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HAZARDOUS MATERIAL POLICIES AND PROCEDURES

This Bulletin Supersedes Supply Management Bulletin 3-904, dated 1 February 1995
Valid Until Rescinded or Superseded

1. Purpose. This OMB provides policies and procedures for the management of hazardous materiel (HM) and is applicable to any person/organization that has the ability to procure/store HM. Bypassing the Directorate of Logistics/Logistics Division (DOL/Log Div) in obtaining/handling/storing HM does not alleviate responsibility to comply with Federal, State, or local laws. This OMB specifically addresses the storage and use of HM within the DOL/Log Div.

2. Applicability.

a. This OMB applies to all U.S. Army Medical Command (MEDCOM) Medical Centers/Medical Department Activities (MEDCENs/MEDDACs), MEDCOM Regional Medical Commands (RMCs), the U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM), the U.S. Army Medical Research and Materiel Command (MRMC) and its laboratories, the U.S. Army Dental Command (DENCOM) Dental Activities (DENTACs), and the U.S. Army Veterinary Command (VETCOM), Veterinary Regional Veterinary Commands (RVC), and District Veterinary Commands (DVC). Local jurisdictions (to include foreign host nations) may have more stringent rules than those specified in Federal regulations. Your installation must adhere to the most stringent rules that apply. A local MEDCEN/MEDDAC/RMC/USACHPPM/MRMC/DENTAC/RVC HM policy will be established and kept current to ensure that the procedures meet your State or local laws. For the purposes of this OMB, all MEDCOM MEDCENs/MEDDACs, RMCs, USACHPPM, MRMC laboratories, DENCOM DENTACs, and VETCOM RVCs and DVCs are hereafter referred to as activities. NOTE: Outside of the Continental United States installations should consider the Department of Defense Instruction (DODI) 4715.5 when establishing policies.

b. The policies prescribed in this OMB are applicable to all branches of the DOL/Log Div. The term "logistics activities" is used throughout this OMB to refer to the different logistics areas (property management, medical maintenance, etc.) collectively.

c. Radioactive materials and regulated medical waste are not discussed in this OMB. Procedures for handling radioactive materials are addressed in each facility’s United States Nuclear Regulatory Commission license. Regulated medical waste is addressed in MEDCOM Regulation 40-35.

2. References. The basic references used to develop this OMB are listed in Appendix A.

3. Definitions. Definitions for special terms used in this OMB are provided in Appendix B.

4. Acronyms. A list of acronyms used in this OMB is provided in Appendix C.

5. General. Properly managed HM poses little or no threat to the environment. However, when improperly managed, HM may contaminate drinking water, air, and soil resulting in injury to plants, animals, and people. The indiscriminate handling of HM is against the law. Department of Defense (DOD) installations and personnel are required to comply with all Federal, State, and local laws designed to protect the environment and to safeguard the health, safety, and welfare of people. Violators can be held personally liable for cleanup costs and penalties. Violators may include the actual person who caused the contamination as well as the supervisors and commanders who allowed the environmental violations to occur. The best way to avoid environmental noncompliance citations and penalties is to institute a good pollution prevention program, a HM minimization program, and sound HM management procedures.

a. Minimization of HM is an integral part of the Army goal to reduce hazardous waste (HW). The MEDCOM activities are encouraged to avoid and reduce the use of HM and the generation of HW within the activity. Where HM is needed, users are to adhere to all applicable Federal, State, local, and DOD regulations and Army policies regarding the management of HM. In the absence of regulations, users will apply the best available technology and management in the use, handling, storage, and disposal of HM.

b. Establish procedures to control HMs by limiting their use to the maximum extent practicable without adversely impacting

patient care. The smallest amount of HM that is effective will be used to accomplish the mission.

(1) The storage activity will retain minimal quantities of HM to effectively support mission accomplishments.

(2) Only those HMs contained on the current inventory of items stocked or procured should be ordered through logistics activities. If this is not possible, coordinate the requirement through an appropriate committee for substitution of the requirement. For example, a request for nonstocked cleaning supplies should be referred to the Infection Control Committee to determine if a suitable stocked item would satisfy the requirement.

(3) Design new systems, equipment, and maintenance procedures to minimize the use of HM. Where HM is required and a substitute nonhazardous or less hazardous chemical is not available, adequate engineering controls and personal protective equipment (PPE) shall be specified, provided, and used.

6. Hazardous Material Management Responsibilities, Policies, and Procedures.

a. Requests for HMs. Requests for HMs forwarded to Logistics Divisions will be processed as follows: (see Appendix D for listing of common users and types of HM.)

(1) Establish customer procedures requiring the user to identify whether the ordered item is a HM. Screen the requisition against the inventory listing of hazardous chemical items stored or procured by the activity and developed in accordance with Section 1200, Part 1910, Title 29, Code of Federal Regulations (29 CFR 1910.1200).

(2) When a requirement is received for a chemical not on the list, it must be screened against the Hazardous Material Information System (Online or Compact Disk-Read Only Memory) and the USACHPPM Military Item Disposal Instructions system, to determine if the chemical is hazardous. If the chemical cannot be readily identified, contact the requesting department and Preventive Medicine Services for further assistance. If more information is required, contact the USACHPPM Hazardous and Medical Waste Program, DSN 584-3651 or commercial 410-436-3651. This process will enable the supervisor, Preventive Medicine Services, and Logistics to determine if the chemical is hazardous, if a substitute can be obtained, the minimum amount of the chemical needed, the Material Safety Data Sheet (MSDS) requirements, and personnel training requirements.

b. Storage Activities Receiving HMs.

(1) Materials classified by the Department of Transportation (DOT) as hazardous for transport purposes are easily recognized by:

(a) The DOT placards (applicable for standard and nonstandard supplies) on the packaging.

(b) The MSDS that should accompany the product as specified by Federal Standard No. 313D.

(2) Materials categorized by the U.S. Environmental Protection Agency as hazardous for disposal are extremely difficult to identify on receipt. A listing of HM as outlined in 29 CFR 1910.1200(e)(1)(i) will be prepositioned in the warehouse. This listing will help in identifying HMs and assist the receiving section in its labeling requirements.

(3) Assigned personnel must wear the appropriate PPE and clothing when handling HMs. The applicable MSDSs list PPE requirements and should also be included on the organization Workplace Hazard Assessment as prescribed by 29 CFR 1910.132. NOTE: The MSDS-required PPE may not apply to a warehouse person but rather to a laboratory person who actually uses the HM.

c. Storage of HM. All HMs will be properly stored. The DOT HMs will be stored according to procedures contained in Technical Manual 38-410/DLAM 4145.11/NAVSUP PUB573/AFR 69-9/MCO 4450-12, and DOD 4145.19-R-1, Section 4, Hazardous Commodities. Additional storage requirements for DOT items follow:

(1) The HMs will be stored according to compatibility. National stock number sequence has a lower priority than proper compatibility. Assign and record location in automated systems.

(2) Storage facilities must be designed, constructed, maintained, and operated to minimize the possibility of a fire, explosion, or any unplanned release of HM or HW.

(a) Incorporate such safeguards as dikes and catchment areas.

(b) Contain the flow of hazardous substances.

(c) Allow for chemical compatibility considerations.

(d) Have adequate safeguards, that is, covered lighting (which is explosion-proof where required); an accessible eye wash/shower system that requires no more than 10 seconds to reach

with an unobstructed travel distance no greater than 100 feet from the hazard (American National Standard Institute Z358.1-1998); fire protection, such as sprinklers, fire walls, extinguishers (29 CFR 1910 and National Fire Protection Association (NFPA) 45 requirements); safety equipment, and MSDSs. The MSDSs must be in close proximity to the HM storage room. NOTE: Exposure to highly corrosive chemicals may require that the eye wash/shower systems be installed within the room near the hazards.

(e) Display a placard on the outside of the building or storage facility in accordance with NFPA 325.

(f) Allow for adequate ventilation.

d. Hazard Communication Program (HCP). All logistics activities will implement the HCP, as required by 29 CFR 1910.1200. The HCP requires each branch in the DOL/Log Div that stores HM to protect their employees by communicating chemical hazard information through hazard warning labels, MSDSs, and employee training programs.

e. Transportation Requirements. Transportation requirements for HM are prescribed in 49 CFR 107 and 49 CFR 171 through 178.

f. Training Requirements. All personnel (including supervisory personnel) who use, work in, or operate HM storage areas will receive hazardous communication training as prescribed in 29 CFR 1910.1200(h). Contact the installation Preventive Medicine Service, Environmental Office, and/or Safety Office for further information about training.

g. Inspection Requirements. Inspect HM storage areas monthly. At a minimum, the inspection will:

(1) Identify any leaking or damaged containers and ensure that appropriate action is taken to correct such deficiencies.

(2) Ensure proper segregation of HMs.

(3) Ensure all containers are properly labeled and marked.

(4) Verify that inventory is being rotated to ensure that older materials are used before new stock.

(5) Validate that only needed materials are on hand/being purchased.

(6) Ensure that spill containment kits and safety equipment are:

(a) On hand and in serviceable condition.

(b) Available in sufficient quantities to meet spill containment needs based on types and quantities of HM being stored or used. See Appendix E for guidance on the development of a Spill Contingency Plan Standing Operating Procedure.

(c) Replenished or replaced after use.

(d) Costs to procure and maintain spill kits should be included in the Environmental Program Requirements Report.

8. Technical Assistance. Our point of contact is Mr. David, Office of the Assistant Chief of Staff for Logistics, DSN 471-7995 or Commercial 210-221-7995. Technical questions may be addressed to the USACHPPM, DSN 584-3651 or Commercial 410-436-3651.

FOR THE COMMANDER:

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Colonel, MS
Assistant Chief of Staff
for Logistics

Appendixes:
A-References
B-Definitions
C-Acronyms
D-Common Hazardous Material Users
E-Spill Contingency Plan (SCP)

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APPENDIX A

REFERENCES

1. Current version of the Joint Commission Comprehensive Accreditation Manual for Hospitals, Joint Commission on Accreditation of Healthcare Organizations.

2. ANSI Z358.1-1998, American National Standard for Emergency Eyewash and Shower Equipment, 1998.

3. 29 CFR, Part 1910, Subparts H, I, and Z.

4. 40 CFR 261, Identification and Listing of Hazardous Waste (Subparts C and D).

5. 40 CFR 265, Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities.

6. 49 CFR Transportation (Parts 107, and 171-178).

7. Federal Standard 313D, Material Safety Data, Transportation Data, and Disposal Data for Hazardous Materials Furnished to Government Activities, 3 Apr 96.

8. NFPA 45, Fire Protection for Laboratories Using Chemicals, latest edition.

9. NFPA 99, Health Care Facilities, latest edition.

10. NFPA 101, Life Safety Code, latest edition.

11. NFPA 325, Fire Hazard Properties of Flammable Liquids, Gases, and Volatile Solids, latest edition.

12. DOD 4145.19-R-1, Storage and Materials Handling, Sep 79.

13. DOD 6050, Hazardous Material Information System (CD-ROM or online).

14. DODI 4715.5, Management of Environmental Compliance at Overseas Installations, 22 Apr 96, issued 15 Mar 2000.

15. AR 40-5, Preventive Medicine, 15 Oct 90.

16. AR 200-1, Environmental Protection and Enhancement, 21 Feb 97.

17. AR 385-10, The Army Safety Program, 29 Feb 00.

18. AR 700-143, Performance Oriented Packaging of Hazardous Materials, 23 Jul 96.

19. TM 38-410, Storage and Handling of Hazardous Material, 13 Jan 99.

20. MEDCOM Regulation 40-35, Management of Regulated Medical Waste, 22 Nov 99.

21. Executive Order 12856, Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements, 3 Aug 93.

22. Emergency Planning and Community Right-to-Know Act of 1986.

23. USAMEDCOM Business Operations Management Bulletin XX-XX, Hazardous Waste Policies and Procedures.

APPENDIX B

DEFINITIONS

Chemical Abstract Service (CAS) - A systematic, computerized chemical information source (numbering system) established by the CAS Division of the American Chemical Society.

Corrosive - Any liquid with a pH less than or equal to 2.0 or greater than or equal to 12.5. Any material that chemically destroys living tissue. Any commercially pure chemical described as corrosive by the manufacturer (label/MSDS) or declared corrosive in DOD 6050, DOD Hazardous Materials Information System (HMIS).

Dike - An embankment or ridge of either natural or man-made materials used to prevent the movement of liquids, sludges, solids, or other materials.

Disposal - Discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste (including abandoned, off-specification/outdated chemicals, etc.) into or on any land or water so that it can enter the environment or be emitted into the air or discharged into any waters, including ground waters.

Flammable - Any liquid with a flash point at or below 100 degrees Fahrenheit (27.8 degrees Celsius). Any solid capable of causing fire through friction, absorption of moisture, or undergoing spontaneous chemical changes at standard temperature and pressure, and when ignited burns so vigorously as to create a serious health threat. Any strong oxidizing chemical. Any commercially pure chemical characterized as flammable by the manufacturer (label or MSDS) or declared flammable in DOT Regulations or the DOD HMIS.

Hazardous Material (HM) - A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. Hazardous materials must: (1) be listed in the Appendixes A and B to 49 CFR 172.101; (2) contain quantities, in one package, which equal or exceed the reportable quantity listed in the Appendixes A and B to 49 CFR 172.101; and (3) meet or exceed the concentration corresponding to the reportable quantity. Hazardous material is also defined in the latest version of the Federal Standard No. 313D.

Hazardous Waste (HW) - A waste that is listed or exhibits any of the characteristics of ignitability, corrosivity, reactivity, or toxicity as defined by Federal (40 CFR 261, Subparts C and D), State, or local regulations. Infectious waste is a medical regulated waste and not necessarily a HW.

Hazardous Waste Generator - The Resource Conservation and Recovery Act (RCRA) says a generator is any person, by site, whose act or process produces HW as defined in 40 CFR 261 or whose act first causes a HW to become subject to regulation. Within the Army, the Installation Commander is considered the HW generator on an installation. Departments, branches, or sections that generated HW are termed generating activities or generating sites.

Incompatible Material - A HM that is unsuitable for placement in a particular device, storage location, or facility because it may cause corrosion or decay of containment materials (for example, container inner liners). Some HMs, when commingled with another HM under uncontrolled conditions, may cause heat generation or increased pressurization, fire or explosion, volatilization of toxic or flammable substances, toxic dusts, mists, fumes, or flammable fumes or gases. Such reactions are called incompatibility reactions, and the reacting materials are called incompatible materials.

Infectious Waste - Infectious waste is a regulated medical waste, not necessarily a HW. It is potentially infectious and should be handled with caution and in compliance with MEDCOM Regulation 40-35.

Product Substitution - The most expedient method of reducing HM. Substitution refers to substituting one material with another that can do the job equally well, but is less hazardous to workers and the environment.

Reactive - Any material that is normally unstable, self-detonating, or reacts violently with water, excluding Class B explosives, that are managed in accordance with applicable Army regulations. See 40 CFR 261.21 for a complete definition.

Toxic - Any material capable of causing serious injury, illness, or harm to humans, domestic livestock, or wildlife by ingestion, inhalation, or absorption. Any materials identified as toxic by the manufacturer (label or MSDS) or the DOD HMIS. See 40 CFR 261.24 for a complete definition.

APPENDIX C

ACRONYMS

OMB	-- Operations Management Bulletin
CAS	-- Chemical Abstract Service Number
CD-ROM	-- Compact Disk-Read Only Memory
CFR	-- Code for Federal Regulations
DEH/DPW	-- Directorate of Engineering and Housing/Directorate of Public Works
DENTAC	-- Dental Activities
DOD	-- Department of Defense
DODI	-- Department of Defense Instruction
DOL/Log Div Division	-- Directorate of Logistics/Logistics
DOT	-- Department of Transportation
DVC	-- District Veterinary Command
EPA	-- U.S. Environmental Protection Agency
EPR	-- Environmental Program Requirements
HCP	-- Hazard Communication Program
HM	-- Hazardous Material
HMIS	-- Hazardous Material Information System
HW	-- Hazardous Waste
MEDCEN	-- Medical Centers
MEDDAC	-- Medical Department Activities
MIDI	-- Military Item Disposal Instructions
MSDS	-- Material Safety Data Sheets
NFPA	-- National Fire Protection Association
NSN	-- National Stock Number

PPE	-- Personal Protective Equipment
RMC	-- Regional Medical Command
RVC	-- Regional Veterinary Command
SCP	-- Spill Contingency Plan
SMB	-- Supply Management Bulletin
SOP	-- Standing Operating Procedure
USACHPPM	-- U.S. Army Center for Health Promotion and Preventive Medicine
USADENCOM	-- U.S. Army Dental Command
USAMEDCOM	-- U.S. Army Medical Command
USAMRMC	-- U.S. Army Medical Research and Materiel Command
USAVETCOM	-- U.S. Army Veterinary Command

APPENDIX D

COMMON HAZARDOUS MATERIAL USERS

Departments, services, branches, or sections that can generate toxic and HM are:

Nursing
- alcohol
- disinfectants
- cytotoxic drugs
- compress gas cylinders (that is, containing ethylene oxide, etc.)

Radiology
- developing chemicals
- disinfectants

Surgery
- anesthetics
- disinfectants
- flammable liquids

Laboratory
- flammable liquids
- toxic and poisonous chemicals

Housekeeping
- disinfectants
- cleaning compounds

Facilities Operations and Maintenance
- cleaning compounds
- solvents
- paints
- glues
- flammable liquids

Physical Therapy
- cleaning compounds
- disinfectants

Pharmacy
- cytotoxic drugs
- flammable liquids

APPENDIX E

SPILL CONTINGENCY PLAN (SCP)

1. General.

a. Handle, use, and store all HM to avoid or minimize the possibility of an accidental spill and potential pollution of land, air, and water.

b. HM storage facilities will be designed to:

(1) Incorporate such safeguards as dikes, catchment areas, and relief vessels.

(2) Contain the flow of hazardous substances.

2. Responsibilities. Supervisors of ACTIVITY storage activities with substances hazardous to the environment will:

a. Keep a copy of the installation's Spill Prevention Control and Countermeasure Plan and the installation SCP on file.

b. Develop and implement a local SCP SOP that contains procedures and provides resources to prevent spills based on the guidance outlined in paragraph 3, below.

c. Ensure that all hazardous substances are used, stored, and otherwise handled so as to avoid or minimize the possibility of spills.

d. Identify, program, and budget for the staffing, materials, equipment, Safety and Occupational Health training programs, and periodic health monitoring necessary for personnel to carry out spill prevention, countermeasures, control, and emergency response. Identify requirements to the Installation Environmental Engineer for inclusion in their submission of the installation's EPR Report (AR 200-1, paragraph 13-5).

e. Coordinate with the Safety Officer, Environmental Science Officer, and Installation Environmental Engineer to identify adequate safeguards for preventing spills of stored hazardous substances (that is, dikes, catchment areas, etc.).

f. Report all releases/spills of hazardous substances in accordance with the installation SCP.

3. Developing an SOP. Guidance on developing a SCP SOP includes minimizing the hazards to human health and the environment. At a minimum, the SCP SOP must:

a. Address specific responsibilities.

b. Contain instructions on prompt and adequate reporting, containment, and spill cleanup of hazardous substances that occur at or near the area of operations.

c. Contain a description of the actions facility personnel must take to comply with 40 CFR 265.51 and 265.56 in response to fires, explosions, or any unplanned release of HW or HW constituents to air, soil, or surface water at the facility.

d. Describe arrangements agreed to by local police departments, fire departments, hospitals, contractors, and State and local emergency response teams to coordinate emergency services, pursuant to 40 CFR 265.37.

e. List names, addresses, phone numbers (office and home) of all persons qualified to act as emergency coordinator (see 40 CFR 265.55). This list must be kept current. Where more than one person is listed, name one as primary emergency coordinator, and list the others in the order in which they will assume responsibility as alternates.

f. Include a list of all emergency equipment at the facility (for example, fire extinguishing systems, spill control equipment, communications and alarm systems (internal and external), and decontamination equipment). This list must be kept current. In addition, the plan must include the location and a physical description of each item on the list, and a brief outline of its capabilities.

g. Include an evacuation plan for facility personnel. This plan must describe signal(s) used to begin evacuation, evacuation routes, and alternate evacuation routes.