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MARINE CORPS BULLETIN 5100

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS POLICY FOR INSTALLATION HAZARDOUS
MATERIAL AUTHORIZED USE LISTS

Ref: (a) MCO P5090.2A W/Ch 2
(b) Secretary of the Navy Memorandum, Department of
the Navy Green Procurement Program
Implementation, 05 Feb 09
(c) NAVMC DIR 5100.8
(d) SECNAV M-5214.1
(e) SECNAV M-5210.1

Encl: (1) Authorized Use List (AUL) Process Map
(2) AUL Approval and Adjustment - NAVMC 11779 (EF)
(3) AUL Approval and Adjustment Instructions - NAVMC
11779

Report Required: Authorized Use List (AUL) Adjustment
(NAVMC Form 11779), (Report Control Symbol
EXEMPT) par. 3.b.(6)a. and encl (2)

1. Purpose. The purpose of this Bulletin is to provide policy to Marine Corps Installations and activities regarding the establishment and maintenance of hazardous material (HM) Authorized Use Lists (AULs).

2. Background. An AUL is an approved list of HM needed to meet the operational requirements of a Work Center. An effective AUL process supports the reduction of on-hand HM inventory levels, promotes "cradle-to-grave" management, reduces the amount of HM that becomes a hazardous waste, promotes the use of Environmental Preferred Products (EPP), and ensures compliance with references (a) and (b).

Distribution Statement A: Approved for public release;
distribution is unlimited

3. Action

a. Commander's Intent. All Marine Corps Installations will establish and charter an AUL Working Group (WG) within 30 days, and ensure that all Work Centers have local AUL WG approved AULs within 180 days of this Bulletin. Work Centers are defined as any activity that stores hazardous material for use or generates hazardous waste aboard Marine Corps Installations. To ensure worker safety per reference (c), it is imperative that all affected workers are familiar with the AUL and are operating their Work Centers using only approved HM identified on the Work Center AUL. This Bulletin excludes ammunition, explosives, nuclear, radioactive or biological hazardous material or waste, in-theater wartime operations, and pharmaceuticals. This Bulletin applies to all Marine Corps activities and tenants aboard Marine Corps Installations including Marine Corps Reserve units and contractors. This Bulletin does not apply to Marine Corps forces that are a tenant organization on non-Marine Corps installations; they are directed to coordinate with the host organization regarding their process. If no host organization process exists, activities are directed to implement this Bulletin as practical.

b. Subordinate Element Missions

(1) Deputy Commandant for Installations and Logistics

(a) Ensure that the contents of this Bulletin are incorporated in future revisions to HazMat policies and procedures.

(b) Provide guidance/clarifications to current policy as required.

(c) Environmental Compliance Evaluation Teams shall inspect for compliance with this Bulletin and provide assistance to installations as necessary.

(2) Marine Corps Installation Commanders

(a) Within 30 days of this Bulletin, publish an installation policy requiring all work centers to establish an AUL.

(b) Establish and charter an AUL WG within 30 days of this Bulletin. The AUL WG shall be comprised of staff from organizations to include but not limited to: Environmental,

Safety, Industrial Hygiene, and Logistics Supply/Procurement. Duties of the AUL WG are outlined in paragraph 3b(4).

(c) Create and implement AULs at the Work Center level where HM is ordered and used. The AULs shall apply to all USMC military and civilian activities and contractors operating aboard the installation for more than 30 days in any fiscal year. Ensure that actions commence to incorporate AUL policy compliance into mission statements and contracts for current and future contract support.

(d) Ensure that Inter-Service Agreements (ISAs) and Inter-Service Support Agreements (ISSAs) with tenant organizations are developed or updated to require compliance with this Bulletin within 180 days of release.

(e) Ensure that all staff involved in use, management, or procurement of HM is familiar with the AUL concept and is operating their Work Centers using only HM identified on the Work Center AUL.

(f) Ensure that Installation-level guidance to support this Bulletin is created and distributed within 90 days of this Bulletin. This guidance should include Installation-specific processes and points of contact. AUL practices will be integrated into existing compliance and self-assessment practices.

(3) Tenants and Contractors

(a) All tenants and contractors that are aboard a Marine Corps Installation for more than 30 days in any fiscal year are required to develop and maintain an AUL.

(b) Updates to the AUL will be coordinated through the tenant or contractor's process. Current AULs must be submitted to the Installation AUL Working Group not less than quarterly for their review.

(c) Tenants and contractors are responsible for complying with Installation policies related to the use of Hazardous Material and disposal of Hazardous Waste.

(4) Installation AUL WG

(a) Oversee development and approval of AULs for each applicable Work Center.

(b) Develop an Installation-wide consolidated AUL based on the AULs for each Work Center.

(c) Monitor and enforce compliance with the AUL policy and escalate issues to the Installation Commander for resolution when deemed necessary.

(d) Provide the POCs for this Bulletin a single AUL WG point of contact, to be known as the AUL WG Manager, within 30 days of being chartered.

(e) Conduct an initial assessment of tenant work centers requiring AULs aboard the Installation within 30 days of being chartered. All Work Center AULs shall be established and approved by the AUL WG within 180 days of being chartered.

(f) Review and approve or deny all requests for additions to, or modifications of, specific HM on the AUL in a timely manner. Materials granted an interim waiver must be reviewed and given a final determination by the next quarterly meeting.

(g) Meet as needed, but not less than quarterly, to discuss additions or modifications to the Installation, Work Center or tenant AULs. Additional informal or virtual meetings are encouraged to process routine or expedited requests of high priority.

(h) Conduct an annual review of the consolidated Installation-wide AUL. Per reference (b), determine if substitutions for less hazardous products, "green" products, or preferred products are available and remove materials no longer necessary to satisfy mission requirements. Distribute changes and recommended updates to AULs to Work Centers and tenants, as necessary.

(5) Installation AUL Working Group Manager

(a) Accept all AUL (NAVMC 11779 (06-11) (EF)) approval and modification request from Installation Units and Work Centers, and ensure completeness of AUL documentation. Assign a unique AUL Document ID to the NAVMC 11779 and all supporting documents once they are completed. NAVMC 11779 (06-11) (EF) is available for download on the Naval Forms On-Line website at: <https://navalforms.documentservices.dla.mil>.

(b) Assess AUL request documentation to determine if the material can be granted an interim waiver using the AUL process provided as enclosure (1).

(c) Provide the AUL WG members with documentation for all AUL approval and modification requests, to include those granted an interim waiver, to allow for review during the quarterly AUL WG meeting.

(6) Unit Commanders and Work Center Managers

(a) Ensure that the AUL for their operations is approved by the AUL WG and up-to-date at all times. If no current AUL is established, Unit Commander or Work Center Supervisor shall create and submit an AUL to the AUL WG for review and approval within 30 days of installation AUL policy distribution. This reporting requirement is exempt from reports control per reference (d), part IV, paragraph 7h.

(b) Ensure that no HM is ordered, used, or stored within their Work Center unless it is on their approved AUL. Identified items that are not in compliance with this Bulletin are to be either reported to the AUL WG through the AUL Adjustment process, or confiscated and turned-in to the Installation's designated point of contact.

(c) Submit necessary AUL changes to the AUL WG for approval using the AUL Adjustment (NAVMC 11779) and a copy of the Material Data Safety Sheet. The AUL Adjustment process, sample copy of NAVMC 11779 and the NAVMC 11779 Instructions are provided as Enclosures (1) through (3). NAVMC 11779 and the instructions are available for download on the NFOL website (<https://navalforms.documentservices.dla.mil>)

(7) Environmental Compliance Coordinator (ECC)

(a) Review the AUL Adjustment Form and MSDS for completeness and accuracy.

(b) Verify that the product is not already on the AUL.

(c) Assist the submitter in identifying possible environmentally preferred items.

(d) Coordinate with the submitter to obtain complete information, as required.

(e) Submit completed Adjustment Form and MSDS to the AUL Workgroup.

c. Records Management. Records created as a result of this directive shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium. Records management accessibility and authorized retention will be in accordance with approved records schedule and reference (e).

d. Recommendations concerning the contents of this policy are invited and should be submitted to the Commandant of the Marine Corps ((CMC) (LPC-4)) via the appropriate Chain of Command.

4. Reserve applicability. This Bulletin is applicable to the Marine Corps Total Force.

5. Cancellation Contingency. This Bulletin is cancelled in one year or until incorporated into a Marine Corps Order, whichever comes first.



F. PANTER

Deputy Commandant for
Installations and Logistics

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United States Marine Corps To-Be Hazardous Materials Business Process Encyclopedia

Please note that this Process Encyclopedia is a companion of the To-Be Business Process Map and should be read in conjunction with that document.

In cases where Marine Corps forces are a tenant organization, they are directed to comply with their host Installation's processes. Tenants of Marine Corps Installations are expected to abide by their inter-service agreements. With respect to tenants, current intentions are not to dictate specific processes, but to require the implementation of AULs and hazmat tracking. Adherence to waste processes and policies is required by the tenant if using the Installation's EPA ID for disposal.

Step No.	Activity/Decision Point	Definition	Process Performers	Notes
1 Approval	Start	<ul style="list-style-type: none"> The Hazardous Materials (Hazmat) process starts in the Hazmat User swim lane 	Hazmat User – Work Center	<ul style="list-style-type: none"> Prior to starting this process, the Installation should have established Work Center's at the unit or work shop level. Generally, the determination of one or more Work Center's is based on the repeatable processes within the group and the requirement for similar hazmat. Once Work Centers are established, an Authorized Use List (AUL) should be established for each Work Center. The AUL will be a list of hazmat items, by name, type and quantity that are authorized for use by the Work Center in the performance of their mission. The AUL, for each Work Center, must be approved by the Installation's AUL Working Group.
2 Approval	Identify need for Hazmat item	<ul style="list-style-type: none"> Hazmat Users assess inventory levels and determine whether additional inventory is required 	Hazmat User – Work Center	<ul style="list-style-type: none"> Hazmat Users would identify the need for an item based on mission requirements and would assess whether or not that item is currently available within their Work Center. To the greatest extent possible within mission requirements, Work Centers should keep no more than a 7-10 day supply of hazmat items on-hand.
3 Approval	Is the Hazmat item on the Work Center AUL?	<ul style="list-style-type: none"> If yes, then the Hazmat User creates a purchase request. (Proceed to Order Process) If no, then the Hazmat User will generate and submit the AUL Adjustment Form and MSDS. (Proceed to Step 4) 	Hazmat User – Work Center	<ul style="list-style-type: none"> If the item is not on the Work Center AUL, we would recommend that the Environmental Compliance Coordinator check to see if a green procurement item is available as a substitute, prior to initiating the AUL approval process.
4 Approval	Generate and Submit AUL Adjustment Form and MSDS	<ul style="list-style-type: none"> The Hazmat User generates and submits AUL Adjustment Form and MSDS for the new item to the AUL Working Group Manager for review and approval 	Hazmat User – Work Center	<ul style="list-style-type: none"> New Hazmat items may be required as mission related processes change or are updated (e.g., new technical manual requires new materials). This process assumes that the AUL Adjustment Form will always be submitted wholly complete and accurate. This step serves as a system of checks and balances as the AUL WG may return forms to users if they are not complete and accurate.

Step No.	Activity/Decision Point	Definition	Process Performers	Notes
5 Approval	Receive AUL request from User	<ul style="list-style-type: none"> The AUL Working Group Manager receives the AUL Adjustment Form and MSDS from the User 	Manager- Authorized User List (AUL) Working Group	
6 Approval	Review AUL Adjustment Form and MSDS for completeness	<ul style="list-style-type: none"> The AUL Working Group Manager reviews the AUL Adjustment Form and MSDS for completeness and accuracy 	Manager- Authorized User List (AUL) Working Group	
7 Approval	Is the request approved?	<ul style="list-style-type: none"> If yes, then the AUL Working Group Manager determines if the approval is interim or final. (Proceed to Step 8) If no, then the AUL Working Group Manager forwards the AUL Adjustment Form and MSDS to appropriate departments for review and approval. (Proceed to Step 12) 	Manager- Authorized User List (AUL) Working Group	<ul style="list-style-type: none"> There may be instances in which the AUL Working Group Manager can approve requests without requiring formal review through the Reviewers. For example, if a Work Center is requesting Brand XX Red Spray Paint when they are already using Brand XX Green Spray Paint, this would result in final approval by the AUL Working Group Manager.
8 Approval	Is the approval interim?	<ul style="list-style-type: none"> If yes, then the AUL Working Group Manager notifies the User of the interim approval. (Proceed to Step 9) If no, then the approval is final and AUL Working Group Manager notifies the User of the approved request. (Proceed to Step 18) 	Manager- Authorized User List (AUL) Working Group	
9 Approval	Notify User of interim approval	<ul style="list-style-type: none"> After determining the request receives interim approval, the AUL Working Group Manager notifies the User of the interim approval 	Manager- Authorized User List (AUL) Working Group	<ul style="list-style-type: none"> While interim approval will allow the User to submit a purchase request, the AUL Request must be formally reviewed by the Reviewers. However, this does not have to happen prior to the User completing a purchase request.
10 Approval	Update Work Center's AUL with interim approval	<ul style="list-style-type: none"> The AUL Working Group Manager updates the Work Center's AUL to reflect the interim approval 	Manager- Authorized User List (AUL) Working Group	
11 Approval	Provide copy of updated AUL to the User	<ul style="list-style-type: none"> The AUL Working Group Manager provides a copy of the updated AUL to the User. (Proceed to Step 21) 	Manager- Authorized User List (AUL) Working Group	
12 Approval	Forward AUL Adjustment Form and MSDS to appropriate departments for review	<ul style="list-style-type: none"> After reviewing the adjustment form for completeness, the AUL Working Group Manager forwards the AUL Adjustment Form and 	Manager- Authorized User List (AUL) Working Group	

Step No.	Activity/Decision Point	Definition	Process Performers	Notes
		MSDS to appropriate departments for review and approval		
13 Approval	Receive AUL request from Working Group Manager	<ul style="list-style-type: none"> The reviewing departments receive the AUL request from the Working Group Manager for review 	Reviewers - Authorized User List (AUL) Working Group	<ul style="list-style-type: none"> The departments (reviewers) responsible for reviewing the AUL request include: <ul style="list-style-type: none"> -Environmental -Safety -Industrial Hygiene -Logistics
14 Approval	Review AUL Adjustment Form and MSDS for approval	<ul style="list-style-type: none"> The Reviewers evaluate AUL Adjustment Form and MSDS for approval 	Reviewers - Authorized User List (AUL) Working Group	<ul style="list-style-type: none"> This will be a formally chartered group, whose charter is signed by each installation's commanding officer or commanding general. Where practical, this function can be regionalized or centralized if necessary. An example might be MCB Camp Lejeune and MCAS New River. The membership of the AUL Working Group at the installation level will consist of at least one member each from Base Environmental, Base Supply/Logistics, Base Safety, and the Industrial Hygienist. Meetings and reviews can be performed either in-person or virtually via email or other such technologies. It is recommended that this group meet monthly, though it must meet at least once per quarter. Annually, the AUL Working Group will be responsible for reviewing the base-wide AUL and removing items that are no longer approved, updating allowable quantities, and substituting green products where possible. The AUL Working Group should send out installation-wide AUL changes for comment by Work Centers prior to final approval.
15 Approval	Is the AUL request approved?	<ul style="list-style-type: none"> If yes, then the AUL Working Group Manager is informed of the approved request. (Proceed to Step 16) If no, then the Reviewer determines if there is a suitable substitute available. (Proceed to Step 22) 	Reviewers - Authorized User List (AUL) Working Group	<ul style="list-style-type: none"> An AUL request may be denied or modified because of the type of item requested (e.g., no longer on the market), the quantity of the item requested, or because of limits on the Work Center's ability to use such an item. It is the responsibility of the AUL Working Group to perform the necessary research to determine if there is an appropriate substitute. There may not be a substitute in all cases and an absolute denial may be justified. For example, with pesticides. However, it is not the responsibility of the requestor to find another product. This does not limit the requestor from working with the AUL WG to identify an appropriate substitute.
16 Approval	Notify AUL Working Group Manager of approval	<ul style="list-style-type: none"> The Reviewers inform the AUL Working Group Manager if the AUL request is approved 	Reviewers - Authorized User List (AUL) Working Group	
17 Approval	Receive approval notifications	<ul style="list-style-type: none"> The AUL Working Group Manager receives notification that the AUL request was approved 	Manager - Authorized User List (AUL) Working Group	
18 Approval	Notify User of approved AUL request	<ul style="list-style-type: none"> The AUL Working Group Manager notifies the User that the AUL request has been approved 	Manager - Authorized User List (AUL) Working Group	<ul style="list-style-type: none"> This should be done via email or in writing when at all possible.

Step No.	Activity/Decision Point	Definition	Process Performers	Notes
19 Approval	Update Work Center's AUL	<ul style="list-style-type: none"> The AUL Working Group Manager incorporates the necessary updates to the Work Center's AUL 	Manager - Authorized User List (AUL) Working Group	
20 Approval	Provide copy of updated AUL to the User	<ul style="list-style-type: none"> The AUL Working Group Manager sends an updated version of the Work Center's AUL to the User 	Manager – Authorized User List (AUL) Working Group	<ul style="list-style-type: none"> This should be done via email or in writing.
21 Approval	Receive updated AUL	<ul style="list-style-type: none"> The Hazmat User receives the updated AUL from the AUL Working Group Manager. (Proceed to Order Process) 	Hazmat User – Work Center	<ul style="list-style-type: none"> A copy of the Work Center's AUL should be maintained in a binder with the MSDS sheets and if applicable also in the ordering or supply section for that Work Center.
22 Approval	Was suitable substitute identified?	<ul style="list-style-type: none"> If yes, then the AUL Working Group Reviewer notifies the AUL Working Group Manager of the appropriate substitute. (Proceed to Step 27) If no, then the AUL Working Group Reviewer notifies the AUL Working Group Manager of the denied request. (Proceed to Step 23) 	Reviewers - Authorized User List (AUL) Working Group	<ul style="list-style-type: none"> When looking for alternative products, green products or preferred products should always be checked for suitability first.
23 Approval	Notify AUL Manager of denied request	<ul style="list-style-type: none"> The AUL Working Group Reviewers notify the AUL Working Group Manager of the denied AUL request 	Reviewers - Authorized User List (AUL) Working Group	
24 Approval	Receive notification of request denial	<ul style="list-style-type: none"> The AUL Working Group Manager receives notification of the denied AUL request 	Manager - Authorized User List (AUL) Working Group	
25 Approval	Notify User of denied request	<ul style="list-style-type: none"> The AUL Working Group Manager notifies the User of the denied AUL request 	Manager - Authorized User List (AUL) Working Group	
26 Approval	Receive notification of request denial	<ul style="list-style-type: none"> The User receives notification of AUL request denial. (Proceed to Step 33). 	Hazmat User – Work Center	
27 Approval	Notify AUL Manager of substitute	<ul style="list-style-type: none"> The AUL Working Group Reviewers inform the AUL Working Group Manager of the appropriate substitute 	Reviewers - Authorized User List (AUL) Working Group	
28 Approval	Receive substitute recommendation	<ul style="list-style-type: none"> The AUL Working Group Manager receives recommendation from the Reviewer of an appropriate substitute 	Manager – Authorized User List (AUL) Working Group	

Step No.	Activity/Decision Point	Definition	Process Performers	Notes
29 Approval	Notify User of substitute recommendation	<ul style="list-style-type: none"> ▪ The AUL Working Group Manager notifies the User of the appropriate product substitute 	Manager – Authorized User List (AUL) Working Group	
30 Approval	Will recommended substitute satisfy mission requirement?	<ul style="list-style-type: none"> ▪ If yes, then the Hazmat User determines if an update to the AUL needs to be processed. (Proceed to Step 31) ▪ If no, then the User decides whether or not to appeal the denied request. (Proceed to Step 33) 	Hazmat User – Work Center	<ul style="list-style-type: none"> • The hazmat user will evaluate the recommended substitute and determine if it meets operational and mission requirements. If it does not, and the AUL WG cannot recommend another product, then the process ends.
31 Approval	Is an update to the AUL required?	<ul style="list-style-type: none"> ▪ If yes, then the Hazmat User notifies the AUL Working Group of the necessary AUL adjustment. (Proceed to Step 32) ▪ If no, then the Hazmat User creates a purchase request. (Proceed to Order Process) 	Hazmat User – Work Center	<ul style="list-style-type: none"> • If the substitute product is not currently on the Work Center's AUL, an AUL Adjustment Form must still be submitted and approved. However, this process should be very quick because the AUL WG has already reviewed the material.
32 Approval	Notify AUL Working Group Manager of AUL adjustment	<ul style="list-style-type: none"> ▪ The Hazmat User notifies the AUL Working Group Manager of the necessary AUL adjustment. (Proceed to Step 19) 	Hazmat User – Work Center	
33 Approval	Appeal the decision to deny request?	<ul style="list-style-type: none"> ▪ If yes, then the Hazmat User provides the appropriate appeal information to the AUL Manager. (Proceed to Step 35) ▪ If no, then the Hazmat User creates a purchase request. (Proceed to Step 34) 	Hazmat User – Work Center	
34 Approval	End	<ul style="list-style-type: none"> ▪ The process ends once the User decides not to appeal the decision to deny the request. 	Hazmat User – Work Center	
35 Approval	Provide appropriate Appeal information to AUL Manager	<ul style="list-style-type: none"> ▪ Once the User decides to appeal the decision to deny the request, the User must provide the AUL Manager the necessary information for review in order to reverse the decision and authorize the request. 	Hazmat User – Work Center	
36 Approval	Receive Appeal	<ul style="list-style-type: none"> ▪ The AUL Manager receives the Appeal from the User 	Manager – Authorized User List (AUL) Working Group	
37 Approval	Review Appeal for completeness	<ul style="list-style-type: none"> ▪ After receiving the Appeal from the User, the AUL Manager reviews the Appeal for 	Manager – Authorized User List (AUL) Working Group	

Step No.	Activity/Decision Point	Definition	Process Performers	Notes
		completeness		
38 Approval	Is the Appeal approved?	<ul style="list-style-type: none"> ▪ If yes, then AUL Manager notifies the User of the approved request. (Proceed to Step 18) ▪ If no, then the AUL Manager notifies the User of the denied request. (Proceed to Step 25) 	Manager – Authorized User List (AUL) Working Group	<ul style="list-style-type: none"> • The AUL Working Group Manager will have the authority to approve/deny AUL Request Appeals. It is up to their discretion whether they coordinate any further review by the Reviewers for confirmation in the Appeal decision. For example, if the AUL Working Group Manager identified a Safety concern, they may coordinate a review by the Safety representative.

NAVMC 11779 (06-11) (EF) FOUO - Privacy sensitive when filled in.		RCS : EXEMPT		<input type="checkbox"/> NEW MATERIAL REQUEST (COMPLETE SECTIONS: I, II, III)		AUL DOC. #	
AUTHORIZED USE LIST (AUL) ADJUSTMENT				<input checked="" type="checkbox"/> MATERIAL MODIFICATION (COMPLETE ALL SECTIONS)			
NOTICE: A MODIFICATION REFERS ONLY TO A CHANGE IN THE DRAW AMOUNT, UNIT OF MEASURE, OR FREQUENCY OF USE OF A MATERIAL ALREADY APPROVED AND ON A USER'S AUL. THIS FORM MUST BE COMPLETED IN ITS ENTIRETY WITH THE MANUFACTURER'S MSDS ATTACHED.							
SECTION I. REQUESTOR INFORMATION							
1. NAME			2. E-MAIL			3. PHONE	
4. WORK CENTER NAME			5. WORK CENTER ID			6. BUILDING NUMBER	
7. REQUEST DATE		8. ENVIRONMENTAL COMPLIANCE COORDINATOR					
SECTION II. REQUESTED MATERIAL INFORMATION							
9. PRODUCT IDENTITY					10. MSDS PREPARED OR REVISED DATE		
11. MANUFACTURER					12. NSN/LSN		
13. UNIT OF MEASURE		14. PRODUCT STATE		15. FREQUENCY OF USE		16. QUANTITY	
SECTION III. JUSTIFICATION							
17. WILL THIS MATERIAL REPLACE AN EXISTING ITEM ON THIS WORK CENTER'S AUL?						<input type="checkbox"/> YES <input type="checkbox"/> NO	
18. IF YES, PROVIDE NAME OF MATERIAL BEING REPLACED.							
19. IS THIS REQUIRED FOR A NEW WORKLOAD, TECHNICAL ORDER, SPECIFICATION OR PROCESS IN THIS SHOP?						<input type="checkbox"/> YES <input type="checkbox"/> NO	
20. IF YES, PROVIDE SPECIFIC TECHNICAL ORDER OR SPECIFICATION NUMBER AND PARAGRAPHS APPLICABLE TO THE PROCESS. INCLUDE THE DATE AND REVISION NUMBER BEING CITED. IF MORE THAN ONE APPLIES, LIST ALL.							
21. PROCESS/TASK CODE(S) (OPTIONAL)							
22. EXPLAIN IN DETAIL THE PURPOSE OF THIS MATERIAL REQUEST OR MODIFICATION AND HOW THE MATERIAL WILL BE USED.							
23. NUMBER OF PERSONNEL WHO WILL USE/BE EXPOSED TO THE MATERIAL?				24. APPLICATION METHOD (BRUSH, SPRAY, POUR, ETC.)			
25. DURATION (TIME EMPLOYEES WILL BE EXPOSED TO MATERIAL DURING EACH PROCESS)?				26. AMOUNT OF MATERIAL USED IN A SINGLE COMPLETE PROCESS?			
27. ANTICIPATED CONTROL REQUIREMENTS (RESPIRATOR, NITRILE GLOVES, ETC.)							
SECTION IV. MATERIAL MODIFICATION INFORMATION							
28. CURRENT DRAW AMOUNT				29. NEW DRAW AMOUNT			
30. CURRENT UNIT OF MEASURE				31. NEW UNIT OF MEASURE			
32. CURRENT FREQUENCY				33. NEW FREQUENCY			
34. DATE		35. SUPERVISOR NAME			36. SUPERVISOR SIGNATURE		

SAMPLE

Reset Form

Print Form

FOR OFFICIAL USE ONLY

Adobe LiveCycle Designer

AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM
AUL WORKING GROUP COMMENTS
ENVIRONMENTAL DIVISION

NOTICE: APPROVALS MAY EITHER BE CONCURRENT OR IN SEQUENCE, BUT APPROVAL FROM ALL REVIEW AGENCIES IS REQUIRED PRIOR TO MATERIAL REQUISITION. RESTRICTIONS (INCLUDING REQUIRED PPE AND WASTE DISPOSAL LIMITATIONS) MUST BE DETAILED IN THE SPACE PROVIDED.

1. HAS THE MATERIAL BEEN EVALUATED FOR POLLUTION PREVENTION OPPORTUNITIES OR GREEN ALTERNATIVES? YES NO

2. DOES THE MATERIAL CREATE NEW CAA, CERCLA, EPCRA, OR OTHER REGULATORY REPORTING REQUIREMENTS? YES NO

3. IF YES, EXPLAIN MATERIAL USAGE RESTRICTIONS REQUIRED TO COMPLY WITH REGULATIONS.

4. WHAT ARE THE DISPOSAL REQUIREMENTS (CONSUMED IN USE, RECYLCED, BULK WASTE, CONTAINERIZED ON-SITE, SANITARY SEWER, EVAPORATION, ETC.)?

SAMPLE

5. IS THE REQUEST APPROVED? YES NO

6. IF NO, PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.

7. ADDITIONAL COMMENTS:

APPROVING OFFICIAL

8. NAME:

9. DATE

10. SIGNATURE:

AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM
AUL WORKING GROUP COMMENTS
INDUSTRIAL HYGIENE

NOTICE: APPROVALS MAY EITHER BE CONCURRENT OR IN SEQUENCE, BUT APPROVAL FROM ALL REVIEW AGENCIES IS REQUIRED PRIOR TO MATERIAL REQUISITION. RESTRICTIONS (INCLUDING REQUIRED PPE AND WASTE DISPOSAL LIMITATIONS) MUST BE DETAILED IN THE SPACE PROVIDED.

1. DO ANTICIPATED CONTROLS IDENTIFIED BY THE WORK CENTER MEET REQUIREMENTS YES NO

2. IF NO, PROVIDE ADDITIONAL REQUIREMENTS.

3. WILL THE NEW MATERIAL REQUIRE MEDICAL MONITORING (RESPIRATOR, MEDICAL CLEARANCE OR CHEMICAL-SPECIFIC MEDICAL EXAMS?) YES NO

4. IF YES, PROVIDE MEDICAL MONITORING REQUIREMENTS IN THE SPACE PROVIDED.

SAMPLE

5. IS THE REQUEST APPROVED? YES NO

6. IF NO, PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.

7. ADDITIONAL COMMENTS:

APPROVING OFFICIAL

8. NAME:

9. DATE

10. SIGNATURE:

AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM
AUL WORKING GROUP COMMENTS
SAFETY OFFICE

NOTICE: APPROVALS MAY EITHER BE CONCURRENT OR IN SEQUENCE, BUT APPROVAL FROM ALL REVIEW AGENCIES IS REQUIRED PRIOR TO MATERIAL REQUISITION. RESTRICTIONS (INCLUDING REQUIRED PPE AND WASTE DISPOSAL LIMITATIONS) MUST BE DETAILED IN THE SPACE PROVIDED.

- 1. DOES THIS MATERIAL HAVE STORAGE REQUIREMENTS OR SITE RESTRICTIONS? YES NO
- 2. DOES THE PROCESS REQUIRE A RISK ASSESSMENT AND/OR JOB HAZARD ANALYSIS? YES NO
- 3. ARE THERE ANY SPECIAL TRAINING CONSIDERATIONS FOR USE OR HANDLING? YES NO
- 4. ARE PPE OR OTHER CONTROLS, NOT IDENTIFIED BY THE WORK CENTER REQUIRED? YES NO
- 5. IF YES TO ANY OF THE ABOVE, PROVIDE NEW REQUIREMENTS IN THE SPACE PROVIDED.

SAMPLE

6. IS THE REQUEST APPROVED? YES NO

7. IF NO, PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.

8. ADDITIONAL COMMENTS:

APPROVING OFFICIAL

9. NAME:

10. DATE

11. SIGNATURE:

**AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM
AUL WORKING GROUP COMMENTS
SUPPLY DIVISION**

NOTICE: IF LOCAL (OUT-OF-TOWN) PURCHASE IS THE RECOMMENDED PROCUREMENT METHOD, ENSURE THAT A COMPLETED WAIVER IS SENT TO THE HAZMIN CENTER, AUL WORKING GROUP, OR OTHER. THE WAIVER MUST IDENTIFY THE HAZMAT TO BE PROCURED AND REQUIRE THAT IT BE APPROPRIATELY REGISTERED/MARKED ONCE BROUGHT ABOARD THE INSTALLATION.

1. IS THIS MATERIAL CURRENTLY AVAILABLE ABOARD THE INSTALLATION AT EITHER THE HAZMIN CENTER, SERVMART, OR OTHER LOCATION? YES NO

2. IF YES, WHERE CAN THIS ITEM BE PURCHASED?

3. IF NO,

A. IS THE DRAW AMOUNT SIGNIFICANT ENOUGH TO STOCK THE ITEM ABOARD THE INSTALLATION? YES NO

B. WHAT IS THE RECOMMENDED METHOD OF PROCUREMENT?

SAMPLE

IF LOCAL PURCHASE IS RECOMMENDED, ENSURE THAT A WAIVER TO ALLOW OUT-IN-TOWN PURCHASE IS COMPLETED THAT REQUIRES THE USER TO IDENTIFY ANY PURCHASED MATERIALS TO THE HAZMIN CENTER / AUL WORKING GROUP / OTHER.

4. ADDITIONAL COMMENTS:

APPROVING OFFICIAL

5. NAME:

6. DATE

7. SIGNATURE:

Reset Form

FOR OFFICIAL USE ONLY

Instructions for completing the Authorized Use List (AUL) Adjustment (NAVMC 11779)

This document will assist Work Center and unit personnel who prepare and submit the (AUL) Adjustment Form. Important terms are defined and line-by-line instructions are given for areas the Work Center is required to complete. Personnel should consult with supervisors, environmental coordinators and base approval offices (Environmental, Safety, Industrial Hygiene and Supply) for more information. Accurate and detailed information will save time during review, protect workers and the environment, and ensure the requested product or change is available to the Work Center as quickly as possible.

What is the Authorized Use List?

The AUL is the list of all hazardous material (HM) authorized for use in a Work Center, unit or Installation. Marine Corps Work Centers are not authorized to use or store any HM not listed on the AUL. Information on the AUL is used by many offices, including health, safety, emergency responders and Environmental Division.

What is the AUL Adjustment Form (NAVMC 11779)?

The AUL form is used to order new HM or to list changes in when and how the HM is used. The AUL updates must be approved before HM is obtained in-town by Government Purchase Card or other means.

What do I need to know to complete the AUL form?

- (1) Information about the Work Center and the way the HM will be used,
- (2) Information about the HM, including known hazards and a copy of the Material Safety Data Sheet (MSDS),
- (3) Justification that the requested HM is the best or only available option, including a copy of the specified required documents or pertinent pages from Technical Orders or manuals.

What is Hazardous Material?

Sometimes abbreviated as HM or HAZMAT, it is any material that presents a health or physical hazard or that could pose a risk to the environment. Work Centers should avoid using HM if possible or substitute and minimize use if no alternative is available. Ammunition, explosives, nuclear, radioactive or biological HM or waste, materials used in-theater wartime operations, and pharmaceuticals have different regulations and are not covered by the AUL process.

Where can I obtain a Material Safety Data Sheet?

It is important to provide a MSDS with the AUL form. Approving offices will review the HM health hazards on the MSDS to determine storage and disposal requirements and to make certain that the Work Center personnel can safely manage and properly use the material. The best place to get a MSDS is from the manufacturer of the HM, but be sure the MSDS matches exactly to the product you are requesting or adjusting. This can be accomplished by checking the part number of the material with the information on the MSDS. Generic MSDS, in most cases, are not acceptable. For questions or additional assistance on locating MSDS information, contact your unit environmental coordinator or the Safety Division or Supply Division, as appropriate.

Work Center Instructions for the AUL Adjustment (NAVMC 11779)

NEW MATERIAL REQUEST or MATERIAL MODIFICATION: Select appropriate box. Check 'new request' if the item does not currently appear in the Work Center AUL.

SECTION I: REQUESTOR INFORMATION

1. **REQUESTOR FIRST NAME:** Enter first name of Work Center point of contact for the request. This can be a supervisor or other authorized individual with appropriate training and knowledge of the process where the HM will be used.
2. **REQUESTOR LAST NAME:** Enter last name of Work Center point of contact for the request. This can be a supervisor or other authorized individual with appropriate training and knowledge of the process where the HM will be used.
3. **E-MAIL:** Enter contact email (.mil domain only, do not list a personal email account).
4. **PHONE:** Provide the contact number of the requestor. A phone number within the Work Center is preferred but cell phone is acceptable.
5. **WORK CENTER NAME:** Use the common shop designation recognized by environmental, safety and other offices. This could be an organization name or code and should be unique to your Work Center.
6. **WORK CENTER ID:** If your Work Center has an additional designator code or workplace ID assigned by other Installation offices, list it here. This will primarily be available to Installations that use a technology solution in the tracking of their HM items.
7. **BUILDING #:** Enter the building number where the Work Center is located. If the Work Center occupies multiple buildings, or uses HM in multiple areas, list the building and room numbers.
8. **REQUEST DATE:** Enter the date the request is submitted for review.

SECTION II: REQUESTED MATERIAL INFORMATION

9. **PRODUCT NAME:** Enter the name as it appears or is listed on the MSDS from the manufacturer. If appropriate, a common or brand name (i.e. WD-40, Castrol motor oil) may be entered in parentheses.
10. **MSDS PREPARED OR REVISED DATE:** This can be found on the MSDS sheet. There is no specific date range requirement, as some materials have a new MSDS with each production run and others may be produced for years with no significant changes. As a general rule, if an MSDS is over 5 years old you should verify with the manufacturer that it is the most current available. Typically, this can be done by going to the manufacturer's website and comparing the MSDS there with the one on file.
11. **MANUFACTURER:** Enter as listed on the MSDS.
12. **NSN/LSN:** Enter the National Stock Number or Local Stock Number, using standard formatting.
13. **UNIT OF MEASURE:** Enter the descriptor for the volume or weight of HM that will be ordered. Reference the MSDS or contact your unit environmental coordinator for assistance.

14. **PRESSURE:** Enter the pressure of HM that will be ordered.
15. **FREQUENCY OF USE:** How often the process using the HM is performed. Enter a number and either a slash or the term "per", followed a descriptor such as "day", week" or "month". For infrequent tasks, enter "<1 /month". If this is a one-time project, mention so in section 22.
16. **QUANTITY:** Enter how much of the HM you need. It is recommended to base this on a 7-10 day supply to support standard operations, not on "worst case", surge, or emergency operations. Example: entering 12 would mean 12 ounces, gallons, pounds, etc. are needed per month. If only a very small amount of HM is needed, your unit environmental coordinator can determine if other offices also use the material, as additional purchases may not be necessary. If storage of more than one month's worth of HM is needed for mission or other requirements, provide additional information in section 22.

SECTION III. JUSTIFICATION

17. **WILL THIS MATERIAL REPLACE AN EXISTING ITEM ON THIS WORK CENTER'S AUL? (YES/ NO):** State if the HM you are ordering completely replaces another item, eliminating the need to store that item in the Work Center or list it on the AUL.
18. If yes, provide name of material being replaced. Listing the replaced item exactly as it appears on the Work Center AUL will speed up the process and prevent errors.
19. **IS THIS REQUIRED FOR A NEW WORKLOAD, TECHNICAL ORDER, SPECIFICATION, OR PROCESS IN THIS SHOP? (YES/ NO):** State if the HM you are ordering is required for a new process that has not previously been performed, or is required by a change or update to technical orders or other source documents. In general, provide information to help justify that this specific HM is needed.
20. If yes, provide specific technical order or specification number and paragraphs applicable to the process. Include the date and revision number being cited. If more than one applies, list all. In the event of new technical order or specification number, please provide the specific paragraphs applicable to the process. Include the date and revision number being cited. If more than one applies, list all. In this section, provide as much information as possible to show that this specific HM is required. Reasonable effort should be made to replace HM with items that have fewer or no hazards, if possible.
21. **PROCESS/TASK CODE(S) (OPTIONAL):** If a unique identifier code has been assigned by safety, environmental or industrial hygiene for the process where the HM is used, list it here. This field is optional.
22. **EXPLAIN IN DETAIL THE PURPOSE OF THIS MATERIAL REQUEST OR MODIFICATION AND HOW THE MATERIAL WILL BE USED:** Describe the process where this specific HM will be used or the change that is needed on the existing authorization. Avoid acronyms. If the process is restricted or classified, contact your unit environmental coordinator for more information about how to complete this part of the form. Do not submit classified information with this form.
23. **NUMBER OF PERSONNEL WHO WILL USE/BE EXPOSED TO THE MATERIAL:** Identify the number of Work Center personnel who will be involved in performing the specific task where the HM is used, or in the immediate vicinity. As a general rule, include anyone who will be in the same room or in the case of a hanger or other large open space, within 20 feet. Extend this to 50 feet in the case of spray painting operations.

24. APPLICATION METHOD (brush, spray, pour, etc.): Provide details on how the HM will be transferred from the container it came from to the surface it is applied. This information is vital to determining protective equipment requirements, such as gloves or respirators.

25. DURATION (time employees will be exposed to material during each process): Enter how long, in hours, employees will be exposed to material during each process. Enter a number and either a slash or the term "per", followed by "day", "week" or "month". For infrequent tasks, enter "<1 hr/month". If this is a one-time project, mention that in section 22.

26. AMOUNT OF MATERIAL USED IN A SINGLE COMPLETE PROCESS: How much of the HM is used, on average, to perform one complete process. Remember to note the unit of measure such as ounces or gallons. If you have any questions contact your unit Environmental Coordinator.

27. WHAT ARE THE PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS? (respirator, nitrile gloves, etc.) Examples include 550S Half-Face Respirator with P-100 Cartridges, Nitrile Gloves, etc. Also indicate if these controls are already available in the Work Center or would need to be purchased or installed (such as an eyewash or ventilation hood). Safety and industrial hygiene personnel must verify all controls, PPE or protective requirements before the HM is used.

28. ARE PERSONNEL TRAINED IN THE USE OF THE PPE IDENTIFIED? (YES/ NO): State if the personnel are trained in the use of the PPE identified in Section 27.

29. HOW WILL THE MATERIAL BE STORED? (HAZMAT LOCKER, CORROSIVE LOCKER, ETC.): State how the material will be stored.

30. ARE PERSONNEL TRAINED IN THE USE OF THE MATERIAL REQUESTED? (YES/ NO): State if the personnel are trained in the use of the material.

SECTION IV: MATERIAL MODIFICATION INFORMATION

31. CURRENT DRAW AMOUNT and 32. NEW DRAW AMOUNT: List the amount of this specific HM used now, and how much will be needed after the adjustment.

33. CURRENT UNIT OF MEASURE and 34. NEW UNIT OF MEASURE: If the descriptor will change (i.e. from ounces to gallons), list it here.

35. CURRENT FREQUENCY and 36. NEW FREQUENCY: List any draw or process frequency changes. This is important for Installation and higher headquarters reports prepared by other offices.

37. SUPERVISOR NAME: Enter the name of the supervisor responsible for the process using the HM

38. SUPERVISOR SIGNATURE: Enter electronic signature.

39. DATE: Enter the date the form is prepared

40. ENVIRONMENTAL COMPLIANCE COORDINATOR (ECC): Enter the name of the individual with unit-level environmental and HM management responsibilities.

41. ENVIRONMENTAL COMPLIANCE COORDINATOR (ECC) SIGNATURE: Enter electronic signature.

42. DATE: Enter the date the form is prepared

A NOTE ON REVIEW AND APPROVAL SECTIONS

These sections will be completed by base level offices as part of the review process. They will contact the Requestor or Work Center if they have any questions or need more information. Approval from all review agencies is required prior to material requisition. As a reminder, all restrictions and controls (including required PPE and waste disposal limitations) must be implemented and any new worker training accomplished before the HM is used.

Environmental Division Instructions for the AUL Adjustment Form (NAVMC 11779)

The goal of this review is to mitigate the regulatory and reporting burden, reduce the cost of disposal, and limit introduction of highly toxic materials to the Installation inventory. Compare Authorized Use List (AUL) requests against Installation planning documents including the Installation hazardous waste management and pollution prevention plans. Approvals may either be concurrent or in sequence, but approval from all review agencies is required prior to material requisition. You should encourage Work Centers to seek products that eliminate or minimize hazardous material (HM), find reasonable alternatives that reduce hazardous waste and avoid maintaining large inventories of HM that may be subject to shelf-life expiration.

1. **HAS THE MATERIAL BEEN EVALUATED FOR POLLUTION PREVENTION OPPORTUNITIES OR GREEN ALTERNATIVES? IF NO, PLEASE PROVIDE ADDITIONAL JUSTIFICATION BELOW.** Determine if the shop has researched product substitutions or green alternatives. If it has not been evaluated, please also provide additional justification for the material. As the reviewer, you are not expected to research product substitution opportunities for every HM authorization; rather, support the efforts of work centers and provide expert advice. If a known substitution exists that meets the operational requirements of the work center, deny the request in favor of the substitute product. Seek clarification from the work center if you need more information.
2. **DOES THE MATERIAL CREATE NEW CAA, CWA, RCRA, OR OTHER REGULATORY REPORTING REQUIREMENTS?** Any AUL request or adjustment that would result in increased compliance or reporting burdens should be carefully evaluated and justified. Ensure any required notifications are issued to the appropriate parties.
3. **IF YES, EXPLAIN MATERIAL USAGE RESTRICTIONS REQUIRED IN ORDER TO BE COMPLIANT WITH REGULATIONS.** Provide any restrictions required in order to be compliant with above regulations.
4. **WHAT ARE THE DISPOSAL REQUIREMENTS (CONSUMED IN USE, RECYCLED, BULK WASTE, CONTAINERIZED ON SITE, SANITARY SEWER, ETC)?** If the process creates a new waste stream, the disposal method (consumed in use, recycled, containerized on site, sanitary sewer, evaporation, etc.) must be listed.
5. **IS THE REQUEST APPROVED? Select Yes or No.**
6. **IF NO, PLEASE PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.** Provide sufficient justification to the work center explaining the reasons for denial. Reviewer cannot deny a request without providing this information. Reasons for denial will vary and may include specific reporting requirements, laws or policies. Additionally, ensure any identified substitutions are listed in this section.

Safety Division Instructions for the AUL Adjustment Form (NAVMC 11779)

Safety Office personnel will review Authorized Use List (AUL) adjustments for their effect on numerous programs, including hazard communication, workplace safety, risk assessment, and protective equipment. Approvals may either be concurrent or in sequence, but approval from all review agencies is required prior to material requisition. Restrictions (including required PPE and waste disposal limitations) must be detailed in the space provided.

1. **DOES THIS MATERIAL HAVE STORAGE REQUIREMENTS OR SITE RESTRICTIONS?**
Safety inspections of work areas are a central tool to monitoring controls ensuring hazardous materials (HM) are safely stored, used and prepared for disposal. Depending on the change to the chemical or process, fire protection, hazard control, worker safety and inspection changes may be needed. Site restrictions (flammable or corrosive storage cabinets, initial accumulation points, etc) must be in-place and validated by inspection before the HM is used.
2. **DOES THE PROCESS REQUIRE A RISK ASSESSMENT AND/OR JOB HAZARD ANALYSIS?**
A risk assessment or job safety/hazard analysis should be conducted after any significant process or chemical change.
3. **ARE THERE ANY SAFETY TRAINING REQUIREMENTS FOR THE MATERIAL?** If changes to a routine process require new training to meet federal or military regulations, list in section 5.
4. **ARE PPE OR OTHER CONTROLS, NOT IDENTIFIED BY THE WORK CENTER, REQUIRED?**
Safety personnel will evaluate AUL requests to determine if facility modifications, such as eyewash units or ventilation systems, are needed to meet legal and regulatory requirements.
5. **IF YES TO ANY OF THE ABOVE, PROVIDE NEW REQUIREMENTS.** Provide sufficient detail to explain.
6. **IS THE REQUEST APPROVED?** Select Yes or No.
7. **IF NO, PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.** Provide sufficient justification to the Work Center explaining the reasons for denial. Reviewer cannot deny a request without providing this information. Reasons for denial will vary and may include specific reporting requirements, laws or policies. Additionally, ensure any identified substitutions are listed in this section.

Industrial Hygiene Instructions for the AUL Adjustment Form (NAVMC 11779)

As the reviewer, you will work closely with Safety and Environmental to review product constituents for substances with special regulatory or medical controls (radioactive material, Extremely Hazardous Substances, etc). You will evaluate and verify the effectiveness of controls in the Work Center and ensure they reduce anticipated hazards below appropriate limits. Review of product substitution opportunities for every Authorized Use List (AUL) adjustment request is not expected, but you must be prepared to assist Work Centers and direct them to available resources. Approvals may either be concurrent or in sequence, but approval from all review agencies is required prior to material requisition. Restrictions (including required PPE and waste disposal limitations) must be detailed in the space provided.

1. DO ANTICIPATED CONTROLS IDENTIFIED BY THE WORK CENTER MEET REQUIREMENTS? Chemical or process changes may require updated protective equipment or other adjustments to controls.

2. IF NO, PROVIDE ADDITIONAL REQUIREMENTS. Be specific in explaining any additional requirements.

3. WILL THE NEW MATERIAL REQUIRE MEDICAL MONITORING (I.E. RESPIRATOR, MEDICAL CLEARANCE OR CHEMICAL-SPECIFIC MEDICAL EXAMS)? Determine if the requested chemical or modification has medical monitoring requirements, such as clearances for respirators or medical exams required for by OSHA expanded-standard chemicals.

4. IF YES, PROVIDE MEDICAL MONITORING REQUIREMENTS IN THE SPACE PROVIDED. All medical and facility requirements must be met before the HM is used in the work center.

5. IS THE REQUEST APPROVED? Select Yes or No.

6. IF NO, PLEASE PROVIDE JUSTIFICATION IN THE SPACE PROVIDED. Provide sufficient justification to the Work Center explaining the reasons for denial. Reviewer cannot deny a request without providing this information. Reasons for denial will vary and may include specific reporting requirements, laws or policies. Additionally, ensure any identified substitutions are listed in this section.

Supply Division Instructions for the AUL Adjustment Form (NAVMC 11779)

As a reviewer, you will assist the Authorized Use List (AUL) Working Group with acquisition requirements and limitations to include training provided to unit environmental coordinators. You will review AUL adjustments for opportunities to reuse existing inventory, or reduce costs and Work Center storage requirements by consolidating orders in central storage facilities (Hazmin Centers, Hazmat Pharmacy, etc). Approvals may either be concurrent or in sequence, but approval from all review agencies is required prior to material requisition. Restrictions (including required PPE and waste disposal limitations) must be detailed in the space provided.

1. IS THIS MATERIAL CURRENTLY AVAILABLE ABOARD THE INSTALLATION AT EITHER THE HAZMIN CENTER, SERV-MART, OR OTHER LOCATION? Users should be encouraged to utilize serviceable material (e.g. available reuse inventory). An inventory of reuse material aboard the Installation should be available to Work Centers. Identifying materials available directly aboard the Installation is generally preferred to GCPC or out- in-town purchases.
2. IF YES, WHERE CAN THIS ITEM BE PURCHASED? Provide location where the item is currently available for purchase.
3. IF NO, (A) IS THE DRAW AMOUNT SIGNIFICANT ENOUGH TO STOCK THE ITEM ABOARD THE INSTALLATION? (B) WHAT IS THE RECOMMENDED METHOD OF PROCUREMENT? Provide guidance to the Work Center regarding the draw amount of the material and the preferred method of procurement. Restrictions on quantities or requests that require special handling or segregation should be identified.