with the NAVSUP SUP 0442 HMC&M program management (PM) Staff for guidance, planning, and program operational requirements.
 - a. Consulting with Naval Facilities Engineering Systems Command (NAVFAC) regarding compliant storage construction, building modifications or renovations to ensure plans account for proper chemical segregation, electrical, exhaust, alarms, fire suppression, communication, drainage, and dikes/berms etc.
 - b. Coordinating CHRIMP program sustainment contract support requirements for a wide variety of assistance, such as new customer implementation training.
4. Maintaining close liaison with regional stakeholders, relative to HM and CHRIMP operations, through continuous communications and coordination. FLC's shall establish a Regional Navy HMC&M committee board inclusive of:
 - a. NAVSUP FLC Regional HM Director.
 - b. Regional Safety representatives.
 - c. Regional Environmental representatives.
 - d. Regional Fire and Emergency Services.
 - e. BUMED or Naval Medical Command (NAVMED) Unit Industrial Hygienist.
 - f. Hierarchy Level 3, Agency/Organization Program Coordinator (A/OPC) Government-wide Purchase Card Representative.
 - g. Regional HW Manager.
 - h. Ad-hoc representatives of key organizational elements and/or large HM users.
5. During operational emergencies or natural disasters, judiciously managing HM inventories to prevent hoarding and promote capabilities across the spectrum of missions, processes and applications.
6. Ensuring that all HMC sites follow standardized transaction processing within N-ERP.
 - a. Treasury's United States Standard General Ledger (USSGL) is a source of guidance used to standardize federal agency accounting practices and is used in DON accounting systems and processes.
 - b. Ensuring all N-ERP requirements pass through a consistent, standard posting logic and ensure that controls are implemented and monitored for transaction processing of all HM within the installation fenceline.
 - c. N-ERP's posting logic is critical to enabling accurate and auditable inventory reporting in compliance with NAVSUP P-723 NAVSUP Inventory Integrity Standards, reference (k), and environmental reporting compliance IAW reference (a) and (c).

- d. Meeting objectives for maintaining control over all HM inventories that are NAVSUP owned or are entrusted to NAVSUP management under BSO Custodial Agreements.
7. Providing training and support to Regional HMC supervisors and HMC personnel on CHRIMP methodology and HM management. This training is vital to ensure inventory accuracy, personnel safety and sustained CHRIMP operations.
8. Ensure the sustainment and continuity of FLC CHRIMP operations by implementing standard operation procedures and training programs to ensure that all Region HMCs maintain personnel with the appropriate N-ERP Roles access and training to conduct transactions for daily operations and to perform physical inventory processes.
9. Maintaining a strong regional working knowledge of the HMM Tool by regional CHRIMP personnel, work center HM Custodians, AUL approvers, and installation HM procurement/buyers.
10. While CHRIMP has been implemented at most Navy installations, there are continuing requirements to expand this methodology to new and rotating activities and units. If these expansions, or other HM requirements including training and audit readiness, are beyond the immediate resources and capabilities of the Regional HM Director (RD), the RD shall complete and submit NAVSUP 3501/1 NAVSUP HAZMAT Program Support Request to NAVSUP SUP 0442 HMC&M Program Office Staff. Support requests shall include a detailed description and justification explaining why the action cannot be completed with organic personnel and how the FLC will sustain operations after the support and/or additional training has been provided.
11. Developing a regional plan to ensure annual HM Locker Assessment are completed and result reports and analysis with recommendations are provided to region commanders and commanding officers (CO) of Navy installations, within their AOR, in support of environmental reporting requirements and environmental quality assessment audits.

2.4.7 NAVSUP Fleet Logistics Center Hazardous Material Minimization Center Supervisors

FLC Site HM supervisors perform CHRIMP oversight, coordination and management functions at HMCs. Site HM supervisors are responsible for:

1. Oversight of day-to-day operations, ensuring consistency and standardization of N-ERP transaction processing, warehouse operations, material tracking, shelf-life management, inventory management, customer services, and work center HM locker program management.
2. Sustainment of operational capability by ensuring that HMC personnel maintain the appropriate N-ERP Roles access and training for processing HM Transactions and conducting physical inventory processes.
3. Ensuring published operating hours are adhered to and are procedures are in place for any contingency to preclude work stoppages or delays. At a minimum, sufficient staff will be assigned to provide eight daily, core hours to coincide with standard installation business hours; adjusted as required for industrial and operational needs.
4. Providing reports, see Appendix J, List of Navy ERP Report Transactions, as requested to:
 - a. Installation environmental officers to meet local, state and federal environmental reporting requirements.

- b. Fire and Emergency Services Chief and Safety departments for emergency planning.
 - c. CHRIMP customers for annual AUL review.
 - d. Regional HM Directors for metric reporting.
5. Ensuring the use of N-ERP to manage the installation AULs.
 6. Ensuring the use of the HMM Tool for site AUL additions, material requests, inventory adjustment requests, NAVSUP HM Locker Assessment program management, customer communications, and global excess free issue availability reviews.
 7. Providing training to HMC personnel, work center HM custodians and other HMM stakeholders on the requirements and use of the NAVSUP Portal HMM Tool.
 8. Ensuring timely and accurate submission of required HM data to NAVSUP WSS Hazardous Materials Enterprise Data Management Office (HEDMO) for new material master record builds in N-ERP, and submission to HMIRS. Requests for new material master records or corrections to existing records are submitted to the NAVSUP WSS HEDMO via the NAVSUP WSS HAZMAT Data Application within the NAVSUP Portal.
 9. Executing Shelf-Life Management of all HM physically located in the HMC, regardless of ownership, IAW DoDM 4140.27 V1 & II, DoD Shelf-Life Management Program, reference (1), and following NAVSUP FLC HMC Shelf-Life Management Business rules, located in Appendix B. P2 policy mandates that excess free issue HM products be issued prior to acquiring new material as long as the customer requirements for adequate shelf-life is observed. Effective shelf-life management requires vigilance by all personnel, careful supervision and understanding of the intent and purpose reference (1). Under normal circumstances, this policy prescribes a strict application of first in, first out (FIFO) issue control techniques unless exceptions are authorized by Chapter 4 of reference (1).
 10. Performing essential supervisory duties/responsibilities for HMC operations to support HM storage and handling IAW reference (f).
 11. Conducting periodic inspections of HM in storage, which is an important step in quality surveillance of such material IAW reference (f). While the material is in storage, until it is transferred to the user, it shall be systematically inspected to detect degradation, corrosion damage and other deficiencies caused by improper storage methods, expiring shelf-life or the material's inherent deterioration characteristics. The focus should be on detecting minor deficiencies before they become significant, thus providing time for corrective actions before the material becomes unserviceable or unusable and requires disposal as hazardous waste.
 12. Providing the necessary surveillance to ensure that HM items are always in a ready-for-issue condition IAW applicable DoD standards or other appropriate technical documentation. The immediate supervisor shall inspect the workplace daily to identify housekeeping and safety deficiencies.
 13. Using NAVSUP 4454/2 FLC Hazardous Material Storage Area Weekly Inspection Checklist, warehouse personnel shall conduct and document thorough storage area inspections on a minimum of a weekly basis. Documentation of completion shall be retained for three (3) years.

14. Work with installation Environmental personnel to establish a compliant Satellite Accumulation Area (SAA) if needed for temporary staging of courtesy stow material not in Ready for Issue (RFI) condition.
15. Supporting day-to-day execution of HM Afloat program management IAW NAVSUP P-485 Operational Forces Supply Procedures, reference (m).
16. Maintaining the NAVSUP HM Locker Assessment program for the installation and providing customer assistance to identify and correct non-compliant work center lockers and for providing result reports and analysis, with recommendations, to the ICO, in support of environmental reporting requirements and environmental quality assessment audits. NAVSUP Standard Operation Procedures (SOP) for Shore Based Work Center HM Storage Locker Management can be found in Appendix E. Assessors shall use NAVSUP 4454/1 Work Center HAZMAT Storage Locker Assessment Checklist to conduct assessments at Work Center HM Lockers. Locker assessments shall include a validation of on hand inventory, compared with ERP book quantities. ERP shall be updated to reconcile differences immediately upon completion of the assessment.
17. Providing on-the-job training (OJT) and opportunities for formal HM related training to HMC personnel. HMC personnel must complete basic Hazard Communication (HAZCOM) and personal protective equipment (PPE) training prior to beginning work in a HAZMIN Center. Civilian Supervisors and military personnel, E-5 and above, must complete HAZCOM for supervisors, per reference (c). Additional training requirements are addressed in Chapter 4 of this publication.

2.4.8 NAVSUP Fleet Logistics Center Afloat CHRIMP Technicians

Afloat CHRIMP Technicians (ACT) are involved with all aspects of HM management aboard ships IAW reference (m) and OPNAVINST 5100.19F, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat reference (n). A successful CHRIMP Afloat program relies on the combined efforts of NAVSUP FLCs, shore CHRIMP Centers, Logistics Support Centers (LSC), the ACT assigned, and the ships' crews. ACTs will provide services that are outlined in reference (m). They are responsible, at a minimum, for providing assistance and guidance for these services:

1. Briefing the CO and/or Executive Officer (XO), Supply Officer (SUPPO), Leading Chief Petty Officer (LCPO), and Leading Petty Officer (LPO).
2. Policy, Publication and Instruction review.
3. Coordinating and/or facilitating HAZMAT storage plans and/or configuration.
4. Providing training for and/or assisting with inventory management processes.
5. Providing HMIRS training.
6. Conducting HMC&M training.
7. Providing CHRIMP training and certification.
8. Reviewing satellite cabinets.
9. Assistance with Pre-Supply Management Certification (SMC) Inspection.

10. Assistance with Pre-Navy Occupational Safety and Health (NAVOSH).
11. Assistance with Pre-Inspection and Survey (INSURV).
12. Assistance with Ship-to-Shore offload.
13. Providing IT systems, HICS and Submarine Hazardous Material Inventory and Management System (SHIMS), functional training.
14. Hardware/Software review and maintenance.
15. Providing SHML Feedback Report (SFR) preparation.
16. Providing Safety Data Sheet (SDS) research procedures.
17. Providing Pre-deployment grooming and assessment.
18. Providing HMM tool training for identification of excess free issue material and other afloat functionality.

CHAPTER 3

Hazardous Material Control & Management

3.1 HAZARDOUS MATERIAL CONTROL & MANAGEMENT PROGRAM OBJECTIVES

In accordance with reference (a), HM shall be selected, used, and managed over its life cycle to achieve the lowest cost required to protect human health and the environment. Additionally, Federal, State, and Local regulations prescribe requirements for the proper storage, packaging, labeling, transportation, and disposal of HM. The objective of the Navy's HMC&M Program is to establish uniform policy, guidance, and requirements for the control and management of HM. This program enhances personnel safety and environmental protection. Effective HMC&M also generates significant savings through reduction of HM procurement and avoidance of HW disposal costs.

Public Law 102-386, reference (o), mandates Federal facilities to comply with all Federal, State, and Local laws and regulations concerned with HM and HW management. Chapter 2 defined the basic roles and responsibilities with regard to P2, the HMC&M Program, and CHRIMP.

To help achieve the requirements and P2 goals of reference (a), the implementation of Regional CHRIMP has been mandated by references (a), (c), (h), and (i). The Navy designated software program, with EHS functionality, for managing, tracking, and reporting HM constituents, HM life-cycle, AULs, and installation HM accountability is NAVY Enterprise Resource Planning (N-ERP) as per reference (a). N-ERP is a comprehensive program that incorporates data for storage and handling of HM and shelf-life management of all HM products to include; receipt, storage, surveillance, issue, and disposal. N-ERP is the primary source of data necessary to produce mandatory Emergency Planning and Community Right-to-Know Act (EPCRA) and Clean Air Act (CAA) reports and provides a reliable and accurate audit trail. It also has numerous other features to help meet legal reporting requirements and provide management information of HM stocked and HW generated.

The HMM Tool is a user-friendly web-based tool, within the NAVSUP Web Portal, that provides workflow capability to increase efficiency and standardize business practices throughout the HMC&M program. The tool is the preferred application for communication between all HAZMAT stakeholders and it enhances visibility of N-ERP data, and eliminates manual efforts for tracking material requests. The HMM Tool shall be used to provide customers with visibility of excess free issue inventory, which enhances HAZMAT redistribution and reduces hazardous waste disposal. It also provides near real-time updates of customer inventory (to improve inventory accuracy and shelf-life management) and an automated workflow process for AUL approvals and new material requests. The resources tab provides easy access to HM related forms, reference guides, informational literature, HM program point of contact information, and technical instructions. The HMM Tool is the system of record for the NAVSUP Work Center HAZMAT Locker Assessment program.

3.2 CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION & INVENTORY MANAGEMENT PROGRAM (CHRIMP)

This section addresses the aspects of CHRIMP, the CHRIMP Standard Operating Procedures (SOP), and other functions related to HMC&M on Navy Installations.

3.2.1 CHRIMP Objective

CHRIMP is designed to significantly reduce HM and associated HW by using centralized control and inventory management procedures. This results in lowered costs of procuring, stocking and distributing HM, and decreased HW disposal costs. As a requirement of the HMC&M Program, CHRIMP provides a tool to increase personnel safety and environmental protection, while reducing the risks of exposure, releases, or notices of violation by regional agencies. By following the guidance in this publication, Navy installations will successfully provide total asset visibility and control for orders, receipt, storage, issue, and disposition of HM to include excess redistribution and EHS tracking and reporting of HM products.

All commands, departments, work centers, activities, tenant commands, and contractor operations at Navy shore installations must participate in CHRIMP in accordance with reference (a). Regardless of material type or delivery instructions, all HM brought onto an installation shall be centrally received or accounted for through the HMC. The only exceptions are wholesale inventory in the Defense Working Capital Fund, for which DLA has responsibility for tracking; Navy Working Capital Fund Budget Project (BP28) retail for general consumables; and wholesale materials in the military exchange systems for customer resale. This is to ensure the HMC is able to capture data for environmental compliance reporting, to maintain proper accountability, and ensure surveillance of material entering and exiting the installation fenceline. Regional HM Directors shall work with their designated contracting officers to ensure the proper Federal Acquisition Regulation clauses are included in all contracts involving hazardous materials awarded in their Regions and with their Environmental Departments to make sure the statutes are enforced.

3.2.2 CHRIMP Standardized Operating Procedures

This section identifies and explains procedures and processes used at the HMCs to control and manage the purchase, receipt, issue, tracking, and storage, and shelf-life management of HM.

1. Within N-ERP, HM is managed at the warehouse, plant, and storage location level. A single warehouse may contain material belonging to multiple owners and organizations. The warehouse organization structure has been established as part of the N-ERP design and implementation. A “plant” is an N-ERP construct – a four-digit code used in N-ERP to track storage facilities and other information for existing inventory. Plant indicates both type of material ownership (1st Character) and the Routing Identifier Code (RIC) (last 3 characters) of the physical activity warehousing the material. HAZMAT Plants are designated as Navy Working Capital Fund (NWCF) “C” plants, Customer Owned Stock “X” plants, Excess Free Issue “1” plants, or Third-Party Logistics (3PL) “Y” plants. Organic plants are defined as entities acting as DoD inventory supply custodians of NWCF-Supply Management (SM) Inventory. A detailed description of the N-ERP HM warehouse structure is found in Appendix H.
2. Material movements are captured within N-ERP using transaction code Movement In Goods Out (MIGO). The purpose of the material movement, i.e. receipt, transfer, or disposition; is identified by the use of Movement Type Codes selected within the MIGO transaction. Those purposes are more refined by the use of Reason for Movement Codes (RMC). For example, a disposition, or scrap transaction movement type code of 551 is used to transfer material to disposal and to transfer material off station. The RMC is used to specify whether the 551-disposal action was used to capture chemical usage, waste from material damage or shelf-life expiration, or the type of off-site transfer processed.
3. HMCs shall use a consistent, standard posting logic for each material movement described throughout this publication. Proper entry of N-ERP data fields ensures that NAVSUP can meet

metric reporting requirements and are able to apply continuous improvement efforts through analysis of those metrics and can maintain traceability of material ownership or accountability for HW generation. NAVSUP FLC HMCs shall implement the following data entry controls.

- a. Select the proper movement type code from the drop down selection within the MIGO transaction. The code for each movement type is listed in the receiving, transferring, shelf-life management, and cradle-to-grave tracking sections of this chapter.
- b. Populate the “MILS DOC NO” field on the N-ERP, Navy Custom Fields tab with either the material owner’s originating Military Standard Requisitioning and Issue Procedures (MILSTRIP) Document Number, when available, or the Unit Identification Code (UIC) of the owning activity for all HAZMAT MIGO receipt, transfer, shelf-life update, and disposition transactions.
- c. Populate N-ERP Reason for Movement Code (RMC) fields of the N-ERP, Where tab when processing all N-ERP Goods Movement transactions. A complete listing and description of RMCs for use in HM transactions can be found in Appendix I.

3.2.2.1 Hazardous Material Authorized Use List

Authorizations to use and store HM are recorded on an AUL for shore activities, the Type-Ship hazardous material list (T-SHML) for ships, and the Submarines Material Control Lists (SMCL) for submarines. All products meeting the definition of hazardous chemical IAW reference (j) shall be listed on the installation AUL. For shore activities, the AUL is maintained in N-ERP by the HMC IAW reference (a) and (c).

1. AUL for Shore Activities: The AUL is a list of all HM authorized for use by an activity. Each shore activity that uses HM must have an AUL. Only material identified on the workplace AUL is authorized for order, issue, or storage at customer sites. While N-ERP is the system of record for the AUL table management, HM customers and stakeholders do not have access to N-ERP. The HMC shall provide AUL data access to Safety and Environmental organizations and to the shore activity through the HMM Tool. Hazardous materials managed and tracked by other Navy programs including ammunitions, weapons, explosives, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical materials, medical waste and infectious materials, bulk fuels, and radioactive materials, are not managed and tracked by the HMC and are not managed on the N-ERP AUL. Items that meet the exceptions criteria listed in 29 CFR 1910.1200(b)(6) shall not be listed on the AUL. Common exceptions include alcohol, food, tobacco, drugs, hazardous waste, wood and non-treated wood products, consumer products, and articles.
 - a. Establishing the AUL: All installation activities must establish an AUL with the HMC prior to bringing HM onto an installation. Material is identified on the AUL by stock number, product manufacturer, SDS ID, and the Process ID.
 - b. Process ID: Process IDs were established to assist installation environmental representatives in compiling installation hazardous materials chemical usage and environmental reporting data from N-ERP. Process IDs shall be established for each product on the AUL. Environmental AUL reviewers shall select the Process IDs in the HMM Tool AUL request workflow when approving AUL requests. This information is entered into and maintained in N-ERP by the HMC. NAVSUP WSS N26 manages all Process ID master data and tables in N-ERP. Any newly established Process IDs must be

requested by the HMC through a Process ID request in the NAVSUP WSS HAZMAT Data Application on the NAVSUP Web Portal.

- c. Adding items to the AUL: All materials listed on the AUL, or considered for addition, must be routed through the HMC, Installation Environmental, Safety, and Occupational Health Industrial Hygiene departments, as appropriate for a health hazard assessment (HHA) IAW reference (c). A HHA must be performed whenever new HM or a new or different use of existing HM is introduced into the Navy workplace.
 - (1) AUL requests shall be routed via the workflow within the HMM Tool, hosted on the NAVSUP Portal, or, for those activities with-out Common Access Card (CAC) capabilities, via NAVSUP 5100/1 Hazardous Materials AUL Add Request (HMAR).
 - (2) All HM must have a justified need and an SDS must be provided with all addition requests. A valid requirement may be substantiated by the original equipment manufacturer documentation, technical manual, or allowance parts list that specifies HM.
 - (3) Activities requesting addition of local purchase material shall provide justification identifying why the material cannot be procured through the DoD supply system.
 - (4) If a local stock number (LSN) is required to be established for a material to be used on non-mission critical or non-safety critical item, that has not yet had an NSN assigned, technical documentation must be provided with the AUL request to establish a shelf-life period for the item. Documentation of the manufacturers recommended shelf-life and extension criteria may include manufacturer's product sheets, government product specifications and standards, industry standards, technical bulletins, technical publications, and quality assurance records. Materials requested and approved without this documentation will be assigned only a 12-month shelf-life period.
 - (5) AUL addition requests for materials requiring LSN assignment, that are to be used in mission critical and critical components shall include technical documentation authorized by the responsible engineering support activity (ESA) or System Commands (SYSCOM) technical leads.
- d. Maintaining the AUL: Each activity must review their AUL periodically, annually at a minimum, as required by reference (c). Material no longer used at an activity shall be archived by the HMC within the Master AUL Table, ZRMIM0046, in N-ERP by using transaction code ZTMIM010 and updating the "Valid To Date" to the present action date. Suggested review criteria is items that have been replaced by technical publication and items with no inventory, no demand, or an obsolete SDS. All work center requested changes to the AUL shall be submitted to the HMC through the HMM Tool. A request to produce an Ad Hoc report, with suggested parameters can be submitted to NAVSUP WSS to usn.mechanicsburg.navsupwssmech.mbx.n26-ashore-hazmat@us.navy.mil.
- e. Consumer Products or Household-like Material: A consumer product or household product that classified as a hazardous chemical under reference (j) but is used in a workplace in such a way that the duration and frequency of use are the same as that of a

consumer is not required to be included in the HMC&M program. Consumer product determination shall be considered by the installation Safety, Environmental, or IH Representative during the AUL review process. The product shall not be listed on the AUL if review determines the product meets the consumer product definition. Activities shall maintain and make available, the SDS for any HM, consumer products included, used in the workspace. HMCs shall submit master data request to NAVSUP WSS N26 in the HEDMO Data Tool for processing and indicate that the product will only be managed on the AUL but no ERP inventory tracking will be required. NAVSUP WSS shall build the SDS in HMIRS and provide the serial number back to the site.

- f. Some products may be classified as a hazardous chemical under 29 CFR 1910.1200 and listed on the installation AUL but will not be candidates for material tracking in N-ERP. Supply and Environmental representatives shall discuss these products through the AUL review process. Products may include items that are not consumable in nature but contain hazardous chemicals. Examples include treated lumber when use does not meet the consumer product exemption (e.g. Navy employed carpenter). In these instances, the product shall be listed on the AUL but the material is not a candidate for inventory tracking in N-ERP. HMCs shall submit a master data request, Data Collection Sheet (DCS) to NAVSUP WSS N26 via the NAVSUP WSS HAZMAT Data App for processing and indicate that the product will only be managed on the AUL but no inventory tracking will be required.
 - g. Some installations may request SDSs or other technical information entered into HMIRS for items not classified as hazardous chemicals under 29 CFR 1910.1200 or exempt from tracking. HMCs shall submit an “HMIRS” data ticket in the NAVSUP WSS HAZMAT Data App. NAVSUP WSS N26 shall process the request in HMIRS and provide the HMIRS serial number.
 - h. Urgent Requirements. On rare occasions, HM that is not on the AUL may be obtained/procured for an urgent or emergency requirement. To obtain HM on an urgent basis, the activity HM custodian must submit an emergency justification through the Emergency Material Request option in the HMM Tool. The request must include justification. If the material purchased for the urgent requirement is not immediately and completely used, or if this material is expected to recur, the item must be added to the activity’s AUL through the workflow process.
2. AUL for Ships and Submarines: Ships shall use the Navy T-SHML and submarines shall use the SMCL as their AUL. The HMC shall screen material requests from Afloat activities against the appropriate T-SHML or SMCL to validate the authorization for use prior to issue from the HMC to the Afloat activity. Material that is not authorized for use shall not be issued to afloat units. Afloat commands shall request modifications to the Navy T-SHMLs by electronically submitting an SHML Feedback Report (SFR). The ACT in each region shall assist ships in the submission of SFRs, when requested. The most current SFR form can be found in HICS or in the Afloat resources tab of the HMM Tool. Please contact NAVSUP WSS N26 at afloat hazmat.wss.fct@us.navy.mil for any assistance or questions.
3. Sustainable Procurement and Green AUL: IAW DoDI 4105.72 Procurement of Sustainable Goods and Services reference (p), the DoD will implement a sustainable procurement program. IAW reference (a), all Navy facilities must implement the DoD Sustainable Procurement Program and purchasers must consider green products and services as the first choice in all procurement actions to the maximum extent practicable.

- a. To enable NAVSUP to comply with Federal sustainable procurement policies and regulations, document sustainable procurement, and facilitate compliance reporting, all HAZMAT plants shall establish and maintain a Green AUL. A Green AUL consists of products that meet the definition of environmentally preferable products IAW reference (p) and are approved through the AUL review process. Please contact NAVSUP WSS N26 at usn.mechanicsburg.navsupwssmech.mbx.n26-ashore-hazmat@us.navy.mil for assistance with your Green AUL.
- b. Environmentally preferable is defined as a product that has a lesser or reduced effect on human health and the environment when compared with competing products or services serving the same purpose.
- c. Products that have an Environmental Protection Agency (EPA) Recommended Ecolabel are classified as sustainable products and can be placed on the Green AUL after local review. Go to the EPA Recommendations of Specifications, Standards, and Ecolabels for Federal Purchasing website to learn about other Ecolabels. The most common EPA Ecolabels that are authorized for Green AUL consideration are:
 - (1) EPA Recycled Content Products - Recycled content items are items produced with recovered materials. The EPA Comprehensive Procurement Guideline (CPG) Program defines recycled content preference items and lists items manufactured with recycled material that EPA deems equivalent to virgin material for standard applications.
 - (2) U.S. Department of Agriculture Bio Preferred - Managed by the U.S. Department of Agriculture (USDA), the goal of the Bio Preferred Program is to increase the purchase and use of bio based products. A Bio Preferred product is composed, in whole or in significant part, of biological products, including renewable domestic agricultural materials, renewable chemicals, and forestry materials; or an intermediate ingredient or feedstock. Bio based Products are derived from raw materials such as plants and other renewable agricultural, marine, and forestry materials.
 - (3) EPA Significant New Alternatives Policy (SNAP) program chemicals - The SNAP program are acceptable chemical substitutes or alternatives to ozone-depleting substances and high global warming potential hydrofluorocarbons. The EPA SNAP program:
 - a) Identifies and evaluates substitutes in end-uses that have historically used ozone-depleting substances (ODS);
 - b) Looks at overall risk to human health and the environment of both existing and new substitutes;
 - c) Publish lists of acceptable and unacceptable substitutes by end-use.
 - (4) EPA Safer Choice - The Safer Choice program assists consumers in the process of choosing cleaning products that perform to industry standards and contain ingredients that are safer for human health and the environment. Safer Choice standards include listing all chemicals in the product, sustainable packaging, safe pH levels, contains no ozone depleting substances, Toxic Release Inventory

(TRI) chemicals, Hazardous Air Pollutants (HAP), skin, eye, or respiratory irritants and sensitizers, and meets California Volatile Organic Compounds (VOC) standards.

- d. Local AUL approvers including environmental, industrial hygiene, and safety personnel shall review sustainable certified products in the above mentioned categories. The HMC, upon approval, shall add the sustainable certified products to the Green AUL. NAVSUP recommends a single Green AUL for base-wide use by all organizations. Products on the Green AUL should be appropriate for general use by all units on the installation. NAVSUP recommends approving only those products for which approval can be extended to all activities on installation. The Green AUL storage location name for each plant in the HMM Tool is “HGRN – Green Products”.
- e. NAVSUP WSS shall ensure that sustainable products are clearly identified. Certified products are highlighted in the HMM Tool by a Green Leaf logo to denote that the product complies with federal sustainability requirements.
- f. The red bell icon, attached to an AUL line item in the HMM Tool is alerting you to products on your AUL that contain one or more chemicals of concern. Included in this umbrella term are Clean Air Act Hazardous Air Pollutants, Clean Water Act chemicals, and Emergency Planning and Community Right-To-Know chemicals, among others. Organizations should consider substituting red bell items with another less hazardous item. Substitutions shall not occur if mandatory maintenance documentations or MILSPEC information dictates otherwise. Refer to reference (g) for additional HM substitution guidance.
- g. NAVSUP WSS will provide installations a recommended initial Green AUL baseline using EPA Safer Choice labelled products. NAVFAC Environmental, NAVFAC Safety, BUMED Industrial Hygiene, and NAVSUP WSS jointly performed and approved the baseline for Navy-wide use. Local Environmental, Safety, and IH personnel at each installation will review the initial Green AUL baseline to determine which products will be placed on the installation specific Green AUL. After receiving installation Green AUL feedback, NAVSUP WSS, in conjunction with the HMC, will create the installation’s initial Green AUL Table in N-ERP. Installations may approve additional sustainable products to their Green AUL as they are identified and certified.
- h. HMCs shall promote use of Green AUL, coordinate with installation AUL approvers on approval of products eligible for a Green AUL, and perform annual review of the Green AUL.
- i. Green and sustainable products considered for use on mission critical components or weapon systems must be consistent with approved weapon system maintenance record cards, technical manuals, specifications, or standards. Any questions on products in a SYSCOM technical manual shall be referred to SYSCOM Technical Leads.

3.2.2.2 Hazardous Material Inventory Categories

This section identifies and explains the procedures and processes used at HMCs to control and manage the purchase, receipt, issue, storage, excess turn-in and disposition recording of HM.

1. Material Types: Most HMCs manage several different categories of material as described below.

There are several inventory support models used throughout the Enterprise. Each are employed based on what makes sense for the supported customer base/region. All material types shall be received in N-ERP with the MILSTRIP document number or the owning customer's UIC or Department of Defense Activity Address Code (DoDAAC) entered into the "MILS DO NO" field of the Navy Custom Fields tab during all Goods Movement N-ERP transactions, MIGO. This information is used to determine material ownership for customer owned material in NAVSUP custody to meet financial audit requirements. In the event that materials must be sent for disposal, the customer/owner is responsible for all HW disposal and associated costs.

- a. **Excess Free Issue Material:** Excess material is inventory purchased by an activity with end use funds, is in excess of the activities immediate needs, or is no longer required, and is Ready for Issue (RFI). Normally, excess is accepted in full containers. However, partially used containers are accepted when the material is marketable, appropriate storage capacity is available, and/or to support special customer mission requirements. Customers should contact the local HMC to verify the capability to store open containers in a compliant manner. The required review for acceptance or disposition of HM can be found in Appendix A, Excess HAZMAT and Partial Container Acceptance Criteria Business Rules. Excess material is offloaded or turned in to the HMC and received into the N-ERP Excess Free Issue plant for redistribution to another authorized user to avoid disposal and procurement costs. This excess material is offered to other activities at no cost other than handling, packaging, and transportation, if out of area shipment is required. Reimbursement of those costs is the responsibility of receiving activities. There is no material charge for the excess inventory when issued. Excess inventory shall be issued by the HMCs prior to other "A" condition material. As there is no charge for reissuing excess material, this process generates both procurement and disposal cost avoidance savings. The transfer of excess inventory is restricted to the geographical area of the responsible HMC, unless the receiving activity provides a Transportation Account Code (TAC) for funding the packaging, handling, and shipping costs to transport to an "out of area" site.
- b. **Courtesy Stow:** Courtesy Stow material is inventory owned by a customer, in excess of their immediate needs, and turned into the HMC for temporary, centralized storage. In accordance with reference (a), Navy activities must reduce the procurement, storage, and use of HM products at the work-center to the minimum quantity necessary to perform assigned tasks. Centralized storage and management of HM, reduces the risk to personnel and to the facility by reducing the amounts of HM stored in multiple locations throughout the installation. Courtesy Stow is to be provided to customers in each region based on availability of storage and for a period normally not to exceed 12 months. The HMC shall review materials in Courtesy Stow beyond 12 months (up to 24 months for deployable activities or OCONUS activities where lead times may be extended), in conjunction with the owning customer to validate continued need. The owning customer must provide written justification for retaining the material beyond 12 months or offer the material to be moved in to excess free issue, or dispose as appropriate.
 - (1) First priority for Courtesy Stow is for ship owned material when the ship is in upkeep/repair/overhaul or for yard periods. Ships and aviation units will receive precedence for any available Courtesy Stow space. Since Courtesy Stow material is in excess of the immediate needs of the customer and is losing shelf-life in storage, this type of stowage would typically be used for long lead-time material that will be required in larger quantities for scheduled work. Activities requesting Courtesy Stow will be encouraged to return material to the Navy excess free

issue inventory and thereby release HM for issue to another authorized user, rather than use Courtesy Stow.

- (2) The space available for Courtesy Stow will be determined by the NAVSUP FLC HMC Supervisor. Courtesy Stow material shall be received into the HMC's customer owned plant in the N-ERP EHS module to ensure a reliable and accurate audit trail for proper inventory control and environmental compliance reporting. The customer is responsible for disposal costs if the material is not used prior to expiration or is no longer required and cannot be brokered to another customer and disposal becomes necessary.
 - (3) The HMC shall maintain an active point of contact (POC) listing for Courtesy Stow material and ensure that a current Designation of Department Hazardous Material Custodian memo (Appendix F) is on file for each customer. The HMC shall forward an inventory listing of customer owned shelf-life material, with less than 180 days of remaining shelf-life, to the designated POC or supply officer. The customer may offer this material to be moved to excess free issue or arrange for use or pick-up prior to the material shelf-life expiration date. If material offered as excess free issue is not used by another customer prior to expiration, the originating owner remains responsible for disposal.
- c. Third Party Logistics Material (3PL): 3PL material is HM inventory owned by a commercial vendor or service provider. 3PL service providers are responsible for maintaining regional inventory levels and establishing supply chain management processes that meet customer needs. The GPC will be the primary method of payment for all 3PL material. Where a service provider contract is in place, 3PL is the primary source of inventory at the HMC.
 - d. Navy Working Capital Fund Budget Project 28 (BP28): BP28 material is procured, maintained and accounted for through the Navy Working Capital Fund. It must be purchased by the end user through the standard requisitioning process. Aircraft carriers, large L-Decks and Sealift Command ships are authorized to carry BP28 inventory for sale to end users. Shore based BP-28 inventories may be maintained by the HMC, FLC Logistics Support Centers, or DLA Distribution Centers. Offloads of BP28 from ships must be processed via the Supply Management Asset Reutilization Tool (SMART) Offload process. Disposal and transportation costs for BP28 inventory are funded by NAVSUP WSS.
 - e. Direct Turnover Material (DTO): DTO material is HM received and issued by the HMC directly upon receipt. Customers may requisition material required for immediate use and have it issued upon arrival. See section 3.2.2.3 for MILSTRIP requisition coding to ensure that the HMC is designated as the delivery location. Regardless of the method of funding, the material must be received in N-ERP to the customer storage location and labeled with the N-ERP label before the material is delivered or turned over to the customer to ensure total asset visibility and EHS life-cycle management of all HM.

3.2.2.3 Hazardous Material Requests and Procurement

All procurements of HM, regardless of purchase method, to be brought onto a Navy installation must be authorized by the HMC prior to procurement. Navy activities shall initiate a request for procurement through the NAVSUP HMM Tool Material Request function or, for those activities without CAC

capability, via NAVSUP 4491/1 Customer Hazardous Material Request and Manual Issue Form – Navy ERP Hard Outage.

1. The HMC shall screen all material requests against the customer's AUL and for the following:
 - a. If excess free issue inventory is available, the HMC shall offer the excess free issue material prior to authorizing purchase of new material.
 - b. The HMC shall review the customer work center locker inventory records in N-ERP for outstanding quantities of the requested material. If the N-ERP record indicates that there are already quantities of the material on hand in the work center locker location, the customer must provide updated inventory or disposition data to the HMC. This will ensure that existing material is used prior to procurement of new HM and that the installation chemical inventory and accountability records are accurate.
 - c. The HMC shall review Courtesy Stow inventory for the requesting customer and ensure that Courtesy Stow materials are issued to the customer prior to authorizing procurement of new material.
2. For HM requisitioned from Federal sources of supply, the MILSTRIP record will include Signal Code "J", Bill to Requisitioner, Ship to HMC. The local HMC UIC/DODAAC must be listed in the Supplementary Address record position to signify delivery to the HMC. HMCs shall ensure that all customers are provided with the HMC Supplemental Address DoDAAC. If HM is ordered from commercial sources such as local vendors or online purchases the order shall include instructions for delivery to the HMC address.
3. Activities must ensure that procedures are in place to restrict local purchases of HM to only those items unavailable from the Federal supply systems necessary to support mission requirements per the DoD Uniform Material Movement and Issue Priority System. In accordance with the Department of the Navy Government-Wide Commercial Purchase Card Policy, cardholders shall purchase "green" products and services to the maximum extent practicable.
4. For all procurement involving hazardous material or suspected hazardous material, Federal Standard 313 must be included in contract language, which requires the manufacturer to provide an SDS for the product.

3.2.2.4 Hazardous Material Receiving

Receiving: All HM entering the installation fenceline shall be received through the HMC for cradle-to-grave tracking, labeling, and EHS reporting. Any transient customers or contractor operations fulfilling their own HM requirements must provide SDSs and detailed unit of issue documentation to the HMC and installation Safety, to ensure that Navy personnel are informed of contractor-owned HM to which they may be potentially exposed.

1. A receiving inspection shall be conducted for all material arriving at the HMC. The receiver must verify that the material is properly identified, documented, packaged, and safe to handle and that the material is compatible with other material located in the receiving area. The following minimum actions shall be taken for all material received at the HMC:
 - a. Separate incompatible materials in the receiving area.

- b. Inspect for piece count, evidence of external damage, and compliant packaging.
 - c. Material must be accompanied by a supporting SDS.
 - d. Material must be in its original container.
 - e. Containers must have the original manufacturer's, legible HAZCOM label affixed.
 - f. Confirm that material is approved for use on base through a work center AUL review.
 - g. Confirm a master data record exists within N-ERP and can be extended to the appropriate plant or create and submit a data package to WSS HEDMO via the NAVSUP WSS Hazmat Data Application hosted on the NAVSUP Portal;
[https://my.navsup.navy.mil/apps/ops\\$hedmo.home](https://my.navsup.navy.mil/apps/ops$hedmo.home)
2. Goods Receipts (GR) are processed at the HMC for materials ordered through the supply system, via open purchase, from ship offload, customer turn in or surrender for excess free issue, or when found abandoned on station and material is in usable condition.
- a. When processing new receipts of material with shipping documentation, whether via customer turn-in or central receiving, HMCs shall process N-ERP transaction MIGO 501, or 971 for sites using Special Stock Indicator (SSI) "B", GR into the HMC storage location (HLOC) for courtesy stow or into the customer work center storage location (KLOC) as DTO.
 - (1) Within the MIGO Transaction, Where tab, the RMC selected will be "0011 - HAZMAT Receipt" or "9001 - HZ Rcpt Cust Own Stk" for sites using Special Stock Indicator "B" (SSI B) Customer Owned Stock.
 - (2) The "MILS DOC NO" field in the Navy Custom Fields tab shall populated with the customer activity UIC or MILSTRIP document number.
 - (3) The ERP MIGO "Document Header Text" field shall be used for entry of purchase order numbers of locally purchased material or may be used if the HMC requires additional information to be included for localized processes.
 - (4) The DD Form 1348-1A Issue Release/Receipt Document or customer purchase order receipt shall be filed with the N-ERP GR Slip and/or TO document and retained as key supporting documents (KSD) for 10 yrs.
 - b. When processing receipts of material turned in by customers as excess free issue, not previously documented in ERP, HMCs shall process N-ERP transaction MIGO 501/971 GR into the excess free issue plant, HMC storage location (HLOC). The surrendering customer shall provide a completed DD Form 1149 Requisition and Invoice/Shipping Document or a locally generated turn-in request, screening work sheet. This document shall contain the printed name, signature, and date of the HMC representative and the surrendering customer. The turn-in HM must meet acceptance criteria outlined in Appendix A.
 - (1) Within the MIGO Transaction, Where tab, the will be "9002 – Excess Rcpt Frm Shor".

- (2) The “MILS DOC” NO field on Navy Custom Fields tab shall populated with the surrendering customer activity UIC.
 - (3) The ERP MIGO “Document Header Text” field may be used for entry of additional information to be included for localized processes.
 - (4) The DD Form 1149 or screening worksheet shall be filed with the N-ERP GR Slip and/or TO document and retained as KSDs for 10 yrs.
- c. When processing receipts of abandoned material, found on installation, in usable condition, the HMC shall process N-ERP transaction MIGO 501/971 GR into the excess free issue plant, HMC storage location (HLOC). Prior to acceptance, the HMC must conduct a review to ensure that the material has demand and meets the acceptance criteria outlined in Appendix A.
 - (1) Within the MIGO Transaction, “Where” tab, the RMC selected will be “9002 – Excess Rcpt Frm Shor”.
 - (2) The “MILS DOC NO” field on “Navy Custom Fields” tab shall populated with “ABANDONED”.
 - (3) The ERP MIGO “Document Header Text field” shall be used for entry of information regarding the location of found material.
 - (4) The HMC shall annotate the N-ERP GR Slip and/or TO documents with any additional details to document how/where the material was found.
3. The KSD requirements and N-ERP transaction input controls for HM receipts of Ship Offload turn-in are described further in section 3.5.
4. Reference (a) requires retention of VOC batch certificates for all marine coatings to demonstrate compliance with the Shipbuilding and Ship Repair National Emissions Standards for Hazardous Air Pollutants (NESHAP) program. NAVSUP established a VOC certificate database and requires that VOC certificates be loaded into the database at the NAVSUP NESHAP Website. NAVSUP HQ procedures require that all Navy HMC personnel procure, receive, stock and issue only Naval Sea Systems Command (NAVSEA) authorized Military Specification (MIL-SPEC) coatings for shipboard use. For receipt of marine coatings, the HMC will:
 - a. Verify that the coating has a VOC Compliance certificate, commonly referred to as a “batch certificate”. VOC certificates may be obtained:
 - (1) Directly from the vendor or manufacturer;
 - (2) From the NAVSUP NESHAP batch certification database;
 - b. If the NESHAP certificate is not found on the web site, the HMC will submit the certificate to the NAVSUP NESHAP Certificate Repository website;
[https://my.navsup.navy.mil/apps/ops\\$neshap.html](https://my.navsup.navy.mil/apps/ops$neshap.html) home page
 - c. Provide the regional Environmental office a copy of the VOC certification on request or as required by regulatory agencies; and

- d. If ship's force obtains marine coatings outside of the Navy supply system, ship's force is responsible for obtaining the VOC certificate and submitting the certificate to NAVSUP for entry into the Ship-NESHAP batch certification database.
 - e. If a Navy shore activity or its contractor obtains a marine coating outside the DoD Supply System, that activity is responsible for obtaining the batch certificate and submitting the certificate to the NAVSUP NESHAP Certificate Repository website.
 - f. All NAVSEA authorized MILSPEC coatings received without vendor provided, batch-specific VOC certificates or not recorded in the repository will be held in a segregated "Not Ready for Issue" status until appropriate certificates are received and processed.
5. The HMC is responsible for ensuring that all receipt documentation contains a printed name of receiver, signature, and date, accurately recording all receipts into N-ERP, and maintaining a copy of the receipt on file for ten (10) years; unless it is 3PL material where contract specification assigns this responsibility to the contractor. The receipt can be kept in either electronic or hard copy format. Electronic format is preferred.

3.2.2.5 Hazardous Material Container Labeling

The Navy has adopted the OSHA Globally Harmonized System of Classification and Labeling of Chemicals (GHS) as part of OSHA's HAZCOM Standard. HM container labels must provide the product's name, identity of hazardous constituents, and appropriate warnings. The HMC shall ensure that containers are properly labeled IAW references (a), (c), and (j). Personnel will use this information in conjunction with the AUL and SDS to assess the physical and health hazard characteristics associated with HM. Supplemental labels, affixed by the HMC, shall not cover any existing manufacturer's health and safety warnings, barcodes or product name. All secondary containers shall be labeled as specified in reference (j) and Title 40 CFR Protection of Environment, Environmental Protection Agency, reference (q).

1. Labeling Requirements.

- a. All HM containers must also be tagged with a N-ERP label containing the N-ERP material identification number (defined as "ZPNC" in N-ERP), the N-ERP batch number, the associated plant the material is stored in, and if the material is stored at the customers storage location the customer storage location ID (KLOC).
- b. If the manufacturer's label is damaged or missing and the HMC can positively identify the material, they shall re-label the container with a GHS compliant label printed from HMIRS. If the identification of a material is in question, it will be processed as HW. The HMC shall ensure labels or other forms of warning are legible, in English and prominently displayed.
- c. Upon completion of shelf-life extension, new N-ERP Labels, displaying the new N-ERP batch number, shall be affixed to the HM container.
- d. Manufacturer labels must not be removed or covered.
- e. When HM is transferred to an alternate container, this alternate container shall be labeled with all required information. (Except for a product that is to be consumed immediately – then labeling is not required.) This situation may occur when HM is decanted to a new

container but will not be immediately used. This may occur if an original container is somehow damaged beyond continued use. Another example is cleaning supplies purchased in bulk or concentrated quantities at reduced cost and decanted into smaller containers for shop use. Such alternate containers shall be labeled with the original manufacturer's use and safety information. Labels may be obtained from the manufacturer or locally produced using HMIRS. Both the color and size of the label may be altered to fit the container.

- f. Portable Container Labeling: Work center HM can be decanted into unlabeled containers only if the material will be immediately consumed during the work shift in which the material was transferred. In this situation, the HM will be under the control of and used only by designated HM work center personnel specified on the AUL. HMCs shall not perform decanting services for customer owned inventory.
- g. If the manufacturer or GHS compliant label is not found in HMIRS, submit a request for label via the NAVSUP WSS HAZMAT Data Application within the NAVSUP Portal or email WSS at usn.mechanicsburg.navsupwssmech.mbx.n26-ashore-hazmat@us.navy.mil.

3.2.2.6 Hazardous Material Storage

Guidelines for safe storage and handling of HM have been promulgated by the National Fire Protection Association (NFPA), OSHA, and 29 CFR 1910.1200 and detailed in reference (f). This guidance shall be strictly followed by all HMC and customer/work centers responsible for HM storage.

- 1. General Requirements: Correct storage of HM significantly reduces risk of spills, fires and other emergency situations that could negatively impact human health and safety. HM shall be stored IAW reference (f) and utilizing the NAVSUP Hazardous Characteristic Code (HCC) Compatibility Matrix, NAVSUP P-722 Appendix G. The HCC indicates a material's most severe storage hazard based on flammability, compatibility, accidental exposure, transportation, handling, and disposal. The DOD uses HCCs to classify materials by their primary hazard characteristic for the safe segregation and storage of hazardous materials. Acids must be stored separately from bases, oxidizers separately from combustibles and flammables, and compressed gases separately from all other HM. Detailed descriptions and requirements for each HCC are found in reference (f). Additional notable general storage guidelines that must be followed are:
 - a. HMC courtesy storage will be maintained to support customers' mission, while continuing to facilitate minimization.
 - b. Work center inventory levels must be within prescribed capacities of the storage locker and storage location.
 - c. Material storage must never obstruct means of egress from a work area.
 - d. HM stored in work areas shall be kept to the minimum necessary for the work being performed.
 - e. Appropriate storage shall be provided for HM having unique physical or hazardous properties (temperature sensitivity, water reactivity, explosive nature or other).
 - f. Compressed gas cylinders must be secured to prevent accidental falling.

- g. Compressed gas cylinders, not in use, must be equipped with valve protectors.
2. The N-ERP EHS module functionality incorporates the concept of “stringent placement strategy” to assist with ensuring material compatibility when stowed in the HMC. It is designed to designate/segregate storage sections within a virtual warehouse structure to allow put-away of only material compatible with the hazard type, or storage section indicator, for which the storage bin was built. Storage sections, detailed in Appendix H, are assigned to bin locations and are intended to coincide with HCCs. Material master records contain fields to designate the storage section required for the material hazard. HMCs shall implement and monitor controls to ensure the accuracy of storage section indicators assigned to incoming material. Those controls must include personnel training on material compatibility and segregation. The HMC supervisor shall conduct periodic reviews of on hand inventory reports, comparing the material HCC code with the storage section assigned to storage bin location and take corrective measure immediately when a compatibility risk is identified.
 3. Spill Prevention: Best management practices shall be utilized to ensure spill risks are minimized. This can be done by ensuring secondary containment is utilized, material is not stacked to exceed maximum capacity of the bottom container, material is not located in areas of high traffic susceptible to collision damage; and daily, weekly and monthly walkthroughs are completed.
 4. Customer Storage Requirements: HM storage at customer sites and work centers are the responsibility of the material owner. NAVSUP FLC and HMC Staff shall provide oversight assistance and recommendations upon request or as determined by locker assessment results. All customer HM storage locations must follow the minimum requirements listed in this section of this publication:
 - a. All customer work center HM storage locations shall be configured to accommodate a working inventory as approved by the installation and work center AUL and verified by the installation Safety representative.
 - b. All HM storage lockers/spaces must be serialized sequentially in accordance with the Locker Assessment Program serialization conventions found in Appendix E, NAVSUP SOP for Shore Based Hazardous Material Storage Locker Management.
 - c. Customers shall notify the HMC when changes occur, such as new locker additions, relocations, and removal of inactive locations.
 - d. If a non-compliant condition of a customer storage locker is identified to present an immediate risk of injury to personnel, environment, damage to equipment or chemical spill, the HMC Supervisor shall immediately notify the activity HM Custodian, Safety Officer, or Officer in Charge (OIC) and shall suspend deliveries to the site until minimum requirements for safe storage are met. The HMC Supervisor may assist activities with locating storage aides or provide information on approved lockers to assist the activity in correcting potential deficiencies that may cause the aforementioned conditions.
 - e. The amount of HM authorized to be retained in the work center shall be the minimum necessary to support work. When operational requirements necessitate, activities may request the HMC Supervisor to increase work center storage levels. Any increase in the quantities of HM to be retained in a work center must be approved by regional Safety and Environmental departments before the HMC issues increased quantities to the work center. It is recognized that some product container sizes along with the number of users

may exceed the goal of maintaining a work supported inventory quantity, e.g., drums, cartridges and lubricants. These container sizes will be factored into reasonable numbers and safe storage.

- f. To ensure compliance with regulatory agencies and DoD/Navy directives, material not included on the customer's AUL, or material found in other than approved lockers, or in use shall be reported by the HMC Supervisor to the specific command Safety representative or the chain of command. If HM found in the workplace does not have a N-ERP label a review shall be conducted by HMC personnel to determine if the material is on the activity's AUL and the reason the material is not labeled. If activities repeatedly obtain HM outside the HMC process the HMC Supervisor shall bring these discrepancies to the attention of the activity's chain of command, as well as the NAVSUP Regional HM Director for immediate remedial action.
5. Customer HM Storage Lockers: The HMC shall assist and advise customers on all facets of HM management and storage at the activity locker level. Locker assessments (work center visits) shall be conducted, at least once annually, to ensure CHRIMP compliance. In conducting CHRIMP compliant locker assessments the HMC assessor shall perform the following steps and any other requirements found in Appendix E through Appendix G:
- a. Validate that the work center storage locker is properly serialized and that the locker is located in the building for which it has been designated;
 - b. Validate the outstanding container list and AUL against the current inventory in the HM storage location;
 - c. Annotate any containers that are missing from inventory and disposition status;
 - d. Annotate any containers that are improperly labeled;
 - (1) GHS labeling standards missing; and
 - (2) N-ERP labeling standards missing.
 - e. Verify SDSs readily available against the material found in inventory and on the AUL;
 - f. Ensure the customer HM Custodian reconciles any discrepancies found during either the initial locker assessment or a follow-up assessment;
 - g. Ensure HM identified to be in excess is returned to the HMC as excess material for courtesy stow or to be offered as excess free issue;
 - h. Upon completion of the locker assessment, the HMC shall process any adjustments to inventory levels in N-ERP to ensure accountability of HM found in the work center is at 100%.
 - i. Provide the work center locker custodian with a copy of the completed Locker Assessment Checklist;
 - j. Provide assistance to correct existing deficiencies.

- k. For lockers with significant risks or repeated deficiencies, the locker assessor shall provide a copy of the Locker Assessment Checklist, with clear and detailed remarks and recommendations, to the work center locker custodian (at a minimum), the activity Safety Officer, and OIC and schedule a reassessment within 45 working days.
 - l. If elevation, outside the activity chain of command is required (e.g., identical repeated deficiencies without an effort to correct), a copy of the completed Locker Assessment Checklist shall be provided to the Installation Safety and Environmental Departments who are the compliance representatives for the ICO.
 - m. The ICO retains overall responsibility for the safe and secure management of HAZMAT located on his/her respective installation IAW reference (a). Upon completion of each annual assessment cycle, the HMC Supervisors shall provide the ICO with a report of work center locker CHRIMP compliance. At a minimum, the report shall contain metrics that outline the most common non-compliant risk elements found.
6. HMC Warehouse Storage: The Regional HM Director is responsible for ensuring that sufficient space and types of storage for the HM to be stowed are available for each HMC.
- a. Only material identified on the installation or regional AUL is authorized for stowage at the HMC. The amount of HM retained in the HMC should be limited to the minimum necessary for support of activities in the region. Levels of customer owned, courtesy stow material maintained on-hand will be established by transactional data/planned usage data, excluding waste from unutilized material, for the past 12 months or up to 24 months if required due to Fleet deployments. Levels shall be reviewed for need on a routine basis as established by the Regional HM Director or supporting 3PL service provider.
 - b. When incorporating new activities into Regional CHRIMP operations, the HM requirements of the new activity shall be surveyed. Transactional data or, as a secondary method planned maintenance records shall be used to establish initial levels of stock within the work center locker or within courtesy stow at the HMC. These may be changed as usage data is accumulated and/or new products with different shelf-life are adopted so that the quantities of HM maintained on-hand can be minimized while sustaining the level of service required. At the discretion of the Regional HM director, quantities maintained in the HMC may be increased. When the Regional HM Director determines quantities of HM retained in the HMC should be increased, they will notify the regional Safety and Environmental departments. If the contract for the HMC specifies that a 3PL service provider has responsibility for setting the levels of stock maintained at the HMC the Regional HM Director will coordinate with the contractor, via the COR, to ensure that the levels of service for the region are maintained with the minimum inventory necessary at the HMC.
 - c. The HMC is responsible for providing adequate protection from the elements and environmental conditions by ensuring proper care of facilities and preservation, packing, marking, or a combination of all or any of those measures for material in the custody of HMCs. While material is in storage, the HMC Supervisor and material managers must systematically accomplish surveillance to detect degradation, corrosion damage, and other deficiencies caused by improper storage methods.
 - (1) HMC Supervisors shall conduct daily walk through of all HM storage areas for the purpose of detecting and correcting unsafe or unhealthy conditions that, if not

corrected, might pose a more serious risk to employees or damage to materials in storage. These conditions include improper segregation of materials, damaged or leaking containers, overturned drums, fallen stacks of material, and other housekeeping and safety deficiencies.

- (2) HMC Supervisors shall conduct and document a weekly inspection of the HM storage facility to include a review of safety equipment emergency eyewash, shower, fire extinguishers, spill containment materials, storage aides, and material handling equipment. The purpose of these inspections is to identify deficiencies that, if not corrected, might result in a malfunction or failure and, in turn, a mishap resulting in a spill or chemical release. Supervisors shall conduct and document weekly inspections using NAVSUP 4454/2.

3.2.2.7 Cradle-to-Grave Tracking

Material Management (Container Tracking). Container Tracking is necessary to ensure HM (chemicals) are managed, controlled and accounted for. Tracking containers through disposal and decrementing from inventory - ensures HM is accounted for and reduces potential for accidental release. IAW reference (q), the Navy sustains controls on the management/reduction of hazardous wastes from their point of generation, through their transportation and treatment, storage and/or disposal, known as the cradle-to-grave system. Hazardous waste generation begins with the procurement and use of hazardous materials.

1. Accurate life cycle management is ensured by entry of receipt, issue, shelf-life update, and scrapping transactions within N-ERP and affixing the N-ERP label to HM containers. N-ERP labeled HM is tracked by the N-ERP Material Identification Number, known as the ZPNC number. This number consists of a prefix “HZ”, the National Item Identification Number (NIIN), semicolon, H or K (kit) and the SDS 5-digit HMIRS ID code. The ZPNC and the corresponding N-ERP batch number enable tracking of work center HM from issue through storage, use, and final disposition. Activity HM custodians are responsible for ensuring that containers received at their activity have been processed by the HMC and that N-ERP labels are applied as necessary. If a container that should have an N-ERP label is found without one, the activity HM custodian shall research the source of the material, determine if the product is on the AUL, and obtain an N-ERP label from the HMC.
2. Customers shall dispose of empty HM containers IAW installation HW procedures and through the HW service provider.
3. It is the responsibility of the customer to record N-ERP label information from containers prior to disposal. Activity HM custodians must communicate disposal action to the HMC to ensure that the N-ERP record is updated. N-ERP EHS functionality provides the information required for proper regulatory reporting of chemical storage, use, and disposal. Reports generated rely upon accurate entry of how a material was used and the purpose of disposal. Using the NAVSUP HMM Tool, custodians shall report all changes of work center locker inventory via the “Edit Quantity” option.
4. The following options for purpose of disposal are available in the HMM Tool:
 - a. Used/Consumed
 - b. Expired Shelf-Life

- c. Disposed Obsolete
 - d. Disposed Defective
 - e. Damaged
 - f. Disposed Lack of Identity
 - g. Transferred off station for detachment/deployment
 - h. Gain by Inventory, additional quantity found in location
 - i. Shelf-Life Adjustment, to request HMC assistance with shelf-life extensions
5. The HMC shall process this update within N-ERP using transaction MIGO 551 and one of the following RMCs for the disposal purpose given. Refer to Appendix I for additional information about RMCs.
- a. 9012 - Used/Consumed
 - b. 9013 - Expired Shelf-Life
 - c. 9014 – Obsolescence
 - d. 9015 – Defective
 - e. 9016 – Damaged
 - f. 9017 - Lack of Ident.
 - g. 9018 - Dead Stock HZ
 - h. 9019 – Off Site Transfer, Customer Deployed

3.2.2.8 Shelf-Life Management

The engineering support activity (ESA) develops initial shelf-life storage standard technical information and, when applicable, criteria for performing shelf-life extension as part of the logistics support and quality assurance portions of the technical data package. NAVSUP FLCs do not determine the Shelf-Life Code for materials and do not make the decision whether a material requires a visual or a lab test. The managing Inventory Control Point (ICP) assigns shelf-life codes and shelf-life material storage standards. The ICP also maintains the Shelf-Life Extension System (SLES) Material Quality Control Storage Standards (MQCSS) data.

Shelf-life management shall be conducted as specified in DoDM 4140.27 V1 & II, DoD Shelf-Life Management Program, reference (I) and Appendix B, NAVSUP FLC HMC Shelf-Life Management Business Rules, to minimize the risk of shelf-life expiration prior to issue.

- 1. An effective shelf-life management program will:
 - a. Ensure material issued to customers is in RFI condition;

- b. Minimize the risk of expiration prior to issue; and
 - c. Reduce risk of HW storage violations.
- 2. Disposal actions shall only be initiated after all alternative avenues of consumption are exhausted.
- 3. Most HM is shelf-life managed material and falls into one of three shelf-life categories. Shelf-life materials are assigned an alpha or numeric shelf-life code based on the type and shelf-life period of the material. The shelf-life type, period, and corresponding shelf-life codes are defined in reference (1).
 - a. Non-deteriorative items are assigned a shelf-life code of 0 (zero). The shelf-life expiration date field of the N-ERP label will be blank if the item has a shelf-life code of 0 (zero).
 - b. Type I Shelf-Life Material:
 - (1) Type I shelf-life items are assigned alpha codes.
 - (2) Type I shelf-life items have a definite period of shelf-life, are not authorized for extension, and shall be disposed of upon expiration IAW local HW procedures.
 - c. Type II Shelf-Life Material:
 - (1) Type II shelf-life items, with a shelf-life of 5 years or less are given numeric codes.
 - (2) Type II shelf-life items, with a shelf-life of more than 5 years or with a non-standard shelf-life period as assigned by the ICP, are assigned a shelf-life code of "X".
 - (3) Type II shelf-life items have an assigned shelf-life period that may be extended after completion of visual inspection, certified laboratory test, or a combination of these measures.
 - (4) All Type II shelf-life HM, regardless of material type (BP28, Courtesy Stow, 3PL, or Excess Free Issue), shall be extended in accordance with the DoD SLES, MQCSS and Quality Status List (QSL) per reference (1). The MQCSS system is the authority for shelf-life extension when only visual inspection of the material is required. MQCSS visual inspection criteria may also be specified for material in conjunction with laboratory testing, machine testing, or restoration. The QSL is the DoD recognized central repository of test results for Type II shelf-life items that have been tested by DoD-approved laboratories and must be used when an exact Type II NSN, contract number, batch or lot, or manufacture date is present.
 - (5) For Type II shelf-life items not planned to be placed into service before the inspect/test date, the shelf-life extension process shall begin six months before the inspect/test date for items requiring visual inspections only, (Inspection Type Code "V") and nine months before the inspect/test date for items requiring visual and laboratory (V&L) testing.

- (6) If the material NSN and lot/batch is not listed in the QSL, then samples have not been submitted for testing. For sample submission procedures, please contact your Service/Agency Administrator listed on the POCs tab of SLES, or the DoD certified testing laboratory (see SLES tab). For most material, the owner is responsible for having their material tested and extended. If the required inspection type is “V&L”, the material must PASS visual inspection prior to lab testing.
 - (7) For Type II items that have successfully passed the required inspections, the HMC or end user shall affix a DD Form 2477 Shelf-life Extension Notice, to all exterior, intermediate, and unit pack containers. DD Form 2477 can be found on the SLES website or in the HMM Tool resource tab.
 - d. Local Stock Number (LSN) Material shelf-life type is set at the LSN level within the material master record in N-ERP. All ZPNC records tied to the LSN record will be assigned the same shelf-life type; Type I – non-extendible, Type II – extendible, or non-deteriorative. LSN material, not meeting a definitive military specification, may be assigned different shelf-life months, at the ZPNC record level, as determined by manufacturer technical documentation. NAVSUP WSS N26 is responsible for assigning shelf-life months for ZPNC records.
4. Shelf-life assignments are based on optimum storage conditions. Permissible shelf-life extensions are determined by factors including rate and degree of item degradation and associated criteria, item criticality (as determined by the managing ICP or responsible ESA), packaging, and storage environment.
- a. Critical Safety items (CSI), defined in Volume 11 of DoDM 4140.01 are parts, assemblies, support equipment, installation, or production systems containing a critical characteristic whose failure, malfunction, or absence may cause a catastrophic or critical failure resulting in loss or serious damage, unacceptable risk of personal injury or loss of life, or an unsafe condition.
 - b. Critical application. Items that, either in assembly or operation, provide an essential attribute to attaining critical military objectives.
 - c. Critical defects result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the product; or prevent performance of the tactical function of a major end item.
 - d. HMCs shall not retain expired or unserviceable shelf-life materials that were procured for maintenance or repair of a CSI, Flight Safety Critical Aircraft Part (FSCAP), or for use in a critical application.
5. Material owners are required to determine whether it would be cost-effective to submit a sample for testing by factoring in:
- a. The quantity and cost of inventory on-hand, item application criticality, DoD-approved laboratory availability, testing costs, transportation costs, disposal costs to include hazardous waste when applicable, and availability of resupply.

- b. If the owner chooses not to have the material tested, that activity is responsible for disposition.
- 6. HMCs shall process N-ERP Shelf Life Expiration Date (SLED) Control List report transaction at a minimum of monthly, to identify materials expiring within 180 days.
 - a. A report of expiring materials in courtesy stow shall be provided to the owning activity. The owning activity must take possession of the Type I, non-extendible expiring materials and Type II materials that do not pass visual inspection, prior to the SLED and is responsible for material disposition.
 - b. A report of expiring materials in courtesy stow, that require laboratory testing for shelf-life extension shall be provided to the owning activity. The owning activity must begin the submission process to begin laboratory testing or may offer the material to be transferred to excess free issue. If the material is not tested or issued to another activity prior to expiration, the owning activity is responsible for disposition.
- 7. HMCs shall process shelf-life update transactions within N-ERP using transaction MIGO 309 and implement the following data entry controls:
 - a. Within the MIGO Transaction, “Where” tab, the RMC selected tab shall be “9020 - HZ Shelf-Life Update”.
 - b. The “MILS DOC NO” field on “Navy Custom Fields” tab must populated with the customer activity UIC or MILSTRIP document number.
 - c. The ERP MIGO Document Header Text field can be used if the HMC requires additional information to be included for localized processes.
- 8. Shelf-life management for material in work center lockers is the responsibility of the customer. NAVSUP FLC shall assist the work center, upon request, and process shelf-life extensions within N-ERP and label population for Type II shelf-life material that has not entered service life.
- 9. Opening unit-of-issue packages of shelf-life items for purposes other than for immediate use is discouraged. Opening the package negates shelf-life and triggers service life for that specific container of HM. Service life may be reduced dramatically depending on how long the container is open and the storage conditions related to the open container.
- 10. When a shelf-life item unit-of-issue package is opened, introduced to mission requirements, installed into intended application, or stored improperly, shelf-life ends, service life begins and the material is no longer authorized for shelf-life extension.
- 11. Service life items are ineligible for shelf-life extension and will be managed in accordance with the material manufacturers Technical Data Sheet (TDS) or Product Data Sheet (PDS). Service life may also be determined by the In-Service Engineering Agent (ISEA) who responsible for overall engineering, test, maintenance and logistics requirements in support of specific operational equipment. For questions regarding service life, end users should contact the material manufacturer, SYSCOM Technical Leads, the applicable Technical Manual (TM), or ISEA.

3.2.2.9 Hazardous Material Transfers / Issues

The HM Issue process is the same for each type of non-NWCF material. All HM required by regional activities shall be routed through the HMC. N-ERP transaction movement type codes and reason for movement codes may vary dependent upon the type of material being processed. Movement type codes identify the purpose for processing of the MIGO transaction code. Reason for Movement codes provide additional information for the purpose of the movement and are essential for metric data reporting. RMC usage is mandatory when processing all N-ERP Goods Movement transactions by HMC personnel.

In the event of an N-ERP hard outage the HMC shall utilize NAVSUP 4491/1 Customer Hazardous Material Request and Manual Issue Form - ERP Hard Outage and NAVSUP 4491/2 Hazardous Material N-ERP Hard Outage Log to log all transactions and will back load information into N-ERP upon restoration of system connectivity.

1. Processing Routine Material Requests:

- a. Activities shall process all HM transaction requests through the HMM Tool by authorized personnel only. HMC's shall process all transactions in N-ERP and ensure that data entry controls for all MIGO transactions are implemented. To maintain traceability of material ownership or accountability for HW generation, the "MILS DOC NO" field on "Navy Custom Fields" tab must be populated with the customer activity UIC or MILSTRIP document number.
- b. Upon receipt of a request for material, the HMC shall validate the stock number and/or part number against the work center AUL, the ship's applicable T-SHML; or SMCL for submarines. Requests for prohibited items (items not listed on the relevant AUL or T-SHML) shall be rejected back to the requesting activity with an explanation and assistance to find a suitable substitute or to process an AUL addition.
- c. Unless new material is specifically requested by the customer, the HMC shall first attempt to fill the customer's request for material with available excess free issue inventory. If excess free issue HM is not available, the HMC shall transfer the customer's on hand courtesy stow material prior to authorizing procurement of new material.
- d. For high volume requirements, high dollar value items, and long lead time items a global inventory query shall be conducted in N-ERP to identify availability of excess free issue material in other Regions prior to approving procurement of new stock. In the event that issue of excess material accrues transportation costs, the requesting activity shall pay any handling, packaging, and transportation costs.
- e. When processing an HM issue in N-ERP and multiple batches exist (indicating different remaining shelf-life), the shortest remaining shelf-life item shall be issued first. The exception is if the material is required for a deploying ship or aviation squadron, in which case the longest available shelf-life HM may be issued. If material is not available for issue at the time of request, HMC personnel shall conduct a global search of excess free issue availability. Alternatively, the HMC staff may offer authorized substitutes or alternate units of issue from free Issue.
- f. The HMC shall promote non-hazardous material substitutes whenever practical and provide customers with the latest information related to product substitutes. Substitutions shall not occur if mandatory maintenance documentations or MILSPEC information

dictates otherwise. Reference (g) provides guidance on substituting and elimination of HM.

- g. The HMC shall utilize N-ERP transaction code MIGO 301 to process the transfer of courtesy stow HM to on installation customers, or return of material to be retained as courtesy stow, and shall select RMC “9004 - Mat Issue to KLOC” or “9007 – Ret to Cust Own Stk”, found on the “Where” tab.
 - h. The HMC shall utilize N-ERP transaction code MIGO 311 to process the transfer of excess free issue material to on installation customers, or the turn-in of material to excess free issue from installation customers.
 - (1) The HMC shall select RMC “9005 – Free Iss Trx to KLOC” or “9006 – Excess Ret. Frm KLOC”, found on the “Where”.
 - (2) The request for turn-in from the work center shall be documented via printed email, memorandum, or locally generated request for turn-in screening work sheet. This KSD shall be retained with the transfer posting/transfer order (TO) documentation.
 - i. The HMC shall utilize N-ERP transaction code MIGO 551 for all off-site transfers of HM and select one of the following RMCs to identify the type of off-site transfer:
 - (1) “9008 - Free Iss Offste Ship”, for excess free issue transfers to a ship.
 - (2) “9009 - Free Iss Offste Shor”, for excess free issue transfers to another shore location.
 - (3) “9010 - Crtsy Stow trx Ship”, for transfer of ship owned material to the ship.
 - (4) “9019 - Offste trx Cust Depl”, for transfer of customer owned material to an offsite deployment location.
 - j. Upon completion of any MIGO transaction in N-ERP each HM container shall be labeled with the N-ERP label as associated with the issue/receipt/transfer transactions. Labels shall be affixed upon receipt into HLOC and again when issued to an activity KLOC. The N-ERP label displays the customer storage location information as well as the new N-ERP batch number generated upon execution of the MIGO transaction.
2. Direct Turn-over Operations (DTO): When procuring HM that is required for immediate use, activities must enter “DTO” into the comments section of the material request, processed through the NAVSUP HMM Tool workflow. Upon receipt of shipment, the HMC will receive the HM in N-ERP, directly to the activity customer storage location (KLOC); notify the customer of receipt, and schedule pick up or delivery action.
3. High Priority Requests: The process for ordering and issuing can be expedited by selecting the “Emergency Material Request” option within the NAVSUP HMM Tool AUL or Material request module, via phone, email, or walk-in to the supporting HMC. High priority requirements will be processed ahead of other issues, and the delivery or shipment of the material will be expedited according to the priority of the requisition. The request for issue shall first be validated against N-ERP to ensure stock numbered material type and desired quantity are available in excess free

issue, customer owned courtesy stow, or 3PL vendor stock. If the material is on-hand at the supporting HMC, the request shall be validated against the requestor's AUL. Once the inventory and authorization have been validated, material will be issued. If the material being requested is not on the shore customer's AUL, HMC personnel shall provide assistance and help coordinate the authorization through the Safety, Environmental and Occupational Health departments. Material not on a customer's AUL can be issued with the activity Commanding Officer's written approval, as an emergency request, but must be followed up with normal AUL approval processes. When material needed to support urgent requirements or a work stoppage is not available, the HMC staff shall first do a global search through N-ERP for material availability at other HMCs. In the event material is still not available, the HMC staff will authorize emergency procurement action.

4. **After Hours Issues:** After hours issues are high priority requirements received after normal working hours. Each Regional HM Director shall establish after hours emergency procedures to satisfy customer requirements. In regions where the HMC manage BP-28 inventory, the Regional HM Director will ensure the Global Distance Support Center (GDSC) has an up to date list of phone numbers customers can call for emergency and after hour issues. Regional HM Directors will ensure the GDSC is provided with after-hours recall time frames applicable to their HMCs.
5. **Courtesy Stow:** Customer Owned Stock shall be issued only to the owning customer unless that customers releases the material as excess free issue. If a customer requires material to be shipped off station for detachment or deployment, shipping costs are the responsibility of the customer.
6. **Issues to Foreign Entities:** HM, either "A condition" material or excess free issue items can only be issued to foreign entities through the Foreign Military Sales process. Excess free issue material is property of the U.S. Government and cannot be issued as "free issue" to foreign entities. Sales of 3PL material to a foreign entity can be made, on a not to interfere basis with support for U.S. Navy ships. Sales and payment for 3PL material will be negotiated between the foreign ship's Liaison Officer and the 3PL provider.
7. **Local Transportation:** Where delivery services are provided, HM will be delivered to the customer only after receipt and labeling at the HMC. HMC personnel shall coordinate all HM deliveries with customer HM locker custodians or designated work center POCs. Work center personnel, signing for HM issues, must be designated in writing via Appendix F. This will ensure that personnel receiving HM have been properly trained to identify, handle, and store HM and are familiar with the installation Spill Prevention Control and Countermeasures (SPCC) plan. Valid emergent requirements will be provided to meet customer needs. HMC Supervisors will validate emergent requirements with the customer's chain of command.
8. **HM Transportation Off Installation:** Regional HM Directors and HMC Supervisors are responsible to assure that HM transportation compliance, both within a military installation fenceline and over public roads, is met IAW Title 49 CFR 171-180 Hazardous Material Regulations, Department of Transportation, reference (r) and the Defense Transportation Regulation (DTR) 4500.9-R, reference (s). When drivers must use public roadways to transport HM between installations for delivery;
 - a. Regional HM Directors and HMC Supervisors shall ensure the following:
 - (1) Trained and licensed delivery personnel operate appropriate vehicles with proper signage;

- (2) Delivery driver training specific to the transportation of HM is completed;
 - (3) A delivery schedule is established and followed where applicable; and
 - (4) Proof of delivery is obtained.
- b. Drivers shall ensure the following:
- (1) Visual inspection of all material prior to loading and that unacceptable HM (as indicated below) is not loaded:
 - a) Expired Shelf-Life;
 - b) Damaged Container; or
 - c) Insufficiently labeled.
 - (2) Proper segregation of incompatible material prior to and during transportation.
 - (3) Certification of regulated HM for transportation on public/state roads.
- c. All movement of HM over a public conveyance shall comply with reference (r) and (s).
- d. The HMC shall comply with federal, state, county and local government designated transportation certification, packaging and staging requirements. Packaging shall provide adequate continuous protection and will prevent any release of HM into the environment.
9. Customer Pick Up: HM may be picked up at the HMC and transported only in government vehicles. Prior to pick up of material, the customer must contact the HMC to arrange a pick-up schedule. Only representatives designated by the receiving activity can sign for HM issued to that activity. Customers are responsible for obtaining any certification paperwork required for local movement off government facilities.
10. Shipping: Shipping of HM outside the immediate area of a HMC shall be coordinated with the local DLA activity. HM designated for shipment shall conform to all the applicable transportation regulations. Deploying activities are responsible for ensuring that all HM is certified for shipment and that the loadmaster is informed of HM that will be transported with pack out shipments.
11. All transfer and issue records shall be maintained by the HMC using N-ERP. Copies of N-ERP Stock Transfer Slips and other issue documents, validating what material was issued, along with the dates and quantities issued, signed by the receiving customer, shall be maintained by the HMC for ten years. Signed issue documents can be kept in either electronic or hard copy format.
12. Open purchase of HM: Open purchase of HM may be authorized with prior approval from the HMC. When an activity procures HM directly from vendors, due to non-availability through the DoD Supply system, the request shall first be routed for approval from the HMC through the NAVSUP HMM Tool workflow process. Material procured locally must be brought to the HMC for receipt, labeling, and issue / transfer to the work center. If the material is procured from a non-local vendor, shipping shall be directed to the HMC as the Point of Entry (POE). If the material is shipped directly to the activity, that activity must provide receipt documentation to the HMC immediately upon delivery of the HM. The HMC shall receive this HM in N-ERP and receive the

material directly into the activity customer storage location (KLOC). N-ERP labels shall be provided to the work center to affix to the material with N-ERP transfer documentation. Customer activities shall not procure HM from outside commercial vendors without prior authorization from the HMC.

3.3 PHYSICAL INVENTORY MANAGEMENT

NAVSUP FLC HMCs provide centralized storage, life-cycle control, and management of HM at Navy shore installations. NAVSUP performs environmental reporting and monitoring of non-NWCF HAZMAT, as designated by references (a) and (c). NAVSUP uses the N-ERP EHS module to track, report, assess, and provide life-cycle support for Budget Submitting Office (BSO)-owned non-NWCF HAZMAT. Non-NWCF HAZMAT, located at both the customer work centers and NAVSUP HMCs, has been purchased by the end-user, expensed out of the APSR upon receipt, and/or used up beyond recovery in the use for which it is designed or intended such as paint, fuel, cleaning and preserving material.

As stewards of customer owned HM, HMCs have the responsibility to manage, control, properly store, account for all materials in courtesy stow and excess free issue plants. Excess free issue materials stored in the HMC remain the environmental responsibility of the originating owner should the shelf-life of the material expire before it can be brokered to another customer as free issue. The originating owner of materials stowed in the HMC is responsible for disposal of unused, unserviceable material that must be removed from the HMC.

Inventory accuracy is a performance indicator that influences operational availability and warfighter readiness which may be negatively impacted whenever required material cannot be located, or the condition code is inaccurate. HMCs have a responsibility to maintain accountability of all materials stowed in the HMC and shall maintain the inventory integrity standards and business processes outlined in this publication.

The inventory accuracy requirement for all non-NWCF material stowed in the HMC is > 98%. HMCs shall conduct an annual wall-to-wall inventory each calendar year.

1. Planning. HMC supervisors shall create and maintain an annual inventory plan. The inventory plan must include the number of inventory locations, storage bin locations, scheduled for inventory by month for the inventory cycle. Empty storage bin locations must be included in inventory plans and inventoried. All bin locations must be counted at least once per calendar year. Inventory plans must be approved via wet or electronic signature by the Regional HM Director. Inventory plans shall be updated monthly to track completion and document discrepancies.
2. HMC Supervisors shall provide and document, on an annual basis, that all inventory counters have read and understand the inventory requirements outlined in this document. Documentation of training shall be maintained in the site training record, as a key supporting document (KSD) to be available upon request. Personnel will confirm that they understand their role and responsibility to perform physical inventory procedures, retain inventory documentation, and report inventory results to the Regional HM Director.
3. Reporting. Upon completion of the 100% annual wall-to-wall physical inventory, HMCs shall produce annual inventory completion acknowledgement that includes inventory accuracy percentages, matching that documented on the inventory plan. The Regional HM Director shall consolidate the annual acknowledgements for submission to NAVSUP HQ SUP 0442 by 15 February for the prior calendar year.

4. Physical Inventory. Inventory procedures shall be transacted within the N-ERP EHS module as the system of record. HMCs shall adhere to NAVSUP FLC HM Physical Inventory Business Rules found in Appendix C.
 - a. The physical inventory must be performed using N-ERP physical inventory transactions. Items found on location or items determined to be lost must be processed as Gain by Inventory (GBI) or Loss by Inventory (LBI) as applicable via the N-ERP Clear Inventory transactions.
 - b. Segregation of duties (SOD) shall be implemented. In instances where second counts are required, someone other than the first counter must perform the secondary count. The count sheets shall clearly identify the individuals performing inventory counts (printed name, date, and signature). The inventory count team shall not have access to record or make inventory adjustments to update N-ERP based on inventory counts. It is the responsibility of the FLC to ensure that N-ERP roles are assigned appropriately to ensure segregation of duties, while also ensuring that there are sufficient personnel designated the N-ERP Physical Inventory Supervision roles in order to accomplish annual wall-to-wall physical inventory requirements.
 - c. When creating a manual inventory record, the “Inventory Reference” field is mandatory for NAVSUP FLC HMC personnel. This must be populated with the name of the user initiating the PI record.
 - d. Count sheets shall not include the quantity per book record. All annual inventory counts shall be conducted using a “Blind” count sheet. This field shall be blank on the count sheets used and filled in only after physically counting material identified on the floor.
 - e. At the conclusion of the physical inventory, all count sheets used to conduct the inventory must be signed by the count team members and then signed by the HMC Supervisor
 - f. The following minimum documentation shall be retained for 10 years and available to evidence the Physical Inventory:
 - (1) Signed physical inventory plan
 - (2) Location audit documentation
 - (3) All count sheets with signatures, printed names, and dates by the count team members and supervisor
 - (4) Causative research packages for inventory adjustments
 - (5) KSDs to support any adjustments of GBI or LBI, maintained and readily available for review by both internal and external oversight teams
5. Location Audit Procedures. In addition to the annual required 100% inventory reconciliation, spot check inventories (quality assurance checks) shall be conducted IAW local procedures and shall include checking quantities, location accuracy, shelf-life, container integrity, stock number, and NESHAP compliance documents, and all labels. Spot check inventory testing shall be conducted no less than quarterly.

6. Physical Inventory Controls. FLCs shall ensure inventory management controls are in place for materials under the stewardship of NAVSUP FLC HMCs.
 - a. Populate the “MILS DOC NO” field on the N-ERP Navy Custom Fields tab with either the Goods Receipt MILSTRIP Document Number when available or the UIC of the owning activity for all HAZMAT receipt, transfer, shelf-life update, and disposition transactions.
 - b. Populate N-ERP Reason for Movement Codes (RMC) when processing N-ERP Goods Movement transactions. RMCs provide a precise purpose, for different movements, processed under a single N-ERP Movement Type code. The different purposes of movements include scrapping due to dead stock, expiring materials, or damage; receipts and transfers for excess turn-in, excess free Issue, transfer of materials to afloat customers versus ashore. Use of the proper RMC for each movement ensures that NAVSUP can meet metric reporting requirements and are able to apply continuous improvement efforts through analysis of those metrics. A complete listing and description of RMCs for use in HM transactions can be found in Appendix I.
7. HM stored in work center locker is the responsibility of that work center for proper accountability and storage as outlined in Appendix E. Work centers shall notify the HMC when materials are used, consumed, disposed, or transferred out of their work center lockers, via the HMM Tool. The HMC shall update the N-ERP record to account for the installation HM inventory, ensure the accuracy of regulatory reporting, and facilitate cradle-to-grave tracking.
8. Upon request of the owning activity, the HMC shall produce an on-hand, available inventory report, of all HM in courtesy stow and/or excess free issue for that activity.
9. NWCF BP28. All HMCs managing Navy Working Capital Fund–Supply Management (NWCF-SM) shall adhere to the policy, guidance, and performance objectives for maintaining control over Navy-owned, NWCF-SM inventories IAW reference (k), NAVSUP P-723, NAVSUP Inventory Integrity Standards.
 - a. DLA and commercial entities acting as inventory supply custodian of NWCF-SM Inventory are subject to the controls and requirements of their appropriate guidance or contract.
 - b. All NWCF-SM Inventory positioned at organic and commercial sites requires a 100 percent wall-to-wall inventory annually with an accuracy goal of no less than 99 percent.
 - c. All transactions affecting inventory balances or inventory valuation (i.e. condition code changes) must be posted in a Business Logistics Application (BLA) or N-ERP within five (5) business days of the physical execution of the action, unless otherwise stated.

3.4 HAZARDOUS MATERIAL MINIMIZATION CENTER (HMC) SECURITY

Facility coordinators, in accordance with reference (f) shall ensure that command security plans specifically include hazardous materials storage areas. Physical security of material and facilities is the responsibility of the Regional HM Director and the HMC Supervisor. The HMC physical security measures shall be designed to safeguard personnel; prevent unauthorized access to equipment, facilities, materials, and documents; and safeguard against sabotage, damage, and theft. Due to the nature of the commodity stored within the HMC, the security plan should also include processes for coordination with

local first responders to establish appropriate standard operating procedures for facilitating access to first responders during emergencies.

1. The HMC shall have a security program established that addresses maintenance of secure facilities, including key control processes. Policies and procedures shall be in place to ensure personnel are qualified, certified and licensed, as needed to:
 - a. Handle, package, and transport HM.
 - b. Perform first responder emergency response functions IAW installation SPCC plans.
2. Non-HMC personnel shall not be permitted access to HMC storage areas without the express consent of the HMC Supervisor and must be escorted if access is granted.
3. In addition to the physical security requirements, HMC personnel shall comply with all DoD Information Security requirements and ensure that access to the appropriate software/database roles and responsibilities are strictly adhered to and enforced.

3.5 SHIP OFFLOAD AND SHORE TURN IN

One of the primary goals of CHRIMP is to reduce the amount of hazardous waste generated. Controls are established to ensure that HM is used prior to its shelf-life expiration or degradation in storage. Turn-in of excess HM to the HMC will ensure that RFI material is available for other activities before disposal as hazardous waste. HMC personnel shall assist activities requesting turn in of HM, as needed, and accept custody of all usable HM meeting the criteria in Appendix A. Where applicable, CHRIMP Afloat Technicians shall assist with Ship Offload events. All excess, usable customer owned HM, no longer needed in the workplace, shall be turned in to the HMC to ensure it is tracked as excess free issue or put into Courtesy Stow as Customer Owned. A record must be created in N-ERP for all material received, including turn-in activity name, UIC and date of turn-in. The HMC shall obtain a legibly signed proof of delivery for all material turn-ins.

1. Ship owned HM, end use offload to an Ashore HMC:
 - a. Per Afloat Offload Guidance, Ship's Forces sort, consolidate, and prepare for movement, offload of ship owned material. A copy of the HICS HAZMAT Offload Report shall be attached to each container or pallet that identifies each item in the container or pallet.
 - b. Material labeled as USED HM shall have a Used Hazardous Material Identification Label and shall not be accepted by the HMC. These items are for Disposition Services.
 - c. Prior to offload of HM, the ACT will assist ships with segregation of used NRFI HM from excess HM.
 - (1) Containers that are damaged, badly rusted, or poorly sealed shall not be accepted.
 - (2) No decanted HM will be accepted.
 - (3) Material must not be mixed or contaminated with other products (e.g., water, rust, waste or trash).

- d. All HM Offloads of ship owned HM shall be conducted IAW reference (m) and communicated via the HAZMAT Offload Report.
 - e. The ACT shall work with the HMC to arrange for pick-up/turn-in of offloaded excess HM.
 - f. HM with less than 6 months of shelf-life remaining, shall be offloaded to excess free issue, and may not be retained as ship owned courtesy stow.
 - g. The receiving HMC shall process a goods receipt to their N-ERP excess free issue (1-Plant) via transaction MIGO 501/971.
 - (1) Within the MIGO Transaction, the Reason for Movement Code (RMC) selected, found on the “Where” tab will be “9003 - Excxs OffLd Ship Stk”.
 - (2) The “MILS DOC NO” field on “Navy Custom Fields” tab must populated with the Ships UIC or document number from the Offload Report or from the 1348-1A if created from HICS. This field is limited to 14 Characters. Not all HICS work stations have the capability to create the 1348-1A.
 - (3) The ERP MIGO Document Header Text field can be used if the HMC requires additional information to be included for localized processes.
 - (4) The HICS HAZMAT Offload Report shall be filed with the N-ERP GR Slip and/or TO document and retained as KSDs for 10 yrs.
 - h. All HM shall be labeled in accordance with reference (j).
 - i. HMC personnel must review all documents to ensure accuracy of information and quantities.
 - j. HMCs shall not place tri-walls of HM in the warehouse that have not been checked for compatibility!
 - k. HMCs shall not accept empty containers, waste, or contaminated products.
2. SMART Offload for NWCF (BP28) HM:
- a. Navy Working Capital Fund (BP28) HM offloads are initiated via the Supply Management Asset Reutilization Tool (SMART). NAVSUP WSS, DLA, NAVSUP Offload Coordinators, and FLC CHRIMP will review the materials and determine one of the following options for each:
 - (1) The primary and preferred method of removal is to offload redistributable “A” condition material to a location where it can be sourced from the Navy-owned C-Plant. This C-Plant may be DLA managed or FLC Managed.
 - (2) The second method is to offer the material to DLA Defense Distribution as wholesale material with a credit to NAVSUP WSS in accordance with the Navy – DLA Statement of Work for Material Movements from Naval Activities to Defense Logistics Agency Distribution Centers, 18 February 2020.

- (3) The third option, if the material is not in “A” condition, but is still usable, is to excess the material out of BP28 to the Shore CHRIMP Center (HAZMIN Center) to be offered as excess free issue to other activities.
 - (4) The final step after all other options have been exhausted is to turn the material in to NAVFAC or DLA Disposition Services, dependent upon local site HW service provider.
 - b. In order to excess BP28 material out of the Relational Supply (RSUPPLY) inventory, the ship must process a D7J Issue to Property Disposal: From Inventory document. They must do this for material being turned in for free issue and for material going to disposal. The 1348-1A will identify DRMO or Disposition Services as the Ship To activity with the DRMO or Disposition Services UIC in the Supplementary Address positions, 46-50 and box 3. The offloading ship UIC will be in the document number in box 24. The HMC may accept dispositioned BP28 HM into free issue when it is still usable and in ready for issue condition. Excessed BP28 HM to free issue must be accompanied by a 1348-1A. The 1348-1A must be retained by the HMC as a Key Supporting Document (KSD) for financial auditing purposes.
 - c. All HM shall be labeled in accordance with reference (j).
 - d. HMC personnel must review all documents to ensure accuracy of information and quantities.
 - e. When receiving excessed BP28 material into Excess Free Issue Plants, the HMC shall process N-ERP transaction MIGO 501/971 and implement the following data entry controls to ensure traceability of excessed NWCF materials:
 - (1) Enter the Ship’s Hull number or UIC and the text “Excs BP28” into the “MILS DOC NO” field of the Navy Customs Field Tab;
 - (2) Enter the MILSTRIP Document Number from the 1348-1A turn in document and the text “Excessed BP28” into the “Document Header Text” field;
 - (3) Select RMC “9021, Excess Receipt of BP28” on the “Where” tab of the MIGO receipt transaction;
 - (4) The 1348-1A shall be filed with the N-ERP GR Slip and/or TO document and retained as KSDs for 10 yrs.
3. At a minimum, the following steps shall be taken for HM turn-in from shore activities:
 - a. The HMC staff shall screen HM IAW Appendix A, prior to turn-in from any shore activity;
 - (1) No decanted HM will be accepted by the HMC;
 - (2) HM shall be properly labeled in accordance reference (j);
 - (3) HM container must have good container integrity with no rust, dents or leakage/spillage and must have its original seal intact; and

- (4) HM not accepted by the HMC must be processed IAW with local HW disposition procedures.
- b. Non-stock numbered material must be accompanied by the correct SDS and be marketable to other activities;
- c. HMC personnel shall record the receipt into N-ERP.

3.6 HAZARDOUS WASTE

CHIRMP was designed to reduce the amount of HM entering the HW stream through effective inventory management and re-utilization practices, and is a key part of the Navy's efforts to minimize the environmental impacts of HM used by the Navy. Despite the best efforts of the HMC, material in inventory may become obsolete due to equipment changes or new product availability, be determined to be unserviceable due shelf-life expiration, require disposition as defective material, or experience container degradation. Any material that is determined to be unserviceable must be removed from unrestricted stock in N-ERP. The HMC shall notify the material owner that is responsible for disposition.

1. Shore Customer Generated Waste: Customers of the HMC are responsible for processing and funding their own HW. If material arrives at the HMC and is determined to be unserviceable, the procuring customer is responsible for disposal and any associated disposal costs. NAVSUP FLC is not responsible for shelf-life expired material that is ineligible for shelf-life extension, that is customer owned courtesy stow. When shelf-life material expires and cannot be extended, the owning activity shall be notified and is responsible for disposition.
2. Ship Generated HW from Off-load: Occasionally, during large quantity offloads from ships, HM arrives in the HMC that is later determined to be unserviceable. This material shall be immediately segregated and the HMC shall contact the installation environmental office or HW manager for disposition instructions. Depending on the volume of material that is determined to be unserviceable, the HMC supervisor may require the ship to provide personnel to the HMC to assist in completing turn in documentation and labeling. The HMC may process small quantities to the local disposition services activity using the turn-in Ship's information. This ensures proper financial accounting and billing for the disposal. HM labeled as "USED HM" shall not be accepted by the HMC or moved to the HMC's warehouse for processing. Non-acceptance of HM from Afloat units will be stamped and rejection documented on the HICS generated DD Form 1348-1A or Offload Report. One copy will remain at the HMC and one will be provided to the disposition activity.
3. Ship-to-Shore Transfer: Navy and Sealift Command ships requiring offload support for used or excess HM shall contact the local HMC or, if at a non-Navy port, the FLC contracted Husbanding Agent. Ship's force shall ensure excess HM turned in shall be in the original container. In the absence of the manufacturer's original label a Hazardous Warning Label, either DD Form 2251 or DD Form 2252, must be affixed to the container prior to turn-in ashore. Additionally, a copy of the manufacturer's SDS shall be provided to the receiving activity. A DD Form 1348-1A shall be prepared IAW reference (m), citing the Type Commander's expenditure number and fund code, and will accompany all used/excess HM containers being transferred to the receiving shore activity.
4. HMC Generated Waste: Generally, FLC HMCs are small quantity users of HM. The HMC shall have a KLOC assigned, an AUL, and storage cabinet for any HM they may use to conduct operations. Examples include cleaning supplies or touch up paint for warehouse markings. HW

generated by the HMC shall be processed to the installation waste service provided per local instructions and disposal costs shall be funded by the responsible FLC.

5. BP28 Processed to Waste: When BP28 HM is no longer useable, the HMC personnel shall properly survey it and ensuring the proper disposal documents are created and processed. Surveyed BP28 material shall be reviewed for acceptability as excess turn in for free issue. NAVSUP WSS is responsible for the disposal cost of BP28 material.
 - a. Authorization for disposing of excess NWCF HAZMAT material must be approved by the FLC Regional HAZMAT Director through MILSTRIP transactions or via written instructions (such as email or naval message) and must be documented using an authorized disposal document. Local disposal for HAZMAT items with an extended money value of \$100.00 or less may be carried out without NAVSUP Authorization. Expired shelf-life items that cannot be extended may be properly disposed of without NAVSUP authorization.
 - b. For activities outside the Continental U.S. (OCONUS), expired Type II shelf-life material requiring laboratory testing for extension may be locally disposed of when no DoD Quality Status List results exist on the DoD Shelf-Life Program and the extended money value is less than \$500.00. If extended money value exceeds \$500.00, a Storage Quality Control Report (DD Form 1225) must be submitted to the managing Inventory Storage Facility/Plant for disposition.
6. 3PL Material Processed to Waste: Contractors are responsible for ensuring 3PL material that becomes HW in storage is processed and removed from the HMC. Contractor generated HW shall be managed in accordance with the provisions of their contract. Contractors are responsible for the HW disposal cost for 3PL material.

3.7 SAFETY DATA SHEETS

The Hazard Communication Standard (HCS), reference (j) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDS) (formerly known as Material Safety Data Sheets or MSDS) to communicate the hazards of hazardous chemical products. The SDS contains information that is vital for ensuring the safety and health of personnel in the work place, especially in the event of an emergency. The SDS lists the hazardous ingredients of a product, its physical and chemical characteristics (e.g. flammability, explosive properties), its effect on human health, the chemicals with which it can adversely react, handling precautions, the types of measures that can be used to control exposure, emergency and first aid procedures, and methods to contain a spill. The HMC staff shall ensure availability of an accurate SDS for all HM acquired, issued, received, or brought onto the facility, except for those substances or materials excluded from the HAZCOM Standard by section b of reference (j).

1. The Hazardous Materials Information Resource System (HMIRS) is the Navy system of record for all SDS and assigns a unique five digit alpha serial number (i.e. DYTCV) based on stock number, manufacturer/Part Number, chemical composition, and other physical/chemical hazards. The HMIRS ID makes up the last 5 characters of the N-ERP ZPNC, material number for hazardous materials. HMIRS is a DLA managed data-base. Access to HMIRS is controlled through DLA's Account Management and Provisioning System (AMPS). A CAC or Personal Identity Verification (PIV) certificate is required for access. Requests for an AMPS account can be submitted to DLA via the AMPS website:
<https://amps.dla.mil/ampssplashscreen/faces/index.jspx>. A technical instruction for Access to

HMIRS NextGen is available for download from the NAVSUP Ashore HAZMAT Portal, https://my.navsup.navy.mil/webcenter/portal/navsupwss_hedmo_wm?_adf.ctrl-state=fzr3btti9_5.

2. Several manufacturers may make similar products that have the same stock number. When new regulatory information, such as exposure limits, or new health effects information becomes available, the SDS must be updated to reflect it. HCS requires SDSs to be updated within three months of learning of significant new hazard information. There may also be more than one SDS for a given HM or stock number (LSN or NSN) due to formulation changes and different manufacturers. The hazards associated with these products may differ even though the products have the same stock number. For this reason, it is important that SDSs maintained at the activity exactly matches the material issued and on hand.
3. The SDS lists the hazardous ingredients of a product, and this information is part of the N-ERP master record, maintained by NAVSUP WSS, for that product. Installation Chemical Inventory, Chemical Usage, and Emergency Planning and Community Right to Know Act (EPCRA) reports rely on the accuracy of the SDS attached to receipt and issue transactions.
4. Each activity HM custodian shall ensure SDSs are readily available for personnel who use HM within their activity and that those personnel have received training on hazardous chemicals in their work area prior to use of the HM, IAW reference (j). IAW reference (c), the term “readily accessible” may be accomplished in several ways. Commands, units and activities may keep the SDSs in a binder, or on computers, as long as the employees have immediate access to the information without leaving their work area when needed, and a backup is available for rapid access to the SDS in the case of a power outage or other emergency.
5. In order for SDSs, labels, and training to be effective, the hazard information they convey must be complete and accurate. Thus, it is critically important to obtain comprehensive and correct information about the hazards associated with particular chemicals. NEVER use an SDS with a revision date AFTER the DOM of the product. Activity HM custodians or POCs should contact the HMC, as needed, for assistance in obtaining a product specific SDS.
6. If a SDS matching the product received or on hand cannot be found in HMIRS, it is the responsibility of the procuring activity to provide an updated SDS to the HMC. The HMC shall submit a data package to WSS as per Section 3.2.2.4.g of this instruction.
7. Trade Secrets: A manufacturer may deny a request for disclosure of a chemical identity on grounds that it is a trade secret or has proprietary information. Federal regulations allow limited withholding if the manufacturer can support the assertion that the data is a trade secret, releases all other information on its properties and effects; and informs the party who requested the data that the information is being withheld as a trade secret. If withholding trade secret information would impair the responsible Safety, Environmental and Medical departments’ ability to evaluate exposure to a harmful substance, the manufacturer must provide alternative data. In an emergency, the manufacturer will disclose the information entirely to a doctor or nurse, to treat any affected person. If a manufacturer declines to provide an accurate SDS, the HMC should seek a suitable substitute product where the manufacturer will provide a complete SDS.
8. For all procurement involving hazardous material or suspected hazardous material, Federal Standard 313 must be included in contract language which requires the manufacturer to provide an SDS for the product.

9. The Globally Harmonized System (GHS) of Classification and Labeling of Chemicals also applies to SDS. OSHA revised its HAZCOM regulation to adopt the GHS, to provide greater consistency, and to improve the quality and readability of labels and SDS. The OSHA HAZCOM Standard requires new SDSs to be in a uniform 16-section format. June 1, 2015 was the deadline by which manufacturers, distributors, and importers were required to reclassify chemicals and update all SDSs and labels to the new GHS format. As of December 1, 2015, chemical manufacturers and importers can no longer ship containers with non-compliant GHS labels and SDSs.
10. The SDS for any HM with an existing Master Record within N-ERP can be downloaded from the HMM Tool Inventory module, AUL module, or ZPNC Lookup link.

3.8 SYSTEM HARD OUTAGE LOGS

N-ERP will experience temporary unplanned outages as well as planned hard outages for system maintenance, software upgrades and other potential requirements. During these “Hard Outage” periods, all work stoppage HM requirements shall be processed manually and recorded via NAVSUP 4491/2 Hazardous Material Management (HMM) N-ERP Hard Outage Log for issues, DTO receipts/issues, new receipts, shelf-life updates and scrapping of containers for disposition. The HMC shall produce a manual issue or DTO transfer receipt using NAVSUP 4491/1, Customer Hazardous Material Request and Manual Issue Form - ERP Hard Outage, and obtain customer signature validating material and quantities received. Any issues or DTO receipts shall have temporary handwritten labels attached to the item, which identifies the stock number, SDS ID, work center KLOC and the statement “N-ERP processing pending.” Upon restoration of N-ERP, the HMC shall enter all manual transactions from their Hard Outage Logs into N-ERP. In the event of on-hand stock issues or DTO receipts to work center customers, the appropriate N-ERP label shall be produced and provided to the work center to be affixed to the material. All hard outage documentation shall be retained with the N-ERP documents for records management.

3.9 ENVIRONMENTAL AND METRIC REPORTING

Statistical data analysis is a good way to evaluate performance of processes and determine the “health” of CHRIMP in a region or across the Enterprise. NAVSUP WSS provides routine day-to-day and year end reporting as well as information for metrics reports. NAVSUP WSS combines data from outside data sources, Navy Data Platform (NDP) and numerous N-ERP reports to produce an output of information that can be monitored, measured, and analyzed to improve efficiencies in CHRIMP processes. NAVSUP is able to apply continuous improvement efforts through analysis of those metrics. IAW reference (a) NAVSUP HQ, SUP 0442 shall develop and maintain metrics to assess the effectiveness of CHRIMP operations.

1. NAVSUP HQ, SUP 0442 shall maintain metrics to assess the effectiveness of procurement and waste cost avoidance efforts and provide those reports to region commanders, commanding officers of Navy installations and OPNAV. The proper use of N-ERP RMCs for excess free issue movements ensure the accuracy of the reports used to collect this data. In order to capture the correct data for Ship Offloads, Afloat Cost Avoidance, HMCs must ensure that the correct RMC is used when processing receipts of excess free issue turn-in from the Ships and excess free issue transfers to the Ships.
2. NAVSUP FLC HM Regional Directors shall assist in the collection of data for metrics used to track the effectiveness of programs and processes to include material and shelf-life management with a goal to reduce the amount of Hazardous Waste (HW) generated by minimizing and controlling HM acquisition, storage, and use, reduce spending costs for HW disposal and ensure

accountability of all HM and HW, from cradle-to-grave. This shall be accomplished by evaluation of dead stock, expired material disposition, cost avoidance, and inventory reports provided by NAVSUP WSS. HM Regional Directors will also use available N-ERP transaction reports to review and analyze operations within their AOR to ensure continuous improvement efforts.

3. Locker Assessment Program metrics are available within the HMM Tool and must be tracked by NAVSUP FLC HM Regional Directors to monitor progress to completion of 100% assessment of all lockers within their AOR for each calendar year reporting cycle and completion of locker re-assessment actions. The metrics available within the tool also provides data pertaining to work center compliance with CHRIMP program elements. Installation HMC Supervisors shall provide Installation Commanding Officers with a formal report of assessment results at least annually.
4. Safety and Environmental Records. All required safety and environmental reporting is handled within N-ERP based on the accurate recording of HM transactions. Regional or activity Safety and Environmental departments will either have access to N-ERP for reporting purposes or be provided N-ERP data for reporting purposes from their supporting HMC if the activity is a partner site of the NAVSUP FLC. The Regional HM Director shall work closely with Safety and Environmental departments to provide all data required to support EPCRA, CAA, ESOH regulatory reports as well as the Secretary of the Navy GPP Metrics.

3.10 INFORMATION TECHNOLOGY SYSTEMS

The following software programs are the official government-designated systems (GDS) for Navy HMC&M:

1. N-ERP: The N-ERP Single Supply Solution is the GDS authorized for Ashore CHRIMP operations. The N-ERP EHS module supports HMC business rules for issue, receipt, disposition, shelf-life management, container tracking and environmental reporting. N-ERP is a “role” based IT system driven by configuration tables and data that allow specified personnel to perform specific functions as part of their work by executing transaction codes (T-Codes).
 - a. HMC personnel are assigned roles for their planned work efforts and to ensure separation of duties for audit controls:
 - (1) Each role has specified training that must be performed and certified in N-ERP before any role is activated for any person.
 - (2) Without personnel accounts, roles and related training resident in N-ERP, HM activity business cannot be processed.
 - (3) Role additions or changes, as well as rotation or replacement of personnel, must be deliberately planned in order to ensure that role assignments and personnel training can occur in a timely manner to support the HMC mission, while maintaining Segregation of Duties controls.
 - b. Configuration data is controlled by the Enterprise Business Office (EBO) and consists of Identification of Plants; HM warehouse storage configuration, HM Storage Locations (SLOC) for HMC warehouses (HLOC) and customer locations (KLOC), and HM Process

Operation Codes. A detailed description of N-ERP HM Warehouse configuration organization structure can be found in Appendix H.

- c. Material Master Data Records (MDR) must be established and maintained by NAVSUP WSS based on the requests submitted through the Hazardous Material Data Collection application.
 - d. With the exception of BP28 material, HM is non-valuated in N-ERP.
2. HMM Tool: The HMM Tool is designed to form a “real-time” dialogue from the HMC to each activity via the HM Custodian and other persons involved in HM and AUL management, including Safety and Environmental offices, as well as the installation Industrial Hygienist. The HMM Tool is also the designated system of record for tracking activity HM locker storage and assessment information as part of the NAVSUP HM Work Center Locker Assessment Program. The HMM Tool is hosted on the NAVSUP Portal, is authorized by NAVSUP, and designed, programmed, and managed by NAVSUP WSS. Training to use the HMM Tool is provided by both NAVSUP HQ and NAVSUP WSS. Usage of the HMM Tool shall be implemented by FLC sites.
 - a. The HMC shall provide “over the shoulder” training to HMC, Work Center, and EHS personnel end users and provide regular updates to customers during HMC&M Committee meetings or other forums as required.
 - b. The HMM Tool shall be used for workflow processes to route AUL requests; HM procurement requests; HM inventory management changes; HM locker updates and locker assessment monitoring and dues in management for all customers with CAC access. The portal may also be used to download SDS for material listed on an activity AUL for all.
 - c. HMM Tool Resources provides downloadable general information documents such as the Chemical Compatibility Matrix, Safer Choice product vendor listings, and shelf-life tables. Technical instructions for using the HMM Tool, shelf-life label templates, manual routing forms, and SFR instructions can also be found in the Resources link.
3. Hazardous Inventory Control System for afloat (HICS): HICS is the DoD standard automated information system for tracking HM aboard ships. HICS tracks the ship’s HM as it moves within the ship to ensure accountability of the material until it is consumed or returned ashore. HICS generates DD Form 1348-1A offload documents, facilitates shelf-life management, aids in chemical compatibility. HICS is required on all surface ships, Mine Countermeasure (MCM) or larger. Training and on-site assistance is provided, as needed, by local ACT in fleet concentration areas.
4. Hazardous Material Information Resource System (HMIRS): HMIRS is a DoD system, established, supported, and managed by DLA as the primary source of SDSs (and MSDS) for all stock numbered items. Additional information for the HMIRS system was provided in section 3-7.
5. DoD Shelf Life Extension System (SLES): SLES is an automated system populated with data elements applicable to Type II extendible shelf-life items by NIIN and is the central DoD data repository for MQCSS information and the QSL of DoD-approved laboratory test results. SLES

shall be utilized as the authority to extend Type II (extendible) shelf-life materiel, given the associated contract, lot, and batch. The web-based SLES can be accessed via <https://www.shelflife.dla.mil/default.aspx>. Access provisioning for SLES is processed through AMPS.

6. Submarine Hazardous Material Inventory and Management System (SHIMS): SHIMS is the NAVSEA HAZMAT inventory and management tool for use aboard submarines. The database application provides five primary functions: submarine material control list (SMCL), inventory management, HM offload documentation, reports/forms, and references

CHAPTER 4

Training Requirements

4.1 TRAINING REQUIREMENTS

The purpose of this chapter is to summarize training requirements related to the management of hazardous materials IAW references (a), (c), (f), (j), (s), and in various other Federal and DoD regulations and to provide general guidelines for developing local training programs. The common objective is the safe handling and transportation of goods and materials defined as dangerous or hazardous. The design and conduct of personnel training programs can reduce serious injury and provide for environmental protection.

The presence of HM in the work place significantly increases the responsibilities of the activity Commander and the senior managers to implement and maintain sound and effective training programs to ensure full compliance with national and international regulations to protect personnel and the environment. FLCs shall implement a qualification training program for the proper understanding and execution of Hazardous Material Control and Management (HMC&M) and Hazard Communications (HAZCOM). These skills are necessary for NAVSUP FLC employees to perform their work in an occupationally safe and effective manner. Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, its potential hazards, and of the strategies necessary to perform the job properly and prevent mishaps.

It is recommended that HMC personnel serve at least 18 months due to the investment of time and resources for all of the required training requirements. The training requirements in this chapter apply to all military and civilian personnel assigned to NAVSUP FLC HMCs and CHRIMP operations. Although highly encouraged, the specific courses outlined in this chapter do not apply to DoD contractor personnel and/or contractor run operations unless directly cited within the government terms of the contract. A contractor is directly responsible for complying with Federal and State Occupational Safety and Health (OSH) standards for its employees. The Contractor is responsible for ensuring that its employees receive applicable environmental and occupational health and safety training, and are kept up to date on regulatory required specific training for the type of work to be conducted onsite. All on-site contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause a significant environmental impact shall be competent on the basis of appropriate education, training or experience.

4.1.1 Environmental Readiness Training

1. Environmental readiness training is required by legislation and subsequent regulation. The Clean Air Act (CAA); Clean Water Act (CWA), Resource Conservation and Recovery Act (RCRA); Comprehensive Environmental Response, Compensation and, Liability Act (CERCLA); and Hazardous Materials Transportation Act are only a few of the laws with provisions that impact environmental readiness training.
2. A complete listing of the Navy Environmental Readiness Training Program (NERTP) courses and the non-Navy Inter-Service Environmental Education Review Board (ISEERB) approved formal courses can be found in Table 3-1 of reference (a). NERTP course descriptions, target audiences, and schedules are available on the Naval Civil Engineer Corps Officers School

(CECOS) and Naval Safety and Environmental Training Center (NAVSAFENVTRACEN) web sites. Website links are listed in section 4.4.

3. Environmental Management System (EMS) Training. An EMS is a set of processes and practices that enable an organization to reduce its environmental impacts, increase its operating efficiency and provides the framework for systematically ensuring environmental requirements are met while supporting mission readiness. The U.S. Navy's EMS employs a cycle of policy, planning, implementation and operation, evaluation and corrective actions and management review. The Navy's EMS goal is to continually improve environmental performance.
 - a. EMS training assists personnel to understand how their job and actions impact the environment and their unit's significant environmental or regulatory compliance aspects? EMS General Awareness Training is tailored to the activity or installation.
 - b. The Environmental Compliance Assessment, Training, and Tracking System (ECATTS) is the Navy's online environmental compliance training tool. ECATTS has modules to help facilitate EMS compliance training within specific AOR's. ECATTS can be accessed via CAC login at <https://ecatss.com>
 - c. All personnel must receive initial and refresher environmental awareness training as soon as is practical after reporting to an installation and at least every 3 years. Both site-specific and general EMS training can be obtained through ECATTS. Completion of EMS training must be documented.

4.1.2 Safety and Occupational Health Training for HM Personnel

1. All Navy personnel shall be provided and must complete SOH related training in those areas needed to safely execute their job duties and tasks and to comply with OSHA training statutes. The Navy SOH Training Plan supports the ability of U.S. Naval forces to effectively operate worldwide in a safe and healthful environment with awareness of risks and hazard abatement. At a minimum, this training shall address:
 - a. Safety rights and responsibilities (employee and supervisors). The HAZCOM Standard requires that employers provide information and training to personnel at the time of their initial assignment and upon the introduction of a new hazard into the work area. This training must include methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, the physical and health hazards of all chemicals in the work area, measures that employees can take to protect themselves from these hazards, and the details of the activity HAZCOM program.
 - (1) All HMC personnel shall complete initial Basic HAZCOM Training before entering the work area where hazardous materials are handled and received. Annual HAZCOM refresher training is mandatory. This course is available on Enterprise Safety Application Management System (ESAMS), Course ID 1169. Annual refresher training may be conducted as on-the-job (OJT) by supervisor, but must be documented. A link to ESAMS website is provided in section 4.4.
 - (2) Supervisors shall complete HAZCOM for Supervisors initial and annual refresher. IAW reference (c), a supervisor is defined as military personnel E-5 or

above and civilian personnel who give direction to one or more military and or civilian personnel. This course is available via ESAMS, Course ID 1058.

- b. Personal protective equipment (PPE), initial training, to educate personnel on the prevention of injuries and illnesses in the workplace through the use of PPE is required by all HMC personnel. This course is available via ESAMS Course ID 1398.
- c. First Responder, awareness level. Additional details for this training requirement are covered in section 4.1.3.3.
- d. Fire Prevention and Portable Fire Extinguisher to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting, initial and annual refresher, IAW OSHA standard 29 CFR 1910.157. This course is available via ESAMS Course ID 1024.
- e. Personnel assigned as Fire Warden “In-House Representative” shall attend initial on-site Fire Warden Classroom training conducted by the local Fire Prevention Department. Web based Annual Fire Warden Refresher training is required and available via ESAMS Course ID 2991.
- f. Mishap reporting procedures and the contents of the facility SPCC plan. This training may be conducted as OJT by supervisor and shall address at a minimum the basic installation specific procedures for reporting, evaluation and abatement of hazards including the event of a hazardous substance (HS) release; the basic procedures for the recognition of hazardous conditions and environments; and the basic procedures for reporting unsafe/unhealthful working conditions.

4.1.3 Hazardous Material Control & Management Training

- 1. Afloat CHRIMP technicians (ACT) and Afloat Hazardous Material Coordinators (AHMC) shall attend classroom or Web-based HMC&M Program training, such as Afloat Hazardous Material Coordinator Computer Based Training (CBT), course number NAVSUP-AH-001-2.0 available from the My Navy Portal (MNP), Navy e-Learning (NeL) Management System. The NeL website link is provided in section 4.4. Additional courses Afloat available through NeL:
 - a. NAVSUP-CHRIMP-010-3.0 CHRIMP/HICSWIN Fundamentals
 - b. NAVSUP-CHRIMP-020-3.0 Hazardous Material (HM) Policy and Guidance
 - c. NAVSUP-CHRIMP-030-3.0 Hazardous Material (HM) Management
 - d. NAVSUP-CHRIMP-040-3.0 Excess Hazardous Material (HM) Offload and Disposition
 - e. NAVSUP-CHRIMP-050-3.0 CHRIMP/HICS Capstone
- 2. Ashore HMC personnel must be provided training in hazardous material recognition and identification, safe handling and storage, and hazardous chemical compatibility. The following courses are offered by CECOS, website link listed in section 4.4.
 - a. CONUS personnel must attend Introduction to Hazardous Waste Generation and Handling, Course Identification Number (CIN) A-493-0080 initial 24-hour course.

- b. OCONUS personnel must attend Overseas Hazardous Waste Generator, CIN A-493-0094, initial 8-hour course.
3. Personnel with a role in emergency response must receive appropriate training per Title 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response, Occupational Safety and Health Administration, reference (t). Note that emergency response roles range from simply witnessing and reporting an incident to participating in or supervising a response. NAVSUP personnel and supervisors of personnel, who handle, stow, issue, or transport HM shall attend initial and annual refresher training for spill response, offered by NAVSAFENVTRACEN, website listed in section 4.4. IAW reference (a) Table 3-1, HMC personnel will complete:
 - a. Hazardous Substance Incident Response Management (HSIRM) Initial 24 hour training, CIN A-493-0077, or equivalent as identified by Installation Safety where A-493-007 is not available.
 - b. HSIRM 8-hour annual refresher, CIN A-493-0083.
4. Shelf-Life Management Training. DoD shelf-life training is an integral part of successful shelf-life management. DoD shelf-life training is required for all personnel working with shelf-life materials. NAVSUP FLC personnel involved in HM management shall complete LOG 0360, The DoD Shelf-Life Program, CBT available through the Defense Acquisition University eLibrary, website listed in section 4.4.
5. IAW reference (c) safety professionals or collateral duty personnel assigned duties or responsibilities for the region or activity HMC&M program require the following courses, available through the NAVSAFENVTRACEN or equivalent courses:
 - a. Introduction to Hazardous Material (Ashore), course A-493-0031.
 - b. Hazardous Material Control and Management Technician course A-322-2604 (required only for shore and afloat commands with a Secondary Navy Enlisted Classification (SNEC) 830A (formerly 9595) authorized billet requirement listed on the region's or activity's manning document.

4.1.4 Systems Training

1. The NAVSUP Navy ERP Business Office (EBO) Training Team represents NAVSUP's "Voice to the Customer" to the Navy ERP Program Office and Navy ERP Tier 3, and is the primary means of communication between NAVSUP, the Navy ERP Program Management Office, and all other ERP Stakeholders relating to N-ERP training. The primary mission is to provide effective training to ensure that all NAVSUP personnel are capable, confident, and successful executing day-to-day business in the N-ERP solution. Access to N-ERP requires completion of NAVSUP N-ERP training courses related to the roles/tasks required by the end user. Regional HM Directors and HMC Supervisors shall ensure HMC personnel complete all required N-ERP Web Based Training modules and are provided HM specific transaction OJT necessary to conduct day-to-day operations.
2. HMC Supervisors shall provide OJT to all personnel to ensure a working knowledge of the HMIRS, Web Federal Logistics Information System (WEBFLIS), SLES, and HMM Tool systems required to conduct daily operations safely and efficiently. Regional Directors and HMC

Supervisors shall make available all functional Quick Reference Guides, Technical Instruction documents, Localized Reference Guides, Knowledge Transfer Event documents, and any other training tools necessary to ensure end user sustainment. HMC Supervisors shall ensure that any locally created reference guides or SOPs are reviewed, at least annually, and updated as required to reflect business process changes and system updates.

4.2 TRAINING PLAN

To manage and maintain an appropriate level of knowledge to ensure enhanced operational readiness, a safer and healthier workplace, and stewardship through compliance with applicable regulations for Hazardous Material Control & Management, a well-developed and coordinated training effort keyed to all levels and types of personnel is required.

1. Installation Commanders shall assume direct responsibility for initiating and directing all training pertaining to storage and handling of hazardous materials.
2. NAVSUP FLC Commanding Officers shall include HMC&M training requirements in their annual needs assessment. The assessment will include requirements for subordinate commands and will be provided to NAVSUP HQ for submission to NAVFSAFENVTRACEN by 01 September each year.
3. Training shall be made a part of operations and not considered to be disconnected from the job. This will give operations personnel a thorough knowledge of their work and the confidence of their associates and subordinates. Operation supervisors shall consider training an integral part of the daily workload.
4. Since training is part of the daily workload, HMC supervisors shall strongly support and participate in the program. Such support and participation ensures the necessary balance between operations and training, with the training program receiving proper emphasis. It is the responsibility of the HMC supervisor to ensure all HMC employees and employee representatives receive all required training listed in this publication and all associated references.
5. It is important that training be a continuous program and not an isolated, temporary interest.
6. HMC Supervisors shall implement a well thought out and balanced training plan for all HMC personnel appropriate to the duties assigned. The training plan shall be used to track completion of required training courses by HMC personnel and shall be used as a tool to report training needs to their FLC chain of command. The training plan matrix shall at a minimum, include courses outlined in this chapter and shall be tracked via NAVSUP 3502/1 FLC HMC Personnel Training Plan Matrix.
7. NAVSUP FLC Regional Directors and HMC Supervisors shall submit HMC&M training requirements in their annual needs assessment to the FLC Commanding Officer to be provided to NAVSUP HQ for submission to NAVFSAFENVTRACEN by 01 September each year.

4.3 RECORD KEEPING

All SOH related training and briefings shall be recorded in the employee's official training folder, the command safety information management system, or local files. The course title or number, provider, who attended, date and short training synopsis or outline must be available for inspection/review by inspectors or other SOH professionals.

IAW SECNAV M-5210.1 Department of the Navy Records Management, reference (u), individual employee training records shall be retained for 3 years, or 1 year after employee separation/departure, whichever comes first. This includes records documenting training required by all or most Federal agencies, such as training to develop job skills. Records may include completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors).

For the purpose of this instruction, retention of training records for 3 years does not include SDS. Reference (j) requires that SDS be retained for no less than 30 years.

4.4 TRAINING RESOURCES

There are many sources for OSHA, EPA, RCRA and Department of Transportation (DOT) compliant training. Training may be completed via classroom, webinars, global online events, or via self-paced CBT activities. To the greatest extent possible, Navy personnel are required to attend the Navy Environmental Readiness Training Program (NERTP) formal training courses to obtain environmental readiness training for specific job duties assigned. The use of non-NERTP formal training course is not permitted unless:

1. A specific course is unavailable through Navy sources (e.g., courses required to meet State certification requirements), or
2. A course approved by the ISEERB for Navy personnel does not exist.

4.4.1 Environmental Compliance Assessment, Training, and Tracking System (ECATTS)

Environmental Compliance Assessment, Training, and Tracking System (ECATTS) is intended to be used by contractors, civilians, and military personnel and offers Environmental, Safety, and Occupational Health education, entirely web-based. The training is self-paced and the web site can be accessed from any internet connected computer (including at home), with a username and password. After each course is an assessment to test your understanding of the material and a certificate of completion once the training is passed. ECATTS offers installation specific training as well as courses available for all personnel. Register for ECATTS access at: <https://environmentaltraining.ecatts.com/>

4.4.2 Enterprise Safety Application Management System (ESAMS)

The Enterprise Safety Application Management System (ESAMS) is a CNIC system used to manage Navy safety and health programs. ESAMS has a "Web Training" module that provides safety topics and an "OJT" module that has training presentations that supervisors can use to provide required monthly safety training. ESAMS keeps an electronic record of training completed within the application. ESAMS is a CAC enabled website available at: https://esams.cnic.navy.mil/ESAMS_GEN_2/Login

4.4.3 Navy eLearning (NeL)

Navy eLearning (NeL) delivers CBT learning designed to enhance your professional and personal growth. Courses range from general military training to specific training for individual units. The site also contains an individual's training history where completion certificates can be obtained. NeL is CAC enabled and can be accessed directly or through MNP. To access NeL through a link on My Navy Portal (MNP), select the "Professional Resources" drop-down menu, then "Navy e-learning Online Courses." Direct access to the NeL website is available at the web address: <https://learning.nel.navy.mil/ELIAASv2p/>

4.4.4 Naval Civil Engineer Corps Officers School (CECOS) and Naval Safety and Environmental Training Center (NAVSAFENVTRACEN)

CECOS and NAVSAFENVTRACEN course registrations are accepted via the enterprise Navy Training Reservation System (eNTRS) or by contacting the Training Support Center Hampton Roads (TSC-HR). All course communication will be provided via the email address provided when the quota is reserved.

1. NAVSAFENVTRACEN provides no cost education and training for military and civilian Navy and Marine Corps personnel, both afloat and ashore, in the areas of occupational safety, industrial hygiene, environmental protection, and emergency management. Course dates and locations are located on their course schedule at:
<https://navalsafetycenter.navy.mil/Learning/NAVSAFENVTRACEN/Course-Schedule/>
2. CECOS offers no cost, instructor led training in the areas of environmental compliance, conservation, management, and restoration. Course schedules for CECOS can be found on the DoD Environment, Safety, and Occupational Health Network and Information Exchange (DENIX) website at: <https://www.denix.osd.mil/cecos/index.html>
3. Registration is required for an eNTRS account. HMC personnel may register for a personal account or supervisors may request quotas for subordinates. After registration, eNTRS is CAC enabled. Accounts not accessed at least every 30 days will be deactivated. Access eNTRS via: <https://app.prod.cetars.training.navy.mil/eNTRS/login.do>
4. If personnel are unable to access eNTRS, requests for quota can be submitted to via email to TSC-HR, tschrquotas@navy.mil. Email must include student name, student DOD ID, correct student email address, course name, course CIN or Course Data Processing (CDP) code, and course dates.

4.4.5 Defense Acquisition University (DAU)

The Defense Acquisition University (DAU) provides "acquisition, technology, and logistics" training to military and federal civilian staff and federal contractors. Some offerings are restricted to select organizations based on requirements generated by the components. DAU can be accessed from any internet connected computer (including at home), with a username and password. CAC is not required.

DAU's Interactive Catalog (iCatalog) lists available courses, prerequisites, and policies. Most distance learning courses have a rolling admission, which means that they are offered on a continuous basis and enrollment are almost immediate. Within the iCatalog, locate your desired course and click on "apply for this course". Register for a DAU account at: <https://www.dau.edu/>.

4.4.6 Additional Resources

1. Navy Supply Corps School (NSCS) Provides formal training prerequisite for command approved qualification to certify hazardous material for shipment via all modes of transportation. To learn more about course information and schedules, visit the NSCS website, <https://www.netc.navy.mil/NSCS/> or log into the Catalog of Navy Training Courses (CANTRAC) with a CAC, <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>. Requests for quotas must be submitted through eNTRS.

2. Defense Logistics Agency (DLA) offers several environmental compliance courses, including Storage and Handling of Hazardous Material, for a fee. To view their course catalog, delivery options, and pricing, visit the DLA Training website: <https://resources.hr.dla.mil/training/>
3. DOT Transportation Safety Institute (TSI) is authorized to conduct the DoD 80-hour Hazardous Materials Certification Course or the 40-hour Hazardous Materials Certification Refresher Course on an overflow basis when the recognized DoD Schools listed above cannot provide training within the required timeframe. The prospective student(s) should consult with their local training coordinator to ensure there are no openings in the recognized DoD schools prior to scheduling with TSI. NAVSUP FLCS are responsible to provide funding for TSI courses. DoD contractors are not required to check with the local training coordinators prior to scheduling with TSI.
4. The Defense Transportation Regulation (DTR), Part II, Chapter 204 contains the policies, procedures, and responsibilities for the movement of DoD regulated HAZMAT by all modes, military and commercial, operated by DoD-affiliated personnel. Chapter 204 section D. Mandatory Training, lists several options for obtaining the required certifications.

CHAPTER 5

New CHRIMP Implementations

5.1 NEW CHRIMP IMPLEMENTATIONS

Over the course of time customers may be identified who have either not been added to CHRIMP or who need to be re added. These new customers are identified through base assessments, locker assessments or by direct contact from the customer. It is the HMC's responsibility to ensure all new customers are implemented into CHRIMP.

5.1.1 New Installation / Site CHRIMP Implementation

When a full installation CHRIMP stand-up is required, the Regional HM Director shall perform an initial site visit jointly with the installation Commanding Officer and installation Environmental and Safety managers. The Regional HM Director shall coordinate with NAVSUP HQ SUP 0442 to determine the resources required to conduct a full CHRIMP survey and create a Plan of Action and Milestones (POAM) for site stand-up.

1. The Regional HM Director shall brief the FLC Region Commander on the resources that will be required to implement CHRIMP aboard the installation. The brief shall include:
 - a. Completed CHRIMP survey and recommendations
 - b. POAM
 - c. Personnel resources needed for the level of support required
 - d. Facility requirements
 - e. MHE, storage aid, and operating materials requirements
2. The Regional HM Director shall work with site HMC personnel and installation Environmental and Safety departments to develop a site-specific HMC&M instruction/policy document.
3. The Regional HM Director shall coordinate with the EBO HAZMAT Functional Team, who is responsible for migrating new HAZMAT sites into N-ERP, by submitting a NAVSUP ERP Solution Request via the NAVSUP ERP Solution Portal; [https://mynavsup.csd.disa.mil/apps/ops\\$ebo.home](https://mynavsup.csd.disa.mil/apps/ops$ebo.home). The following minimum information must be included in the request:
 - a. Points of Contact list for CHRIMP implementation
 - b. RIC/DoDAAC for the supporting HMC
 - c. Identification of ERP functions currently in use
 - d. Full description of requested actions

4. Upon approval of the new plant request, the EBO HAZMAT Functional Team will create a project plan. The implementation project team will consist of members from the EBO HAZMAT Functional Team, NAVSUP HQ SUP 0442, NAVSUP Weapon System Support (WSS) Hazardous Enterprise Data Management Office (HEDMO), and the NAVSUP Navy Mobile Computing (NMC) Team. The cross-functional team shall follow the steps outlined in the N-ERP Warehouse Enterprise Systems Team Site Standup Guide. There are differences in processes based on whether your warehouse is operating with the Warehouse Management (WM) module or operating with Inventory Management (IM) only. A decision is made based on the complexity of the warehouse. For additional information regarding WM and IM management, refer to Appendix H, NAVSUP HAZMAT Warehouse Organization Structure. The project plan will coordinate development of the following elements for standing up a site in N-ERP.
 - a. Warehouse Number and Description are assigned based on the primary RIC of the organization operating a warehouse. The 3-digit Warehouse Number for new warehouses will match the RIC, unless there is a conflict with an existing warehouse.
 - b. Plant and Warehouse configuration. If initial scoping of the site has determined that Warehouse Management (WM) will be employed, then the plant and warehouse will be created IAW the NAVSUP BSC Warehouse Configuration Guide, which provides information on how BSC supports the NAVSUP warehousing process with N-ERP.
 - c. Role derivatives are used to restrict access to certain transactions due to organizational requirements. Certain transactions can also be restricted within a role via authorization access. N-ERP role-based Online Training courses (OLT) and Knowledge Transfer Events (KTE) will be assigned based on the roles required for each user.
 - d. User Provisioning is the process used by the User Management (UM) team and the Site Standup team to provide access for users working in N-ERP. This process encompasses role assignments, possible personnel number (PERNR) creation, SAAR-N submission, Access Enforcer Request (AER) submission and approval, and end user online training.
 - e. Navy Marine Corps Intranet (NMCI) or OCONUS Enterprise Network (ONE-Net) Printing Configuration. Before a printer can be added to ERP configuration the printer needs to be installed and visible to N-ERP on the network. The steps will vary by the network being used for printing. WM operations require the pairing of a laser printer for documents and a label printer for N-ERP barcode labels.
 - f. A Storage Location (SLOC) is an organization unit for storing inventory within a plant. WM HM plants will include “H” storage locations (HLOC) and “K” storage locations (KLOC) as described in Chapter 3.
5. NAVSUP WSS HEDMO Team shall create the Process ID and Algorithm Tables required for the new site.
6. NAVSUP HQ SUP 0442 shall identify resources for the CHRIMP Implementation Team, which will execute the processes for site stand-up:
 - a. The most critical initial step in establishing a new customer in CHRIMP is to populate the customer’s AUL. This is accomplished by surveying the HM present in the activity’s work areas and collecting data from other sources to use as the basis for their AUL.

Among those sources are preventive maintenance system schedules and records, supply ordering history of HM, review of authorizations by the Environmental and Safety departments for use of HM by the activity and interviews with the customer. The CHRIMP team will build the initial AUL in coordination with WSS. The HMC shall be responsible to maintain the AUL after initial implementation. Detailed information regarding the AUL addition and removal processes is described in Chapter 3.

- b. The CHRIMP team shall assist site HMC personnel with collecting work center POC information and briefing installation customers on the implementation process and HMC operation procedures.
- c. The CHRIMP team shall conduct work center locker inventories and data collection; submit master data requests when required, process receipt of work center locker material into N-ERP, and label work center material with the ERP barcode tracking labels. These processes may be conducted in phased site visits depending on the site and scope of the operation. The CHRIMP team shall coordinate these processes with HMC personnel.
- d. The CHRIMP team shall provide training, during site stand-up, to site personnel to include, but not limited to, OJT in the following systems:
 - (1) N-ERP
 - (2) HMIRS
 - (3) HMM Tool work flows, inventory lookup and edits, excess free issue inventory search, ZPNC lookup and Resources, and the locker assessment module.
 - (4) SLES research of MQCSS and QSL
 - (5) HEDMO Web Application for Data Package or Data Maintenance submissions
- e. The Regional HM Director shall maintain continuity of operations and training for personnel turnover upon completion of initial implementation.

5.1.2 New Activity Implementation at an Existing Site

1. The site HMC Supervisor shall coordinate scheduling with new activities to ensure resources are available to provide support defined in this publication.
2. HMC personnel shall survey the HM present in the new activity's work area to collect data to use as the basis for their AUL. The HMC shall build and maintain the AUL in N-ERP based on additions, deletions and changes routed through the HMC to the Environmental, Safety and Fire departments, as appropriate, and reviewed and approved by these applicable departments. Detailed information regarding the AUL and removal processes are in Chapter 3 of this publication.
3. At a minimum, the following steps shall be incorporated by the HMC in the process for implementing a new customer into CHRIMP:
 - a. Brief the new customer on the HMC operation procedures;

- b. Completing the KLOC configuration template and submitting the required service ticket for KLOC configuration into N-ERP via the N-ERP helpdesk located on the NHDSM website, <https://nhdsm.navair.navy.mil/HEAT>;
- c. Inventory the content of all HM storage lockers and submit data packages for material that has not yet been built into N-ERP;
- d. Receive the inventory into N-ERP and affix N-ERP label;
- e. Identify all HM storage lockers by serializing as per the locker assessment program requirements in Appendix E;
- f. Ensure only HM needed to maintain existing operations is available in the HM storage locations and remove excess by offering courtesy stow at the HMC or accepting excess free issue turn in;
- g. Enter the complete inventory into N-ERP by processing direct turn over goods receipt transactions;
- h. Provide a copy of the N-ERP inventory and AUL to the work center HM Custodian;
- i. Provide training with the work center HM Custodians. At a minimum, training content must include:
 - (1) HMM Tool usage
 - (2) Locker Program requirements
 - (3) AUL processes and annual AUL review
 - (4) Procurement, ordering, issue, receipt and inventory procedures
 - (5) HM OSHA and ERP Label requirements
 - (6) Excess free issue turn in and acceptance criteria
 - (7) Shelf-life assistance procedures
 - (8) Inventory update notification of usage and disposal processes
 - (9) HMC hours of operation and after hour emergency request information
 - (10) HMC&M Committee or HM Custodian Meeting schedules

APPENDIX A

EXCESS HM AND PARTIAL CONTAINER ACCEPTANCE CRITERIA BUSINESS RULES

1. This criteria applies to all activities surrendering excess hazardous material (HM) for Excess Free Issue turn in, to NAVSUP FLC Regional Hazardous Material Minimization Centers (HMC) redistributing material to other HMCs, activities or work centers.
2. HMCs shall not accept empty containers, waste, or contaminated products.
3. Criteria for acceptance of HM turn-in are as follows:
 - a) Material must be in its original container.
 - b) Container integrity must be sound. Containers with excessive degradation shall not be accepted. Containers must have no significant rust, bulges, or leaks noted. Liquid products must be homogenous solutions with no evidence of separation, sediment, putrefaction, or evaporation. Powders must be free flowing with no significant water absorption or other signs of contamination.
 - c) Material container must have the original manufacturer's label and it must be legible.
 - d) Material must not be mixed or contaminated with other products.
 - e) Partially full containers shall not be accepted unless they are self-contained, such as an aerosol, are within shelf and service life, and they contain a usable quantity. Surface ships should cross-deck open containers. Exceptions may be made for submarine forces, subject to HMC Supervisor review.
 - f) A Safety Data Sheet (SDS) must accompany open purchase material.
 - g) Remaining shelf-life, to include all possible extensions for Type II material, must be greater than 6 months. Material requiring lab testing for extension must be validated against the Shelf-Life Extension System (SLES) Quality Status List (QSL) for lab results. Type I shelf-life, non-extendible material, must have a minimum of 6 months shelf-life remaining.
 - h) Statement of Exception (CONUS ONLY): If a shelf-life Item has an emergent use requirement (Work Stoppage) item can be shipped direct for use. Hazardous Material item must have enough shelf-life time to accommodate shipping, packing preparation, and delivery for use. Normally nothing less than 30 days.
 - i) The original owning work center is responsible for the cost of disposition for any excess material, turned in to the local HMC for excess free issue that cannot be brokered to another customer prior to shelf-life expiration.
 - j) Partial kits; such as Part A of a two part kit; shall be not be accepted (subject to HMC Supervisor review).

4. NWCF BP28 material requiring offload must be initiated by the ship, via Smart Offload procedures. The HMC may accept dispositioned BP28 HM into excess free issue when it is still usable and in ready for issue condition. Excessed BP28 HM to excess free issue must be accompanied by a 1348-1A.
5. Materials that do not meet the criteria for excess turn in shall be processed for disposal as hazardous waste. Contact the NAVFAC Environmental Office or NAVFAC HW Manager for local processes.

APPENDIX B

NAVSUP FLC HMC SHELF-LIFE MANAGEMENT BUSINESS RULES

1. For Type II shelf-life items not planned to be placed into service before the inspect/test date, the shelf-life extension process shall begin six months before the inspect/test date for items requiring visual inspections only, (Inspection Type Code “V”) and nine months before the inspect/test date for items requiring visual and laboratory (V&L) testing.
2. All NSNs or NIINs that are considered non-deteriorative are not shelf-life items and are identified with a Shelf-Life Code 0 (zero). These items shall be assigned condition code “A” unless, during a visual inspection, the material or container has been found to be damaged or unserviceable. The ERP label SLED field will be blank and SLAC will be 00.
3. HMCs shall use the DoD Shelf-Life Extension System (SLES), Material Quality Control Storage Standards (MQCSS) and the Quality Status List (QSL) to identify and validate all extension criteria and lab results prior to conducting a shelf-life update.
4. For items requiring laboratory testing, the QSL must be checked to determine if the item has already been tested and granted extension. When using the QSL as authority for action, the items on-hand must first pass visual inspection and must equate to the same NSN, contract, lot and/or batch number as listed in the QSL.
5. All levels of storage activities (i.e., wholesale, retail, and consumer), may utilize the condition code A test results in the QSL to extend the shelf-life of specified manufacturer lot/batches for Type II shelf-life items.
6. Condition Code “H” listed in test results of QSL, for Type II material, may be used as authority for disposition.
7. Items must have been properly stored per the applicable storage standards or MQCSS data during the entire shelf-life period in order for shelf-life to be extended.
8. Type II shelf-life items that have been extended must be updated with the extended markings placed on all exterior, intermediate, and unit pack containers during storage and upon issue using DD Form 2477 Shelf-life Extension Notice. All fields must be populated. The label must not cover or obscure the N-ERP tracking label, the original HAZCOM / MIL-STD-129 label, or obscure any warning information.
9. Updates of shelf-life for materials in custody of the HMC must be processed within N-ERP to ensure a reliable and accurate audit trail for the management of shelf-life items.
10. Shelf-life materials stored in the HMC must be segregated in storage location by Supply Condition Code (SCC), manufactured date, procured date, packed date or assembled date, and inspect, test, or expiration dates.
11. When storage standards, Visual Defect Characteristics, or extension criteria are missing from the MQCSS, HMCs shall use the “Feedback” button to notify the Inventory Control Point (ICP) shelf-life focal point of the missing data and request the SLES record to be updated.

12. Per memorandum, Interim Policy Adopting Date of Shipment (DoS) as Acceptable Start of shelf-life for select Federal Stock Class 8040 (FSC-8040) items, dated 30 January 2018, DoS may be used as the acceptable start of shelf-life for the DoD Shelf-Life Program Management for select FSC-8040 items. Refer to DoD SLES and MQCSS for the current listing of identified NSNs.
13. Type I expired materials and Type II materials that can no longer be extended or are in unserviceable condition must be turned over to the owning activity for disposition.
14. In order for local purchase, local stock number material (LSN) to be assigned a shelf-life period, a manufacturer Technical Data Specification (TDS), Technical Manual (TM), or Product Data Specification (PDS) sheet, identifying shelf-life information, must be provided with the initial material, ZPNC, Data Collection Sheet (DCS) package or provided during submission of a Data Maintenance Sheet (DMS) via NAVSUP WSS HAZMAT Data Application within the NAVSUP portal. Website: [https://my.navsup.navy.mil/apps/ops\\$hedmo.home](https://my.navsup.navy.mil/apps/ops$hedmo.home)
15. Shelf-life management for material in work center lockers is the responsibility of the customer. NAVSUP FLC may assist the work center, upon request, with shelf-life extensions and extension notice label population for materials that have not yet been placed into service. FLC shall process the shelf-life update within N-ERP and provide the work center with updated N-ERP Labels.
 - a) For Type II shelf-life material with inspection type code “V” only, the work center must validate that the material has passed visual inspection.
 - b) For materials requiring a lab test for shelf-life extension, that have not yet been placed into service, if the lot/batch on hand is not listed in the QSL, the owner is responsible for having their material tested and extended. The owner shall factor in how much stock of that lot they have on hand, testing and transportation costs, disposal cost, availability of resupply, and criticality when determining if they should send their material for shelf-life testing. Materials must pass visual inspection prior to sending for lab testing.
 - c) For materials requiring a lab test for shelf-life extension, that have not yet been placed into service, if the item matches the NSN, contract, lot and/or batch number as listed in the QSL, and passes visual inspection, the FLC shall process the extension in N-ERP, provide the customer with updated N-ERP tracking labels, and assist with extension notice population.

APPENDIX C

NAVSUP FLC HM PHYSICAL INVENTORY BUSINESS RULES

1. FLC HMCs shall implement the following controls for Navy ERP (N-ERP) HAZMAT transaction processing in order maintain traceability of ownership for each line item stored in the HMC:
 - a. Populate the “MILS DOC NO” field on the N-ERP Navy Custom Fields tab with either the Goods Receipt MILSDOC Number when available or the UIC of owning activity for all HAZMAT MIGO receipt, transfer, shelf-life update, and disposition transactions.
 - b. Populate N-ERP Reason for Movement Codes (RMC) when processing N-ERP Goods Movement transactions. RMCs provide a precise purpose, for different movements, processed under a single N-ERP Movement Type code. The different purposes of movements include scrapping due to dead stock, expiring materials, or damage; receipts and transfers for excess turn-in, excess free issue, transfer of materials to afloat customers versus ashore, etc.
2. Prior to initiating an inventory record within ERP, you must ensure that:
 - a. All pending transactions to include receipts, adjustments, transaction reversals, and other transactions have been posted.
 - b. Materials not yet processed as goods receipts have been properly staged and identified as “Do Not Count”.
 - c. In-process receipts are stored in location.
 - d. Warehouse Activity Monitor, ERP Transaction (LL01) is clear of all critical processes to include negative stocks, unconfirmed transfer orders, critical deliveries, open posting change notices, and unconfirmed transfer orders.
 - e. Validate location integrity by correcting such situations as un-binned/loose material, questionable identity of material in location, and inadequately labeled shelf-life.
3. The physical inventory must be performed using N-ERP physical inventory transactions with blind count sheets. Items found on location or items determined to be lost must be processed as Gain by Inventory (GBI) or Loss by Inventory (LBI) as applicable via the ERP Clear Inventory transactions.
4. When activating an inventory, the inventory is blocked for picks, put-away and transfer posting.
5. Sites shall not work off-line when the inventory has a Blocked status. Contact Physical Inventory personnel to either clear, deactivate, or delete the system inventory record. Do not issue with manual forms or memos.
6. Activation of the inventory record shall ONLY be done when count is ready to be performed. Activation blocks storage bins/materials and no activity can be performed against the locked bins/materials.

7. N-ERP configuration is set to only allow 25 bins per document. This shall be the maximum number of bins per system inventory record. Adjust this number based on staffing levels. NAVSUP recommendation is to limit the number of bins per document to 10 (ten) to ensure that all inventory actions can be cleared in N-ERP prior to the end of the business day.
8. Evidence of post count validation, pre-adjustment research, and causative research, including written supervisory approval, must be documented prior to making record adjustments.
9. Though HAZMAT is currently non-valuated in ERP, inventory differences must be cleared in Inventory Management (IM) after clearing in Warehouse Management (WM).
10. ERP Physical Inventory standard movement types, for losses and gains, are not configured for Special Stock Indicator “B” (SSI B) Customer Owned Stock. These Sites have unique requirements for clearing in IM. Differences shall be adjusted via movement type’s 551B/552B. Reason for Movement Code (RMC) is a mandatory field for SSI “B” Sites when processing Gains and Losses, RMC shall be entered as “9011 PI Adj Cust. Own Stk Cust.” to ensure auditability.
11. When making any Physical Inventory decisions, refer to OPNAVINST 4440.26 and NAVSUP PUB 723 to ensure that regulations are met.
12. The Physical Inventory Supervision role (IM or WM) is responsible for creation of the physical inventory count documents for the items selected under a scheduled or spot inventory.
 - a. When creating a manual inventory record, the “Inventory Reference” field is mandatory for NAVSUP FLC HMC personnel. This must be populated with the name of the user initiating the PI record.
 - b. ERP Inventory system records do not link to the inventory creator/initiator. The record will link to the Electronic Data Interchange Personal Identifier (EDIPI) number for personnel entering the count in later steps. To ensure that the creator can be identified should the requirement arise, NAVSUP SUP 0442 policy is to use the “Inventory reference” field to identify the record creator.
13. The Physical Inventory Operations role (IM or WM) is responsible for performing the physical inventory count procedure and entering the count into ERP.
14. Reconciliation must be conducted by an individual other than the individual who conducted the physical count. A higher-level authority must perform written supervisory approval for all inventory adjustments. The following separation of duties rules apply for HMCs:
 - a. No personnel working in warehouses, or with role derivatives for plants with valuated (NWCF, “C” Plant) inventory can have IM/WM SOD conflicts that allow individuals conducting the inventory to have the ability to adjust quantities or detailed attribute data. Personnel with access to NWCF plants may not have both material movement and physical inventory supervision roles.
 - b. Sites, which carry both valuated and non-valuated material, may not have the IM/WM SOD conflicts.
 - c. No regional support staff may have IM/WM SOD conflicts, if they support locations that

have valuated material.

- d. Two personnel per warehouse with only non-valuated inventory and limited staff, such as HMC's, may be approved have both material movement roles and physical inventory supervision roles.
15. If a second count is required, someone other than the first counter must perform the second count.
16. IAW reference (k) inventories documents must be physically or electronically filed at the facility and retained for 10 (ten) years. Documentation includes inventory schedules and plans, completed and signed count sheets, including annotation of correct counts and gain/loss updates, causative research, and any supporting documentation.
17. All inventory documentation, including count sheets shall contain the printed name, date, and signature of personnel conducting the inventory.

APPENDIX D

**NAVSUP FLC APPOINTMENT AS REGIONAL HAZARDOUS MATERIAL
DIRECTOR LETTER TEMPLATE**

5190
Ser (Code)/###
DD MMM YY

From: Commanding Officer, NAVSUP FLC (NAME)

To: Mr. / Ms. First MI Last (Code ##)

Subj: NAVSUP FLC (NAME) APPOINTMENT AS REGIONAL HAZARDOUS MATERIAL
DIRECTOR

Ref: (a) NAVSUP P-722 of DD MMM YY

(b) CNO Message SER N4 4U745710CNO Regional CHRIMP

1. As directed by reference (a), you are hereby appointed all duties and responsibilities as Regional Consolidated Hazardous Material Reutilization (CHRIMP) Director.

2. As the CHRIMP Director, you will serve as the Program Coordinator for Navy Region XXX. Your duties will include but not be limited to the following:

a. You will manage the implementation and execution of regional CHRIMP operations including management of all Hazardous Material Minimization Centers within NAVSUP FLC XX Area of responsibility;

b. Provide input for annual budget for approval;

c. Establish and implement programs to control, track, and reduce the variety and quantities of Hazardous Material (HM) in use and in storage;

d. Maintain the Regional Authorized Use List;

e. Have accessibility to Safety Data Sheets (SDS) for each item;

f. Ensure HM is stored in the minimum required quantities; and

g. Standardize procurement, storage, issue, tracking, and reuse of HM throughout the Region.

3. In accomplishing your duties you will report directly to the Commanding Officer, NAVSUP Fleet Logistics Center XXX via the NAVSUP FLCXX CXX. If there are any further questions regarding this appointment please contact the Executive Officer, Commander XXX who can be reached at DSN: XXX-XXX-XXXX, COMM: XX, or e-mail: .

F. M. LAST

APPENDIX E

NAVSUP STANDARD OPERATING PROCEDURES FOR SHORE BASED HAZARDOUS MATERIAL STORAGE LOCKER MANAGEMENT



Naval Supply Systems Command
HQ NAVSUP SUP 0442
Hazardous Material Management, Ashore
Comm: (717) 605-3953
DSN: 312-430-3953

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REFERENCES

- (a) DLAR 4145.11/AFJMAN 23-209/TM 38-410/NAVSUP PUB 573/MCO 4450.12A Storage and Handling of Hazardous Materials
- (b) OPNAV M-5090.1 Environmental Readiness Program Manual
- (c) OPNAV M-5100.23 Navy Safety and Occupational Health Manual
- (d) DOD-M 4140.27 Vol. 1 & 2 DOD Shelf-Life Management Program
- (e) NAVSUP Pub 722 Consolidated Hazardous Material Reutilization and Inventory Management (CHRIMP) Manual
- (f) National Fire Protection Association (NFPA) 30 Flammable and Combustible Liquids Code

Note: These references are the foundation of hazardous material control and management but are not all-inclusive.

APPENDIX E

NAVSUP STANDARD OPERATING PROCEDURES FOR SHORE BASED HAZARDOUS MATERIAL STORAGE LOCKER MANAGEMENT

1. INTRODUCTION

Hazardous Materials (HAZMAT or HM) are defined as any material that, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may pose a hazard to human health or the environment. Included in this definition are all extremely hazardous substances, hazardous chemicals (HC), hazardous substances (HS), and toxic chemicals as defined in the Emergency Planning and Community Right-to-Know Act (EPCRA).

NAVSUP P-573 Storage and Handling of Hazardous Materials reference (a), OPNAV M-5090.1 Environmental Readiness Program Manual reference (b), OPNAV M-5100.23 Navy Safety and Occupational Health Manual reference (c), DOD-M 4140.27 Vol. 1 & 2 DOD Shelf-Life Management Program reference (d), and NAVSUP Pub 722 Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual reference (e) contain the governing laws and regulations pertaining to environmental and safety matters both in Continental United States (CONUS) and Outside the Continental United States (OCONUS).

Consolidated Hazardous Material and Reutilization Program (CHRIMP) is the Navy's standardized methodology to achieve life cycle Hazardous Materials Control & Management (HMC&M) and total ownership cost reductions for HM products and services. CHRIMP establishes a centralized approach to HMC&M that facilitates compliance with Environmental, Health and Safety (EHS) laws and regulations, utilizing Navy Enterprise Resource Planning (ERP) software, for controlling and managing HAZMAT and chemical constituents. CHRIMP also reduces total ownership cost by efficiently managing HM procured, stocked, distributed, and eventually disposed of as waste.

The Chief of Naval Operations has mandated Navy-wide implementation of CHRIMP under the consolidated leadership and management of Naval Supply System Command (NAVSUP). NAVSUP is the Navy's lead organization with technical and management authority, and accountability for all logistics-support functions associated with Pollution Prevention (P2) and HMC&M programs including regional CHRIMP implementation and operations ashore. It is NAVSUP responsibility to:

1. Implement and sustain standardized regional CHRIMP procedures for total asset visibility and life-cycle management of HM products and services at all Navy installations ashore using N-ERP with EHS functionality and NAVSUP managed HMC as the single point of entry for all HM.
2. Implement policy guidance and procedures established by references (a) through (e) for storage and handling of HM and shelf-life management of all HM products to include receipt, storage, surveillance, inspection and testing, issue, and disposal.
3. Maintain a reliable and accurate audit trail for all HM, including HM located in the work center.

Hazardous Materials have characteristics that require the materials to be specially stored or safely handled to prevent risks to personnel or to the facility in which they are stored. Contact between incompatible materials may produce volatile reactions such as fire, explosion, polymerization, boiling or spattering, severe heat, or the release of poisons or hazardous gases. While storing or using HM, it is important to

provide for segregation in order to reduce the risks of hazardous reactions. The Safety Data Sheet (SDS) will provide specific incompatibility information. All HM used by personnel on Navy installations or vessels must comply with all applicable storage and segregation requirements.

2. SCOPE

This Standard Operating Procedure (SOP) applies to every command, department, work center, tenant, and contractor operation activity within the physical and jurisdictional boundaries of the Commanding Officer at Navy Installations IAW ref (b) and (c). This SOP applies to the use, maintenance and administration of Hazardous Material (HM) storage lockers and other HM storage spaces.

3. WORK CENTER LOCKER ESTABLISHMENT

The Commanding Officer or designated representative shall designate the HM primary and alternate locker custodians in writing. A pre-formatted letter, Designation of Department Hazardous Material Custodian, is provided in reference (e), Appendix F.

1. Each Command shall procure and maintain approved HM lockers or storage containers/spaces in accordance with (IAW) references (a), (c), (e), and National Fire Protection Association (NFPA) 30 Flammable and Combustible Liquids Code reference (f). HM Custodians shall verify that HM is properly segregated in lockers, and access is limited to the HM Custodian or designated representative. Approved HM containers shall be fire resistant and be lockable to prevent entry by unauthorized personnel. While regulatory codes do not mandate the specific color required for storage lockers, general industry customarily observes certain colors for defined liquids as follows:
 - a. Flammable Liquids – Yellow, must also be marked “Flammable – Keep Fire Away”
 - b. Aerosol Flammables or Combustibles – Red
 - c. Corrosives (Acids or Bases) – Blue
 - d. Pesticides – Green
2. Lockers must be maintained to provide safe storage of HM. Once lockers have reached the end of their useful service-life, commands will turn them into Defense Logistics Agency (DLA) Disposition Service office via their Supply Office. Each activity is responsible for replacement locker procurement.
3. Each Work Center shall label all HM lockers and storage spaces using the NAVSUP standard serialization format. The serial number shall be legible and placed on the outside of each locker. The format includes ERP Plant number; work center code (e.g., K010); sequential number(s) of lockers in the work center – starting with 001; and type locker code. Example: PX2-K010-0001-F. Work centers can obtain their plant ID from the local HAZMAT Minimization Center (HMC). The following type locker codes are authorized for use in the last character of the serial number:
 - a. A - Acid
 - b. B – Base
 - c. C – Corrosive

- d. D – Cold storage
- e. F – Flammable
- f. G – Gas cylinder
- g. M – Combustible
- h. N – General
- i. R – Other
- j. X – Oxidizer

4. STORAGE REQUIREMENTS

1. HM shall be segregated by Hazardous Characteristic Code (HCC) IAW the NAVSUP HCC Chemical Compatibility Matrix, reference (e), Appendix G. The HCC is printed on the ERP barcode-tracking label affixed to HM by the HMC. The HCC indicates a material's most severe storage hazard based on flammability, compatibility, accidental exposure, transportation, handling, and disposal. The Department of Defense (DOD) uses HCC to classify materials by their primary hazard characteristic for the safe segregation and storage of hazardous materials. Acids must be stored separately from bases, oxidizers separately from combustibles and flammables, and compressed gases separately from all other HM. Consult the HCC code and the compatibility matrix when determining storage for HM. Detailed requirements for storage and handling of HM can be found in reference (a).
2. HM containers must be inspected monthly for leaks, torn or damaged labels or other deviations from the original packaging. Damaged labels shall be corrected upon discovery to comply with personnel safety regulations and ensure positive identification of the material contained in the locker.
3. All HM, including decant containers, shall be labeled in accordance with the requirements of the Hazard Communication Standard, 29 CFR 1910.1200 (HCS) for Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. At a minimum, all HM must be labeled with:
 - a. The original GHS HAZCOM compliant manufacturer's label, or an exact copy of the GHS HAZCOM compliant manufacturer's label, or
 - b. A GHS HAZCOM compliant label generated by a source other than the manufacturer or supplier, or the DoD Hazardous Material Information Resource (HMIRS), or
 - c. In instances where a GHS HAZCOM label is not available, and there is insufficient information available to generate a GHS HAZCOM compliant label, a standard DD 2521 or DD 2522 DoD Hazardous Chemical Warning Label may be used until such time that a GHS HAZCOM compliant label can be obtained or generated.
4. Shelves inside lockers shall be clean and free of excess oil residue or dirt. Shelves shall be lined with absorbent material that is easily removed and replaced in the event of a spill or leaking container. Shelves/Locations shall be clearly marked within lockers as an easy reference so that any authorized person can locate material in the absence of the primary custodian.

5. Affix a copy of the current HM inventory to the outside door of the locker to ensure material is authorized and can be located quickly in the event of an emergency. Work Center inventories can be downloaded from the Hazardous Materials Management (HMM) Tool portal;
[https://my.navsup.navy.mil/apps/ops\\$hazmat.home](https://my.navsup.navy.mil/apps/ops$hazmat.home).

Additional information regarding the use of the HMM Tool can be found in reference (e).

5. SHELF-LIFE MANAGEMENT

The DoD Shelf-Life program is a very important collaborative effort between the FLC HMC and the work center. The HMC is responsible for managing shelf-life of materials in custody of the HMC. Likewise, the owning customer is responsible for managing HM in work center custody including shelf-life management. The HMC can assist work centers in identifying products that require inspection and can provide updated ERP labels for materials issued to the work center that have been inspected/extended by the work center custodian. Materials that are not extendible, or that can no longer be extended, must be dispositioned by the owning activity and the ERP record updated to record disposal transaction and adjust inventory balances.

1. Most HM is marked with a manufacturer's date, lot number, retest date and/or the shelf-life expiration date (SLED). Over time, some HM products will deteriorate, break down or lose potency. Some HM received at the HMC may be close to or beyond the expiration or retest date. If not extended or used, expired material becomes hazardous waste (HW) and must be dispositioned accordingly. Activities must establish an effective shelf-life management program IAW ref. (d).
2. The SLED is listed on all shelf-life Type I and Type II HM ERP Labels. Non-shelf-life HM with a shelf-life Code of 0 (zero), is non-deteriorative and will not have a SLED date populated on the ERP Label. Once HM is expired, it may not be safe to use for its intended purpose. Use of expired HM on certain equipment can cause damage, injury or loss of life.
3. Shelf-life does not apply to open containers. When a container is opened, shelf-life ends and service-life is triggered. Service-life may be reduced dramatically depending on how long the container is open, and the storage conditions. Material placed in service shall be managed in accordance with the material manufacturers Technical Data Sheet (TDS) or Product Data Sheet (PDS). Service life may also be determined by the In-Service Engineering Agent (ISEA) who responsible for overall engineering, test, maintenance and logistics requirements in support of specific operational equipment. For questions regarding service life, end users shall contact the material manufacturer, SYSCOM Technical Leads, the applicable Technical Manual (TM), or ISEA.
4. HM Locker Custodians can notify the HMC when an item is placed into service by using the HMM Tool, Inventory module, Edit Quantity option. Enter the number of containers placed into service in the "*In Use Quantity*" field and select "In Service Stock" from the "*Reason for Change*" dropdown menu
5. Custodians shall read and become familiar with reference (d) and effectively manage an acceptable shelf-life program at their command. DoD shelf-life training is required for all personnel working with shelf-life material. Shelf-life training is available via the Defense Acquisition University (DAU) online distance learning site. Course number LOG 0360, The DoD Shelf-Life Program, can be found in the DAU iCatalog; <https://icatalog.dau.edu>.

6. Custodians shall use the First-In-First-Out (FIFO) method of inventory management, issuing the oldest material first, to ensure that shelf-life expiration is kept to a minimum.
7. The HMC shall screen the material in your locker based on the current work center issued inventory report from N-ERP.
8. Shelf-life may be extended where applicable for Type II material that will not be placed into service prior to the Inspect/Test Date. Shelf-life extensions must be processed in accordance with reference (d), the Material Quality Control Storage Standard (MQCSS) and the Quality Status List (QSL). Contact the local HMC for guidance or assistance.
9. HM Locker Custodians can request shelf-life update assistance from the HMC within the HMM Tool, Inventory module, Edit Quantity option by selecting “Shelf Life Adjustment” from the *Reason for Change* dropdown menu.

6. INVENTORY ACCURACY

1. Work Center inventory accuracy within the N-ERP EHS module is crucial for accurate environmental reporting requirements in support of EPCRA. It is also important for installation emergency planning requirements. IAW reference (b), a reliable and accurate audit trail must be maintained in N-ERP with EHS functionality for all HM products, including HM located in work centers.
2. N-ERP “Scrapping”, or recording usage, is a critical function in both environmental reporting and inventory accounting. Work centers must notify the HMC when containers are dispositioned in order to adjust inventory records in N-ERP.
3. Report material usage by updating your inventory record within the HMM Tool, Inventory module, Edit Quantity option. For material disposition, work centers shall select a Reason for Change from the drop down menu. Available options are:
 - a. Used/Consumed (9012)
 - b. Expired Shelf Life (9013)
 - c. Disposed Obsolescence (9014)
 - d. Disposed Defective (9015)
 - e. Damaged (9016)
 - f. Disposed Lack of Identity (9017)
 - g. Disposed Dead Stock (9018)
 - h. Offsite Transfer, Customer Deployment (9019)
4. Inventory control is a critical part of mission readiness. Failure to maintain a proper inventory can result in undue crisis management. Work center locker inventories shall be kept to the minimum quantities necessary to perform assigned tasks.

5. HMC locker assessors shall compare system inventory records with on hand quantities during locker assessments

7. ERP TRACKING LABEL

Under CHRIMP, all HM must be controlled via a centralized tracking system and container barcode labeling. The N-ERP Single Supply Solution (SSS) with EHS functionality is the logistics program of record for Navy HMC&M and the only authorized government designated system (GDS) for Navy-managed CHRIMP operations. All HM brought onto the installation must be authorized and have an N-ERP barcode tracking label affixed. N-ERP labels depict valuable information including the shelf-life expiration/test date, shelf-life action code, hazardous characteristic code (HCC), material number, N-ERP batch identification. Figure E-4 below for an example of the Navy ERP label and followed by a breakdown of the codes contained within.

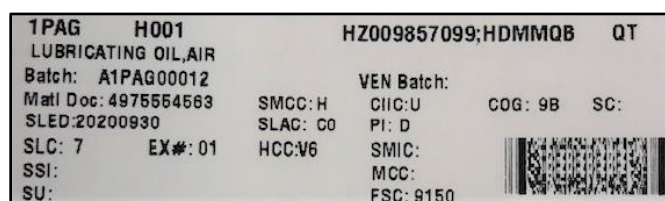


Figure E-1 Navy ERP HM Label Example

1. Plant: (1PAG) – 1 represents the ownership of warehouse material followed by the Routing Identifier Code (RIC), in this example PAG.
2. SLOC: (H001) is the unique work center, customer location ID as recorded in ERP.
3. ZPNC / Material#: HZ-NIIN; H-SDS or HZ-NIIN; K-SDS number in HMIRS.
4. Nomenclature: The name of the product.
5. Batch: ERP assigned batch number containing the material condition code. The first character of the ERP Batch number designates the condition code.
6. Vendor Batch#: Manufacturer specific lot/batch number, if available on container.
7. Matl Doc: ERP generated material movement document number.
8. SMCC: Special Material Content Code (Afloat); H = Haz.
9. CIIC: Controlled Inventory Item Code, not used by Haz.
10. SLED: Shelf-life expiration date.
11. SLAC: Shelf-life action code. “C0” is used for Type II, extendible material. “UU” is used for Type I, non-extendible material. “00” is used for non-shelf-life, non-deteriorative material.
12. PI: Physical Inventory Cycle Count Indicator (D) default.
13. SLC: Shelf-life code as designated by the ICP.

14. Ex#: The number of shelf-life extensions conducted for the material.
15. HCC: Hazard Category Code for material compatibility/segregation. Use the HCC code in conjunction with NAVSUP HCC Chemical Compatibility Matrix.
16. SMIC: Spec mat indicator code; not used by HAZ.
17. SSI: Customer Number assigned to customers in select OCONUS regions.
18. MCC: Material Category Code.
19. SU: Storage Unit for Pack-Up Kits (PUK), not used by HAZ operations.
20. FSC: Federal Supply Classification Code.
21. Barcode: Barcode scan capability is currently not available for HM operations.

8. PERSONNEL QUALIFICATION / ADMINISTRATIVE REQUIREMENTS

Personnel assigned as the primary or alternate HM custodian, or representative for their activity, must be properly trained in the storage and handling and emergency procedures regarding HM at their respective commands. Training is the best preparation for emergencies. Training for emergencies will require fast action and authoritative, decision-oriented operational responses at all levels. The Hazard Communication Standard: Title 29 CFR, section 1910.1200, requires employers to provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and upon the introduction of a new hazard product into their work areas.

1. There are many avenues to obtain required training including the Naval Safety and Environmental Training Center (NAVSAFENVTRACEN), the Naval Civil Engineer Corps Officers School (CECOS) for Environmental Training, and the Enterprise Safety and Management System (ESAMS). References (a) through (c), require HM custodians to complete training at a minimum with the following focus:
 - a. Hazard Communication (HAZCOM)
 - b. Selection and use of Personal Protective Equipment (PPE)
 - c. First Responder: Awareness Level
2. IAW reference (c) safety professionals or collateral duty personnel assigned duties or responsibilities for the region or activity HMC&M program require the following courses, available through the NAVSAFENVTRACEN or equivalent courses:
 - a. Introduction to Hazardous Material (Ashore), course A-493-0031
 - b. Hazardous Material Control and Management Technician course A-322-2604; required only for shore and afloat commands with a Secondary Navy Enlisted Classification (SNEC) 830A (formerly 9595) authorized billet requirement listed on the region's or activity's manning document.

9. SAFETY DATA SHEETS (SDS)

Activities shall maintain an SDS for all HM acquired, issued, received, or brought into the command, unit, or activity or facility, with exception of those substances or materials excluded from the HAZCOM Standard by Section b of 29 CFR 1910.1200.

SDS binders are available through the Navy Supply System, NSN: 7510-01-623-6845 to organize activity SDS libraries.

1. How to determine if you have the correct version of the SDS for your product on hand.
 - a. SDSs are date coded. The date of manufacture (DOM) is key in determining the correct SDS. Often there is a manufacturer's batch associated with each container. The date of the SDS must be before the DOM indicated on the container. It is important to ensure that the chemical constituents listed in the SDS match the product on hand, and that the most-up-to date safety information is available for anyone who may be exposed.
 - b. When new HM is received at the command the receiving activity shall ensure a copy of the SDS is included with the manufacturer packaging. This copy should replace older copies in the SDS binders to ensure the most up-to-date version is available to all personnel. (NOTE: If the locker or work center still has a container with a previous DOM – the SDS must be retained.)
2. Material may be listed on your AUL with multiple SDSs. Defense Logistics Agencies may have contracts with multiple vendors or manufactures that meet the military specification for the product required.
3. The DLA managed HMIRS application is the Navy's designated repository for all SDS information.
4. The SDS serial number, or HMIRS ID, is listed on the ERP label and is part of the ERP ZPNC material number. The ZPNC is a combination of the letters HZ to identify a hazardous material, followed by the product National Item Identification Number (NIIN), a semi-colon, the letter "H" or the letter "K", and the five character HMIRS ID, which is manufacturer specific.
 - a. If your item contains a "K" before the HMIRS ID portion of the material number, this is a multi-component product, or Kit. An example multi-components ZPNC is:
HZ013023608:KFDHXR
 - b. If your item contains an "H" before the HMIRS ID portion of the material number, this product consists of a single component. An example single component ZPNC is:
HZ011440291:HFFWLX
 - c. Annotating the HMIRS ID on the printed SDS may be required, as HMIRS does not label them with the serial number.
 - d. HMIRS access is controlled through DLA's Account Management and Provisioning System (AMPS). Links to AMPS and HMIRS NextGen are:

(1) https://amps.dla.mil/ampssplashscreen/faces/index.jspx?_af.ctrl-state=elztlw1_4

- (2) <https://dlahng.hmms.dla.mil/>
- e. Reference guides, providing instructions to access and navigate AMPS and HMIRS are available via the NAVSUP Ashore HAZMAT Portal or the Resource tab of the HMM Tool.
 - (1) https://my.navsup.navy.mil/webcenter/portal/navsupwss_hedmo_wm
 - (2) [https://my.navsup.navy.mil/apps/ops\\$ hazmat.home](https://my.navsup.navy.mil/apps/ops$ hazmat.home)
- f. SDSs for material listed on the N-ERP AUL may also be downloaded via the HMM Tool by clicking on the on the ZPNC within the AUL module or within the Inventory module.

10. HAZARDOUS WASTE (HW)

HM and HW shall not be comingled. Work Centers storing hazardous materials are responsible for day-to-day compliance with Occupational Safety and Health Administration (OSHA) and Navy HW regulations. The local HMC shall conduct work center HM locker assessments at least annually and report findings to the Installation Commanding Officer. Examples of items considered noncompliant include inventory discrepancies, empty containers, expired shelf-life, leaking or damaged containers, oily rags, or used paint brushes within the HM storage lockers. These hazardous substances must be disposed of in accordance with the installation HAZWASTE Management Plan.

NAVFAC Systems Command provides environmental services to Navy's shore installations. The HW facility may be operated by NAVFAC HW Services, DLA Disposition Services, or a contracting activity. Contact the installation Environmental Office or HW Manager for assistance with hazardous waste.

The HMC does not accept HW turn in but must be notified by work center personnel, via the inventory edit process in the HMM Tool, when HM is dispositioned or transferred off installation in order to update the ERP inventory record.

11. LOCKER AND STORE ROOM ASSESSMENTS

NAVSUP FLC CHRIMP Technicians or a representative from the HMC shall conduct periodic and scheduled assessments of CHRIMP and HM Locker programs at all commands and work centers. Assessments shall be conducted at a minimum of once per year IAW reference (e). Other aspects of the program may be assessed as directed or required, as determined by the installation HMC Manager.

Work Centers must maintain an inspection-ready program at all times. The purpose of such compliance is to prevent dangerous situations, fire, explosion, or chemical exposure.

Locker assessments are a critical component to CHRIMP sustainment efforts across the NAVSUP enterprise. Assessments of activity/work center HAZMAT lockers and on-hand inventory confirms compliance with CHRIMP program elements.

1. Assessors shall use NAVSUP 4454/1 Work Center HAZMAT Storage Locker Assessment Checklist, NAVSUP P-722 to conduct assessments at Work Center HM Lockers.
2. FLC Locker Assessment results shall be recorded via the NAVSUP HMM Tool and tracked on a calendar year cycle.

3. FLC locker assessors shall produce a work center on hand inventory report, from N-ERP and validate that report against the on hand inventory within the locker.
4. FLC locker assessors shall reconcile locker quantities within N-ERP immediately upon completion of each locker assessment to ensure an accurate installation chemical inventory.
5. Installation HMC Managers shall provide Installation Commanding Officers with a formal report of assessment results at least annually.

12. ASSESSMENT GRADING

Each factor is strictly based on a pass/fail assessment made by an assessor at the time the locker is assessed. At the end of each cycle, all locker assessments data shall be compiled and reported using a pass/fail grading scheme with a 75% pass threshold. Any lockers with a score of less than 75% shall be re-assessed within 45 days. Assessment elements are as follows:

1. Have all materials stored within the locker been routed through the HMC for record and labeling? 100% of all HAZMAT has been processed through the HMC/ERP and are all barcoded with the proper ERP barcode label. Non-compliance results in inaccurate environmental/EPCRA reporting to Environment Protection Agency (EPA) and could potentially lead to a fine against the installation (which the ICO is personally liable for). Weighted Factor = 20%
2. Do all containers have ERP barcodes issued to the correct work center, K storage location? HAZMAT within a locker is authorized for use and is not co-mingled with HAZMAT from another work center that could potentially have different products approved for use (correct KSLOC within locker). Employee PPE and usage training is targeted based on HAZMAT that the Work Centers are authorized to use. Non-approved HAZMAT presents a danger to users who are not properly trained to use them and/or do not know the proper safety procedures to follow. Weighted Factor = 10%
3. Are SDSs readily available for all material? (Electronic/ Hardcopy)? All applicable SDSs are readily available/accessible either through electronic or hardcopy means. Lack of appropriate SDS could hinder emergency response should an incident occur (including incorrect triage for employee exposed to the HAZMAT). Weighted Factor = 15%
4. Is material in locker properly segregated? Material is properly segregated within a compliant locker or compliant storage area, based on OSHA or other regulatory body such as NFPA or Compressed Gas Association (no co-mingling of incompatible material or the presence of combustible material). Non-compliance could result in an incident if chemicals that are incompatible come into contact or combustible material is ignited and creates an adverse reaction (resulting in fire, explosion, injury or death). Combustible materials include paper, wood, packing materials, or cleaning rags, etc. Poisons assigned a secondary hazard, must be further segregated in storage. Compressed gases shall be stored IAW DLAI4145.25 Storage and Handling of Liquefied and Gaseous Compressed Gasses and their Full and Empty Cylinders. Weighted Factor = 20%
5. Does on-hand inventory match the EHS system of record, ERP? All HAZMAT items are accurately accounted for and can be reconciled with the N-ERP on-hand inventory report generated by the HMC (on-hand inventory matches ERP inventory report). Installation CO, Accountable Property Officer (APO) or designated HAZMAT Custodian shall account for the quantity and location of materials checked out of the locker (in use or sent to scrap). This supports accurate environmental/EPCRA reporting to regulatory agencies for which the

Installation CO is personally liable if non-compliant and could potentially lead to monetary fines against the Installation. Weighted Factor = 10%

6. Are Lockers in good condition? The HAZ locker is in good working order, serialized and properly labeled and its integrity adequately protects the contents from outside environmental factors. This is a safety factor. Exposure to environmental elements may degrade HAZMAT Storage containers. Weighted Factor = 5%
7. Are containers properly labeled per OSHA labeling requirements? All containers, regardless of original manufacture container, or re-pour container, have all necessary OSHA/GHS labeling. Miss-labeled material could be harmful to the user if the proper PPE is not used and/or the user does not absolutely know the exact material being used. Decanted materials must have a GHS Label or DD Form 2522 affixed. Weighted Factor = 5%
8. Are unopened containers within shelf-life inspection/test date? Expired shelf-life Type I, and unserviceable Type II, materials must be removed from the lockers and sent to disposition services. Open containers negate shelf-life and trigger service-life. Neither MQCSS inspection criteria nor QSL test results may be used to extend compromised packages. Weighted Factor = 5%
9. Are the HM primary and alternate locker custodians designated in writing and up to date? The CO or designated representative shall designate the HM primary and alternate locker custodians in writing. A pre-formatted letter, Designation of Department Hazardous Material Custodian can be found in the NAVSUP P-722, Appendix F. Weighted Factor = 10%

APPENDIX F

DESIGNATION OF DEPARTMENT HAZARDOUS MATERIAL CUSTODIAN LETTER TEMPLATE

5100
Ser (Code)/###
DD MMM YY

From: Applicable OIC or Department Head

To: Mr. / Mrs. First MI Last (Code ##) *Your designee*

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

Ref: (a) OPNAV M-5090.1

(b) NAVSUP P722 Consolidated Hazardous Reutilization and Inventory Management Program
(CHRIMP) Manual

(c) Department of the Navy Purchase Card Administrative Notice (PCAN) FY15 #03

(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 6 July 2016

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

2. Demographics

a. Name:

b. Rate / Position:

c. Email Address:

d. Work Phone:

e. Building Number:

f. Work Center "K" Storage Location(s)

g. Projected Rotation Date (PRD) if Military:

h. UIC:

i. Budget Submitting Office (BSO):

3. The HAZMAT Custodian acts as the Command HAZMAT focal point and liaison with Naval Supply
Systems Command (NAVSUP) Fleet Logistics Center (FLC) Site *Installation*, including the Regional
Hazardous Material Control and Management (HMC&M) Director and the servicing HAZMAT

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

Minimization Center (HMC). You are directed to familiarize yourself with references (a) through (d) and carry out all duties prescribed therein to include:

- a. Utilizing the NAVSUP HMM Tool for all HAZMAT requests;
 - b. Reporting all inventory adjustments within 5 days to the HMC via the HMM Tool;
 - 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(s).
4. The designated Hazardous Material Custodian/Alternate shall be granted access to the NAVSUP HMM 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, Building *XXX*, Telephone *XXX-XXX-XXXX*.
 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 shall remain in effect until rescinded by letter or upon transfer.

F. M. LAST

Copy to:
Servicing CHRIMP Center

ACKNOWLEDGEMENT

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

F. M. LAST (*Your designee*)

APPENDIX G

NAVSUP HAZARDOUS CHARACTERISTIC CODE (HCC) CHEMICAL COMPATIBILITY MATRIX

KEY:

X – Red: Prohibited - Cannot be stored in the same vertical rack. Separate by 4 feet of aisle space.
O – Yellow: Restricted - Separated to ensure that, in the event of leakage, mixing cannot occur.
+ - Green: Allowed - Storage together is authorized.

NOTES:

- (1) Solids shall be stored above liquids
- (2) For items not covered by the below matrix, consult HMC

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, approved lockers. Do not store oxidizers in same compartment with flammables or combustibles.
- (3) G1-G9: Cylinders of compressed gases should not be stored near readily ignitable substances or combustibles. 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

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

A full size document can be downloaded for printing from the NAVSUP Portal HMM Tool under the Resources tab. [https://my.navsup.navy.mil/apps/ops\\$hazmat.home](https://my.navsup.navy.mil/apps/ops$hazmat.home)

APPENDIX H

HAZMAT WAREHOUSE ORGANIZATION STRUCTURE

1. INVENTORY MANAGEMENT AND WAREHOUSE MANAGEMENT

There are differences in processes based on whether your warehouse is operating with the Warehouse Management (WM) module or operating with Inventory Management (IM) only. A decision is made based on the complexity of the warehouse. The Plant and Storage Location (SLOC) combination is then defined appropriately. Some basic differences are:

1. IM manages the stock in quantities and values. It responsible for goods receipts, goods issues and managing different stock categories (such as unrestricted, blocked stock and in quality assurance) and special stock. Some HAZMAT management location use Special Stock Indicator “B” for Customer Owned Stock linked to a localized customer number. In IM, you manage the quantity of stock in one or more storage locations (SLOC). Inventory differences and changes in characteristics of materials are recorded at the IM level.
2. IM-only warehouses manage material in SLOC H001 with no bin locations. For Inventory Managed sites, the creation of the Transfer Order and Confirming of the Transfer Order do not occur because the material is not warehouse managed; however, both IM and WM Plants execute IM Movements as noted throughout the Warehouse Operations Guide, which can be located on the NAVSUP Portal,
https://my.navsup.navy.mil/webcenter/portal/navsup_erp_ebo/pages/functional_business_areas/WarehouseManagement
3. WM allows you to manage your material flow, using advanced put away and picking strategies. In WM, you manage the quantity of stock, and all transfer transactions in the warehouse at the storage bin level. WM warehouses normally manage HAZMAT in SLOC H001. Other WM SLOC values may also be set up to further delineate between multiple building numbers. While receipts, issues, inventory differences, and changes in characteristics of materials are recorded at the IM level, the WM module provides more detailed tracking within the warehouse using Transfer Orders. Materials may be managed in more than one physical location (storage bin).
4. Any IM transaction that affects material in a WM managed SLOC places a positive or negative quantity in an interim storage type pending transfer order (TO) processing on the WM level. Whether the interim storage type quantity is positive or negative depends on the IM transaction. For example, receipts place a positive quantity in interim storage type 902 and receipt reversals place a negative quantity in 902. The quantity in the interim storage type is cleared when the TO is confirmed.

2. WAREHOUSE STRUCTURE

The EBO HAZMAT Functional Team is responsible for migrating new HAZMAT sites into N-ERP, converting existing HAZMAT sites from IM to WM-managed, and updating existing site configuration data as required. This includes creating and maintaining K-SLOCs, H-SLOCs, HAZMAT Storage configurations, warehouse and printer changes. The EBO HAZMAT Functional Team coordinates with various teams/organization for these processes including: EBO Site Standup Team, NMC Team, HQ HAZMAT, CHRIMP team, regional UM teams, and HEDMO.

A single warehouse may contain material belonging to multiple owners and organizations. The warehouse organization structure has been established as part of the N-ERP design and implementation. The HAZMAT Warehouse structure is shown below.

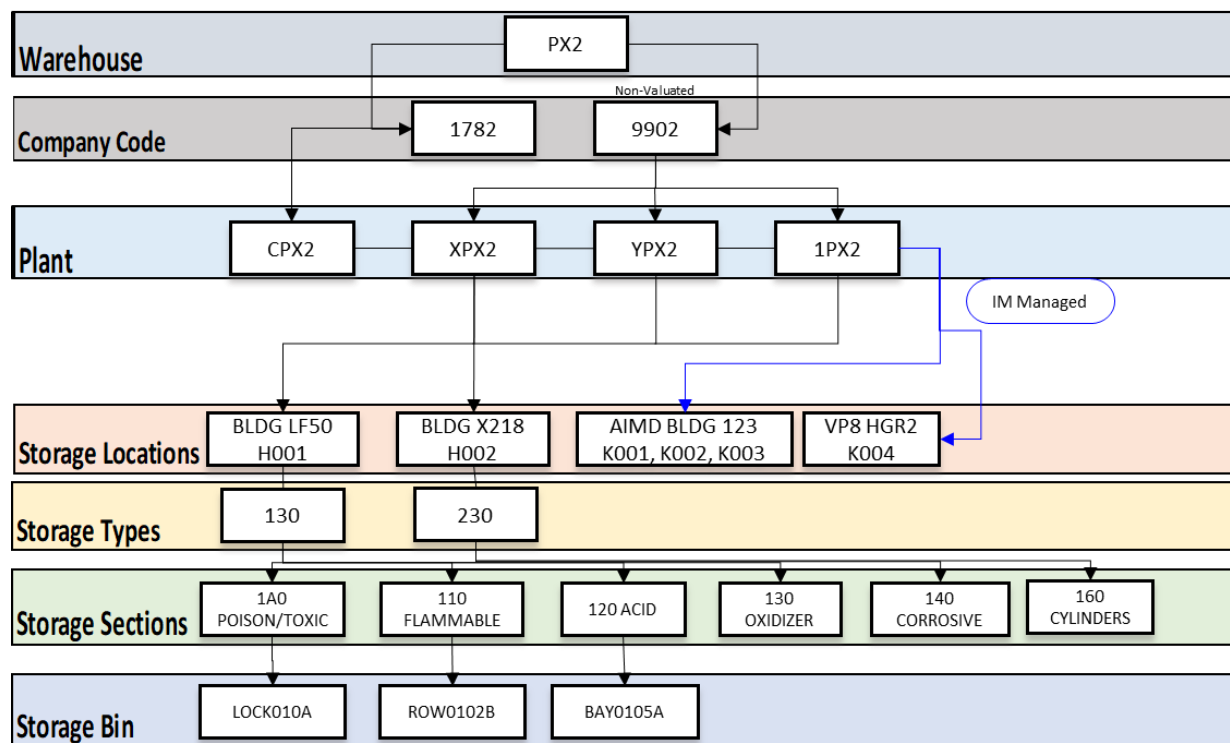


Figure H-1 HAZMAT Warehouse Organization Structure

3. WAREHOUSE

A warehouse ID is the three-character code assigned for the primary RIC of the organization operating a warehouse. The RIC may be reflected in the Plant, but there may be more than one Plant associated to the warehouse, each having a different RIC.

4. COMPANY CODE

A company code is the smallest organization unit for which a complete self-contained set of accounts can be drawn up for the purposes of external reporting. Non-valuated HM Plants are Company Code 9902.

5. PLANTS

Plant indicates both material ownership type (1st Character) and the Routing Identifier Code (RIC) (last three characters) of the physical activity warehousing the material. HAZMAT Plants are designated as Navy Working Capital Fund plants, Customer Owned Stock plants, Excess Free Issue, or Third-Party Logistics plants.

1. **Cxxx**: NWCF (BP28) – NAVSUP WSS Owned, prepositioned, valued inventory
2. **Xxxx**: Customer Owned Stock – Material placed in the HMC as courtesy stow and is Material Held For Use only by the owning customer unless relinquished as excess free issue.

3. **1xxx:** Excess / Free Issue – 1-Plants can be both WM managed at the HMC and IM managed at the work center. When excess material is placed with the HMC to be offered as excess free issue to other customers, the material remains the responsibility of the relinquishing activity, for audit purposes, until the material is issued to another customer or is dispositioned as expired or unserviceable. KSLOCs are IM managed and are built into the 1-Plant. Material in the KSLOC is designated as Pre-Expended Bin (PEB) material.
4. **Yxxx:** 3PL Inventory – Material owned by a 3rd party vendor as retail materials.

6. STORAGE LOCATION

A Storage Location (SLOC) is an organization unit for storing inventory within a plant. Used in Navy ERP to represent an HMC or a Customer Work Center as part of the HAZMAT solution. Several Storage Locations may be associated to a single Plant

1. A single “H” storage location (HLOC) is associated to a specific building. An HLOC can be IM or WM managed. The preferred solution for HM storage is WM to ensure that storage bins are used with storage section indicators for chemical compatibility.
2. One or more K storage locations (KLOC) can be associated to a single building.
3. A single activity that is located in multiple buildings on one installation requires a separate KLOC per building. Installation HM inventory reports list materials by building number and the building number is included in the AUL.
4. All KLOCs are IM managed. KLOCs do not manage material at the bin level.

7. STORAGE TYPE

A storage type in the N-ERP EHS module is used to designate/segregate storage within the virtual warehouse structure. The HM storage type in N-ERP is used to identify HM as having special storage requirements.

1. The first character represents a building or group of buildings. Most HMCs will have one group beginning with “1”, unless you have additional HM storage warehouses located in different areas of the installation.
2. The second character “3” designates the storage type as hazardous materials storage.
3. The 3rd character is used when there is a requirement to identify multiple areas within one storage type.

Hazardous Materials warehouses are configured with Storage Types 130, 230, 330, etc. The second character, 3, indicates the materials stored in the warehouse is HM.

8. STORAGE SECTION

1. Storage Section is a structure for subdividing a storage type. Storage sections provide additional placement strategy functionality.

2. WM configured HM warehouses are always divided into sections because of the need to ensure that incompatible materials are not co-mingled. N-ERP uses the concept of “stringent placement strategy” for material segregation.
3. The material master record for materials stored in these storage types must also have a section indicator. The material can only be placed in the sections defined in the section indicator string. For example, a material with a section indicator pointing to a Flammable storage section cannot be moved into an Acid or Oxidizer storage section.
4. NAVSUP N-ERP HM storage sections have been developed based on the materials Hazardous Characteristic Code (HCC), describe in Chapter 3. Figure H-2 below lists the storage sections for NAVSUP FLC HM warehouses. Additional information regarding HCC use and material segregation can be found in NAVSUP P-573 Storage and Handling of Hazardous Materials.

TYPE	STORAGE SECTION	N-ERP HCC DESCRIPTION
130	000	General N1
130	110	Flam F1-F4, F8
130	11C	Flam F5/F6
130	11D	Flam F7
130	120	Acids C1/C3
130	12C	Acids C2
130	130	Oxidizers D1/D2
130	13C	Oxidizers D3
130	13D	Oxidzrs D4
130	13E	Oxdzrs Acid/Corr C4
130	140	Corrosives B1-B3
130	150	Refrigerated
130	160	Cylndr Flam G2
130	16C	Cylndr NonFlam G3
131	16D	Gas NonFlam/OX G4
130	170	Reactive
130	180	Radioactive
130	190	Peroxide, Organic
130	1A0	Poison/Toxic T1, T4-T7
130	1VA	HCC V1, V4-V7
130	1V2	Aerosols NonFlam V2
130	1V3	Aerosols Flam V3

Figure H-2 NAVSUP FLC HAZMAT Storage Section Indicator Codes

5. If you have additional storage types for multiple HLOCs, i.e. 230, 330, etc., NAVSUP BSC has created corresponding storage sections for you. Example: 1V3, 2V3, 3V3.
6. Storage Section Code 1VA includes the following multiple, compatible HCC codes.
 - a. V1 Miscellaneous HAZMAT
 - b. V4 DOT Combustible Liquid High Flash Point V5
 - c. V6 Petroleum
 - d. V7 Environmental Hazard

APPENDIX I

N-ERP HM REASON FOR MOVEMENT CODES

RMC	RMC DESCRIPTION IN ERP	NAVY ERP MIGO MOVEMENT TYPE	NOTE
0011	HAZMAT Receipt	501 Standard Goods Receipt (A01 GR)	Receipt to HLOC (Non SSI) or DTO to KLOC
9001	HZ Rcpt Cust Own Stk	971 SSI Goods Receipt	SSI "B" Site use, FLCSI, FLCB
7004	CS-Courtesy Stow	501 Goods Receipt of Courtesy Stow Ship BP28 Plant	Temporary stow of Afloat C-Plant BP28 Inventory
9002	Excess Rcpt Frm Shor	501/971 Excess Free Issue Goods Receipt from Shore 301 Transfer Posting Excess Cust Stk/Stow to Free Issue	501-Not previously recorded Free Issue received from work center or another Shore Installation. 301 - Cust. Stk or Courtesy Stow in HLOC, given up for Free Issue, Plant to Plant within HLOC.
9003	Excess OffLd Ship Stk	501/971 Excess Free Issue GR from Ship Stock	NOT FOR USE FOR BP28 OFFLOAD
9021	Excess Rcpt Frm BP28	501/971 Goods Receipt of Free Issue from BP28 Offload	For excess BP28 Excessed to Free Issue from Afloat or Ashore
9004	Mat Issue to KLOC	301 Transfer to KLOC, 311 KLOC to KLOC	Issue to KLOC or Movement between 2 KLOC, NON Free Issue
9005	Free Iss Trx to KLOC	311 Transfer Posting Free Issue	Excess Free Issue to On Station Customer
9006	Excess Ret. frm KLOC	311 Transfer Posting Excess Free Issue Turn In	Excess Free Issue turn in from On Station Customer
9007	Ret. to Cust Own Stk	301 Transfer Posting Return, Retain for Cust Stk	SSI "B" Sites, FLCSI, FLCB
9008	Free Iss Offste Ship	551 Goods Issue - To Ship	Free Issue Transferred to Afloat Activity
9009	Free Iss Offste Shor	551 Goods Issue -To alt Site	Ship to another AOR or Site
9010	Crtsy Stow trx Ship	551 Goods Issue - Ship Owned	Ship Courtesy Stow from HLOC to Ship (No Process ID)
9011	PI Adj Cust. Own Stk	551 Goods Issue - SSI Physical Inv.	For use by SSI "B" Sites Only
9012	Used/Consumed	551 Goods Issue - Scrap W/C Inventory Usage	Work center has used contents for intended purpose
9013	Expired Shelf-Life	551 Goods Issue - Scrap / Waste Expired Mat	Disposed due to expired shelf-life
9014	Obsolescence	551 Goods Issue - Scrap No Longer Required	First attempt to broker to other users.
9015	Defective	551 Goods Issue - Scrap	Example- material cured within container, does not meet spec
9016	Damaged	551 Goods Issue - Scrap	See MQCSS Defective Characteristic Codes
9017	Lack of Ident.	551 Goods Issue - Scrap	Missing label, unable to identify material
9018	Dead Stock HZ	551 Goods Issue - Scrap - No Demand	Material with No Demand, unable to broker to other users
9019	Offste trx Cust Depl	551 Goods Issue - Scrap - Customer Deployed	NON-FREE ISSUE - Sent to offsite customer.
9020	HZ Shelf Life Update	309 Transfer Posting - Batch to Batch Transfer	Shelf-life updates
9022	Update HZ Owner ID	309 Transfer Posting - Insert Missing MILSDOC Data	Use to Identify Material Ownership when MILSDOC field data is empty

APPENDIX J

LIST OF NAVY ERP REPORT TRANSACTIONS

Navy ERP provides data required for reports of procurement and waste cost avoidance metrics, inventory management and audit readiness, and various federal and state regulatory and environmental reporting requirements. The following is a list of Navy ERP transactions used to collect data for reporting purposes. Depending on the transaction, there can be multiple variations of how each is utilized. For additional information about these transactions, please refer to the appropriate work instructions, which are located on the Navy ERP e-learning content application:

https://enpx.erp.navy.mil/EnableNow24/pub/navsup3/index.html?show=group!GR_77AA536A6C933BAC

1. **ZRMIM006: AUL**
 - Validate if material is authorized for use at specific work centers.
2. **ZRMIM0010: Chemical Usage**
 - Emergency Planning and Community Right-to-Know Act (EPCRA) Hazardous Chemical Inventory Reporting Requirements as well as many state and local requirements. Calculate the weight of chemical constituents used or consumed at a specified locations(s) and time period.
3. **ZRMIM0011: Chemical Inventory**
 - Emergency Planning and Community Right-to-Know Act (EPCRA) Hazardous Chemical Inventory Reporting Requirements. Report chemical weights at specified location(s). Summary of the chemical weights on-hand.
4. **ZRMIM0012: Emissions**
 - Satisfies EPCRA 313 Form R Emissions reporting requirements.
5. **ZRMIM0013: Hazmat Reference**
 - View HAZMAT-specific data at the plant, material number, SDS, Chemical Abstracts Service (CAS) Number, and manufacturer level.
6. **ZRMIM0014: NESHAP**
 - Track consumption of National Emissions Standards for Hazardous Air Pollutants (NESHAP) related paints and coatings.
7. **MMB52: KLOC Material Inventory**
 - Spot-check HAZMAT inventory levels at a specified location(s).
 - ZRMIMMB52 is an enhanced custom version of MB52.
8. **ZRMIM0021: 312 Tier II**
 - Satisfies EPCRA 302 & 312 material storage/on hand inventory reporting requirements.
9. **ZRMIM0031: Container Visibility**
 - Manage containers throughout their lifecycle.

10. ZRMMD0006: Transaction History

- Display all transactions made at a specific location(s) with logistics and environmental data.

11. MB51: Transaction History

- Display all transactions made at a specific location(s) with logistics and environmental data.
- ZRMIM0054 is an enhanced, customized version MB51.

12. ZRMWM0002: Expiring Shelf Life

- Display all materials at HLOCs set to expire within a given period.

13. LX02: Inventory by Bin

- Spot-check HAZMAT inventory levels by bin location.

14. LX18: Statistics of Inventory Differences

- Lists inventory records with differences from counted quantity floor to book.

15. ZRMIM0001: Detailed MILS History

- Review all posted transactions for MILSTRIP requisition documents.

16. ZRMIM0060: EPCRA 312 Summary and Detail Reports

- Display reportable EPCRA 312 material storage/on-hand as a specific site.

17. ZRMIM0061: Access to Historical Inventory (EPCRA 312 Related)

- Report research tool to identify inventory for a specific chemical that may have exceeded the maximum quantity on the EPCRA 312 Report.

18. ZRMIM0064: Hazardous Substance Inventory Report

- Review inventory on-hand by CAS at a specific plant.

19. ZRMIM0065: Hazardous Substance Usage Report

- Report inventory movement by CAS at a specific plant.
- Research historical data for a material, stock levels, manufacturer information, product information, etc.
- Conduct risk management by reviewing materials that have high inventory movement.

APPENDIX K

LIST OF APPLICABLE FORMS

The following is a list of forms described within NAVSUP P-722 for use in HM/CHRIMP operations:

1. NAVSUP 4454/1 NAVSUP HAZMAT LOCKER ASSESSMENT CHECKLIST

- a. **Purpose:** To guide assessments of activity/work center Hazardous Material (HAZMAT) storage lockers compliance with established by DoD, federal, state, and local regulations in support of environmental reporting requirements and environmental quality assessment audits.
- b. **Action:** NAVSUP FLC HMC personnel shall enter these results into the NAVSUP HMM Tool Locker Assessment module, which is the system of record for the NAVSUP HM Locker Assessment Program.
- c. **Location:** Fillable form found on the NAVSUP Portal HMM Tool under Resources. [https://my.navsup.navy.mil/apps/ops\\$ hazmat.home](https://my.navsup.navy.mil/apps/ops$ hazmat.home)

2. NAVSUP 4491/1 CUSTOMER HAZARDOUS MATERIAL REQUEST AND MANUAL ISSUE FORM - ERP HARD OUTAGE

- a. **Purpose:** To record requests for procurement or transfer of HAZMAT from the NAVSUP FLC HAZMIN Center, during a planned or unplanned hard outage of Navy ERP. This document serves as a temporary record until Navy ERP system restoration.
- b. **Action:** This form is to be used to route requests for HMC customers that do not have PKI capability to use the HMM Tool portal workflow. NAVSUP FLC HMC personnel shall retain this form with Navy ERP transfer posting documents upon restoration or completion of the hard outage period.
- c. **Location:** Fillable form found on the NAVSUP Portal HMM Tool under Resources. [https://my.navsup.navy.mil/apps/ops\\$ hazmat.home](https://my.navsup.navy.mil/apps/ops$ hazmat.home)

3. NAVSUP 4491/2 NAVSUP HM N-ERP HARD OUTAGE LOG

- a. **Purpose:** To maintain a log of HAZMAT transfers, direct turnover goods receipts, shelf-life updates and scrapping of containers for disposition transacted during a Navy ERP hard outage event. Any issues or receipts will have temporary handwritten labels attached to the item, which identifies the stock number, safety data sheet (SDS) ID, work center K-storage location and the statement "N-ERP processing pending."
- b. **Action:** Upon restoral of N-ERP, the HMC shall enter all manual transactions from their Hard Outage Logs into N-ERP. In the event of on-hand stock issues or direct turn over (DTO) receipts to work center customers, the appropriate N-ERP label shall be produced and provided to the work center to be affixed to the material. All hard outage documentation shall be retained with the N-ERP documents for records management. This is a NAVSUP FLC internal document. Retain for ten (10) years in support of inventory audit readiness.
- c. **Location:** Fillable form can be found on the NAVSUP Portal HMM Tool under Resources. [https://my.navsup.navy.mil/apps/ops\\$ hazmat.home](https://my.navsup.navy.mil/apps/ops$ hazmat.home)

4. NAVSUP 5100/1 HAZARDOUS MATERIALS AUL ADD REQUEST (HMAR)

- a. **Purpose:** Used by NAVSUP FLC HMC to route customer work centers requests for approval for addition of HAZMAT to the activity Authorized Use List (AUL). Manual form for use during planned or unplanned Hazardous Material Management (HMM) Tool system outages. Approval is required prior to acquiring or adding any new HM products to the installation. All proposed additions to the AUL must undergo a review by safety, occupational health, supply, and environmental personnel and must have a validated need.
- b. **Action:** This form is to be used to route requests for HMC customers that do not have PKI capability to use the HMM Tool portal workflow. Work center representative shall complete sections 1 through 3 and submit the document to the installation HAZMAT Minimization Center (HMC) for routing.
- c. **Location:** Fillable form can be found on the NAVSUP Portal HMM Tool under Resources. [https://my.navsup.navy.mil/apps/ops\\$hazmat.home](https://my.navsup.navy.mil/apps/ops$hazmat.home)

5. NAVSUP 3502/1 NAVSUP FLC HMC PERSONNEL TRAINING PLAN MATRIX

- a. **Purpose:** To maintain a schedule and track completion of HAZMAT employee training needs and courses required to perform HMC&M support in a safe and effective manner, and to fulfill training requirements established by DoD, federal, state, and local regulations.
- b. **Action:** This is a NAVSUP FLC Internal Control tool for use by supervisors of HMC personnel or FLC Regional HAZMAT Directors to track completion of required training courses by HMC personnel and shall be used as a tool to report training needs to their FLC chain of command.
- c. **Location:** Fillable pdf form and an Excel version can be found on the NAVSUP Portal HMM Tool under Resources. [https://my.navsup.navy.mil/apps/ops\\$hazmat.home](https://my.navsup.navy.mil/apps/ops$hazmat.home)

6. NAVSUP 4454/1 NAVSUP FLC HMC STORAGE AREA WEEKLY INSPECTION CHECKLIST

- a. **Purpose:** To guide inspections NAVSUP FLC hazardous materials storage facilities, safety equipment, storage aides, material handling equipment, and container integrity of materials in storage. Weekly inspection completion, deficiency identification, and corrective actions shall be documented.
- b. **Action:** This is a NAVSUP internal document. Retain signed records of inspection for three (3) years as part of the facility Spill Prevention Control and Countermeasures plan.
- c. **Location:** Fillable form can be found on the NAVSUP Portal HMM Tool under Resources. [https://my.navsup.navy.mil/apps/ops\\$hazmat.home](https://my.navsup.navy.mil/apps/ops$hazmat.home)

7. NAVSUP 3501/1 NAVSUP HAZMAT PROGRAM SUPPORT REQUEST

- a. **Purpose:** Used by NAVSUP FLC Hazardous Material Management departments to request Hazardous Material Management (HMM), Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP), temporary support assistance for completion of projects, training, or new site implementation.
- b. **Action:** This is a NAVSUP internal document to be completed by the NAVSUP Fleet Logistics Center Regional HAZMAT Director and submitted to: NAVSUP SUP 0442 P2/HMC&M Functional Distribution: navsupqhazmat.fct@us.navy.mil

- c. **Location:** Fillable form can be found on the NAVSUP Ashore HAZMAT Portal.
https://my.navsup.navy.mil/webcenter/portal/navsupwss_hedmo_wm?_adf.ctrl-state=fzr3btti9_5
8. DD FORM 2477-1 SHELF LIFE EXTENSION NOTICE SERIES
- a. **Purpose:** Identifies Type II shelf-life items that have successfully passed visual inspection, testing, restoration, or any combination of these measures. This form is available in three sizes - DD Form 2477-1: Large “Shelf-Life Extension Notice (8” x 11.5”),” DD Form 2477-2: Medium “Shelf-Life Extension Notice (3” x 5”),” and DD Form 2477-3: Small “Shelf-Life Extension Notice (1” x 3”)”
 - b. **Action:** Affix to shelf-life extended material IAW DODMANUAL 4140.27, VOLUME 2
 - c. **Location:** Fillable pdf, Avery templates can be found on the NAVSUP Portal HMM Tool under Resources. [https://my.navsup.navy.mil/apps/ops\\$hazmat.home](https://my.navsup.navy.mil/apps/ops$hazmat.home) or on the DoD Shelf Life Extension System website under the Resources tab.
<https://www.shelflife.dla.mil/site/about.aspx>

APPENDIX L

GLOSSARY

Authorized Use List (AUL) – The list of all HM authorized for use by any command, unit or activity. Each command, unit, or activity (or work center) that uses HM must have an authorized use list (AUL). Only material identified by the workplace AUL is authorized for order, issue, or storage at customer sites.

Command - The headquarters and all subordinate commands, activities/installations, units, forces and employees.

Commander - The Navy official in charge of a naval shore command, activity or installation office or unit. Unless specified to the contrary, the term is synonymous with commander, commanding officer (CO), Officer in charge (OIC), director, or other title for the head of the organization.

Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) - The Navy's standardized methodology to achieve life-cycle HMC&M and total ownership cost reductions for HM products and services. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) establishes a centralized approach to HMC&M that facilitates compliance with the CAA, OSHA, the EPCRA, the PPA, RCRA, and other environmental laws, E.O.s, and regulations. CHRIMP also reduces total ownership cost by efficiently managing HM procured, stocked, distributed, and eventually disposed of as waste. CHRIMP is widely recognized for generating significant savings in HW disposal cost avoidance.

Contractor Workplace - Any place on a Navy installation, located within the United States, its territories, or possessions, where work currently is being, recently has been, or is scheduled to be performed by contractor employees under a Navy contract, including a reasonable access route to and from the workplace. The term contractor workplace does not include any area structure, machine, apparatus, device, equipment, or material therein, with which a contractor employee is not required or reasonably expected to have contact nor does it include any working condition for which OSHA jurisdiction has been preempted under section 4(b)(1) of the OSH Act.

Controls - Actions taken or measures put in place to eliminate a hazard or reduce the associated identified risk. Some types of controls include engineering controls, administrative controls, and physical controls. Also called mitigations.

Department of Defense (DoD) Personnel - Department of Defense (DoD) and Navy Civilian Personnel are DoD civil service employees (including reserve component military and reserve technicians, unless in a military duty status); non-appropriated fund employees (excluding part-time military); Corps of Engineers Civil Works employees; Youth or Student Assistance Program employees; foreign nationals employed by the DoD Components; Army-Air Force Exchange Service employees, and Navy Exchange Service Command employees.

Emergency Vehicle - Any vehicle designated, equipped, and authorized to respond to an emergency. These include police, ambulance, fire, crash and rescue, explosive ordnance disposal, and hazardous material response vehicles.

Employee - Any person employed or otherwise offered, permitted, or required to work by a Navy command including both civilian and military personnel.

Excess Hazardous Material - Excess HM is HM for which there is no further immediate requirement by the command or installation in possession of the material. Such materials must be returned to the regional CHRIMP center for redistribution to other naval commands or installations.

Facility - A facility is comprised of all buildings, equipment, structures, and other stationary items located on a single site or on non-contiguous or adjacent sites, owned or operated by the same person, otherwise known as the “host,” “host installation,” or “fenceline owner” for Navy installations. For the purposes of section 304 of the EPCRA, the term includes motor vehicles, rolling stock, and aircraft.

Fenceline – A Navy installation which includes any satellite properties, adjacent sites, or multiple non-contiguous sites, under direct control of one installation commanding officer (ICO).

Hazardous Chemical - Any chemical that is a physical hazard or a health hazard in accordance with 29 CFR Section 1910.1200 (c), and with some exceptions as specified in the Community Right to Know Law of 1986 (Superfund Amendments and Reauthorization Act (SARA), Title III). See "Hazardous Material."

Hazardous Material (HM) – A hazardous material (HM) is any material that is regulated as HM per reference (49 CFR Part 173); that requires an SDS per reference (a); or that, during end use, treatment, handling, packaging, storage, transportation, or disposal, meets or has components that meet or have the potential to meet the definition of HW as defined by reference (40 CFR Part 261), subparts A, B, C, and D. In general, HM is any material that, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may pose a hazard to human health or the environment. Included in this definition are all extremely hazardous substances, hazardous chemicals (HC), hazardous substances, and toxic chemicals as defined in EPCRA.

Hazardous Materials Control and Management (HMC&M) - Hazardous Materials Control and Management (HMC&M) focuses on preventing, minimizing, or eliminating the introduction of hazardous material (HM) into the Navy, substituting less hazardous HM for HM already in the Navy, safely using HM in the workplace, and safely handling and disposing of hazardous waste (HW). HMC&M involves a variety of local organizational and functional elements due to the requirements of federal, state and local right-to-know laws, overlapping requirements of the laws, and regulations that affect HM use, and the logistic aspects of supply and material disposition.

Hazardous Material Information Resource System (HMIRS) - A computer-based information system developed to accumulate, maintain, and disseminate important characteristics of hazardous materials, which exist throughout DoD. Hazardous Materials Information Resource System (HMIRS) is the Navy system of record for all SDS.

HAZMAT Minimization Center (HMC) - NAVSUP FLC operated facilities conducting centralized receipt, inventory management, storage, issue, reissue, consolidation, and life-cycle tracking of all HAZMAT aboard Navy Installations, including HAZMAT at work center lockers. HAZMAT Minimization Centers (HMC) comprise the facilities, personnel, equipment, and procedures necessary to execute CHRIMP.

Hazardous Substance (HS) - Any substance that, because of its quantity, concentration, or hazardous properties, may pose a substantial hazard to human health or the environment when purposely released or accidentally spilled is a hazardous substance (HS).

Hazardous Waste (HW)

1. Hazardous Waste (HW) is a solid waste (SW) or combination of SW that because of its quantity; concentration; or physical, chemical, or infectious characteristics; may:
 - a. Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness;
 - b. or Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
2. The term “SW” includes liquid, semi-solid, or contained gaseous material.

Industrial Hygiene - The science that deals with the recognition, evaluation, and control of potential health hazards in the work environment.

Installation - A facility or group of facilities located in the same vicinity, which support particular Navy functions. Installations may include locations such as stations, air stations, shipyards, etc., or may be vessels.

Laboratory - A term referring to research laboratories and chemical analytical laboratories that are managed and staffed by academically trained and -qualified professionals and chemists. This term, as used in this Manual, does not include entire installations having "laboratory" in their organization name, or material laboratories that mainly characterize the physical properties of materials. The term is intended to describe functional room(s) or area(s) where specific analytical and research tasks are performed by highly trained professionals under the supervision of highly trained and qualified, professional chemists.

Military Personnel - All U.S. military personnel on active duty; Reserve or National Guard personnel on active duty or performing inactive duty training; Service Academy midshipmen and cadets; officer candidates in officer candidate school and Reserve Officer Training Corps midshipmen, cadets, and officer candidates when engaged in directed training activities; and foreign national military personnel assigned to the DoD Components.

Naval Stations - This applies to naval bases, activities, stations, facilities, installations, housing areas and all other property under the jurisdiction of the U.S. Navy.

Navy Safety and Occupational Health (SOH) Standards - Occupational safety and health standards published by the Navy which include, are in addition to, or are alternatives for the OSHA standards which prescribe conditions and methods necessary to provide a safe and healthful working environment.

Occupational Health - That multidisciplinary field of preventive medicine that is concerned with the promotion and maintenance of the highest degree of physical, mental and social wellbeing of workers in all occupations, and the prevention and/or treatment of illness or injury induced by factors in the workplace. The major disciplines involved are: occupational medicine, occupational health nursing, epidemiology, toxicology, audiology, industrial hygiene, ergonomics, and health physics. Activities include the design, implementation and evaluation of comprehensive health and safety programs that promote employee health and safety in the workplace.

Open Container - Any bottle, can, or other receptacle containing any alcoholic beverage that has been opened or had its seal broken.

Plan of Action and Milestones (POAM) - Document that identifies tasks needing to be accomplished. It details resources required to accomplish the elements of the plan, any milestones in meeting the tasks, and scheduled completion dates for the milestones.

Safety Data Sheet (SDS) – An SDS (formerly material safety data sheet) is a written or printed material that provides health and safety information about products, substances or chemicals that are classified as hazardous substances or dangerous goods. It contains data elements to communicate to users the chemical, physical, and hazardous properties of the product IAW the OSHA Hazard Communication Standard, 29 CFR 1910.1200. The completed form identifies key information on the product: name, address, and emergency contact for the manufacturer; the identity of hazardous ingredients; physical/chemical characteristics; fire and explosion hazard data; reactivity data; health hazard data; precautions for safe handling and use; and control measures.

Toxic Substance or Harmful Physical Agent - any chemical substance, biological agent (bacteria, virus, fungus, etc.), or physical stress, noise, heat, cold, vibration, repetitive motion, ionizing and non-ionizing radiation, hypo-hyperbaric pressure, etc., which:

1. Is regulated by any NAVSOH standard or Federal law or rule due to a hazard to health.
2. Is listed in the latest printed edition of the National Institute for Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemicals.

APPENDIX M

LIST OF ACRONYMS

Acronym	Description
3PL	3rd Party Logistics
ACT	Afloat CHRIMP Technicians
AER	Access Enforcer Request
AMPS	Account Management and Provisioning System
A/OPC	Agency/Organization Program Coordinator
AOR	Area of Responsibility
AUL	Authorized Use List
BLA	Business Logistics Application
BP28	Budget Project retail for general consumables
BSC	Business Systems Center
BSO	Budget Submitting Office
BUMED	Chief, Bureau of Medicine and Surgery
CAA	Clean Air Act
CAC	Common Access Card
CAS	Chemical Abstracts Service
CANTRAC	Catalog of Navy Training Courses
CBT	Computer Based Training
CDP	Course Data Processing
CECOS	Naval Civil Engineer Corps Officers School
CERCLA	Comprehensive Environmental Response, Compensation and, Liability Act
CFR	Code of Federal Regulation
CHRIMP	Consolidated Hazardous Material Reutilization and Inventory Management Program
CIN	Course Identification Number
CNIC	Commander Naval Installations Command
CNO	Chief of Naval Operations
CO	Commanding Officer
CONOPS	Concept of Operations
CONUS	Continental United States
COR	Contracting Officer Representative
CPG	Comprehensive Procurement Guideline
CSI	Critical Safety Item
CWA	Clean Water Act
DAU	Defense Acquisition University
DCS	Data Collection Sheet
DENIX	DoD Environment, Safety, and Occupational Health Network and Information Exchange

DLA	Defense Logistics Agency
DOD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DON	Department of the Navy
DOT	Department of Transportation
DTO	Direct Turn Over
EBO	Enterprise Business Office
ECATTS	Environmental Compliance Assessment Training and Tracking System
ECH	Echelon
EHS	Environmental Health and Safety
EMS	Environmental Management System
eNTRS	enterprise Navy Training Reservation System
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERP	Enterprise Resource Planning
ESA	Engineering Support Activity
ESAMS	Enterprise Safety Application Management System
ESOH	Environmental, Safety and Occupational Health
FIFO	First in First Out
FLC	Fleet Logistics Center
FSCAP	Flight Safety Critical Aircraft Part
GDS	Government-Designated Systems
GDSC	Global Distance Support Center
GHS	Globally Harmonized System
GPC	Government Purchase Card
GPP	Green Procurement Program
GT&C	General Terms & Conditions
HAP	Hazardous Air Pollutants
HAZCOM	Hazard Communication
HAZMAT	Hazardous Materials
HAZMIN	Hazardous Materials Minimization
HCC	Hazardous Characteristic Code
HCS	Hazardous Communication Standard
HEDMO	Hazardous Materials Enterprise Data Management Office
HHA	Health Hazard Assessment
HICS	Hazardous Inventory Control System
HLOC	HAZMAT Minimization Center Storage Location
HM	Hazardous Materials
HMAR	Hazardous Materials AUL Add Request
HMC	HAZMAT Minimization Center
HMC&M	Hazardous Materials Control & Management
HMIRS	Hazardous Materials Information Repository System
HMM	Hazardous Materials Management Tool

HQ	Headquarters
HS	Hazardous Substance
HSIRM	Hazardous Substance Incident Response Management
HW	Hazardous Waste
HWAP	Hazardous Waste Accumulation Point
IAW	In Accordance With
ICO	Installation Commanding Officer
ICP	Inventory Control Point
IH	Industrial Hygiene
IM	Inventory Management
INSURV	Inspection and Survey
ISEA	In-Service Engineering Agent
ISEERB	Inter-Service Environmental Education Review Board
IT	Information Technology
KLOC	Customer HAZMAT Storage Location
KSD	Key Supporting Documentation
KTE	Knowledge Transfer Event
LCPO	Leading Chief Petty Officer
LPO	Leading Petty Officer
LSC	Logistics Support Center
LSN	Local Stock Number
MHE	Material Handling Equipment
MIGO	Movement In Goods Out
MILCON	Military Construction
MILSTRIP	Military Standard Requisitioning And Issue Procedures
MNP	My Navy Portal
MOA	Memorandum of Agreement
MQCSS	Material Quality Control Storage Standards
NAVFAC	Naval Facilities Engineering Systems Command
NAVMED	Navy Medicine
NAVOSH	Navy Occupational Safety and Health
NAVSAFENVTRACEN	Naval Safety and Environmental Training Center
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NDP	Navy Data Platform
N-ERP	Navy Enterprise Resource Planning
NeL	Navy eLearning
NERTP	Navy Environmental Readiness Training Program
NESHAP	National Emissions Standards for Hazardous Air Pollutants
NFPA	National Fire Protection Association
NHDSM	National Help Desk Service Manager
NIIN	National Item Identification Number
NMC	Navy Mobile Computing

NMCI	Navy Marine Corps Intranet
NSCS	Navy Supply Corps School
NSN	National Stock Number
NWCF	Navy Working Capital Fund
OCONUS	Outside Continental United States
ODS	Ozone Depleting Substance
OIC	Officer in Charge
OJT	On the Job Training
OLT	On Line Training
ONE-Net	OCONUS Enterprise Network
OPNAV	Office of the Chief of Naval Operations
OSHA	Occupational Safety and Health Administration
P&S	Product and Service
P2	Pollution Prevention
PERNR	Personnel Number (ERP)
PHD	Product Hazard Data
PIV	Personal Identity Verification
PM	Program Manager
PPE	Personal Protective Equipment
POAM	Plan of Action and Milestones
POC	Point of Contact
POE	Point of Entry
PRIME	Plastics Removal in a Marine Environment
PSP	Product and Service Plan
QSL	Quality Status List
RCC	Regional CHRIMP Center
RCRA	Resource Conservation and Recovery Act
RD	Regional Director
RFI	Ready for Issue
RIC	Routing Identifier Code
RMC	Reason for Movement
SAA	Satellite Accumulation Area
SCC	Satellite CHRIMP Center
SCM	Supply Chain Management
SFR	SHML Feedback Report
SHIMS	Submarine Hazardous Material Inventory and Management System
SHML	Ships Hazardous Material List
SLES	Shelf Life Extension System
SLOC	Storage Location
SM	Supply Management
SMART OFFLOAD	Supply Management Asset Reutilization Tool
SMC	Supply Management Certification
SMCC	Special Material Content Codes

SMCL	Submarine Material Control List
SNAP	Significant New Alternatives Policy
SOP	Standard Operating Procedures
SPCC	Spill Prevention Control & Countermeasures
SSI	Special Stock Indicator
SSS	Single Supply Solution
SUPPO	Supply Officer
SYSCOM	Systems Command
TAC	Transportation Account Code
T-Codes	Transaction Code
TO	Transfer Order
TRI	Toxic Release Inventory
T-SHML	Type Ships Hazardous Material List
TSC-HR	Training Support Center Hampton Roads
TSI	Transportation Safety Institute
UIC	Unit Identification Code
UM	User Management
USDA	United States Department of Agriculture
USSGL	United States Standard General Ledger
VOC	Volatile Organic Compound
WEBFLIS	Web Federal Logistics Information System
WM	Warehouse Management
WRAPS	Waste Reduction Afloat Program
WSS	Weapons System Support
XO	Executive Officer