



DEPARTMENT OF THE NAVY
NAVSUP GLOBAL LOGISTICS SUPPORT
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NAVSUPGLSINST 5090.1A
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2 Aug 17

NAVSUP GLS INSTRUCTION 5090.1A

From: Commander, NAVSUP Global Logistics Support

Subj: NAVSUP GLOBAL LOGISTICS SUPPORT HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M) PROGRAM

Ref: (a) Federal Acquisition Regulations (FAR)
(b) Executive Order 13423

Encl: (1) NAVSUP GLS Hazardous Material Standard Operating Procedures

1. Purpose. To establish Standard Operating Procedures (SOP) within the NAVSUP Fleet Logistics Centers (FLCs) for carrying out the Navy's Hazardous Material Control and Management (HMCM) Program. Enclosure (1) (hereafter referred to as the SOP) has been developed to ensure the Navy implements and organizes shore installation HMC&M Programs using uniform business processes. This SOP is based on Regional Consolidated Hazardous Material Reutilization Inventory Management Program (CHRIMP) business processes. Application of this SOP ensures mission requirements are met while improving processes for acquisition, maintenance, and use of Hazardous Material (HM). The goal of this SOP is to ensure consistent HM operations throughout the Navy.

2. Cancellation. NAVSUPGLSINST 5090.1

3. Scope. The provisions of this SOP apply to all Navy commands, tenant activities and contractors that are involved in the planning, procurement, requisition, receipt, stowage, distribution, use or other disposition of HM. This SOP applies to all Regional CHRIMP Centers (RCCs) and satellites under the authority of the Commander, NAVSUP Global Logistics Support. This SOP does not apply to bulk fuels; radioactive/biohazardous material; ammunition and explosive substances; medicinal HM and Hazardous Waste (HW); or reagents used in medical laboratory settings. Local SOPs may be developed to address unique requirements using this SOP for guidance. All regional and local CHRIMP instructions will be modified to comply with this SOP. Contracts for work at Naval activities and installations will be written in accordance with the guidance of this SOP and reference (a) to ensure all contractor HM is properly managed.

4. Organization and Responsibilities. Paragraph 4 of enclosure (1) provides detailed guidelines for the CHRIMP organization and responsibilities.

a. NAVSUP. The Chief of Naval Operations (CNO) has designed Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) executive agency for Navy HMC&M. The NAVSUP Global Logistics Support (GLS) HMC&M Program Manager is chartered to achieve the goals outlined in reference (b). The following organization has been established to carry out the Navy's HMC&M Program.

b. NAVSUP GLS. NAVSUP has delegated Program Management authority and functional responsibility for regional and waterfront HMC&M support and execution to NAVSUP GLS. Paragraphs 4.a.(1) and 4.1.(2) of enclosure (1) addresses these responsibilities in detail.

c. Regional Management. NAVSUP FLC Commanding Officers and Regional HM Directors are responsible for Navy Regional CHRIMP operations within their Area of Responsibility (AOR). Paragraph 4.a.(3) of enclosure (1) addresses these responsibilities in detail.

5. Action. Implement policies and procedures defined in enclosure (1). This instruction is effective upon signature.

6. References

a. The Federal Acquisition Regulation may be found online at:
<http://www.acquisition.gov/comp/far/index.html>.

b. Office of the Chief of Naval Operations (OPNAV) and Secretary of the Navy (SECNAV) instructions may be found online at: <https://doni.documentservices.dla.mil/default.aspx>.

c. The Code of Federal Regulations (CFR) may be found online via the National Archives and Records Administration (NARA) at: <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>.

d. Executive Order 13423 may be found online via the NARA at:
<https://www.gpo.gov/fdsys/pkg/FR-2007-01-26/pdf/07-374.pdf>.

e. NAVSUP Memorandums of Agreements (MOAs). Contact NAVSUP GLS Code 030 for specific MOA.

f. NAVSUP publications are available at the Naval Logistics Library online at:
http://nll1.ahf.nmci.navy.mil/nll/brow_nll.cfm - Select "NLL Login" then accept and then "Navy Publications Index" and enter the number in "Keyword" field.

g. Department of Defense (DoD) instructions and manuals may be found online at:
<http://www.dtic.mil/whs/directives/corres/publ.html>.

h. DoD forms may be found online at:
<http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1000-1499.htm>.

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i. NAVSUP GLS instructions may be found online via the following link (PKI required):
https://my.navsup.navy.mil/webcenter/portal/navsuppls?_adf.ctrl-state=h28sxgfd1_1&_afLoop=30806534472925650#!%40%2Foracle%2Fwebcenter%2Fpage%2FscopedMD%2Fs51642209_7942_4f96_b737_8e9ba741dc23%2FPage9.aspx%40%3Fwc.contentURL%3D%2Fspaces%2Fnavsuppls%26_adf.ctrl-state%3Dh28sxgfd1_5.



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Chief of Staff

Distribution:
NAVSUP FLC COs/XOs/EDs
NAVSUP FLCs (Code 400)



NAVSUP Global Logistics Support
HAZARDOUS MATERIAL
STANDARD OPERATING PROCEDURES

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- Ref:
- (a) Federal Acquisition Regulations
 - (b) Executive Order 13423
 - (c) OPNAVINST 5090.1C w CH 1, Environmental and Natural Resources Program Manual, Chapter 3
 - (d) CNO ltr 5090 Ser N4/4U745710 of 4 Feb 04
 - (e) NAVSUPSYSCOM MOA 5090 Ser 422/0001/COMFISCS MOA 5090 Ser 040/0001 of 4 Aug 05
 - (f) NSTM 670, Afloat Hazardous Material Control and Management Guidelines Hazardous Material Users Guide (HMUG)
 - (g) OPNAVINST 5100.19E, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
 - (h) 29 CFR 1910 – 120
 - (i) 29 CFR 1910 – 1200
 - (j) OPNAVINST 5100.23G w CH1, NAVOSH Program Manual
 - (k) OPNAV Ser N452/6U838119 of 30 June 2006
 - (l) NAVSUP P-573, Storage and Handling of Hazardous Material
 - (m) DoD 4140.27-M, Shelf Life Item Management Manual
 - (n) 49 CFR 173
 - (o) NAVSUP P-505, Preparing Hazardous Material for Military Air Shipment
 - (p) NAVSUP P-485, Afloat Supply Manual

1. Purpose. To establish Standard Operating Procedures (SOPs) within the Naval Supply Systems Command (NAVSUP) Fleet Logistics Centers (FLCs) for carrying out the Navy's Hazardous Material Control and Management (HMC&M) Program. This SOP has been developed to ensure the Navy implements and organizes shore installation HMC&M Programs using uniform business processes. Although installations may have unique requirements, the products and services provided by the Navy HMC&M Program will be consistent regardless of customer location. This SOP is based on Regional Consolidated Hazardous Material Reutilization Inventory Management Program (CHRIMP) business processes In Accordance With (IAW) references (a) through (p). Regional CHRIMP sustains current support levels, improves management of Hazardous Material (HM), and effectively achieves Navy HMC&M goals. Application of this SOP ensures mission requirements are met while improving processes for acquisition, maintenance and use of HM. The goal of this SOP is to ensure consistent HM operations throughout the Navy. Appendix A provides a list of acronyms used in this SOP.

2. Scope. The provisions of this SOP apply to all Navy commands, tenant activities, and contractors that are involved in the planning, procurement, requisitioning, receipt, stowage, distribution, use and/or disposition of HM.

a. This SOP applies to all Regional CHRIMP Centers (RCCs) and satellites under the authority of the Commander, NAVSUP Global Logistics Support (GLS) and includes ships' HM offloads, consisting of Reuse that is turned into the RCC and Hazardous Waste (HW) screening. Appendix B provides a list of recent command name changes referenced in this SOP. This SOP does not apply to bulk fuels, radioactive/bio-hazardous material, ammunition/explosive

substances, medicinal HM and HW or reagents used in medical laboratory settings. Local SOPs may be developed to address unique requirements using this SOP for guidance. All regional and local CHRIMP instructions will be modified to comply with this SOP.

b. To ensure all contractors' HM is managed properly, all contracts for work at Navy activities and installations will be written IAW the guidance of this SOP and reference (a) and will follow standard contracting policies and procedures. Any new HM operational contracts will be written to adhere with the standard performance work statement prototype developed by NAVSUP GLS.

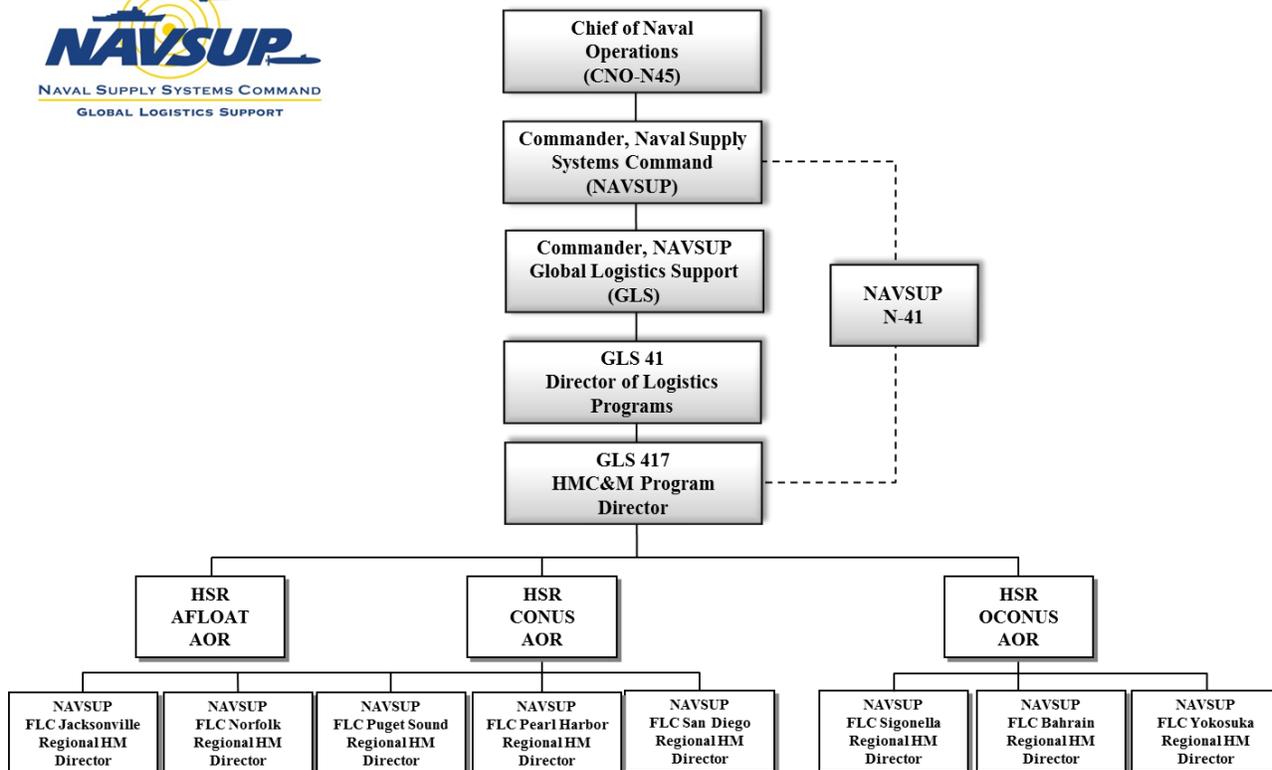
3. Background. Federal regulations and Navy policies require organizations to reduce the amount of HM procured, stocked, distributed and eventually disposed of as waste. This mandate requires HM available within the Navy Supply System to be used to the maximum extent possible.

a. Reference (b), requires Federal agencies to pursue Pollution Prevention (P2) whenever feasible, incorporate waste prevention and recycling into daily operations, increase procurement of environmentally preferred items, expand existing affirmative procurement and recycling programs, establish model facility demonstrations/projects, integrate P2 and affirmative procurement into acquisition programs and establish goals for reduction of solid waste generation. It also requires Federal agencies to comply fully with the requirements of the Pollution Prevention Act of 1990 and the Emergency Planning Community Right-to Know Act (EPCRA). It requires Federal agencies to adopt voluntary goals for reduction of toxic releases, be proactive in source reduction, report under the Toxic Release Inventory program, integrate P2 in acquisition and procurement efforts and make life cycle cost decisions which include environmental considerations.

b. To help achieve the requirements and specific reduction goals of reference (b), the implementation of Regional CHRIMP has been mandated by references (c) and (d). Regional CHRIMP is designed to significantly reduce HM and associated HW by using centralized control and inventory management. This results in lowered costs of procuring, stocking and distributing HM, and decreased HW disposal costs. Additionally, the program provides for increased personnel safety and environmental protection, while reducing the risks of exposure, releases, or notices of violation by regulatory agencies.

4. CHRIMP

a. CHRIMP Organization and Responsibilities. The Chief of Naval Operations (CNO) has designated NAVSUP as the executive agency for Navy HMC&M. The NAVSUP GLS HMC&M Program Manager is chartered to achieve the goals outlined in reference (c). The following organization has been established to carry out the Navy's HMC&M Program:



(1) NAVSUP GLS. NAVSUP has delegated program management authority and functional responsibility for regional and waterfront HMC&M support and execution to NAVSUP GLS IAW reference (e). NAVSUP GLS is responsible for:

- (a) Financial management including budget planning, formulation and execution for the NAVSUP FLCs
- (b) Managing CHRIMP implementation and providing Navy HMC&M operations oversight
- (c) Functional Lead for Information Technology (IT). Navy Enterprise Resource Planning (Navy ERP) Environmental, Health and Safety (EHS) module functional sustainment
- (d) Contracting Officer Representative (COR) functions for the current HMC&M contract
- (e) Requiring activity for the current HMC&M contract

(f) Establishing the Navy SOP for CHRIMP implementation and operations at all RCCs and Satellite CHRIMP Centers (SCCs)

(g) Coordinating any Memorandums of Agreement (MOAs) required for CHRIMP implementations

(h) Designating a Navy HMC&M Program Manager

(2) NAVSUP GLS HMC&M Program Manager. The NAVSUP GLS HMC&M Program Manger (PM) is responsible for:

(a) Executing Navy HMC&M policies and procedures

(b) Establishing RCCs and SCCs

(c) Resourcing Regional CHRIMP implementations

(d) CHRIMP operations guidance

(e) Resourcing existing CHRIMP operations at the NAVSUP FLCs

(f) Overseeing the Navy's Afloat HM program

(g) Establishing and updating, as necessary, the Navy CHRIMP SOP. This is done in conjunction with NAVSUP FLC Regional HM Program Directors

(h) Representing NAVSUP in all CHRIMP forums

(i) Providing guidance to NAVSUP FLC Regional HM Directors for management of RCCs and SCCs

(j) Working with the FLCs and sites to sustain levels of support for the Navy HMC&M Program

(k) Establishing levels of support throughout the Navy for HM

(l) Establishing a Navy HM Management Board of Directors consisting of

1. NAVSUP FLC Regional HM Directors

2. NAVSUP GLS Hazardous Material Support Representatives (HSRs)

3. Regional Safety representatives

4. Regional Environmental representatives (NAVFAC)

(m) Serving as the point of contact for CHRIMP methodology and resource management in support of NAVSUP FLC Commanding Officers (COs) and Regional Commanders. Will review the resources necessary to conduct regional operations by coordinating with the Regional HM Directors through the business plan process.

(n) Acting as the NAVSUP GLS representative for the development of any MOAs that may be required

(o) Acting as the NAVSUP GLS Functional Program Manager for identifying deficiencies, improvements and new requirements for incorporation into the Navy ERP EHS module to support HM operations.

(p) Continues to update a Navy-wide Plan of Action and Milestones designed to consolidate installations' Hazardous Material Minimization Centers (HMCs) into RCC geographic areas designated by NAVSUP GLS HSRs and Regional HM Directors. These are typically where compliant facilities are available and within an approximate 100 mile radius, as local conditions permit.

(q) Monitors resourcing levels. Resourcing levels for CHRIMP sustainment operations will be funded by the sites or funding can be provided to the NAVSUP FLCs on a reimbursable basis from the sites.

(2) Regional CHRIMP Management. NAVSUP FLC Commanding Officers and Regional HM Directors are responsible for Navy Regional CHRIMP operations within their area of responsibility.

(a) NAVSUP FLC Commanding Officers will:

1. Ensure full and active participation in Navy Regional CHRIMP.
2. Negotiate with sites to ensure funding is made available for any new CHRIMP initiatives requiring day to day operational support (staffing).
3. Consult with NAVSUP GLS on HMC&M program concerns and execution.
4. Designate a NAVSUP FLC Regional HM Director.
5. Establish a regional CHRIMP instruction.
6. Meet all the requirements of the HMC&M Program.

7. Maintain a regional CHRIMP instruction consistent with this NAVSUP GLS SOP.

(b) NAVSUP FLC Regional HM Directors. Regional HM Directors are responsible for:

1. Conducting Regional CHRIMP operations, to include RCCs, SCCs and afloat unit assistance in accordance with this SOP.

2. Consulting with the NAVSUP GLS PM for planning and programming operational requirements.

3. Providing a Regional CHRIMP Coordinator to work with the NAVSUP GLS HSR and Regional CHRIMP implementation teams.

4. Developing a regional CHRIMP instruction.

5. Conducting Regional HMC&M management responsibilities.

6. Performing Supervisory duties/responsibilities for HMC operations to support:

a. Transportation

b. Quality Assurance

c. Inventory Analysis

d. Physical Security

7. Executing Regional HMC&M.

8. Contributing to budget plan input and execution.

9. Ensuring proper submission of required data to the Hazardous Enterprise Data Management Office (HEDMO) for data input to the Hazardous Material Information Resource System (HMIRS) and Navy ERP IAW Appendix C.

10. Providing required metrics and consumption reporting data to NAVSUP GLS and regional safety and/or environmental staffs.

11. Ensuring that the RCC is providing required levels of material and support.

12. Maintaining customer Authorized Use Lists (AULs) within Navy ERP.
 13. Providing Safety Data Sheets (SDSs) to RCC customers upon request.
 14. Ensuring customers have access to SDSs for RCC/SCC provided HM.
 15. Serving as subject matter experts for HM related questions and concerns.
 16. Acting on RCC reports of customer actions that circumvent the RCC and regional CHRIMP, including notifying the NAVSUP GLS PM or higher authority.
 17. Supporting day-to-day execution of HM Afloat program management.
 - a. Providing guidance for NAVSUP FLC Afloat CHRIMP Technicians.
 - b. Assigning a CHRIMP Tech to each ship.
 - c. Providing a point of contact (POC) listing to the NAVSUP GLS Afloat HSR.
 18. Establishing and chairing a regional HMC&M Committee. Membership of the Regional HMC&M Committee will include at a minimum representatives from:
 - a. Regional environmental, safety, industrial hygiene, spill response organizations.
 - b. Fleet representatives.
 - c. Representatives from the local HMC&M committees established by installation COs in the region.
- (c) Commanding Officers and Officers in Charge will:
1. Ensure all departments, tenants, and contractor operations participate in Regional CHRIMP IAW reference (c).
 2. Provide appropriate funding for any new CHRIMP initiatives to include staffing for day to day operations.
 3. Designate an activity HM Coordinator for oversight of CHRIMP operations IAW reference (c).

4. Designate local HMC&M committee members from their installation to include safety and environmental, as requested.

5. Retain responsibility for environmental reporting and compliance with Occupational Safety and Health Administration (OSHA) standards.

(3) Regional CHRIMP Center. RCC personnel manage all HM inventory using Navy ERP software to control, record and perform day-to-day HM operations within the region.

(a) RCC Core Hours of Operation. RCCs operate as needed to provide services based on current Capability Levels (CL) to their customers. Operating hours have been determined by the Regional HM Director and should coincide with local installation business hours, adjusted as required for industrial and operational needs.

(b) Satellite Installation CHRIMP Operations. Where Navy installations are not logistically supportable by an RCC due to distance or geographical constraints, SCCs have been established. Regional HM Directors are responsible for SCC support operations. To the maximum extent possible, SCCs will be provided with material requirements and Navy ERP database management from the RCC to effectively and efficiently support their customer base. Regional HM Directors and HSRs will identify where SCCs should be established. In order to ensure the Regional HM Director has sufficient cognizance over HM entering government custody, a SCC will, where feasible, obtain HM through the RCC.

(c) Capability Levels. The CLs established in each CHRIMP region will be consistent with NAVSUP GLS guidance. Capability Level 3 (CL3) is the standard level of service to be provided to all customer activities. The HMC&M capability levels are defined as:

1. CL1 – From RCCs and SCCs

- a. Deliver 90 – 95% of customer AUL requirements on a 14 day basis.
- b. Provide not-in-stock within 72 hours 95% of the time.
- c. Provide source of supply and estimated delivery date (EDD) within 72 hours for not-carried HM 95% of the time.
- d. Perform locker assessment for CHRIMP compliance monthly.

2. CL2 – From RCCs and SCCs

- a. Deliver 90 – 95% of customer AUL requirements on a 21 day basis.
- b. Provide not-in-stock within 72 hours 90 – 94% of the time.

c. Provide source of supply and EDD within 72 hours for not-carried HM 90 – 94% of the time.

d. Perform locker assessment for CHRIMP compliance quarterly.

3. CL3 – From RCCs and SCCs

a. Deliver 90 – 95% of customer AUL requirements on a 30 day basis.

b. Provide not-in-stock within 72 hours 85 – 89% of the time.

c. Provide source of supply and EDD within 72 hours for not-carried HM 85 – 89% of the time.

d. Perform locker assessment as part of the delivery process for CHRIMP compliance semi-annually.

4. CL4 – From RCCs and SCCs

a. Provide 90 – 95% of customer AUL requirements on a 45 day basis- requires customer pickup.

b. Provide not-in-stock within 72 hours less than 85% of the time.

c. Provide source of supply and EDD within 72 hours for not-carried HM less than 85% of the time.

d. Perform locker assessment as part of the delivery process for CHRIMP compliance annually.

5. These CLs describe the service levels to be achieved. Since most service is provided through Third Party Logistics (3PL) vendors, HM can be obtained and issued, on a short term basis, outside of Navy ERP when a Master Data Record (MDR) does not exist in Navy ERP. Accordingly, the following are standards for updating Navy ERP:

a. For work center issues of carried HM (Navy ERP MDR exists), Navy ERP will be used to perform the issue and reflect the work center's ownership of HM received.

b. For Not in Stock (NIS) material (Navy ERP MDR exists), Navy ERP will be used to perform the receipt and issue to the work center. Note: any receipt of a NIS HM item with a SDS different than the SDS established in the applicable MDR, will require the NIS HM receipt to be treated as a Not Carried (NC)/Direct Turnover (DTO) transaction.

c. For NC/DTO, Navy ERP will be updated within five working days to allow time for the RCC/SCC to request, and HEDMO to establish, a MDR to allow posting of the HM receipt to the work center in Navy ERP. In the interim the RCC/SCC will use a Hard Outage Log to track the HM items turned over to the work center. The Hard Outage Logs, Data Elements and Descriptions are available in Appendices D, E and F.

b. CHRIMP Technicians. The CHRIMP Techs are involved with all aspects of HM management IAW references (f) and (g) aboard ships. This includes procurement, delivery, receipt, stowage, use, and disposal. CHRIMP and HMC&M rely on the combined efforts of the NAVSUP FLCs, the shore RCCs, the Logistics Support Centers, the CHRIMP Technicians assigned and the ships' crews. CHRIMP Techs will provide services that are outlined in Appendix G, the CHRIMP Tech Afloat Desk Guide. They are responsible, at a minimum, for providing assistance and guidance for these services:

(1) Initial in-brief with the Supply Officer, Leading Chief Petty Officer and/or Leading Petty Officer.

(2) Publication and Instruction review.

(3) Solid/Hazardous Waste Training.

(4) Identification/consolidation of HM.

(5) Posting inventory to Hazardous Inventory Control System (HICSWIN).

(6) Reconcile Inventory with Exception Report.

(7) Conduct Planned Maintenance System maintenance review.

(8) Validate Inventory Range (LCS).

(9) Prepare Offload Documentation.

(10) Posting Offload transactions to HICSWIN.

(11) Conduct Shelf Life Review.

(12) Conduct Reorders.

(13) Material Receipt, Posting and Stowage.

(14) Performing 7 Day Locker Review.

- (15) Hardware/Software review and maintenance.
- (16) CHRIMP Training and Certification.
- (17) HMC&M Program Overview.
- (18) Wall-to Wall Inventory of HM (+BP28).
- (19) Importing current Type Ships Hazardous Material Listing (T-SHML).
- (20) Identify prohibited/obsolete material.
- (21) Submit Ships Hazardous Material Listing (SHML) Feedback Report (SFR).
- (22) Establish depth (Hi & Lo Limits).
- (23) Offloading material for reuse/disposal.
- (24) SDS research procedures.
- (25) Determine shortages.
- (26) Pick Up and Delivery Services.
- (27) HM Stowage Review.
- (28) Preparing for Inspection and Survey Inspections.
- (29) Assist or prepare documentation required by any of the above tasks (DD1348s, SFRs, etc.).

5. Hazardous Material Control. This section identifies and explains procedures and processes used at RCCs and SCCs to control and manage the purchase, receipt, issue and storage of HM, as well as excess turn-in. Customer requisition, receipt and return processes are also discussed.

a. Hazardous Material Management. Regional CHRIMP incorporates and expands the improvements to HM management initiated by the CHRIMP Program. Under Regional CHRIMP, all HM authorized for procurement is received, issued and labeled through the RCC. Under Regional CHRIMP, HMCs have been converted into RCCs, SCCs or been eliminated in order to provide efficiencies and economies-of-scale. Implementation of RCCs and SCCs provides the benefits of regulatory compliance, reduced risk and increased savings.

(1) Material Types. Most RCCs will manage several different categories of material as described below. While the preferred inventory support model for Regional CHRIMP is 3PL, with the Government Commercial Purchase Card (GCPC) as the method of payment, other methods of inventory support may be employed where it makes sense for the supported customer base/region.

(a) Excess Material. Excess HM is material that is Ready for Issue (RFI) (“A” condition code), which is in excess of work center needs. This material will be offloaded from the customer activity to the RCC and received into the RCC’s Reuse plant in Navy ERP. The RCC will determine if material is to be retained in the region or transferred to another RCC for immediate use. The review for disposition will include at a minimum:

1. Transactional history;
2. Shelf-life with 180 days remaining or extendable;
3. Sufficient storage capability;
4. Storage limitations imposed by regulatory requirements;
5. Associated transfer cost; and

6. Any excess HM, which can be reused, will be offered to other RCCs. If the transportation costs are greater than the savings to the Navy from reuse in another region, the excess material shall be documented for disposal by the RCC IAW local procedures.

(b) Reuse Material. Reuse material is inventory purchased by the Navy with end use funds and is still useable. Normally, Reuse 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. It is turned in to the RCC and received into its Navy ERP Reuse plant for redistribution to another authorized user to avoid disposal and procurement costs. This Reuse material is then offered to other activities at no cost other than handling, packing and transportation. Reimbursement of these costs is the responsibility of the receiving activities. There is no material charge for the Reuse inventory when reissued. Reuse inventory will be issued by the RCCs prior to other A Condition material for all non-BP28 requirements. As there is no charge for reissuing Reuse material, the RCC generates both procurement and disposal cost avoidance savings. The transfer of Reuse inventory is restricted to the geographical area of the responsible RCC, unless the receiving activity provides funding for the packaging, handling and shipping costs to transport to an “out of area” site. The decision matrix for issuing Reuse material is:

1. Local Naval Activities

2. Regional Naval Activities
3. Other RCCs
4. Other DoD Activities
5. Other Federal Activities
6. Defense Logistics Agency (DLA) Disposition Services (DLADS)

(c) **Courtesy Stow.** Courtesy Stow material is inventory owned by a customer in excess of their immediate needs and turned into the RCC for temporary storage. This material is retained in the inventory of the customer activity while stowed at the RCC. Courtesy Stow is to be provided to customers in each region based on availability of storage and for a period normally not to exceed 30 days. It is at the discretion of the Regional HM Director to maintain material over 30 days. Courtesy Stow is primarily provided for afloat and aviation units.

1. First priority for Courtesy Stow is for ships in upkeep/repair/overhaul or for yard periods. Ships and aircraft 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 needed in larger quantities for scheduled work. Activities requesting Courtesy Stow will be encouraged to return material to the Navy Reuse inventory and thereby release HM for re-issue or sale, rather than use Courtesy Stow.

2. The space available for Courtesy Stow will be determined by the Regional HM Director. Courtesy Stow material will be received into the RCC's customer owned plant in the Navy ERP database to ensure proper inventory control and compliance reporting. The customer is responsible for disposal costs if the material is not used and disposal becomes necessary. The RCC will maintain an activity POC listing for Courtesy Stow material with phone numbers, warehouse locations of material, storage date, and estimated date of customer pick-up. The RCC will forward an inventory listing every 30 days to the designated POC or supply officer and arrange for pick-up or turn-in by the storage expiration date. The RCC will initiate follow up action for any material not removed by its storage expiration date.

(d) **Directed Material Inventory Stow.** Directed Material Inventory (DMI) is material purchased for a specific project. This material is reserved for a specific customer unless the customer releases the material for Reuse. The customer is responsible for disposal costs if the material is not used and disposal becomes necessary. The RCC will maintain lists of DMI by customer and provide these lists to the customer or Regional HM Director as requested. Afloat requests will have priority. Inventories of DMI material will be received into the RCC's customer owned plant in Navy ERP. When DMI material is accepted for storage, the regional Inventory Manager will work with the customer to establish a pickup date. The RCC will

maintain an activity POC listing for DMI material with phone numbers, warehouse locations of material, storage date and estimated date of customer pick-up. The RCC will forward an inventory listing every 30 days to the designated POC or supply officer and arrange for pick-up or turn-in by the storage expiration date. The RCC will initiate follow up action for any material not removed by its storage expiration date.

(e) Third Party Logistics Material. 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 IAW the determined CL. The GCPC will be the primary method of payment for 3PL material. Where a service provider contract is in place, 3PL is the primary source of inventory at the RCC to satisfy customer requirements. Implementation of Regional CHRIMP with a 3PL provider eliminates Navy investment in HM inventory, consolidates stovepipe operations, and helps reduce redundant facilities. Inventories of 3PL material will be received into the RCC's 3PL plant in Navy ERP. Any new HM 3PL contracts for RCC/SCC operations will be written IAW the standard performance work statement prototype developed by NAVSUP GLS and will follow standard contracting policies and procedures.

(f) Navy Working Capital Fund: Budget Project 28 Material. Budget Project 28 (BP28) material is material procured, maintained and accounted for through the Navy Working Capital Fund. It must be paid for by the end user. Aircraft carriers, large L-Decks and Sealift Command ships are authorized to carry BP28 material inventory for sale to end users. BP28 orders, receipts and issues are transferred to/from the financial records of a ship authorized to carry BP28 material inventory. Offloads of BP28 material from these ships must be received into the RCC's BP28 plant in Navy ERP for future issue, redistribution or disposal. Disposal and transportation costs for BP28 material are funded by NAVSUP.

(g) Direct Turnover Material. DTO material is HM received and issued by the RCC because the requested item is either NIS or NC at the RCC. Customers may order the material and issued to the customer upon arrival, or procured with 3PL funds for immediate sale to the customer in a GCPC transaction. Regardless of the method of funding, the material must be received in Navy ERP to the customer storage location/applicable plant before delivery or turn over to the customer. Because the material is non-valuated, only a single Navy ERP transaction is required to properly record the material receipt to the customer's work center.

(2) Receiving. All HM brought onto a base will be centrally received or accounted for through the RCC/SCC. The exception is DLA wholesale inventory in the Defense Working Capital Fund and DLA has responsibility for tracking this. All HM must be processed through the RCC in order to capture data for environmental compliance reporting. Regional HM Directors should work with their designated contracting officers to ensure that proper Federal Acquisition Regulation clauses are included in all contracts awarded in their Regions and with their Environmental Departments to make sure the statutes are enforced. Any transient customers or contractor operations fulfilling their own HM requirements from a source other than the RCC must provide SDSs and detailed unit of issue documentation to the RCC, via the

work center that contracted the work. This is to ensure that a record is maintained, showing that the material is on board government facilities in the region. It also will be added to that work center's AUL IAW local procedures. The RCC will enter material information in the appropriate RCC's plant in Navy ERP for tracking of all HM.

(a) The following minimum actions will be taken for all material received at the RCC:

- (1) Confirm that material is approved for use on base;
- (2) Confirm that a Navy MDR exists or can be extended to the appropriate plant or create and submit a data package, using the HEAT ticket process, to HEDMO;
- (3) Validate material and quantity to the receipt document;
- (4) Validate that shelf life has not expired for the HM to be received (expired shelf life material cannot be entered into Navy ERP);
- (5) Validate container condition/integrity; and
- (6) Open purchase material must be accompanied by a supporting SDS:
 1. Material must be in its original container; and
 2. Material container must have the original manufacturer's label and must be legible.

(b) For marine coatings, the RCC will:

- (1) Obtain manufacturer's Volatile Organic Compounds (VOC) compliance certificates
- (2) Verify that the material exists on the Navy's National Emission Standards for Hazardous Air Pollutants (NESHAP) web site [https://mynavsup.csd.disa.mil/apps/ops\\$neshap.html_home_page](https://mynavsup.csd.disa.mil/apps/ops$neshap.html_home_page).
- (3) If the NESHAP certificate is not found on the web site, the RCC will upload it to the web site database IAW Appendix H procedures.
- (4) Provide the regional Environmental office a copy of the VOC certification on request or as required by regulatory agencies.

(c) Receipt of BP28 Material. Ships will submit a DD1348 Issue, Release, Receipt Document, with offloaded BP28 material. The ships will Transaction Item Report (TIR) their offload to Navy ERP and the RCC will receive it into the BP28 plant in Navy ERP, which will complete the movement of financial accountability from the ship to the RCC. Based on these transactions, NAVSUP Weapon Systems Support Command (WSS) will know where material is physically located. All BP28 material must be identified on the ship's DD1348 with the KZ fund code. During an offload of BP28 material, containers found to be non-RFI will be processed for disposal through HICSWIN with a TIR generated and sent to Navy ERP. This will ensure Navy ERP financial and inventory records are accurate.

(d) Labeling. Labeling provides immediate warning of hazards associated with a product. The RCC will ensure that containers are properly labeled IAW references (h) and (i). Personnel will use this information in conjunction with the AUL and SDS to assess the physical and health hazards associated with the material. Supplemental labels cannot cover any existing manufacturer's health and safety warnings, bar-codes or product name. All secondary containers will be labeled IAW references (g), (i) and (j).

1. Labeling Requirements. All HM containers must be labeled, tagged or marked with the Navy ERP material identification number (defined as "ZPNC" in Navy ERP – see Appendix I for the ZPNC format) and the Navy ERP batch number on the Navy ERP label as well as the identity of the contents and appropriate hazard warnings by the manufacturer. BP28 material will be labeled, tagged or marked with the Navy ERP material identification number of a "ZNSN" for National Stock Number (NSN) or National Item Control Number (NICN) and the Navy ERP batch number on the Navy ERP label as well as the identity of the contents and appropriate hazard warnings by the manufacturer. Normally the RCC will distribute hazardous material in its original container with the original labels intact. If the manufacturer's label is damaged beyond legibility, the RCC will re-label the container with required information. If the identification of a material is in question, it will be processed as HW. The RCC will ensure labels or other forms of warning are legible, in English and prominently displayed. Upon re-inspection, updated shelf-life labels will be affixed to the HM container.

2. Alternate Container Labeling. When HM is transferred to an alternate container, this alternate container must be labeled with all required information. This situation will 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 for local use. The alternate container must be labeled with all of the original manufacturer's use and safety information. Labels can 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.

3. Portable Container Labeling. Work center HM can be decanted to unlabeled containers only if the material will be immediately used up during the work shift in which the material was transferred. In this situation, the material will be under the control of and used only

by designated HM work center personnel. RCCs will never issue material in unlabeled portable containers, although they may use unlabeled containers for their immediate internal needs.

4. National Emissions Standards for Hazardous Air Pollutants. Reference (c) requires retention of VOC batch certificates to demonstrate compliance with the Shipbuilding and Ship Repair NESHAP (Ship-NESHAP) program. Reference (k) is a memo that directed NAVSUP to establish a VOC certificate database and requires that VOC certificates be loaded into the database at the NAVSUP Ship NESHAP Website. CHRIMP business rules state that those Navy sites that are subject to Ship-NESHAP regulations must ensure that VOC batch certificates for all marine coatings they receive are recorded in the NAVSUP NESHAP database. Accordingly, NAVSUP FLCs Norfolk, Jacksonville, San Diego, Puget Sound and Pearl Harbor are subject to the CNO NESHAP mandate and must follow the requirements of this instruction. NAVSUP FLCs Sigonella, Bahrain and Yokosuka are not currently subject to the requirements of this section. NAVSUP GLS procedures require that all Navy RCC/SCC personnel procure, receive, stock and issue only Naval Sea Systems Command (NAVSEA) authorized Military Specification (MIL-SPEC) coatings for shipboard use. This applies to new material and Reuse. All NAVSEA authorized MIL-SPEC coatings received without vendor provided, batch-specific VOC certificates or not recorded in the NAVSUP NESHAP database will be held in a segregated "Not Ready for Issue" status until appropriate certificates are received and processed. For all other coatings, including those for which a VOC certificate cannot be obtained, RCC/SCC personnel will ensure storage locations are designated with signage stating "***This Coating is Not Authorized for Application on Ship Components/Not Authorized for Shipboard Use.***" In order to ensure compliance with this guidance, RCC/SCC personnel are required to:

- a. Obtain vendor-provided batch-specific VOC certificates for all NAVSEA authorized MIL-SPEC coatings;
- b. Verify that all Navy RCC/SCC customers requiring coatings for shipboard work are approved to use NAVSEA authorized MIL-SPEC coatings on their AUL or T-SHML;
- c. When procuring any NAVSEA authorized MIL-SPEC coating, ensure that vendor-provided batch-specific VOC certificates are requested for delivery with the product;
- d. When receiving any NAVSEA authorized MIL-SPEC coating, ensure that vendor-provided batch-specific VOC certificates have been provided;
- e. Upon receipt of any vendor provided batch-specific VOC certificate, ensure that the certificate is verified in the NAVSUP NESHAP database IAW procedures stated in Appendix H;

f. If the certificate is not found in the database, add the certificate information as required by the NAVSUP NESHAP directive guidance (also found in Appendix H) in a timely fashion (not to exceed five business days after receipt of the certificate);

g. If the NAVSEA authorized MIL-SPEC HM item is not in Navy ERP, or not correctly identified as a NESHAP item in Navy ERP, a MDR is required. RCC/SCC personnel will ensure that the NESHAP information on the data package form is properly identified/updated when submitting the MDR request IAW HEAT ticket procedures;

h. Modify AUL approval procedures to include evaluation of all coatings for NESHAP requirements; and

i. When a VOC certificate requirement is identified as part of the AUL process, ensure that procedures are established and documented to make certain that NAVSEA authorized MIL-SPEC coatings are approved for use and issued to the end user only after correct VOC certificate validation steps have been performed.

(3) Storage of HM. Maintaining HM storage is critical to establishing and keeping a safe work environment. To minimize risks inherent to storing HM, quantities on hand will be kept to a minimum, storage requirements IAW reference (1) will be strictly observed and the material condition of containers will be closely monitored. The guidelines for safe storage and handling developed by the National Fire Protection Association, and OSHA, defined in reference (1), will be strictly followed by all RCCs/SCCs.

(a) General Requirements. Correct storage of HM significantly decreases the risk of spills, fires and other emergency situations. HM will be stored IAW reference (1). Some notable general storage guidelines that must be followed are:

1. Storage levels will be maintained to support customers' mission and facilitate efficient restocking with minimal investment;

2. Inventory levels must be within prescribed capacities of the storage facility;

3. Material storage must never obstruct means of egress from a work area;

4. HM stored in work areas will be kept to the minimum necessary for the work being performed;

5. Appropriate storage will be provided for HM having unique physical or hazardous properties (temperature sensitivity, water reactivity, explosive nature or other);

6. Compressed gas cylinders must be secured to prevent accidental falling;

7. Compressed gas cylinders, not in use, must be equipped with valve protectors;
8. Storage compatibility defined by reference (1) will be strictly observed; and
9. The following types of material should never be stored together:
 - a. Flammables with oxidizers;
 - b. Acids with bases;
 - c. Water reactive with water-based material; and
 - d. Corrosive material with reactive material.

(b) Spill Prevention. Best management practices will 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 weight capacity of the bottom container and material is not located in areas of high traffic susceptible to collision damage.

(c) Stowage at Customer Sites. Customers will provide approved storage for HM based on 30-day requirements. Storage at customer sites will be managed by the activity owning the site. Customers will coordinate with their command Safety representative to ensure that the stockage amount is authorized and the type of storage is available. If customer provided storage locations do not meet minimum standards, the Regional HM Director will notify the command Safety representative of the specific discrepancies. The Regional HM Director will assist activities with locating storage facilities or provide information on approved lockers. If the noncompliant condition of the customer storage site presents an immediate risk of injury to personnel, damage to equipment or chemical spill, the Regional HM Director will notify the activity, and at the Director's discretion, will suspend deliveries to the site until minimum requirements for safe storage are met. To ensure compliance with regulatory agencies and DoD/Navy directives, material not included on a customer's AUL, or material found in other than approved lockers, or in use will be reported by the Regional HM Director to the command Safety representative or the chain of command. If HM found in the workplace does not have a Navy ERP label, an investigation will be conducted by the Regional HM Director 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 RCC process, the Regional HM Director will bring these discrepancies to the attention of the activity's CO or Executive Director, as well as the NAVSUP GLS HM Program Manager. The amount of HM authorized to be retained in the work center is up to 30 days or the minimum necessary to support work, whichever is less. When operational requirements necessitate, activities may request that the Regional HM Director increase work center storage levels or duration. 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 Regional HM Director issues increased quantities to the work center.

(d) Storage in the RCC. The Regional HM Director is responsible for ensuring that sufficient quantities and types of storage for HM requirements are available for each RCC/SCC. Only material identified on the regional AUL is authorized for stowage at the RCC. The regional HM authorization list is a compilation of all AULs, T-SHMLs and Submarines Material Control Lists (SMCLs). The amount of HM retained in the RCC should be limited to the minimum necessary for support of activities in the region. Levels of material maintained on-hand will be established by transactional data/planned usage data for the past 12 months or up to 24 months if required due to Fleet deployments. Levels will be reviewed for need on a routine basis as established by the Regional HM Director or supporting service provider. When incorporating new activities into Regional CHRIMP operations, the HM needs of the new activity will be surveyed. Transactional data or, as a secondary method, planned maintenance records will be used to establish initial levels of stock. 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 RCC can be increased. This will allow local conditions, such as difficulty in providing regular or timely deliveries, to be addressed in the management of regional stock levels. When the Regional HM Director decides quantities of HM retained in the RCC need to be increased, they will notify the regional Safety and Environmental departments. If the contract for the RCC specifies that a 3PL service provider has responsibility for setting the levels of stock maintained at the RCC, 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 RCC.

(e) Inventory Management. A complete wall-to-wall inventory of government owned material will be conducted annually. The inventory will be conducted for each HM class or subgroup with 100% class line item inventory reconciliation completed for that HM class or subgroup before inventory begins on the next HM class or subgroup. Spot Checks (quality assurance checks) will be done on government owned material IAW local procedures and will include checking quantities, location accuracy, shelf-life, container integrity, stock number, NESHAP compliance documents and labels. Inventories and spot check results will be validated as required by local procedures. The Regional HM Director will establish procedures to maintain government owned material with a 98% inventory validity. Location surveys will be conducted at the RCC and customer storage sites by the RCC personnel IAW Regional CHRIMP instructions.

1. Shelf-Life Management. Shelf-life management will be conducted IAW reference (m) to maintain requisite levels of stock availability and minimize the risk of shelf-life expiration prior to issue.

a. An effective shelf-life management program will:

- (1) Ensure material issued to customers is in RFI condition;
- (2) Minimize the risk of expiration prior to issue; and
- (3) Reduce risk of HW storage violations.

b. Disposal actions will only be initiated after all alternative avenues of consumption are exhausted (per decision matrix in Section 5.1.1.2).

c. Most HM is shelf-life managed material. HM falls into three shelf-life categories:

- (1) Indefinite (code 0);
- (2) Non-extendable (Type I codes); and
- (3) Extendable (Type II codes).

d. Alpha or numeric shelf-life codes have been assigned based on the length of the shelf-life of the material.

- (1) Type I shelf-life items are given alpha codes
- (2) Type II shelf-life items are given numeric codes

e. Navy ERP tracks shelf life items based on these codes and establishes batch serial numbers based on the time remaining from the manufacture date, which was entered into Navy ERP at the time of receipt or upon extension of shelf life. Shelf-life material will be extended per the DoD Quality Status Listing (QSL) if an exact Type II NSN, contract number and batch or lot is present. If the Type II NSN material (with associated information) is not on the QSL, the shelf life code listed in the DLA Logistics Information Service (DLALIS) data base will be used for shelf life extensions. Customers must be encouraged to accept material with extended shelf life. Type I shelf life HM will be disposed of upon expiration IAW local HW directives. All Type II material, regardless of material type (BP28, Courtesy Stow, 3PL, DMI, DTO or Reuse), will be extended in appropriate shelf-life intervals based on the QSL or DLALIS shelf life code, per reference (m). The criteria for extending non- standard Type II material is the original manufacturer's shelf-life period plus two additional manufacturer's shelf-life periods. Normally, Type II material should not be extended or retained for more than three shelf-life periods (original manufacturer's expiration date plus two extensions), based on the DLALIS shelf life code or manufacturer's shelf life period if non-standard/open purchase. Material extended twice should be considered for scrap/disposal at the discretion of the Regional HM Director.

2. Locker Management. The RCC manager will assist and advise customers on all facets of HM management and storage at the unit locker level. This includes compatibility, compliance, shelf-life extensions, reviewing established 30-day locker limits, recommending locker limit quantity changes based on observed usage, advising customers of excess locker material and assisting customers in turn in/ redistribution of excess locker material. Locker assessments (work center visits) will be conducted to ensure proper material management is exercised. In conducting CHRIMP compliant locker assessments IAW CLs of service, the RCC will perform the following steps:

- a. Validate the outstanding container list and AUL against the current inventory in the HM locker;
- b. Annotate any containers that are missing from inventory on a regionally generated Container Return Form;
- c. Ensure the customer HM Coordinator reconciles the discrepancies;
- d. Return HM in excess of requirements to the RCC;
- e. Adjust the AUL in the Navy ERP; and
- f. Verify and update SDSs as needed.

3. Security. Physical security of material and facilities is the responsibility of the Regional HM Director. The RCC will have a security program established that addresses maintenance of secure facilities, including key control processes. Each Region will have policies and procedures in place to ensure personnel are qualified, certified and licensed, as needed, to:

- a. Handle, package and transport HM or HW; and
- b. Perform emergency response functions

4. Defense Condition. Defense Condition 1 requires that the HM storage area be secured and not opened without the Base Command Duty Officer's permission.

(4) Issues. The HM issue process is the same for each type of material. All HM required by regional activities will be obtained through the RCC.

(a) Processing Routine Material Requests. All material request requirements will be processed in the Navy ERP by RCC personnel. Upon receipt of a request for material, the RCC will validate the stock number or material description against the T-SHML for ships and SMCL for submarines or against the AUL for shore facilities. Requests for prohibited items (items not on the relevant HM authorization list) will be rejected back to the requesting activity

with an explanation and assistance to find a suitable substitute or process as an AUL addition. The RCC will only allow authorized personnel to request and receive HM. Department of the Navy activities are authorized to use the GCPC as a method of payment to a contracted service provider for HM at the RCC. Unless new material is specifically requested by the customer, the RCC will first attempt to fill the customer's request for material (except for BP28 replenishment requirements) with available Reuse inventory before issuing A-condition government or contractor owned material. Global Navy ERP inventory queries will be completed for high volume requirements, high dollar value items, and long lead time items to identify availability of Reuse material prior to issuing A-condition or BP28. In the event issue of Reuse accrues transportation costs, the requesting activity will pay any handling, packaging and transportation costs. When processing a HM material issue in Navy ERP and multiple batches exist (indicating different remaining shelf life), the shortest remaining shelf life will be issued first. The exception is if the material is required for a deploying ship, in which case the longest available shelf life HM should be issued. If material is not available for issue at the time of request, RCC personnel may conduct a global search. Alternatively, the RCC staff will search for authorized substitutes or alternate units of issue. They will promote non-hazardous material substitutes whenever practical and provide customers with the latest information related to product substitutes. Substitutions will not occur if mandatory maintenance documentation or MIL-SPEC information dictates otherwise. As a last resort, RCC personnel will initiate procurement action and provide customer with estimated delivery date. RCC personnel will follow affirmative purchasing procedures to obtain environmentally preferred or "Green" products to the maximum extent possible IAW references (b) and (c). See Appendix J for information and assistance with environmentally preferred purchasing. Discrepancies with government owned material issued or found in location during the issue process will be identified to the regional Inventory Manager. This includes, but is not limited to:

1. Material not found;
2. Insufficient quantity on hand;
3. Remaining quantity incorrect;
4. Shelf-life out of date; and
5. Contractor and Government Entity (CAGE) number and SDS do not match.

(b) Container labeling will be incorporated into the issue processes.

(c) Point of Entry Requisition Processing. MILSTRIP HM requisitions will be submitted with a routing indicator code NRP to the Supply System. The Defense Automatic Addressing System (DAAS) routes these requisitions to Navy ERP, which executes sourcing logic to find Navy BP28 inventory and automatically routes the HM requisitions to the appropriate RCC if BP28 inventory is available. A BP28 transportation action code will be used

for transportation/shipping costs and, if needed, a Military Interdepartmental Purchase Request will be established by NAVSUP WSS at the nearest Defense Depot for associated packaging and handling costs. These requisitions will be filled by BP28 only. Reuse or other non-valuated inventory will not be used to fill BP28 MILSTRIP requisitions. If no BP28 HM inventory is on hand for the requested HM item, the HM requisition is referred automatically by Navy ERP to the wholesale inventory manager for fulfillment. Reuse or other non-valuated inventory can be used to fill End Use funded HM MIL-STRIP requisitions. They can use Re-use as first option with BP28 as secondary option if no Reuse is available. If no RCC HM inventory is on hand for the requested HM item, the HM requisition is referred by Navy ERP to the wholesale inventory manager for fulfillment.

(d) High Priority Requests. The process for ordering and issuing can be expedited via phone, fax, email etc. to the supporting RCC. The regional Inventory Manager or Supply Technician will take action for immediate processing. 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 will first be validated against Navy ERP to ensure stock numbered; material type and desired quantity are in stock. If the material is on-hand at the supporting RCC, the request is validated against the requestor's authorization list (T-SHML for ships, SMCL for submarines or the AUL for shore facilities). 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, RCC personnel will provide assistance and help coordinate the authorization through the Environmental and Safety departments, so the material can be ordered or issued. Material not on a customer's AUL can be issued with the activity Commanding Officer's written approval, but should be followed up with normal AUL approval processes. When material needed to support urgent requirements or a work stoppage is not available, the RCC staff will first do a global search through Navy ERP for material availability at other RCCs. In the event material is still not available, the RCC staff will initiate other procurement action to satisfy the requirement.

(e) After Hours Issues. After hours issues are high priority requirements received after normal working hours. The customer will be required to call either the local RCC after hours contact number or the Global Distance Support Center (GDSC) to obtain assistance, IAW local procedures. Each Regional HM Director will establish after hours emergency procedures to satisfy customer requirements. The Regional HM Director will ensure the GDSC has an up to date list of phone numbers customers can call for emergency and after hour issues. The Regional HM Director will ensure phone numbers are readily available to customers who contact the NAVSUP FLC, GDSC or RCC directly for emergency issues. If a customer contacts the GDSC for an emergency issue after normal working hours, they will be informed of any labor charges for RCC employee or contractor employee(s) to come in after hours. The GDSC will also inform the customer that the contractor has a window of time set by the contract (generally two hours) to report to the RCC. Regional HM Directors will ensure the GDSC is provided with after-hours recall time frames applicable to their RCCs. The GDSC will ask the customer if they can wait until normal working hours on the next business day to have their material issued from

the RCC/SCC. If the customer needs material for immediate use, the GDSC Customer Service Representative (CSR) will conduct a stock check in Navy ERP for material availability at the customer's local RCC.

1. If the item is determined to be HM, the customer will be advised that they must contact their RCC/SCC the next business day to get HM on their AUL.

2. If they insist that it is a work stoppage, the GDSC will tell the customer that they will contact the designated afterhours POC for their RCC, and they will receive a call back directly from the POC - within two hours - to discuss their requirements and make a determination if the request is an emergency.

3. The CSR will notify the customer that if the RCC POC is called in to provide after hours service, the customer may be required to provide a funding document or line of accounting to cover approximately two to three (2-3) hours for the RCC personnel labor needed to issue the material.

4. If the RCC is a 3PL operation, the customer will also be required to provide a GCPC to pay for the material.

5. If the Customer agrees to these conditions, the CSR will contact the appropriate HMC POC to coordinate with the customer.

(f) At RCCs managed by a 3PL service contract, after hour issue processes will be determined by the Regional HM Director and COR in a local instruction per contractual requirements. This may include a customer funding document to cover minimum contract labor hours associated with the emergency issue. The GDSC will notify the customer if material is not available at the RCC. The GDSC will process the requirement as a high priority requisition and notify the customer the material has been ordered.

(g) Courtesy Stow and DMI Material Issues. Because this material is owned by customers, it will not be screened against Reuse or BP28 when issued. The material is not chargeable to the customer, but delivery charges (if any) will be paid by the customer.

(h) Issues to Foreign Entities. HM, either "A condition" material or Reuse items can only be issued to foreign entities through the Foreign Military Sales process. Reuse 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.

(5) Local Transportation. Where delivery services are provided, HM will be delivered to the customer only after receipt and labeling at the RCC. RCC personnel will coordinate all

HM deliveries with customer HM locker custodians or designated work center POCs. Valid emergent requirements will be provided to meet customer needs. Regional HM Directors will validate emergent requirements with the customer's chain of command. Necessary training guidance is available in Appendix K.

(a) Regional HM Directors will ensure the following:

1. Trained and licensed delivery personnel operate appropriate vehicles with proper signage;
2. Delivery driver training is provided in accordance with the current CL;
3. A delivery schedule is established and followed; and
4. Proof of delivery is obtained.

(b) Drivers will ensure the following:

1. Visual inspection of all material prior to loading. 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 transportation. Inspection to ensure compatibility, per reference (n), before transporting HM.
3. Certification of regulated HM for transportation on public/state roads.

(c) All HM moved over a public conveyance requires proper packing. Any quantity of Hazard Classes identified in reference (n), Table 1 requires correct packing, placarding, manifesting, certification and licensing (the driver has a current commercial drivers license (CDL) that carries a HM endorsement). The Hazard Classes identified in Table 2 of reference (n) do not require the additional items identified above, unless the HM load exceeds 1,000 pounds aggregate of HM.

(d) The RCC will comply with federal, state, county and local government designated transportation certification, packaging and staging requirements. Packaging will

provide adequate continuous protection and will prevent any release of HM into the environment.

(e) Customer Pick-Up. Customer pick-up is discouraged at all RCCs. However, if customer requirements do not coincide with current delivery schedule, HM may be picked-up at the RCC and transported only in government vehicles. Prior to pick-up of material, the customer must contact the RCC to arrange a pick-up schedule. Only representatives designated by the receiving activity can sign for HM issued to that activity. Customers will prepare any certification paperwork required for local movement off government facilities. Where the RCC/SCC provides the delivery service, the RCC/SCC will prepare any certification paperwork required for local movement off government facilities, in the event that there is no transportation authority.

(6) Shipping. Shipping of HM outside the immediate area of a RCC will be coordinated with the local DLA activity, NAVEXPRESS or contract commercial carrier. HM designated for shipment will conform to the applicable mode of transportation. Modal regulations include the International Civil Aviation Organization Technical Instructions, the International Air Transport Association Regulations, the International Maritime Dangerous Goods Code/International Maritime Organization and references (n) and (o).

(7) Material Turn-In and Offload. One of the primary goals of CHRIMP is to ensure HM is used prior to its shelf-life expiration or degradation in storage. Turn-in of HM to the RCC will make RFI material available for other activities before disposal as waste. RCC personnel will assist the activity HM Coordinator or work center, as needed, with transfer of excess and unauthorized HM from customer storage areas to the RCC. This assistance will include unloading, staging, segregating, researching, storing, preparing documentation and updating Navy ERP. All excess, usable HM no longer needed in the workplace, will be turned in to the RCC to ensure it is tracked as Reuse or Customer Owned. If there is no Reuse or Customer Owned plant, quantities of turned in material that exceed regional storage capacity, full or partial containers of non-RFI material or empty or degraded (not issuable) containers will be documented and processed for disposal IAW local HW instructions. At a minimum, the following steps will be taken for HM offloads from ships:

(a) Prior to offload of HM, the CHRIMP technician will assist ships with segregation of:

1. Excess HM by RFI that will be turned in to the RCC; and
2. HW (expired or damaged HM containers) that will be disposed of IAW local HW instructions.

(b) HM will be entered in the ships' HICSWIN by the ship's force or the CHRIMP Technician.

(c) RCC personnel will arrange for pick up/turn-in of offloaded HM.

(d) RCC personnel will record the receipt into Navy ERP.

(e) If the HM is not in Navy ERP, the RCC personnel must conduct research for a SDS, and create/submit a Data Package, via a HEAT ticket, to HEDMO for updating HMIRS and Navy ERP.

(f) Ships that turn-in excess or shelf-life expired Type I BP28 material will TIR the material to Navy ERP as part of the RCC coordinated turn in or disposal of HM.

(g) Receiving Material Turn-in. Excess material in unopened containers turned in to the RCC will be screened for retention as Reuse material. Partial containers of HM where the material is still in good, marketable condition, but no longer needed by the work center, will also be screened by the supporting RCC personnel for turn-in. RCC staffs will accept all HM for turn-in that is properly labeled and has good container integrity to be made available for Reuse. Containers that show excessive degradation will not be accepted for Reuse. Material containers must have original, legible manufacturer's labels in English or, in the event of decanting, the original container labels from the RCC. Material must not be mixed or contaminated with other products (e.g., water, rust, waste, or trash). Non-stock numbered material must be accompanied by the correct SDS as the SDS information will not be available in HMIRS. The RCC staff will determine if a MDR exists, and if not, will process the item IAW data package procedures in Appendix C. The appropriate plant in Navy ERP will be updated to reflect receipt of this HM by the RCC.

b. Records Management. Records on acquisition, storage, use and disposition of HM must be accurately maintained in accordance with Federal and Navy regulations. The nature of these HM substances requires a complete and accurate accounting of their nature, presence and associated hazards. In the event of a power loss and normal operating procedures cannot be followed, personnel will utilize a manual issue system to validate requirements according to available archived information, using Hard Outage Logs. These are available in Appendix D. Issues, receipts and disposal transactions will then be posted as soon as possible after the Navy ERP system becomes available.

(1) Safety and Environmental Records. All required safety and environmental reporting will be handled within Navy ERP based on the accurate recording of HM transactions. Regional or activity Safety and Environmental departments will either have access to Navy ERP for reporting purposes or be provided Navy ERP data for reporting purposes from their supporting RCC, if the activity is a partner site of the NAVSUP FLC. The Regional HM Director will work closely with Safety and Environmental departments to provide all required data.

(a) Safety Data Sheets. The SDS is a document that describes the physical and chemical properties of a material, the hazards associated with the material and precautions for

the safe handling and use of these materials. There are two main sources for SDSs: the manufacturer and DoD's HMIRS. The RCC staff will ensure an accurate SDS is available for each HM item issued and in inventory.

(b) Each activity HM coordinator will ensure SDSs are readily available for personnel who use HM at their activity. 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. Several manufactures may make similar products that have the same stock number. 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 match material issued and on hand. Activity HM coordinators or POCs should contact the RCC, as needed, for assistance in obtaining an SDS.

1. Maintaining SDS Records. If a SDS cannot be found in HMIRS, or if the on-hand SDS is more than five (5) years old and older than the HM item's manufacture date, it is the responsibility of the customer activity to request an updated SDS from the RCC. The RCC will process the new or updated SDSs for addition to HMIRS and Navy ERP by submitting a data package and HEAT Ticket. A copy of the new SDSs will be filed at the RCC until the MDR is created in Navy ERP. HEDMO will receive the HEAT Ticket from Navy ERP and assign the DoD SDS number for manufacturer provided SDSs. Appendix C provides data package procedures.

2. Trade Secrets. A manufacturer may deny a request for disclosure of a chemical identity, on grounds that it is a trade secret or proprietary information. Reference (i) allows 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 Environmental department's 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, in order to treat the affected person. If a manufacturer declines to provide an accurate SDS, the RCC should seek a suitable substitute product where the manufacturer will provide a complete SDS.

(2) Ordering and Purchase Records. Prior to ordering an item, the HM stock number must have a MDR in Navy ERP.

(a) There are three types of stock numbers in Navy ERP:

1. NSN assigned by the DLA Logistics Information Service;
2. Legacy Local Stock Number (LSN)¹; and

¹ Formerly assigned by Regional Hazardous Material inventory Control System (RHICS) Helpdesk when RHICS was the Navy Government Designated Software (GDS)

3. NICN, assigned by HEDMO for Navy ERP.

(b) Each of these types of stock numbers has an applicable SDS associated with it. If a MDR does not exist in the requiring customer's plant (stock number and SDS), the RCC will query Navy ERP to determine whether it exists in any Navy ERP Plant. Procedures for this are available in Appendix L.

(c) National Item Control Number Assignment. When a new non standard HM item is received, the RCC or HM activity will create and submit a data package requesting that HEDMO assign a NICN and build the HMIRS and Navy ERP MDR. The new Navy ERP MDR will be extended to the HM activity's designated plant(s) to support the HM receiving process in Navy ERP IAW Appendix C.

(d) Purchasing HM. Open purchase of HM is authorized with approval from the RCC. Customer activities will not procure HM outside of the RCC. Government personnel are not authorized to use the GCPC to "purchase" HM from commercial sources outside of the RCC. The primary method of "payment" for HM obtained from the RCC is the GCPC. Alternative methods of purchase or payment will be negotiated between the customer activity and the Regional HM Director as required.

(3) Receiving Records. The RCC is responsible for accurately recording all receipts into Navy ERP and maintaining a copy of the receipt on file for three years, unless it is 3PL material where the contractor has the responsibility. The receipt can be kept in either electronic or hard copy format. Electronic format is preferred.

(4) Recording Material Turn-ins. The RCC will create a record in Navy ERP for all Reuse material received, including turn-in activity name, unit identification code (UIC) and date of turn-in. The RCC will also obtain a legibly signed proof of delivery for all material turn-ins.

(5) Inventory Records. Inventory record keeping required for the RCC is automated in Navy ERP.

(a) Regional stock level management records include:

1. User accounts, privileges, and passwords;
2. Metrics collection and reporting;
3. Inventory on hand by plant;
4. Customer order processing;

5. Material issue and tracking;
6. Container returns;
7. Requisition and receipts processing;
8. Disposal document processing;
9. Global asset visibility;
10. Regional profiles; and
11. Inventory levels setting.

(b) Regional Inventory Management records include:

1. Customer AULs;
2. Copies of SDSs for local purchase, NICN and LSN items;
3. Issue and receipt records;
4. HM inventory and survey records;
5. Inventory exceptions audit reports and records;
6. Reuse HM inventory records;
7. Courtesy Stow and DMI Material inventory records; and
8. Shelf life program records and reports.

(c) Stock Level Setting. HM retained in the RCC should be limited to the minimum necessary for support of activities in the region. The level of material maintained on-hand will be established by transactional data, seasonal variations and manufacturer's production schedules. The levels for each item maintained on-hand will be reviewed on a routine basis as established by the Regional HM Director or supporting 3PL contract. When incorporating new activities into Regional CHRIMP operations, the HM needs of that activity will be surveyed to establish or adjust levels of stock to support that activity. Stock levels will be adjusted as usage data is accumulated to minimize on-hand quantities.

(d) Limits, Reorder Points, and Inventory Levels. Inventory models will be based on consumption, projections and transactional data for at least the last 12 months or up to the

previous 24 months, if required due to fleet deployments. HM products will be added to the inventory after they are approved and added to HM authorization lists (AUL or Navy T-SHML).

1. Reorder points will be set based on a one month low limit and a two month high limit, or Numeric Stock Objective requirements. Exceptions to this standard will be based on long lead times, seasonal variations or shorter shelf-lives. The availability of Reuse material is dependent on fleet turn in of excess HM and may offset some or all inventory levels on hand for sale to customers. Exceptions to stocking levels will be reviewed on a case by case basis. Items that impose upon space constraints or require special handling restrictions such as Pre-positioned War Reserve Material, Courtesy Stow, DMI or surge requirements will be managed on a space available basis.

2. In regions where a contract for 3PL support is used, the service provider will establish retail inventory levels based on the requirements of their contract. While the service provider will establish retail inventory levels based on requirements of their contract, the contract will stipulate that levels of stock maintained will be based on demand. 3PL contracts should generally require that retail inventory levels be based on a demand driven inventory model using sales data for at least the previous 12 months or up to the previous 24 months, if required due to fleet deployments.

3. Global inventory queries will be completed for availability of Reuse material prior to reordering A-condition. In the event issue of Reuse accrues transportation costs, the requesting activity will pay any handling, packaging and transportation costs.

(e) Material Management. Material Management (Container Tracking) is necessary to ensure HM is managed, controlled and accounted for. Positive control of HM from acquisition, through storage and use to disposal is the cornerstone of the Navy's HMC&M Program. Tracking empty containers ensures HM is accounted for and reduces potential for accidental release. With positive control from receipt to disposal, HM will not become a risk through unauthorized storage, use or disposal.

1. Accurate material management is ensured by entry of receipt and issue transactions into Navy ERP and application of a Navy ERP label to HM containers. Navy ERP labeled HM will be tracked by the Navy ERP Material Identification Number, known as the ZPNC. The ZPNC format is discussed in Appendix I. The ZPNC and the corresponding Navy ERP batch number enable tracking of work center HM from issue through storage, use, to final disposition and input of the scrap transaction into Navy ERP. Activity HM coordinators are responsible to ensure containers received at an activity have been processed by the RCC and that Navy ERP labels with bar-codes are applied as necessary. If a container that should have a Navy ERP label is found without one, the activity HM coordinator will research the source of the material and obtain a replacement or new Navy ERP label as needed from the RCC.

2. Customers will dispose of empty HM containers at Satellite Accumulation Areas, 90-day sites or Part-B permitted sites IAW local HW procedures. It is the responsibility of the customer to record Navy ERP label information off containers prior to disposal at these locations. The Regional Inventory Manager will collect disposed container Navy ERP label information from customer activities monthly. The RCC will use Navy ERP label data collected from disposed containers to perform scrap transactions in Navy ERP, which removes the containers from the customers' storage location.

3. Material Management Metric. A good process that can be used for Material Management, the Container Turn-in Delinquency Rate, is calculated by dividing containers not turned in or extended after 30 days by the total outstanding containers. This provides visibility of containers that have been issued and are more than 30-days outstanding. Use of the MB51 tool in Navy ERP enforces cradle-to-grave tracking of HAZMAT containers to minimize material entering the waste stream. This measurement can be calculated on the last day of each month. Procedures for using the MB51 tool are available in Appendix M.

(6) HM Authorization Listings. Authorizations to use and store HM are recorded on shore activities' AUL and on ships' T-SHML or submarine items are identified by the SMCL. For shore activities, the AUL is maintained in Navy ERP by the RCC only after customer requests for additions, deletions or changes have been routed through the RCC to the Environmental, Safety/Industrial Hygiene and Fire departments, as appropriate, and have been reviewed and approved by the applicable departments.

(a) HM Authorization Listings for Shore Activities. The AUL is a list of all HM authorized for use by an activity. Each shore activity (or work center) that uses HM must have an AUL. Only material identified by the workplace AUL is authorized for order, issue or storage at customer sites. The AUL uniquely identifies the material to be maintained in point-of-use lockers so that in the event of an accident or an emergency, fire and medical personnel will know the hazards involved and be able to take appropriate emergency response actions. The RCC will record AULs for their region in Navy ERP and provide AUL data access to Safety and Environmental organizations or reports of AUL data if the activity is supported by a NAVSUP FLC managed RCC.

(b) Establishing the AUL. Transient and new customers to the RCC must establish an AUL with the RCC prior to bringing HM onto an installation. A sample AUL data collection form is found in Appendix N. Material is identified on the AUL by stock number, manufacturer, SDS number and process operation code.

(c) Adding items to the AUL. An activity's HM coordinator will research and submit requests for changes to the activity's AUL IAW procedures established by the local or regional Safety and Environmental departments.

1. To add an item to the AUL, the customer activity should submit a request in accordance with local procedures to the supporting RCC/SCC with the applicable SDS attached.

2. The activity HM coordinator will provide a copy of the SDS with the request, and identify if the item has a stock number.

3. The RCC will review the request to determine if the material is already an approved item and will look for alternative products already managed by the RCC.

a. If the material was previously approved for use on the station for the same process, the customer's request will be processed by the RCC IAW local procedures.

b. If the request is for a new item or to use an existing item for a new process, it will be forwarded to the Regional HM Director and the installation's Safety and Environmental departments for review and approval, IAW local procedures.

4. The RCC will assist in expediting the approval process. The requesting activity maintains responsibility for obtaining any additions to its AUL.

5. When the AUL addition has been approved by Safety, Environmental and Industrial Hygiene offices, IAW local procedures, the RCC will add the item to the AUL in Navy ERP.

6. Each work center will maintain a current copy of its AUL in the work center reflecting all associated SDSs. Work centers will use their AULs as part of their order paperwork when requesting material from the RCC. For each material issue made from the RCC, the work center AUL will be verified by the RCC. Material will not be issued unless the material is authorized.

7. If the AUL addition is disapproved, the RCC, if requested to do so, will assist the activity HM coordinator with obtaining additional information and/or suggest an approved alternate product.

8. Items are approved for point-of-use. Transportation of material from one installation to another is not authorized. Work centers must have point-of-use lockers and an AUL for each work site.

(d) Maintaining Items in the AUL. Material no longer used at an activity should be deleted by the RCC from the AUL in Navy ERP. Changes to the locations where material is stored or used at an activity should also be updated on the AUL in Navy ERP.

(e) Exceptions to Use of the AUL. On rare occasions, HM that is not on the AUL may be obtained for an urgent or emergency requirement. To obtain HM on an urgent basis, the

activity HM coordinator must prepare an emergency justification and transmit it to the Regional HM Director. The written emergency justification must state the reason for the emergency procurement, the contact made with the RCC and the reason the RCC was unable to support the purchase of the required material.

(f) In emergency situations, where an activity purchases HM directly, vice through the RCC, the activity's HM coordinator will provide the RCC with a completed AUL addition request form signed by the CO and a copy of the receiving document legibly signed by the person who received the material. If material obtained for an urgent requirement is not immediately and completely used (i.e. a portion of the material is stored at the activity or the RCC), or if use of this material is expected to recur, the item must be added to the activity's AUL after a data package has been submitted IAW Appendix C.

(g) HM Authorization Listings for Ships and Submarines. Ships will use the Navy T-SHMLs or submarines will use SMCL as their authorization list for the purchase, storage and use of HM. The RCC will screen ship's requisitions against the appropriate Navy T-SHML/SMCL to validate the authorization for use prior to issue. Material that is prohibited for shipboard use will not be issued to afloat units without the unit's completed SFR signed by the Commanding Officer or authorized representative O-5 or above. NAVSUP WSS establishes and maintains the Navy T-SHMLs for ships based on their maintenance requirements and Navy guidance for HM use afloat. NAVSEA maintains the SMCL for Submarines. Afloat commands should request modifications to the Navy T-SHMLs by electronically submitting an SFR. The CHRIMP technicians in each region will assist ships in the submission of SFRs, when requested.

(7) Issue Records. All issue records will be maintained by the RCC using Navy ERP. Copies of signed issue documents validating what material was received, along with the dates and quantities received, will be maintained by the RCC for three years. Signed issue documents can be kept in either electronic or hard copy format. Electronic format is preferred.

(8) Transportation Records. The movement of HM between the RCC and SCCs, or between regions will be recorded in Navy ERP. All deliveries of HM will be legibly signed for by the person receiving the material and copies of the delivery receipt paperwork maintained by the RCC after recording the receipt/ delivery in Navy ERP. Signed copies of the delivery paperwork will be retained by the RCC for three years. The retained copies of delivery paperwork can be kept in either electronic or hard copy format. Electronic format is preferred.

(9) CHRIMP Operations Reporting Requirements. The Regional HM Directors will provide the following reports to the HMC&M PM in the periodicity required. Cost Avoidance/ Cost Savings for ship offloads will be provided monthly. The guidance for validating and submitting the data to GLS can be found in Appendix M. Cost Avoidance/Cost Savings data is gathered manually by the Regions and submitted to GLS on the second Friday of each month.

(10) Navy ERP Hard Outage Records. Occasionally, Navy ERP will experience temporary unplanned hard outages as well as planned hard outages for hardware maintenance, software upgrades and other potential requirements. During these “Hard Outage” periods, all work stoppage HM requirements will be processed manually and recorded in the appropriate “Hard Outage Logs” for issues, DTO receipts/issues, new receipts, material orders and scrap containers for disposition. The Hard Outage Logs, Data Elements and Descriptions are available in Appendices D, E and F. These Hard Outage Logs with supporting instructions can also be obtained from the RCC. Any issues or DTO receipts will have temporary hand written labels attached to the HM, which identifies the stock number, SDS, work center and statement “Navy ERP processing pending.” Upon restoral of Navy ERP, the RCCs will enter all manual transactions from their Hard Outage Logs into Navy ERP. This is required in order to maintain accountability for all HM and ensure accurate quantities and physical locations are maintained in Navy ERP. In the event of on hand stock issues or DTO receipts to work center customers, the appropriate Navy ERP label will be produced and affixed (over the hand written label) to the HM in the work center.

c. Information Technology (IT) Systems. The following software programs are the official systems for Navy HM:

(1) Navy ERP - Navy ERP Overview. The Navy has completed a cost cutting initiative to standardize Navy IT systems by replacing several Navy logistics related systems (e.g. ILSMIS, RHICS (except for Naval Shipyards supported by DLA), UADPS-U2, UICP and RSupply) with a Single Supply Solution. The software selected is SAP’s ERP and managed and supported by the Navy ERP Program Office. HM mainly uses three Navy ERP modules: 1) Inventory Management (IM), 2) Warehouse Management (WM) and 3) EHS. There are additional Navy ERP modules available for other Navy functions. The Navy’s ERP Single Supply Solution is based on modified commercial software, SAP, designed to meet the Navy’s specific requirements. In addition to core SAP logistics functionality, the Navy ERP solution includes “bolt-ons” or “light applications” developed by the Navy ERP Program Office to support unique Navy business practices. The Navy ERP HM modules support RCC/SCC business rules for issue, receipt, scrapping, shelf life management, container tracking and EPCRA reporting.

(a) Navy ERP HM Modules. The three Navy ERP HM modules are:

1. IM, which manages the stock in quantities and values. It is integrated with supply chain accounting, and is responsible for goods receipts, goods issues and managing different stock categories (such as available, blocked stock and in quality assurance) and special stock;

2. WM, which allows users to manage material flow, using advanced put-away and picking strategies;

a. These strategies for put-away include random put-away (next empty bin), bulk storage, fixed bin or addition to stock

b. The picking strategies include standard strategies first-in first-out, last-in first-out, picking by shelf life expiration date or partial quantities first

3. EHS, which provides the chemical abstract/content for each HM item used at an activity and accumulates the HM data for RCC inventories (if present), as well as work center HM data to support EPCRA reporting requirements.

(b) Navy ERP Software Configurations. Navy ERP software configurations are based on IM or IM/WM, both with EHS functionality, which is linked to the activity's IM or IM/WM configuration.

1. Activities configured as Navy ERP IM have three possible options for IM use:

a. Inventories that are supported by other warehouse management systems (such as the DLA's Distribution Standard System);

b. Inventories (usually small) that do not require WM support and are managed manually; and

c. HM that has been delivered or issued to a work center and is tracked by IM from work center receipt to return for scrapping.

2. Activities configured as Navy ERP IM/WM have inventory management and warehouse management to support a RCC's daily business of receipt, issue, tracking and scrapping of HM items as well as shelf life management and chemical threshold limits

(c) Key Navy ERP Concepts. Navy 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) in Navy ERP.

1. Roles. HM activity personnel must be identified in Navy ERP and specific roles assigned for their planned work efforts:

a. Each role has specified training that must be performed and certified in Navy ERP before any role is activated for any person.

b. Without personnel accounts, roles and related training resident in Navy ERP, HM activity business cannot be processed in Navy ERP.

c. Role additions or changes, as well as rotation or replacement of personnel, must be deliberately planned in order that configuration changes, role assignments and personnel training can occur in a timely manner to support the HM activity's mission.

2. Configuration Data. In addition to role related data, other key Navy ERP configuration data consists of:

a. Identification of the HM activity's work centers;

b. Identification of HM item processes and assignment to each HM activity's work centers as appropriate;

c. Identification of the HM activity's warehouse storage configuration (Navy ERP warehouse number, unique section for each class of HM and bin location, if applicable);

d. Identification of plants, which are the accounts identified in Navy ERP to designate ownership of the material in a specific plant;

(1) HM activities may have one plant or two or more based on the nature of their HM support role.

(2) RCCs will typically have two to three plants and HM activities with work center only inventory will normally have just one plant.

e. Authorized Use Lists. AULs must be created and maintained in Navy ERP for each work center in order to process the HM activity's business in Navy ERP;

f. Master Records. Initial Navy ERP MDRs must be established by NAVSUP WSS's HEDMO based on HEAT tickets;

(1) Data packages are created by HM activities using a HEDMO Data Collection Sheet (DCS) and a SDS which have been scanned into a single file and attached to a HEAT ticket.

(2) Once created, the MDR is extended by HEDMO to the plant(s) listed on the DCS by the HM activity.

(3) If a MDR exists in Navy ERP, it may be extended to an activity's plant by personnel designated by the Regional HM Director.

g. HEDMO provides periodic training on "How to create a Data Collection Sheet" and "How to submit a HEAT Ticket in Navy ERP." Details are available in Appendix C.

(d) Key Information for Processing Transactions in Navy ERP. Navy ERP requires specific information to successfully execute its T-Codes. The following is a brief summary of the three data elements required for virtually every Navy ERP HM. The data element details are available in Appendix I.

1. Stock number, which in Navy ERP for any HM material number is called a "ZPNC." This consists of 18 characters of information (e.g. HZ013445317;HCXMRS).

2. Plant is a four character code (e.g. 1PRA) and is used to define ownership of specific HM items and quantities on hand.

3. Batch number in Navy ERP is a ten character code (e.g. A1PRA00001) for shelf life HM items and a one character code (always "A") for non shelf life HM items. Batch numbers identify HM shelf life items and their remaining usable shelf life.

(e) Navy ERP Constraints. Navy ERP HM has a number of constraints that are discussed below.

1. With the exception of BP28 material, HM is non-valuated in Navy ERP. As a result, no automated cost savings/cost avoidance data is available.

2. There isn't any change notice processing to update Navy ERP HM MDRs except for the data element of Shelf Life code. The Navy ERP price and the unit of issue/unit of measure are the data values provided in the first data package received from a HM activity for the HM item and loaded into the Navy ERP MDR by HEDMO.

3. Configuration data is only updated in Navy ERP weekly.

4. HM activity desired configuration changes cannot be made on a real time basis.

5. HM cannot be received into Navy ERP without an existing Navy ERP MDR in the HM activity's plant.

6. Local stock numbers are no longer assigned and non standard HM items must have a NICN assigned by HEDMO to provide a standard format for part numbered HM items.

7. HM cannot be received into WM unless a valid removal and replacement strategy has been established in Navy ERP for the HM item.

a. This consists of the warehouse, storage type, storage section and bin numbers that the HM item is stowed in upon receipt.

b. Even if the strategy is missing, Navy ERP will allow receipt processing up to the final confirmation and then generate an error (loaded to storage type ERR).

8. HM cannot be received into a work center without a valid AUL and a process code assigned to the work center for the HM item.

9. HM items can only be issued to HM activity work centers that have an AUL authorizing the use of the HM item. Any items not in Navy ERP must be established with a Data Package and the appropriate AUL updated to reflect the HM item.

10. When a HM inventory is initiated in Navy ERP, all items to be inventoried are blocked and no further transactions may be processed against any of the items to be inventoried until the inventory and reconciliation have been completed.

11. The Hard Outage Log should be used when work stoppage requirements must be issued during an inventory and subsequent reconciliation with Navy ERP updated for any hard outage issues upon completion of the inventory and reconciliation.

(f) Offline Processing during Navy ERP Hard Outages. Navy ERP schedules outages on Saturday evenings for routine hardware and software maintenance. Occasionally, hard outages may occur due to unplanned hardware or software problems/failures or planned major hardware/software upgrades. During these periods, HM activities do not have access to Navy ERP to process transactions to support customer HM requirements. Accordingly, manual offline processing, using hard outage logs and procedures, is required to sustain HM supply

operations. The Hard Outage Logs, Data Elements and Descriptions are available in Appendices D, E and F.

(2) Hazardous Inventory Control System for afloat, Windows (HICSWIN). HICSWIN is the DoD standard automated information system for tracking HM aboard ships. HICSWIN tracks the ship's HM as it moves within the ship to ensure accountability of the material until it is consumed or returned ashore. HICSWIN generates DD1348 offload documents, facilitates shelf life management, aids in chemical compatibility. HICSWIN can be installed on a standalone PC, or be attached to the ship's network. HICSWIN is required on all surface ships, MCM and larger. Training and on-site assistance is provided, as needed, by local CHRIMP Technicians in fleet concentration areas.

(3) Hazardous Material Information Resource System. HMIRS is a system established, supported and managed by DLA as the primary source of SDSs for all stock numbered items. The SDS for any item with a stock number will be found in HMIRS. It is a web-based system available via Internet Explorer or other web browsers. The HMIRS web site address is <https://hmirmsds.dlis.dla.mil/hmirs/login.asp>, where access procedures are provided. Afloat units should utilize the web based online version when available. HMIRS CDs allow ships to view SDS data for HM used aboard ships. Afloat units are provided 3 CDs (Medical, Damage Control and HAZMIN Center). HMIRS does not interface with ERP, HICSWIN or SHIMS.

6. Hazardous Waste. The CHRIMP program was designed to reduce the amount of HM entering the HW stream through good 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 RCC or SCC, material in inventory will become HW due to equipment changes, new product availability, shelf-life expiration, defective material or container degradation. Any material that must be processed from inventory to HW will be managed IAW federal, state and local regulation or instruction. Material located in storage and subsequently identified as HW will be immediately removed from inventory and placed in the designated waste processing area. To avoid warehouse refusals, Navy ERP must be updated to reflect this reduction in available inventory. Process waste will generally not be accepted in the RCC or SCC unless established business rules authorize it.

a. Material Processed to Waste. When material other than BP28 must be "surveyed" from inventory and processed as HW due to shelf-life expiration, container failure, defective material summaries or some other problem rendering it unusable, the last customer to turn-in the material to the RCC/SCC is responsible for the HW disposal costs. The RCC/SCC will ensure the Navy ERP inventory record is properly decremented and documentation for disposal reflects the last customer to have ownership of the material.

(1) Shore Customer Generated Waste. Customers of the RCC/SCC are responsible for processing and funding their own HW unless otherwise authorized by the Regional HM Director.

If material arrives at the RCC/SCC and is determined to be HW, the customer will fund the HW disposal.

(2) Ship Generated Excess HM. Typically during large offloads from ships, HM arrives in the RCC/SCC that is later determined to be HW. This material will be immediately segregated to the designated HW processing area. Depending on the volume of material that is determined to be HW, the Regional HM Director may require the ship to provide personnel to the RCC/SCC to assist in completing turn-in documentation and labeling. The RCC/SCC may process small quantities to the local HW authority using the turn-in ship's name. This will ensure proper financial accounting and billing for the HW. HM determined to be HW will not be accepted by the RCC or moved to the RCC's HM warehouse for processing. Non-acceptance of HM from Afloat units will be stamped and rejection documented on the HICSWIN generated DD1348 or Offload Report. One copy will remain at the RCC and one will be provided to NAVFAC.

(3) Ship-to-Shore Transfer. Navy and Sealift Command ships requiring offload support for used or excess HM shall contact the local RCC/SCC or, if at a non-Navy port, the FLC contracted Husbanding Agent. Ship's force shall ensure excess HM turned in will be in the original container or one specified in Chapter B3 of reference (c) with the manufacturer's original label affixed to the container. In the absence of the manufacturer's original label a Hazard Warning Label, either DD Form 2251 (8x11) or DD Form DD2252 (4x6), 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 paragraph Reference q, 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) RCC or SCC Generated Waste. Generally, RCCs and SCCs are small quantity users of HM. The RCC/SCC should have its own AUL and storage cabinet for products they use. Material utilized by the RCC/SCC that becomes HW will be processed per local instructions and will be funded by the RCC/SCC work center.

b. BP28 Processed to Waste. When BP28 HM is no longer useable, the RCC personnel will properly survey it, ensuring the proper HW disposal documents are created and processed. Surveys will be recorded in Navy ERP to ensure proper notification is given to NAVSUP WSS. Project Code 770 should be used on the DD 1348 disposal document to ensure proper financial accounting and billing for the HW. Surveyed BP28 material should be reviewed for acceptability as Reuse. If surveyed BP28 HM is not acceptable Reuse, but may be usable, it will be offered to DLADS for Reutilization, Transfer, Donation or Sale (RTDS). NAVSUP is responsible for the HW disposal cost of BP28 material.

c. 3PL Material Processed to Waste. Contractors are responsible for ensuring 3PL material that becomes HW in storage is processed and removed from the RCC/SCC. 3PL Contractors are responsible for the HW disposal cost for 3PL material.

7. New Customer Initiation

a. After initial regional implementation, the RCC manager will coordinate scheduling new activities to ensure resources are available to provide support defined in this SOP. The Regional HM Director will perform an initial site visit jointly with the customer activity HM coordinator or work center supervisor. At that point, both parties will assess inventory levels of HM, storage areas and work center HM/flammable material lockers to determine re-supply actions necessary to support operations. The Regional HM Director will assist activity HM coordinators by analyzing existing business practices, providing training, conducting shelf-life audits and identifying excess or unauthorized HM for return to the RCC.

b. The most critical initial step in establishing a new customer in the RCC is to populate the customer's AUL. This is accomplished by surveying the HM in the activity's work areas to collect data to use as the basis for their AUL. Among these sources are preventive maintenance system schedules and records when available, supply ordering history for HM, review of authorizations by the Environmental and Safety departments for use of HM by the work centers and interviews with the customer to validate RCC findings. The RCCs will build and maintain the AULs in Navy ERP based on additions, deletions and changes routed through the RCC to the Environmental, Safety and Fire departments, as appropriate, and reviewed and approved by these applicable departments.

c. The following steps will be incorporated in the process for implementing a new customer:

(1) Brief the new customer on RCC operational procedures;

(2) Collect any HM information from the customer prior to implementation;

(a) Work Center and Locker configuration data for entry into Navy ERP.

(b) Determine process description for each work center's use of a HM item.

(c) AUL, HM inventory and SDSs.

(3) Set up funding for purchase of new material and/or HW disposal;

(4) Remove all HM from storage lockers and check the condition of the lockers;

(5) Talk with the customer to learn what type of business they do;

(a) To understand what type and amount of HM requirements they'll need.

(b) To learn about the scenario where the most HM would be required to assist in setting high and low limits in the RCC.

(6) Inventory each item and determine if the item is needed or is excess;

(7) Determine an optimal unit of issue for each HM item;

(8) If a similar item is carried in the RCC, inform the customer of possible substitution to reduce the number of new line items;

(9) After all HM has been inventoried and segregated, place ONLY a 30-day supply back in the customer's locker. The 30-day supply will be determined by the work center with the assistance of the RCC;

(10) Receive the material remaining in the customer's locker into Navy ERP for each work center/locker with process description;

(a) For items not in Navy ERP, submit a data package IAW MDR procedures.

(b) Attach Navy ERP labels to each HM item in the locker for container tracking.

(11) Transport all HM over the 30-day quantity to the RCC for receipt into Navy ERP Reuse plant. Affix Navy ERP labels to the material; and

(12) Give a new AUL and copies of all required SDS sheets to the new activity's work centers.

8. Customer Responsibilities. Regional CHRIMP requires the active participation of all HM using activities for the proper management of Navy HM. Each customer is required to adhere to all applicable regulations and the resulting responsibilities identified below:

a. Purchase all HM requirements through the RCC using the GCPC². The GCPC is used as the method of "payment".

b. Do not procure HM via GCPC outside of the RCC. The GCPC cannot be used as a method of "purchase".

c. Provide POC information to the RCC, to identify primary and secondary authorized users for each work center. Inform the RCC of any personnel change.

d. Assist in the establishment of the AUL and conduct annual reviews.

e. Provide a list establishing no more than 30 days of HM at the work center. Quantities over the 30-day amounts will first be approved IAW local directives.

²When 3PL process is in place

- f. Store all HM in approved lockers or containers.
- g. Contact the RCC to resolve problems that arise during ordering and delivery of HM.
- h. Provide advance notice to the RCC of evolutions requiring unique logistical planning and support.
- i. Such as changing maintenance cycles, equipment upgrades or special field operations and deployments.
- j. Provide to the RCC the Navy ERP label data for HM sent to HW.
- k. Comply with procedures for urgent/after hour requirements (per local instructions).
- l. Work with the RCC to establish HM delivery requirements schedules and identify locations where material is to be delivered.
- m. Maintain SDSs in accordance with reference (j).
- n. Identify sources of supply for unique items.
- o. Accept substitute HM items that meet operational requirements.
- p. Schedule financial reviews with the RCC. Establish internal procedures for prompt payment of HM invoices.
- q. Follow established procedures for adding or deleting material to the AUL. Request only approved material listed on the current AUL.
- r. Ensure HM POCs have completed the required training for HM handling and management.
- s. Customer will fund HW disposal associated with unusable products returned to the RCC such as shelf life expired, defective, illegal or obsolete. Disposition of process waste remains the responsibility of the customer.
- t. Customers will not transport HM between installations unless approved by the RCC.
- u. Actions by personnel at customer activities to circumvent Regional CHRIMP business processes at the RCC will be reported to the Regional HM Director. The Regional HM Director will ensure the RCC is providing required levels of material. The Regional HM Director will also work with customers to ensure inventory levels and supply chain pipelines are established to

meet all HM requirements. Continued purchase of HM outside of Regional CHRIMP will be referred to the NAVSUP GLS PM for information and action.

9. Training. All personnel assigned to the RCC will be properly trained in the hazards associated with the HM they handle, as well as in the procedures, equipment and safety precautions needed to safely handle the HM they come in contact with. The list of training below is not applicable to all employees, but the skills should be available in each RCC.

- a. Hazard Communication Program;
 - (1) Eight hours Initial Training
 - (2) Two hours Annual Refresher
- b. Hazardous Waste Operations and Emergency Response;
 - (1) 40 hours Initial Training
 - (2) Eight hours Annual Refresher
- c. Material Handling Equipment Operators Training;
- d. General Transportation of Hazardous Materials;
- e. Technical Transportation of Hazardous Materials;
- f. Transportation of Hazardous Materials;
- g. Packing and Certification Training;
 - (1) 80 hours Initial
 - (2) 40 hours Refresher every two years
- h. CDL training for HM Endorsement renewal;
- i. Safety Training;
- j. IT Training;
 - (1) Navy ERP requires role based training.

(a) The roles a user needs should be determined by their supervisor and NAVSUP FLC User Management.

(b) Once the roles are determined contact the NAVSUP FLC Activity Training Lead to coordinate training.

(c) There may be as many as six web-based training prerequisites in addition to the Instructor Lead Courses (ILT).

(d) A worker in HM may require as many as three EHS courses, two Material Movement courses, three Warehouse Operations courses and possibly others.

(e) NAVSUP GLS maintains a site that includes the Navy ERP ILT course material, localized training aids, reference guides and Functional Business Process Maps to assist users in performing their functions using Navy ERP And can be accessed at Appendix K.

(2) HICSWIN/HMIRS training is “over the shoulder,” one-on-one instruction and is provided by Regional CHRIMP Technicians.

(a) Regional HM Directors will assist with training requests and coordination.

(b) The CHRIMP HICSWIN course is available as computer based training on the Navy Knowledge Online website, included in Appendix K.

(3) NESHAP Certificate Processing procedures are available in Appendix H.

10. Training Records

a. Federal, state and local regulations all require the maintenance of training records for personnel who handle or come in contact with HM. The HMC&M Program ensures these records are maintained by making the Regional HM Directors accountable for the training records for government employees and incorporating service providers’ requirements into contracts for conformance to applicable regulations.

b. Regional HM Directors will ensure that training records for government employees assigned to NAVSUP are maintained in the NAVSUP Individual Development Plan or the Enterprise Safety Application Management System as required. Training records for any contractor personnel who handle HM will be the responsibility of that contractor.

11. HM Spill Procedures

a. All personnel are required to follow specified procedures in the event of a spill or release of oil, HM and/or HW. The Regional HM Director will consult with the local emergency

response organization concerning spill response procedures, placement and content of spill kits, secondary containment and other methods as dictated by the installation Spill Prevention Control and Countermeasures (SPCC) planning. Each RCC and SCC will document site specific spill contingency procedures, including but not limited to:

- (1) Definition of a spill;
 - (2) Evacuation procedures and muster location;
 - (3) Notification procedures including phone numbers and points of contacts at neighboring work centers; and
 - (4) Containment and spill clean-up procedures if authorized for specific products.
- b. Each employee will have documented training on these procedures.
- c. The RCC or SCC where the spill occurred will make notifications in accordance with local SPCC requirements immediately upon the discovery of any spills or accidental discharge of HM or HW. Only properly certified personnel are authorized to contain/cleanup HM and HW spills or discharges.

12. Coordination With Environmental and Safety Organizations

- a. Each activity or region Safety and Environmental Offices are responsible for:
- (1) Reviewing and approving requests for use of HM;
 - (2) Overseeing and evaluating training programs for HM/HW handlers;
 - (3) Inspecting HM storage for compatibility; and
 - (4) Submitting chemical utilization and storage quantity reports.
- b. Regional HMC&M Committee. To develop and operate an effective HMC&M Program in a region or at an activity several departments must be involved. The Regional HMC&M Committee for each region provides the forum where activities can meet with the region's support and regulatory organizations to work together on HM use, control concerns, establish standardized procedures and facilitate information exchange. The Regional HMC&M Committee should consist, at a minimum, of representatives from Environmental, Supply, Safety, Industrial Hygiene, and include the Regional HM Director, the RCC, and select customers. The Regional HMC&M Committee is responsible for:
- (1) Identifying program weaknesses;

(2) Helping to interpret regulations and implementing program improvements;

(3) Developing and maintaining robust communications between the organizations that use, support and regulate HM; and

(4) Promulgating Navy Messages for clarification of jurisdiction and procedure.

c. Base Environmental and Safety Organizations. Most bases have a regional Safety and a regional Environmental organization. These organizations have a need for the data collected by the RCC. In addition, the processes put in place by the RCC simplify their responsibilities and enhance their ability to maintain base operations IAW the requirements of the various regulatory agencies. The Regional HM Director will establish and maintain a strong working relationship with both organizations.

d. Regulator Environmental and Safety Organizations. Both the state and federal Environmental and Safety organizations have the authority to visit the RCC in either a fact finding or an enforcement mode. These visits may be either announced, or unannounced. If a visit is scheduled, or an agency representative arrives unannounced at an RCC or SCC, the RCC/SCC will immediately notify the Regional HM Director, and the responsible safety and environmental offices. The Regional HM Director and RCC/SCC will cooperate fully with federal, state or local Safety and Environmental management personnel who are visiting in an official capacity.

13. Pollution Prevention. CHRIMP supports P2 through sound HM ordering and inventory management practices. The elements of P2 facilitated by the RCC and SCC are product substitution and brokering of excess inventory across Navy, DoD, and other authorized government agencies.

a. Product Substitution. Product substitution involves replacing the HM used in a process with a less hazardous or non-hazardous alternative. The Regional HM Director will establish a process for the Region's HMC&M Committee to review and recommend substitutions for HM used in the region. This process will be supported by input from both the activities that use HM and the activities that regulate the use of HM in the region through their participation in the HMC&M Committee. The process for researching and approving substitute material will include as a minimum:

(1) A consideration of the lesser degree of hazard the substitute will provide;

(2) If the new product performs as well or better than the original product used;

(3) The impact of the substitution on the generation of HW; and

(4) How the new product meets applicable product performance standards.

b. Once the HMC&M Committee completes its review, a recommendation will be forwarded to the RCC and the user activities for action. If an activity decides to implement use of a substitute for HM they currently use, all on hand quantities of the replaced product will be consumed prior to using the substitute. Consumption of the replaced product is necessary to prevent sending material to waste when a suitable use for the material exists.

c. The Regional HM Director will assist activity HM coordinators by providing information and recommendations concerning customer HM ordering and usage patterns that result in excess/unusable HM inventory. This may include recommendations for use of a different unit of issue, elimination of products due to duplicity of purpose or new product information. The Regional HMC&M Committee shall offer process change recommendations to customers based on information from manufactures, experience from other HMC&M Regions and information from other customers in the same Region. The processes for using HM at each activity are the responsibility of that activity and will not be dictated by the Regional HM Director.

d. Excess Inventory. The RCC will routinely check both valuated (accounting performed by Navy ERP, such as BP28) and non-valuated inventory levels and identify regional excesses for brokering to other regions or other qualified government agencies. For valuated inventory, HM without demand for 12-months, material quantities above annual demand and items without demand upon receipt will be considered excess. For non-valuated inventories, the RCC will use 12 months of transactions for shore activities and up to 24 months if the material can be identified as used by deployed fleet units to determine what is considered excess. If there are no non-valuated issues during this period, the material will be considered excess. Excess HM is material in RFI condition which exceeds an activity's, RCC's or Navy's demand. The RCC will accept excess HM from ships and shore activities. The Inventory Manager will determine if the material should be retained in the region or offered for transfer to other regions. The review for disposition should include at a minimum the following:

- (1) Transaction history and the activities in the region that use the material;
- (2) Shelf-life with 180-days remaining or extendable; and
- (3) Storage availability.

e. Brokering and DLA Disposition Services RTDS. Every effort will be made to broker Navy owned HM to ship and shore activities to minimize material transferred to DLADS and HW. Brokering will include, at a minimum, sharing excess listings with non-supported activities in the region and other regions. All candidates for transfer to DLADS will first be screened and approved by the Regional HM Director or their authorized government representative.

(1) Some material that comes into the RCC will need to go straight to DLADS for disposal. This material will be received in Navy ERP and issued off to accurately reflect its

disposition. All candidates for transfer to DLADS will first be screened and approved by the Regional HM Director or their authorized representative.

(2) Packing and transportation costs for material brokered outside the local delivery area will be the responsibility of the receiving activity. A cost analysis should be completed to ensure packing and transportation costs do not exceed total cost of re-procurement and disposal. Navy Supply System material shortages and long lead times may also be considered if material is required for immediate use.

(3) Material accepted by DLADS for RTDS can remain in the RCC warehouse and on the inventory record (suspended from issues) while DLADS attempts to broker the material. This temporary storage will not exceed 45-days. The document number for the turn-in transaction to DLADS should reflect the UIC of the last turn-in activity. The RCC will also ensure the document is prepared in accordance with local DLADS procedures.

(4) Material that is not brokered to another RCC and is not accepted by DLADS Disposition Services for RTDS will be processed as HW in accordance with local procedures. HW disposal costs will be billed to the last customer to have used the material.

**NAVSUP GLS 5090.1A
Table of Appendices**

ID	Title	URL Location
A	Acronyms	https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECSS2Y024729%2F%2FidcPrimaryFile&revision=latestreleased
B	Command Name Crosswalk	https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECSS2Y024730%2F%2FidcPrimaryFile&revision=latestreleased
C	HEDMO Data Package Guidance	https://my.navsup.navy.mil/apps/ops\$hedmo.dcs_form HEDMO application requires HMC approval. Contact WSS at 717-605-1361.
D	Hard Outage Logs	https://my.navsup.navy.mil/webcenter/portal/navsupglserp/?_afRLoop=26633707157786670#!%40%2Foracle%2Fwebcenter%2Fpage%2FscopedMD%2Fse4aed345_28cd_4c38_aeaa_49d55fa6b6e0%2FPage5.jspx%40%3Fwc_contextURL%3D%2Fspaces%2Fnavsupglserp%26_adf.ctrl-state%3D1c16i3q9q7_76
E	Hard Outage Data Element Definitions	https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECSS2Y024732%2F%2FidcPrimaryFile&revision=latestreleased
F	Hard Outage Log Descriptions	https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECSS2Y024733%2F%2FidcPrimaryFile&revision=latestreleased
G	CHRIMP Tech Desk Guide	https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECSS2Y024734%2F%2FidcPrimaryFile&revision=latestreleased
H	NESHAP Certificate Database Submission Guidance	https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECSS2Y024735%2F%2FidcPrimaryFile&revision=latestreleased
I	Data Element Descriptions of Stock Number/Plant/Batch	https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECSS2Y024736%2F%2FidcPrimaryFile&revision=latestreleased
J	Green Product Guidance	https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECSS2Y024737%2F%2FidcPrimaryFile&revision=latestreleased
K	Web Based Training Materials	https://my.navsup.navy.mil/webcenter/ShowProperty?nodeId=%2Fowc_content%2FUMECSS2Y024728%2F%2FidcPrimaryFile&revision=latestreleased
L	Navy ERP ZPNC Search (HAZ015.1,	https://mynavsup.csd.disa.mil:443/webcenter/faces/owResource.jspx?z=oracle.w