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DESCRIPTION:

Bo 6240.5A

10 Mar 1987

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UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542-5001

BO 6240.5A
NREAD/st
10 Mar 1987

BASE ORDER 6240.5A

From: Commanding General
To: Distribution List

Subj: HAZARDOUS MATERIAL DISPOSAL PROGRAM

Ref: (a) Resource Conservation and Recovery Act (Pub No. 94-580) (42 USC 6901-6987) (NOTAL)
(b) EPA Regulations contained in Code of Federal Regulations, Title: 40 Parts 260-265 (NOTAL)
(c) DOT Regulations contained in Code of Federal Regulations, Title: 49 Parts 100-179 (NOTAL)
(d) BO 11090.1B
(e) BO 11320.1G

Encl: (1) Procedures for Collection, Storage and Turn-In of Hazardous Material and Hazardous Waste for Disposal
(2) Responsibilities for Hazardous Material/Hazardous Waste Disposal
(3) Hazardous Waste Training Requirements and Guidelines

1. Purpose. To revise responsibilities, procedures and guidance for hazardous material (HM) and hazardous waste (HW) disposal and related environmental protection for the Camp Lejeune and Marine Corps Air Station, New River complex.

2. Cancellation. BO 6240.5.

3. Background

a. Congress and the state legislatures have responded to the threats to human life and the environment caused by mismanagement and illegal spilling and dumping of toxic substances by enacting laws which not only attempt to avert future threats but which impose civil and criminal penalties. In enacting many of these environmental laws, Congress waived federal supremacy, requiring federal agencies including the Marine Corps, to comply with federal, state and local environmental laws. Federal officers and employees now face the possibility that they may be personally liable for civil and criminal penalties and fines as well as imprisonment.

b. The Environmental Protection Agency (EPA) has authorized the State of North Carolina to enforce the requirements of references (a) and (b) through a state HW regulatory program. The Solid and Hazardous Waste Management Branch, Division of Health Services (DHS), is the primary enforcing agency within North Carolina. DHS enforcement personnel have authority to investigate HW spills and perform routine inspections of work sites where HW are handled and stored. These investigations and inspections can result in citations being issued to supervisors and/or personnel at the work site for civil and/or criminal violations of HW regulations.

c. State regulations promulgated under reference (a) and EPA regulations contained in reference (b) require both initial and annual refresher training for personnel involved in HW management and handling. The majority of discrepancies identified during EPA and DHS inspections can be directly, or indirectly, attributed to lack of adequate HW training. The relatively rapid rate of personnel turnover within the Camp Lejeune Complex requires that HW training be readily available. Publishing of this revised order is an essential step in strengthening the subject program. In addition to addressing the HW training issues, this revised order provides for the following: (1) better internal controls by organizations generating and handling HW; (2) improved availability of HW related supplies and equipment and; (3) formalizing efforts to reduce the volume and toxicity of HW generated within the Camp Lejeune Complex. Enclosures (1) through (3) outline revised procedures for managing HW and providing compliance with related requirements of references (a), (b) and (c).



d. This order formally establishes two collateral duty positions to coordinate and to assist with the implementation of the subject program. These positions are the Hazardous Material Disposal Coordinator (HMDC) and Hazardous Material Disposal Officer (HMDO). HMDC will be established within each major command and within Marine Aircraft Groups. HMDO's will be appointed at the Battalion, Separate Company and Squadron level (or equivalent). HMDC and HMDO responsibilities are outlined in enclosure (2). The appointment and training of qualified primary and alternate HMDCs and HMDOs are essential to implementation of the complex requirements of the subject program.

4. Action

a. Organizational commanders shall on a continuing basis take action required to implement the following HW management goals and objectives:

(1) HW operations will be supervised by properly trained personnel who have access to equipment and supplies required for handling HW.

(2) Written descriptions of HW duties will be developed for all HW managers and handlers, and appropriate records maintained to document that proper training is being provided to personnel in accordance with enclosure (3).

(3) OIC/NCOIC's will ensure that HW facilities are inspected weekly and timely corrective action is taken and properly documented per this Order and related instructions of HMDO/HMDC.

(4) OIC/NCOIC's will prepare a written HW management Standard Operating Procedure (HWMSOP) in cooperation with HMDO for each facility where HW are routinely handled and stored. SOP will be readily available at HW generation and storage sites.

(5) A system of continuous internal controls will be implemented to ensure that violations of this Order are identified and if appropriate, that disciplinary action is taken to discourage recurring violations.

b. Major commands will take action required to limit HW generation to the minimum number of locations practical, to identify HW handling and storage equipment and facilities requirements and to develop and implement a system of internal controls which provides satisfactory compliance with the requirements of this Order and related regulatory requirements. As a minimum the following action will be taken:

(1) Appoint a primary and alternate HMDC with authority and resources to implement duties outlined in enclosure (2).

(2) Maintain a current listing/directory of facilities where HW are handled and stored. Ensure timely submission of waste identification documents per enclosure (1).

(3) Require OIC/NCOIC's of HW handling and storage facilities to develop and implement a written HW SOP for each facility per enclosures (1) and (3). The SOP will be readily available to personnel routinely handling HW and related emergency response.

(4) Require Commanding Officers of each Aircraft Squadron, Regiment, Battalion and Separate Company (or equivalent) to appoint a primary and alternate HMDO with authority to carry out the duties outlined in enclosure (2).

(5) Establish and promote HW management goals and objectives for supply and maintenance functions which promote the minimization of the volume and toxicity of HW generation.

(6) Within 30 days of the date of this Order, and as requested thereafter, provide a current listing of Primary and Alternate HMDO's. The list shall contain name, rank, unit and phone number. The list will be provided to the Director, Natural Resources and Environmental Affairs Division, Marine Corps Base.



PROCEDURES FOR COLLECTION, STORAGE AND TURN-IN OF HAZARDOUS
WASTE (HW) AND HAZARDOUS MATERIAL (HM) FOR RECYCLING OR DISPOSAL

1. Hazardous Waste Management Standard Operating Procedures (HWMSOP). Each organization routinely generating or handling HW or disposing of HM will develop desk top procedures to be followed. As a minimum, the HWMSOP will provide the following:

- (a. Name and telephone number of cognizant Hazardous Material Disposal Officer (HMDO) and Hazardous Material Disposal Coordinator (HMDC).
- b. A copy of BO 6240.5A, BO 11090.1B, BO 11090.3, and related local instructions.
- c. Name, title, HW duties and HW training records for each employee per enclosure (3) of BO 6240.5A.
- d. Waste Identification Document (WID) for each HW generated or handled. WID will be completed in accordance with attachment (A) of this enclosure.
- e. Procedures and responsibilities for dealing with HW/HM spills and related emergencies, i.e., HW Spill Contingency Plan.
- f. Copies of weekly inspections of HW storage areas/containers.
- g. Guidance provided by HMDO/HMDC's to implement HW/HM disposal program.
- h. Location sketch for each HW generation, accumulation and storage area.
- i. Material Safety Data Sheets, or hard copy of Hazardous Material Information Systems Data developed per MCO 5100.25 for all HW generated.
- j. Sample copies of completed turn-in documents (Form DD-1348-1) and HW labels for each type of HW generated and disposed of.)

2. HM/HW Collection and Storage Procedures/Requirements.

- a. Possession of a properly completed and signed WID constitutes authorization to generate the specifically named HW. Failure to submit a WID to HMDC within 30 days of date HW first generated or handled or 60 days of the date of this Order (whichever is later) will be considered a violation of this Order. HMDC's are responsible for monitoring and enforcement of this requirement.
- b. Only Department of Transportation (DOT) approved containers labeled per WID or HWMSOP will be used for storage of HW awaiting disposal. HMDO's are responsible for enforcing this standard.
- c. All personnel routinely handling or responsible for HW management must be properly trained per this Order and references (a) and (b). OIC's are responsible for maintaining training records for personnel within their cognizance. HMDC's are responsible for enforcement of this requirement.
- d. All HW containers and storage areas will be inspected weekly using format provided by cognizant HMDC/HMDO. A written record of corrective action will be maintained per HMDO/HMDC guidance. Director, Natural Resources and Environmental Affairs Division, (NREAD), MCB will assist HMDC/HMDO develop guidelines.
- e. Spills of HW/HM will be promptly reported to the Base Fire Department at the Emergency Telephone Number 451-3333. OIC's are responsible for maintaining absorbents, safety equipment, and other supplies and equipment required for dealing with minor spills. HWMSOP's will give specific guidance in this area.
- f. A Form DD-1348-1 will be completed and submitted to the cognizant HMDO not later than 45 days after the "accumulation start date" on the HW label on the container.

ENCLOSURE (1)



g. HMDC will be notified by telephone, confirmed in writing, of anytime DRMO has not accepted accountability of a HW within 75 days after the "accumulation start date" on any HW container.

3. Hazardous Material (HM) and Hazardous Waste (HW) Turn-in Procedures. The following steps will be taken to initiate final disposal of HM/HW. At any time that a major problem or controversy arises, the organization attempting to turn-in the item will immediately notify the responsible Hazardous Material Disposal Coordinator (HMDC). The HMDC will be responsible for coordinating efforts to resolve the problem/controversy and will utilize the assistance of the Director, Natural Resources and Environmental Affairs Division (NREAD), Facilities Department, Marine Corps Base, telephone extension 2083, 2195. Unresolved problems/controversies will be referred to the Assistant Chief of Staff, Facilities, Marine Corps Base. See Note 1 below.

STEP 1. The Officer in Charge (OIC) of the organization having physical custody of HM/HW is responsible for turn-in of HM/HW unless otherwise specified by HMDC. OIC will properly containerize the HM/HW and submit a Form DD 1348-1 to the cognizant Hazardous Material Disposal Officer (HMDO) per instructions in organization's HWMSOP. Questions not addressed by HWMSOP will be directed to HMDO.

STEP 2. The HMDO will physically inspect the HM/HW and determine if the Form DD 1348-1 is properly completed and the HM/HW is properly packaged. The HMDO will coordinate correction of any problems. Unresolved problems will be referred to cognizant HMDC for resolution. Once problem's resolved, HMDO will forward (preferably hand deliver) the Form DD 1348-1 to the Defense Reutilization and Marketing Office (DRMO) Headquarters, Bldg. 906. See Note 2 below.

STEP 3. The DRMO will inspect the HM/HW if necessary, and will determine if DRMO is accountable (i.e., responsible) for disposal of the HM/HW. If DRMO determines that the local activity, not DRMO, has responsibility for disposal of the HM/HW, the DRMO will so notify the cognizant HMDC in writing with a copy to the NREAD. The HMDC and NREAD will cooperate in developing case specific procedures for disposal of the item. Assistant Chief of Staff, Logistics, MCB, will provide contracting support.

STEP 4. If DRMO determines that DRMO is accountable for HM/HW, DRMO will determine where the HM/HW will be stored awaiting disposal. HW must be stored at the DRMO facility at TP-451 complex, unless otherwise approved by the Assistant Chief of Staff, Facilities, MCB. DRMO will submit a request to the Assistant Chief of Staff, Logistics to arrange transportation of the HM/HW to DRMO designated facility.

STEP 5. Assistant Chief of Staff, Logistics, in cooperation with HMDO, will determine if generating organization can safely, legally transport the item to DRMO designated facility. Assistant Chief of Staff, Logistics will supervise transportation of HW. Whenever practical, Command turning in a HM will provide transportation. Assistant Chief of Staff, Logistics will cooperate with the HMDC for the generating organization in promoting efficient, safe transportation. Spills or other emergencies will be promptly reported to the Base Fire Department at 451-3333. Drivers will be provided written spill prevention and response guidance.

STEP 6. When the HM/HW arrives at storage facility, DRMO will inspect prior to unloading. DRMO is authorized to refuse the HM/HW if any significant discrepancies exist. DRMO will immediately notify cognizant HMDC and NREAD of DRMO's refusal to accept the HM/HW. The transporting vehicle will be secured and will not be moved outside the immediate vicinity of DRMO facility except for emergency situations involving risk to public safety or to property. DRMO, HMDC and NREAD will cooperate in making an immediate decision on corrective action. If problems cannot be promptly resolved the HM/HW will be returned to the generating organizations facilities. When DRMO accepts physical custody of the HM/HW, turn-in is complete.

NOTE 1: Marine Corps Air Station, New River units will follow turn-in procedures set forth in Air Station Order 6280.1.

NOTE 2: HMDO should maintain a log of documents showing date document accepted by DRMO, accumulation start dates, and the type and quantity of HW.

ENCLOSURE (1)

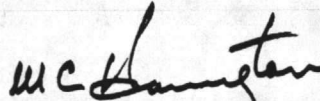


c. Director, Natural Resources and Environmental Affairs Division, will inspect all points of HW generation on an annual basis, or more frequently as required, to monitor and evaluate compliance with the order and related state/federal regulations. The results of the annual inspections will be provided in writing to the inspected activity via the chain of command.

d. The Assistant Chief of Staff, Logistics and Assistant Chief of Staff, Facilities will cooperate with the local Defense Reutilization and Marketing Officer in improving HW disposal services to organizations generating HW subject to this Order.

e. Officials responsible for the preparation, awarding and implementation of various types of contracts, shall ensure that all contractor activities are carried out in accordance with the requirements of this Order and related State and Federal regulations.

5. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, 2d Marine Division, FMF, 2d Force Service Support Group (Rein), FMF, 6th Marine Amphibious Brigade, FMF, and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital and the Naval Dental Clinic.


M. C. HARRINGTON
Chief of Staff

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NREAD 300



RESPONSIBILITIES FOR HAZARDOUS MATERIAL (HM)/HAZARDOUS WASTE (HW) DISPOSAL

1. Compliance with hazardous waste management and disposal regulations requires the cooperative effort of many functions within the Camp Lejeune complex. The following outlines the responsibilities of various officers and managers relative to hazardous waste management:

a. Hazardous Material Disposal Officer (HMDO) will:

(1) Provide assistance to HW generators and handlers in the preparation and timely submittal of HW turn-in documents per this Order.

(2) Perform quarterly inspections of HW generation and storage sites and notify OIC's of corrective action required. Inspection format developed per paragraph 1b(2) below will be used.

(3) Keep OIC's and key personnel informed of any changes in regulations affecting HW activities within the HMDO's cognizance and ensure that HW standard operating procedures (SOP) are up-to-date and readily available for review by personnel involved in HW management.

(4) Develop a roster of personnel involved in HW management at each work site within the HMDO's cognizance.

(5) Develop and provide HW training requirements to HMDC for personnel within the HMDO's cognizance.

(6) Actively promote the reduction of volume and toxicity of HW produced by organizations within the HMDO's cognizance.

(7) Conduct surveys required to identify HW generation and storage sites within the HMDO's cognizance and provide periodic updates, as requested, to the HMDC.

b. Hazardous Material Disposal Coordinator (HMDC) will:

(1) Provide assistance to HMDO's in handling HW management problems. Serve as HMDO for organizations not having sufficient HW activity to justify appointment of a HMDO.

(2) Perform annual inspection of HW generation and storage sites and notify HMDO's of corrective action required. Inspection format will be developed in cooperation with the Director, Natural Resources and Environmental Affairs Division, (NREAD), Marine Corps Base.

(3) Inform HMDO's of any changes in regulations affecting HW activities under the HMDO's cognizance.

(4) Serve as point of contact on matters pertaining to HW management and implementation of this order within the HMDC's command.

(5) Develop listings of HW generation and storage facilities.

(6) Be responsible for identifying assistance required to provide HW training. Requests for assistance from MCB will be submitted in writing "Attention Director, NREAD."

c. Assistant Chief of Staff, Facilities will:

(1) Have overall responsibility for implementation of the subject program and maintaining compliance with requirements of references (a) and (b) and related local, state and federal regulations.

(2) Have overall responsibility for management of pollution abatement projects per latest revision of MCO P11000.8.

ENCLOSURE (2)



(b) Incompatible HM/HW are stored in a manner with significant potential threat of fire, explosion, or release of toxic fumes or gases due to chemical reaction during spills or leaks.

(c) HM/HW stored in a manner likely to result in a significant discharge to the environment.

g. Assistant Chief of Staff, Logistics will:

(1) Appoint an officer to serve as HMDO for the Logistics Department.

(2) Ensure that suppliers provide hazardous material safety data sheets for all HM procured through open purchase and will provide one copy to unit ordering HM and one copy to the Base Safety Manager.

(3) Ensure local stocking and availability of the following on a reimbursable basis: empty containers; labels; labeling equipment; absorbents; frequently used minor equipment and HM/HW handling supplies required to implement this Order and reference (d).

(4) Provide contracting services required to dispose of HM or HW for which DRMO is not accountable.

(5) Serve as principal agent for the Commanding General on matters pertaining to HM and HW transportation, and will be responsible for:

(a) Monitoring all HW transportation for compliance with requirements of references (a), (b) and (c) and related state and federal regulations.

(b) Providing transportation services and related record keeping required for implementation of this Order and which are not available from the Defense Reutilization and Marketing Officer or the organization generating the HM/HW.

h. Assistant Chief of Staff, Manpower will:

(1) Coordinate for Marine Corps Base the development of a Hazardous Material Information System, per MCO 5100.25. Assist NREAD in providing safety data and related technical support to HMDC's, HMDO's and other cognizant officials as required to implement this Order.

(2) Provide HM related safety training required to implement HW training plans developed in accordance with paragraph 1d(5) of this enclosure.

i. Officer in Charge, Preservation, Packaging (PP&P) Section, 2dFSSG will provide PP&P support (in accordance with established regulations and procedures) to HMDO's, HMDC's, and other HW managers required to accomplish the following:

(1) Identification of type of containers and labeling required for compliance with reference (c) and this Order.

(2) Packaging of HM/HW required for safe storage and transportation during disposal per this Order.

(3) HM transportation certification required for compliance with reference (c).

j. Defense Reutilization and Marketing Officer (DRMO) will:

(1) Operate the base Long-Term Hazardous Waste Storage Facility at the TP-451 complex in accordance with state permit issued under regulations promulgated under references (a) and (b).

(2) Provide HM and HW disposal services to organizations within the Camp Lejeune/MCAS, New River complex in accordance with DOD regulations, references (a) and (b), and related state and federal regulations.

ENCLOSURE (2)



HAZARDOUS WASTE TRAINING REQUIREMENTS AND GUIDELINES

1. Hazardous waste (HW) training is a specific requirement of state and federal regulations promulgated under the Resource Conservation and Recovery Act (RCRA). A review of RCRA requirements and the actual HW activity aboard the Camp Lejeune/Marine Corps Air Station, New River complex indicates that a relatively small percentage of personnel require highly specialized HW training. Generally, the requirements for the remaining personnel involved in HW management are satisfied by routine on-the-job training and related safety and fire-prevention training readily available locally. Providing this training will have minor impact on organizational commanders, in that training required is directly job related. Appendix (A) Part II identifies the minimum HW training required, for personnel identified in Section 2d below.

2. Initial and annual refresher HW training is required for all personnel in this Section. For the purpose of these guidelines, only those personnel directly involved in HW handling, storage and disposal will be subject to the HW training documentation requirements of RCRA. A special HW training record, i.e., Appendix (A) Part I will be developed for the following personnel:

- a. All Hazardous Material Disposal Officers (HMDO), Hazardous Material Disposal Coordinators (HMDC), and alternate HMDO's and HMDC's.
- b. Defense Reutilization and Marketing Officer (DRMO) and subordinate personnel routinely involved in HW handling, storage, turn-in and disposal.
- c. Activity personnel involved in transportation of HW required for the implementation of this Order.
- d. Personnel assigned to work places meeting the definition of HW generators, HW accumulation areas or satellite HW accumulation areas and involved in one or more of the following:

- (1) Collection, handling, storage and transportation of HW.
- (2) Inspection, and related follow-up, of HW handling/storage areas.
- (3) Response to HW spills and related emergencies.
- (4) Preparation and submittal of HW turn-in documents.

3. Other activity personnel providing professional and technical support to HW management include the following:

- a. Fire Protection personnel
- b. Safety specialists
- c. Environmental staff
- d. Industrial hygienists

Preparation of Appendix A for these staff specialists and emergency personnel is not required. Duties and training provided to these individuals will consist of standard position descriptions and civilian personnel records.

4. Responsibility for providing specialized HW training required for compliance with RCRA is assigned to Assistant Chief of Staff, Facilities. The following officials are responsible for notifying Assistant Chief of Staff, Facilities of specialized training requirements of their subordinates and other personnel as shown.

- a. The DRMO for self and subordinates
- b. The Assistant Chief of Staff, Logistics for subordinates.

ENCLOSURE (3)



WASTE IDENTIFICATION DOCUMENT (WID)

DATE _____

WID # _____

1. GENERATING WORK CENTER INFORMATION

Shop _____ Contact _____ Command _____ Building _____ Phone Ext. _____

2. WASTE IDENTIFICATION

a. WASTE NAME: Common _____ Chemical(s) _____

b. PHYSICAL FORM: (CHECK) Liquid Solid Sludge Other (Specify) _____

c. MANUFACTURER: _____ d. NATIONAL STOCK NUMBER: _____

e. CONTAINER: (TYPE AND SIZE) _____

f. GENERATION RATE: (e.g., gal/day, lbs/day) _____

g. FREQUENCY OF GENERATION _____

h. EXPECTED ANNUAL GENERATION: (GALS, LBS) _____

i. DESCRIBE WASTE GENERATION PROCESS: _____

j. HAS WASTE BEEN MIXED WITH ANY OTHER MATERIAL? Yes No If yes, specify _____

3. REASON FOR DISPOSAL: (CHECK)

Exceeded shelf life Served intended purpose Unused Other
(specify) _____

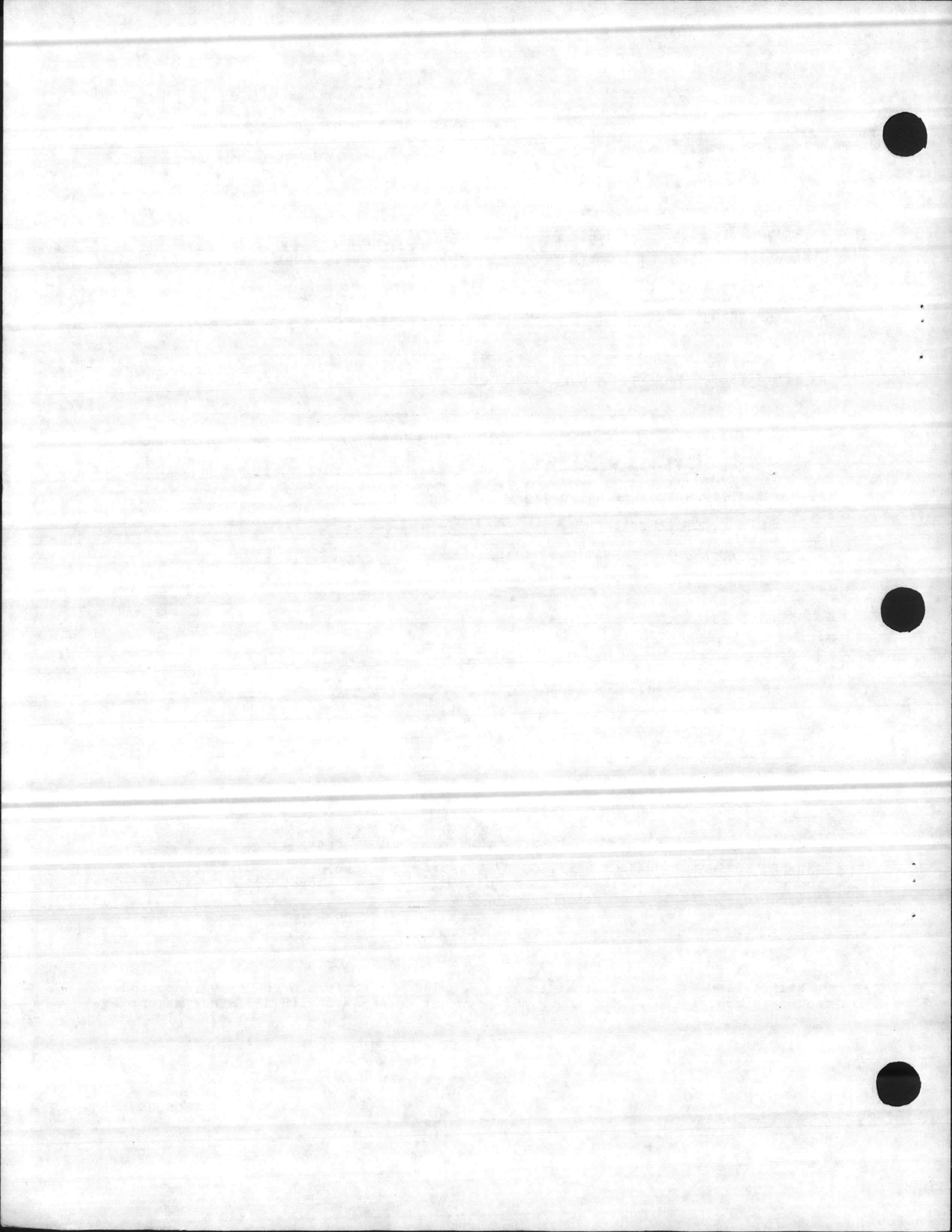
4. REQUEST FOR WASTE CHARACTERIZATION BY NREAD: I am unable to properly classify the above waste. NREAD assistance is requested. Cost of Laboratory Analysis should be charged to the following Cost Account Code. _____

HMDO DATE
Signature

5. CERTIFICATION: I certify that the above named materials are the only compounds in the waste containers listed above and have not been mixed with any other materials.

HMDO DATE
Signature

Appendix A to
ENCLOSURE (1)



PART I

RECORD OF HAZARDOUS WASTE TRAINING

- 1. Employee Name: _____
- 2. Job Title/MOS: _____
- 3. Name of Organization: _____
- 4. Date this Record Established: _____
- 5. Description of HW Duty: _____

6. Description of HW Training Completed:

a. Date	b. Description of Training/Name of Trainer	c. Signature and Date



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TO BE COMPLETED BY THE HMDC AND COPIES SENT TO THE HMDO, DRMO, AND DIRECTOR, NREAD

6. WASTE CHARACTERIZATION: DATE COMPLETED _____ LAB REPORT # _____

7. WASTE CLASSIFICATION: _____ Hazardous _____ Nonhazardous

8. EPA WASTE NUMBER(S): _____

9. REASON FOR HAZARD CLASSIFICATION: _____

10. HANDLING INSTRUCTIONS: _____

11. DTID 1348-1 REQUIRED: _____ Yes _____ No

12. CONTAINER AND LABELING REQUIREMENTS:

a. DOT/DOD CONTAINER TYPE: _____

b. DOT PROPER SHIPPING NAME: _____

c. DOT HAZARD CLASS: _____

d. UN/NA NUMBER: _____

e. ADDITIONAL REQUIREMENTS: (FOR DRMO) _____

13. SPECIAL PRECAUTIONS AND/OR INSTRUCTIONS: _____

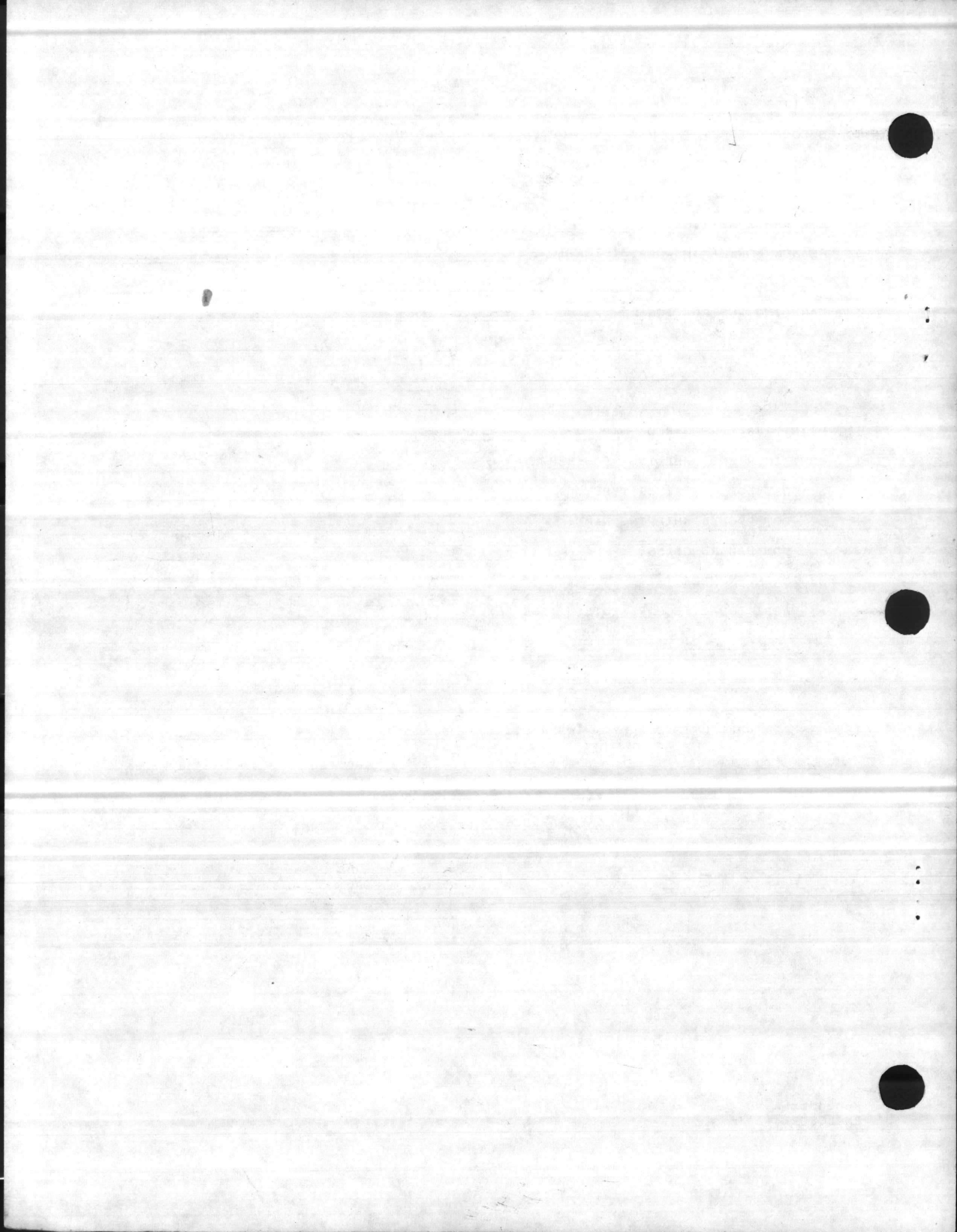
14.

HMDC
Signature

Code

Date

Appendix A to
ENCLOSURE (1)



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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

BO 11090.3
MAIN/ODS/th
18 May 1982

BASE ORDER 11090.3

From: Commanding General
To: Distribution List

Subj: Operation and Maintenance of Oil Pollution Abatement Facilities

Ref: (a) NPDES Permit No. NC0003239, Marine Corps Base, Camp Lejeune (NOTAL)
(b) Clean Water Act (NOTAL)
(c) BO 11090.18

1. Purpose. To publish responsibilities for the operation and maintenance of pollution abatement facilities required to be in compliance with federal and state water quality standards established under references (a) and (b).

2. Background

a. Reference (c) established policy and procedures regarding the prevention and abatement of pollution resulting from accidental spills or unauthorized discharge of petroleum oil and lubricants (POLs) (e.g., diesel fuel, kerosene, lube oil, etc.) and other hazardous material or waste (e.g., mogas, paint; solvents, acid, etc.). Addressees should be aware that a major part of the oil related pollutants being discharged into storm drains and streams comes from washrack runoff and from maintenance shops where leaks and spills of POLs during routine maintenance operations are not adequately controlled and cleaned up.

b. Facilities are being constructed at Camp Lejeune and Marine Corps Air Station (Helicopter), New River to provide compliance with references (a) and (b). These facilities connect oil contaminated wastewater drainage lines to the sanitary sewer. Oil/water separators, grit chambers, storm-water storage tanks and related devices are provided to reduce the amount of POLs in the wastewater and to prevent relatively small oil spills from entering and damaging the sanitary sewer and sewage treatment plants. Maintenance shops and other facilities constructed in the future must be equipped with pollution abatement devices in order to comply with reference (a).

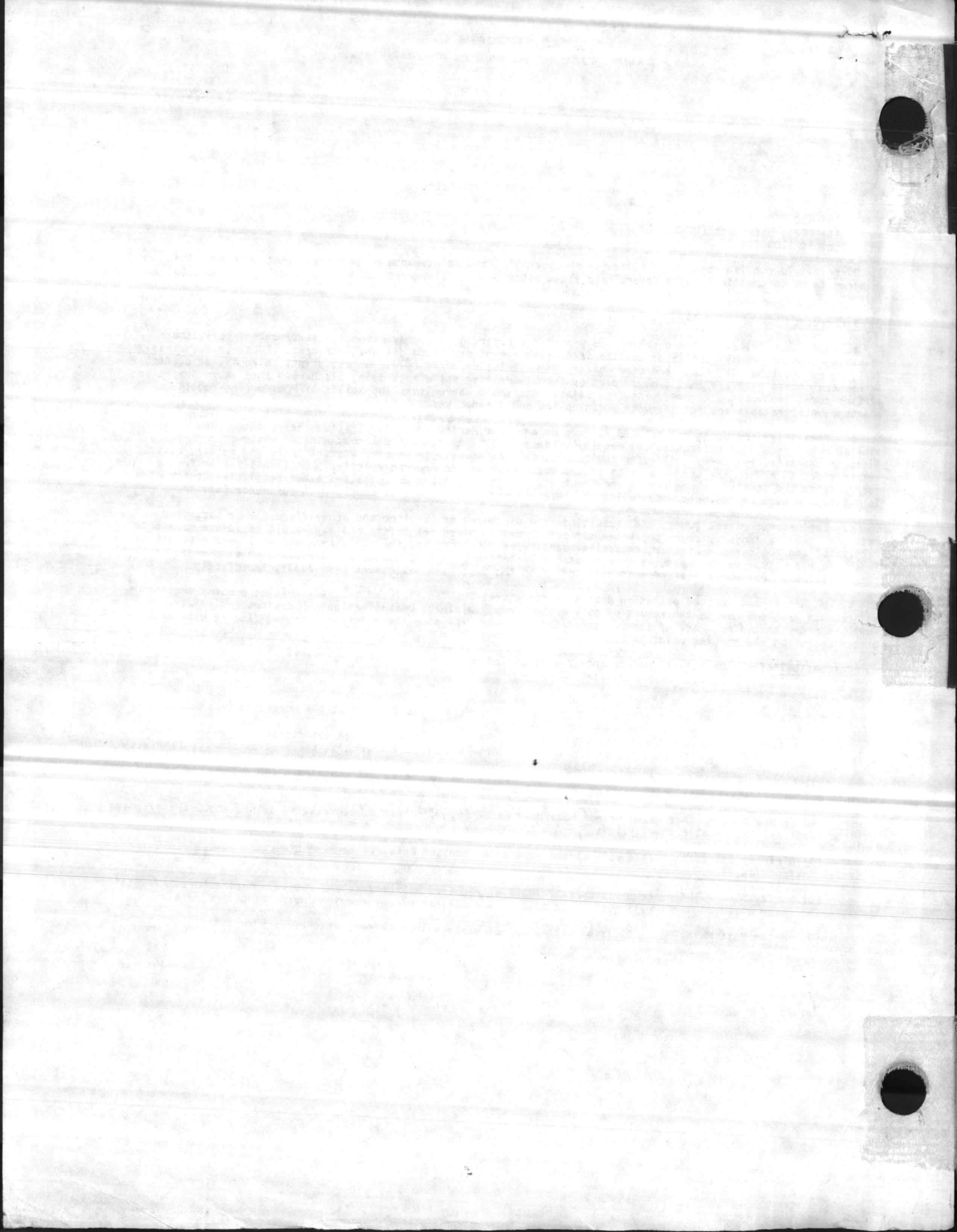
c. Explosions, gases, fumes, etc. resulting from discharge of gasoline and other flammable or hazardous material into the sanitary sewer present a serious threat to personnel safety and may result in severe damage to facilities and equipment. Further, excessive quantity of POLs entering the sanitary sewer will have a significant impact on effective sewage treatment thus causing a violation of environmental standards. Such discharges (spills) are regulated by reference (c) and must be reported to the Base Fire Department (451-3333), immediately.

d. Washracks and related pollution abatement structures for tactical and tracked vehicles present ongoing maintenance problems due to the amount of soil washed from vehicles. Drainlines on all devices are relatively small in order to control rate of storm-water entering sewer. Keeping these drains open and flowing will require proper operation and routine maintenance.

3. Responsibilities. Operation, maintenance and repair of pollution abatement facilities:

a. Using organization will:

- (1) Train personnel to operate pollution abatement facilities located at the work site.
- (2) Ensure that cans, oil filters, rags, brushes, litter or other foreign objects are not discarded on washracks or into oil/water separators, grit chambers, storm-water bypass chambers, storm-water storage tanks, etc.
- (3) Ensure that used oil is disposed of into properly marked waste oil containers and not on the ground or into oil/water separators, grit chambers, storm-water bypass chambers, etc.
- (4) Ensure that neither gasoline nor hazardous waste (e.g., solvents, degreasers, paint, etc.) are disposed of into waste oil tanks/collection systems.
- (5) Clean up oil contaminated soil at the work site (contact Base Maintenance Division 451-2083/1690 for disposal instructions).
- (6) Notify Base Maintenance Division (451-3001) of required maintenance and repair. Marine Corps Air Station (Helicopter), New River commands will notify the Station S-4 Officer of any required maintenance and repair.
- (7) Notify Base Maintenance Division (451-5909) of waste oil containers that require emptying.



b. Base Maintenance Officer will:

(1) Provide periodic inspection of maintenance and operation of pollution abatement facilities and initiate action to correct maintenance discrepancies. Report operational deficiencies to the using organizational commanding officer. Close the facility when it is apparent that continued operation will immediately jeopardize the capability of the sewage treatment facility.

(2) Service used (waste) oil collection facilities to include pumping out oil storage tanks at regular intervals and initiating action required to maintain and repair tanks and related signs, funnels, gauges and drainlines.

(3) Service oil/water separators, grit chambers, storm-water bypass chambers and storm-water storage tanks to include removing oily waste and solids, unclogging drainlines and initiating action to make needed repairs.

(4) Operate, maintain and repair wastewater lift stations and related mechanical equipment.

(5) Operate, maintain and repair pollution abatement facilities associated with swimming pools, heating plants and water treatment plants.

c. Public Works Officer will:

(1) Incorporate appropriate pollution abatement devices and structures in facilities constructed aboard Camp Lejeune, as required to provide compliance with the requirements of references (a), (b) and (c).

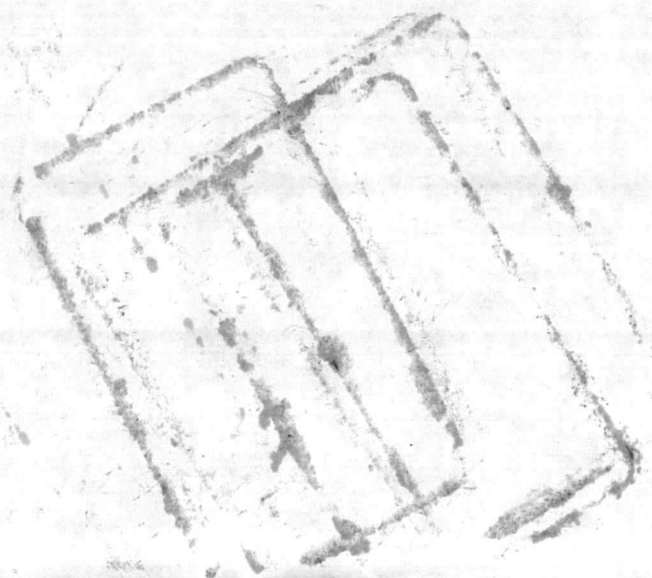
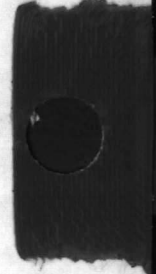
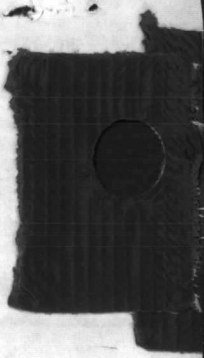
(2) Review planned pollution abatement devices and structures with appropriate representatives of the Base Maintenance Officer in order to ensure compatibility with existing sewage collection and treatment facilities and maintenance programs.

4. Action. Commanding Officers/area commanders will take action required to assure that organizations and personnel assigned to shops and other facilities equipped with washracks, waste oil collection systems, oil/water separators and related pollution abatement structures are aware of the requirements of this Order. Commanding officers will investigate cases of unauthorized discharge (spills) of POLs or other hazardous material/waste by individuals or organizations within their cognizance and take action required to avoid recurrence of the discharge.

5. Applicability. Having received the concurrence of the Commanding Generals, 2d Marine Division, FMF; 2d Force Service Support Group, (Rein), FMFLANT; and the Commanding Officers of the Marine Corps Air Station (Helicopter), New River and tenant units; Naval Regional Medical Center; and Naval Regional Dental Center, this Order is applicable to those Commands.

J. R. Fridell
J. R. FRIDELL
Chief of Staff

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11090.1B

28 May 1981

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

BO 11090.1B
MAIN/DDS/th
28 May 1981

BASE ORDER 11090.1B

From: Commanding General
To: Distribution List

Subj: Oil Pollution Prevention and Abatement and Oil and Other Hazardous Substances Spill Contingency Plan

Ref: (a) MCO P11000.8A
(b) Resource Conservation and Recovery Act (RCRA) of 1976 (NOTAL)
(c) Clean Water Act (NOTAL)
(d) Oil Spill Prevention Control and Countermeasure Plan of 10 June 1978, Camp Lejeune, NC (NOTAL)

Encl: (1) Oil and Hazardous Material Spill Prevention, Containment, Cleanup and Disposal Guidelines
(2) Oil and Other Hazardous Material Spill Contingency Plan

1. Purpose. To revise existing oil and other hazardous material related pollution abatement and prevention procedures for Marine Corps Base, Camp Lejeune and Marine Corps Air Station (Helicopter) (MCAS(H)), New River and to assist the Commanding General in the implementation of reference (a) with respect to pollution abatement.

2. Cancellation. BO 11090.1A.

3. Policy. It is the continuing policy of the Commanding General to actively participate in environmental pollution abatement, to take positive planning and programming action to abate and correct oil and other hazardous materials, related pollution problems and to incorporate appropriate pollution control and prevention facilities in all new construction aboard this installation. The intent of this policy is to carry out the applicable measures of references (a), (b), (c) and (d) and to prohibit the discharge of oil, oily mixtures and other hazardous substances except in designated areas by authorized personnel.

4. Responsibilities

a. Base Maintenance Officer has overall responsibility for:

(1) Maintenance of water pollution abatement facilities and the central storage and related collection and transportation of waste petroleum products.

(2) Providing personnel required for routine monitoring, surveillance, upchannel reporting and enforcement of unauthorized discharges of oil and other hazardous materials and related significant environmental problems of an ongoing nature involving the handling and disposal of petroleum products and other hazardous materials regulated by references (a), (b) and (c).

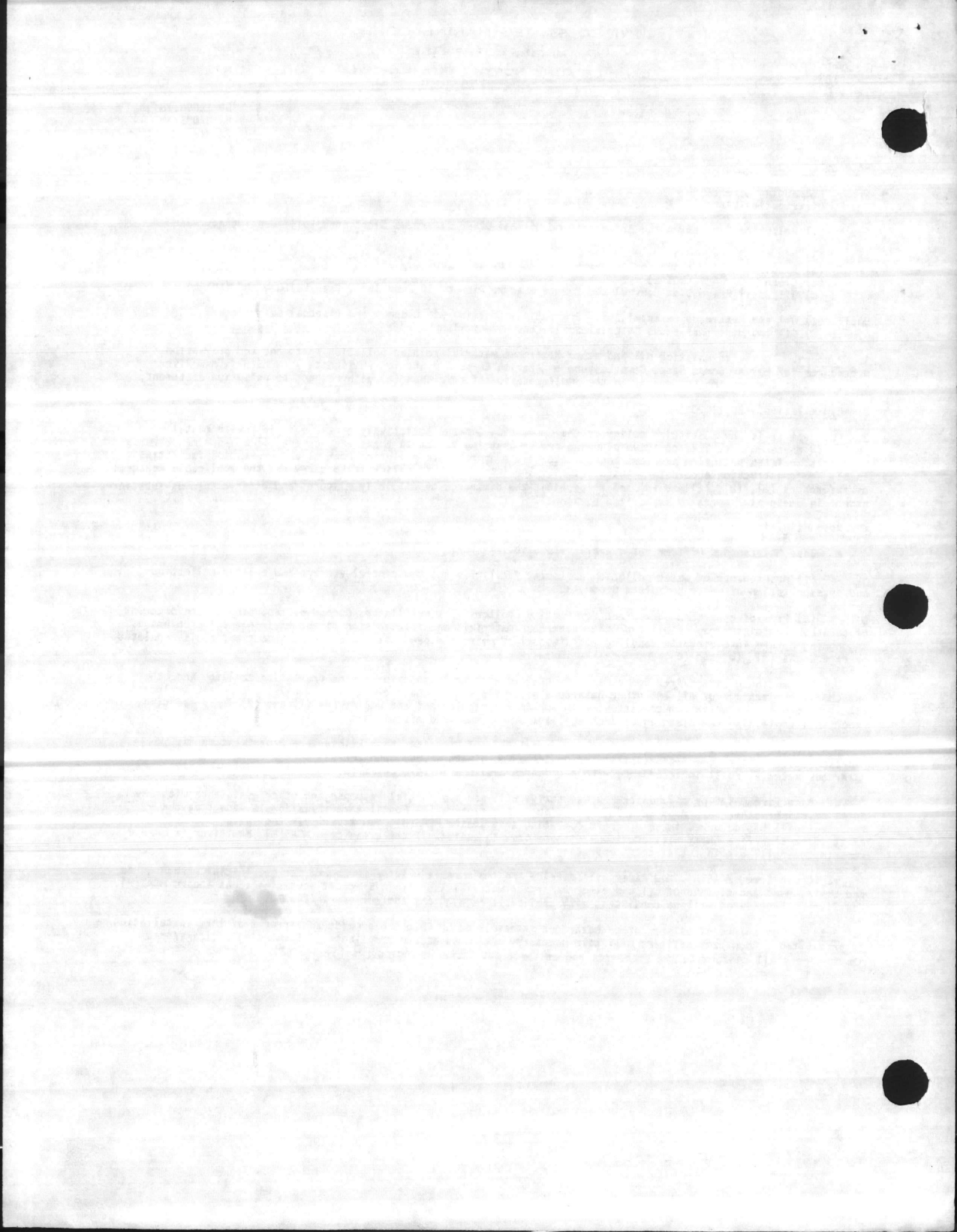
b. Commanding Officers/Area Commanders are charged with the responsibility of preventing spillage and other unauthorized discharge of oil and other hazardous materials within their own areas and will develop and implement plans and procedures which are consistent with applicable regulations and enclosures (1) and (2) for preventing, reporting, containing and cleaning up such spillage or unauthorized discharge.

c. Director, Natural Resources and Environmental Affairs Division, Base Maintenance Department or his representative will assume responsibility of On-Scene Coordinator (OSC) upon arrival at the scene of an oil or other hazardous material spill in accordance with procedures outlined in references (a) and (b) and enclosure (2).

d. Base Fire Chief or his senior representative will provide initial response and other assistance with any spill of oil or other hazardous material as outlined in enclosure (2), until a verification is made that the reported spill has occurred in an aircraft operating area aboard MCAS(H), New River. If the latter situation exists, the Base Fire Chief will provide a standby crew to assist, if the crash crew MCAS(H), New River is unable to contain the spill within the aircraft operating area.

e. Crash Crew, MCAS(H), New River will develop and implement a written procedure for the initial response to and containment and cleanup of oil and other hazardous materials spills in aircraft operating areas aboard MCAS(H), New River. Procedures will be consistent with applicable regulations and enclosure (2).

5. Action. Discharge of oils or other hazardous materials on or into the grounds and streams of this installation is prohibited. Cognizant officers will take necessary action to assure compliance. Commanding Officers/Area Commanders shall conform to the standards and criteria set forth in enclosures (1) and (2).



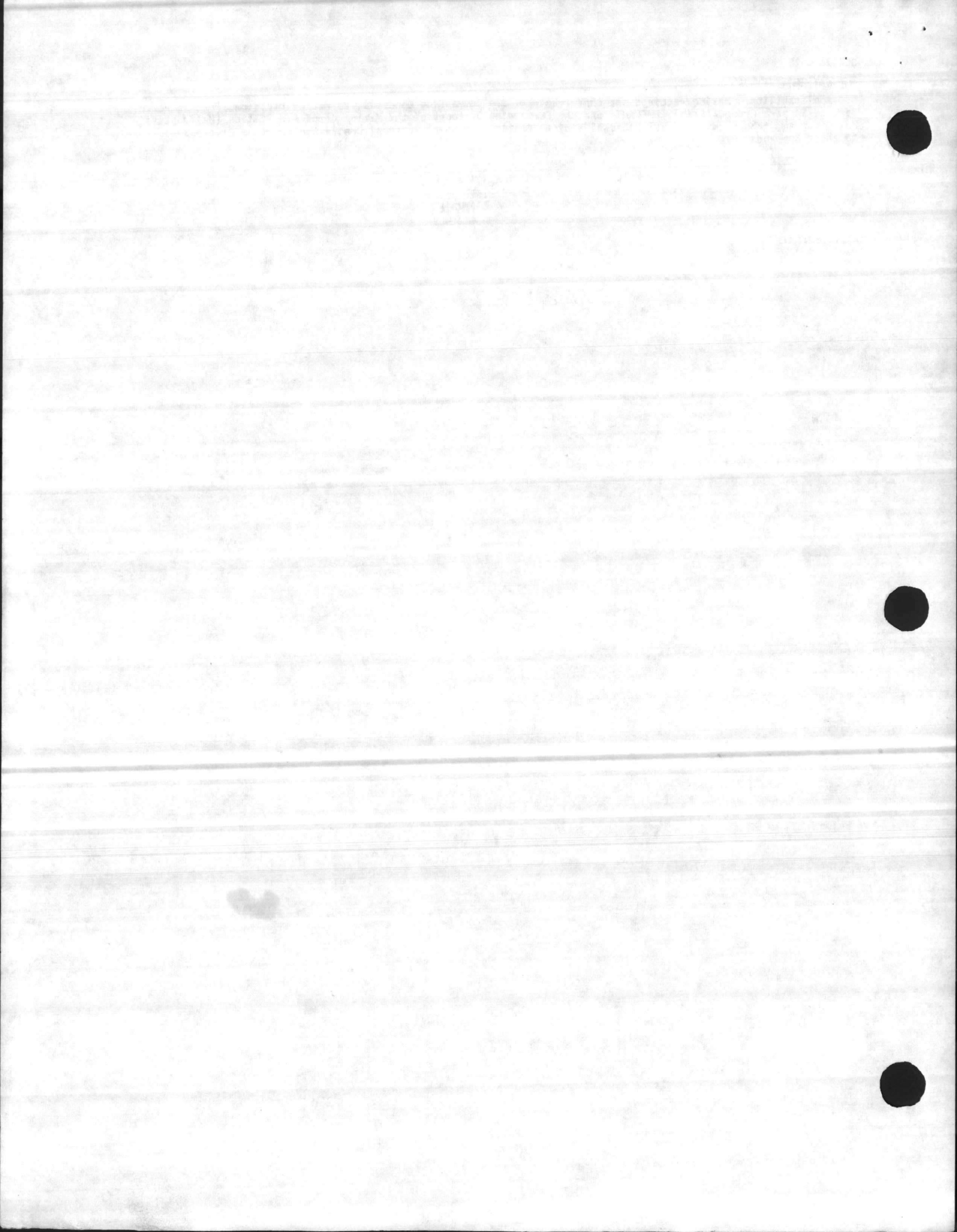
BO 11090.1B

28 MAY 1981

6. Applicability. Having received the concurrence of the Commanding Generals, 2d Marine Division, FMF; 2d Force Service Support Group, (Rein), FMFLANT; and the Commanding Officers of the Marine Corps Air Station (Helicopter), New River and tenant units; Naval Regional Medical Center; and Naval Regional Dental Center, this Order is applicable to those Commands.

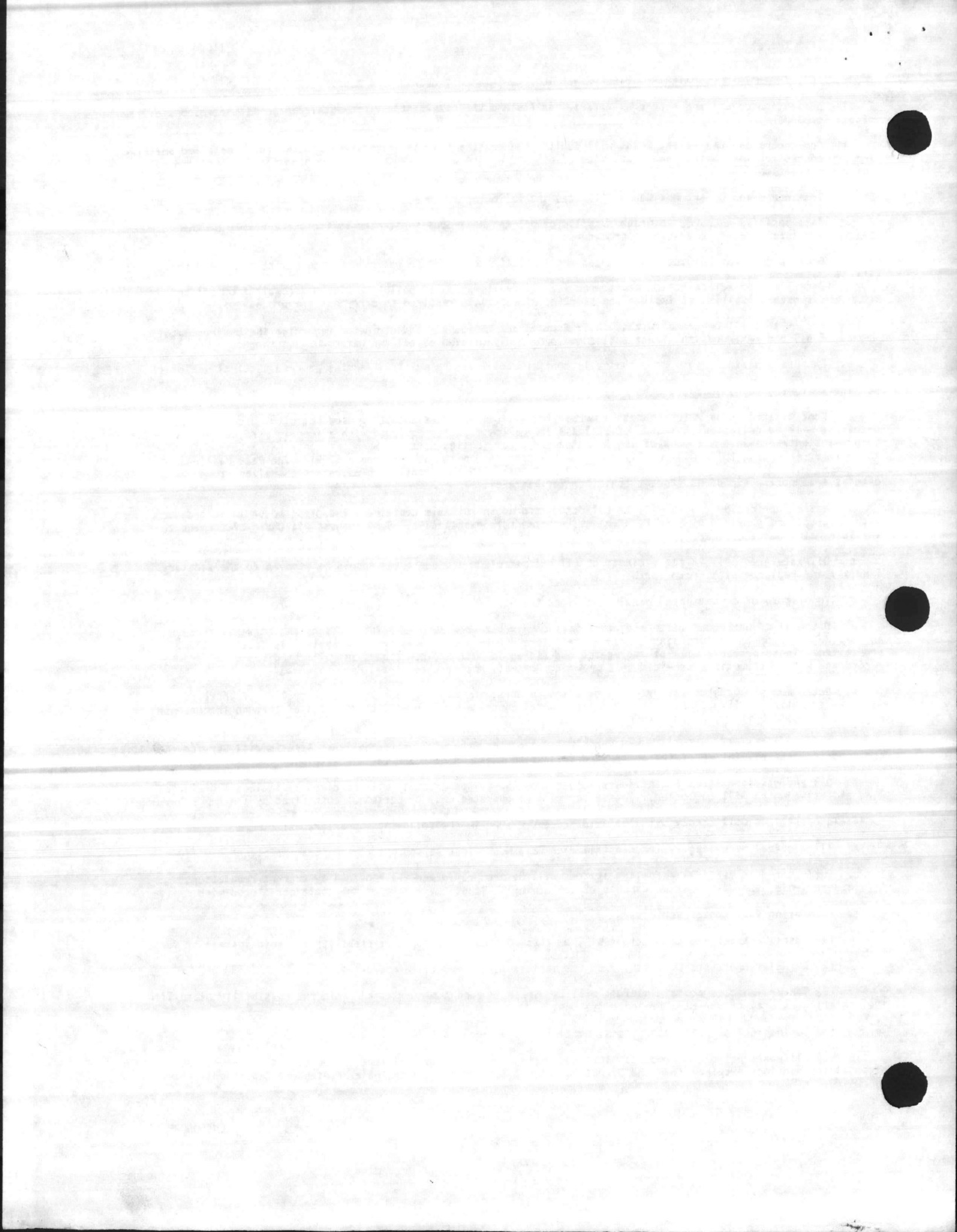
J. R. Fridell
J. R. FRIDELL
Chief of Staff

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OIL AND HAZARDOUS MATERIAL SPILL PREVENTION, CONTAINMENT, CLEANUP, AND DISPOSAL GUIDELINES

1. The prevention of oil and hazardous-material spills and the resultant environmental damage is the responsibility of all Commanders.
2. All Commanders and Department Heads will publish and prominently post directives setting forth detailed policies and procedures for the control and prevention of oil and hazardous-substance pollution specifically applicable to their organization.
3. All Commanders and Department Heads will take the following actions:
 - a. Take positive measures to prevent spills of oil and hazardous substances to include a review of the Command's maintenance and operational procedures.
 - b. Conduct frequent inspections of areas and facilities assigned to ensure compliance with published procedures.
 - c. Establish immediate action procedures for the amelioration of pollution which may result from oil and hazardous-substance spills, to include the stocking of materials required to carry out the procedures.
 - d. Ensure that all personnel within their Command are thoroughly indoctrinated regarding the environmental impact of oil and hazardous substance spills and proper disposition of oil and hazardous substances.
 - e. Encourage maximum reuse of technically contaminated fuels by multifuel-engine powered tactical vehicles.
4. The following guidelines are generally applicable to garrison operations:
 - a. Contaminated fuels which cannot be burned in tactical vehicles and other used petroleum products, except gasoline, will be collected in a tank of at least 250-gallon capacity equipped with a funnel, strainer and cover to prevent entrance into the tank of trash, water and other foreign matter. When the container requires emptying, the Officer in Charge (OIC) will notify the Base Maintenance Department (Telephone 5909). The Base Maintenance Department will dispatch a vehicle to remove the waste oil. In the event of an emergency 55-gallon drums may be used as a temporary expedient storage container for waste oil.
 - b. Waste lubrication grease will be collected, stored in suitable containers and disposed of in accordance with instructions provided by Base Maintenance Department representative. Send request via Chain of Command to the Base Maintenance Officer.
 - c. Oil-saturated soil in the vicinity of oil and petroleum storage areas should be removed to the sanitary landfill and replaced with fresh earth.
 - d. To dispose of contaminated gasoline contact the Base Fire Department (Telephone 3004).
 - e. Disposal of hazardous waste and other hazardous substances such as acids, poisons and solvents through any drainage system to include sinks, wash racks, storm drains and natural drainage systems is specifically prohibited. These products will be segregated and stored in suitable containers and will be disposed of in accordance with instructions provided by Commanding General, Marine Corps Base, Camp Lejeune.
 - f. Petroleum products containers will be disposed of at the sanitary landfill, or recycled, if appropriate, with the exception of 55-gallon drums and durable metal containers which will be disposed of through the Defense Property Disposal Officer, Building 906.
 - g. Personnel changing private owned vehicle (POV) oil on Base will use established Base Special Service facilities and deposit waste oil in one of the authorized collection tanks on Base and the Air Station.
 - h. Oil and gasoline storage containers larger than 550-gallon capacity will be diked to include a drainage line and valve which will be locked. The latter will be operated only by personnel authorized by the Unit Commander.
5. Field operations will comply with the guidance enumerated in the following subparagraphs:
 - a. All tactical refueling systems installed on Base must first be approved by the Base Maintenance Officer.
 - b. Fuel stored in tactical refueling systems will be properly diked, as required by current regulations. As a general rule, the dike must be capable of containing at least the volume of the container stored within it.
 - c. When using fuel tanker vehicles:
 - (1) Hoses, nozzles and connections will be checked frequently for serviceability to avoid leakage of fuel.
 - (2) Refueler operators will stay with the vehicle during refueling operations.
 - (3) Tanker vehicles containing fuel will be parked in such a manner as to avoid the possibility of spilled fuel entering natural or man-made drainage systems.
 - (4) During recirculation operations, nozzles will be secured to the vehicle.
 - (5) All waste petroleum products generated during field exercises will be stored (55-gallon drums, etc.) and disposal instructions obtained from the Director, Natural Resources Division, Base Maintenance Department (451-5003).



(2) The Natural Resources and Environmental Affairs Division Director or his representative shall remain at the scene of the spill until all contaminant is properly contained and the danger of oil contamination of waterways is eliminated.

(3) At the conclusion of all cleanup operations, the official report submitted to the Environmental Protection Agency (EPA), Region IV, shall be prepared in accordance with requirements of Federal Water Pollution Control Act and EPA regulations in effect at the time. The report shall be transmitted to EPA through the directives of the Commanding General.

3. Spill Containment and Cleanup

a. Small Spills (less than one gallon)

(1) Cause: Gasoline or fuel oil spills at fueling locations occur by overfilling or blow back from the tank receiving the fuel.

(2) Reporting: This type of spill requires reporting to the Office of Natural Resources and Environmental Affairs (Phone 1-919-451-5003). The fuel spill must be promptly cleaned up by the person at the scene.

(3) Containment Procedures:

(a) DO NOT FLUSH INTO STORM SEWER OR DRAINAGE DITCH.

(b) Cover entire spill with sand or absorbent material from storage bin or container. Add material as liquid appears in the surface of the sand or absorbent material.

(c) Cleanup contaminated sand or absorbent material with broom and shovel placing it in a container (metal) for disposal or possible reuse. The container shall be labeled "Waste Oil Refuse".

(d) If storage bin of sand or absorbent material is less than one-half full after using, call Base Maintenance Department (3001) to inform them of the location needing additional material.

(e) Reapply a second coat of sand or absorbent material in a very light layer to assure all gasoline or fuel oils have been blotted up. Brush material back and forth over the area and then sweep up completely. This material can be replaced in the fresh storage bin rather than depositing it in the "Waste Oil Refuse" container.

b. Spills on Concrete Aprons (more than one gallon)

(1) Reporting: Call Base Fire Department

(2) Containment Procedures:

(a) DO NOT FLUSH INTO STORM SEWER OR DRAINAGE DITCH.

(b) The person on-site shall erect a two-to-three inch high sand or earth dam on the concrete or at the edge of the concrete below (downstream) the direction that the spill is flowing. This is the first step in containment.

(c) Apply sand or absorbent materials that are available around the perimeter of the spill until the Fire Department arrives. Keep other personnel away from the area.

(d) Fire Department shall continue abatement methods using equipment available until the Director of Natural Resources and Environmental Affairs Division or his representative arrives to determine further containment and cleanup requirements.

(e) Base Maintenance personnel shall install dams, straw barriers, pumping equipment and other abatement or cleanup equipment as directed by the OSC.

c. Spills on Ground (more than one gallon)

(1) Reporting: Call Base Fire Department

(2) Containment Procedures:

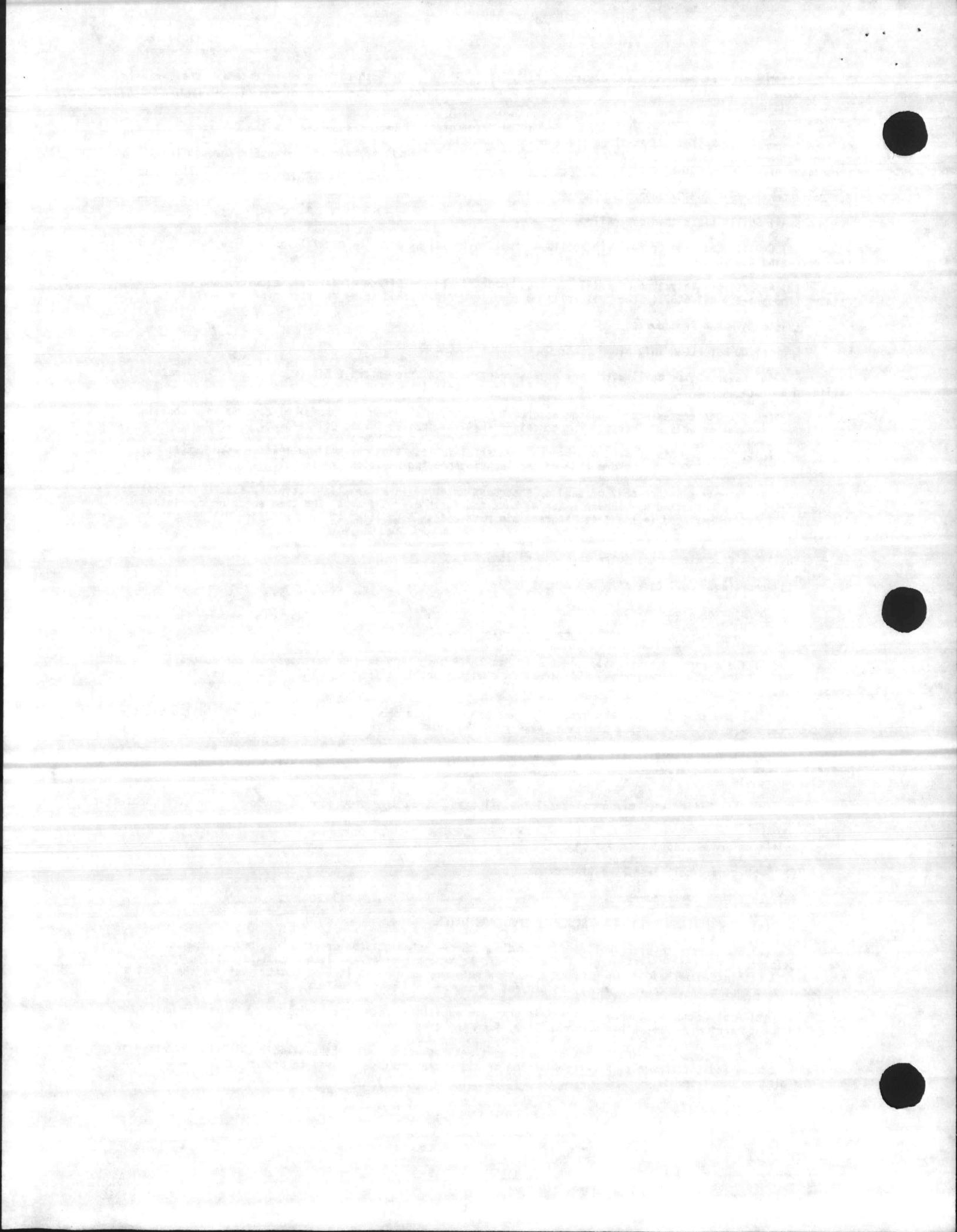
(a) DO NOT FLUSH INTO STORM SEWER OR DRAINAGE DITCH.

(b) The person on-site shall erect a minimum three-inch high sand or earth dam below (downstream) the direction that the spill is flowing. The dam should be made higher if the liquid pool behind the temporary dam rises to within two inches of the top. A trench or sump may be used in lieu of a dam. This is the first step in containment that must be taken promptly to prevent spreading into surface waters.

(c) Apply sand or absorbent materials that are available around the perimeter of the spill until the Fire Department arrives. Keep other personnel away from the area.

(d) Fire Department shall continue abatement methods using equipment available until the Director of Natural Resources and Environmental Affairs Division or his representative arrives to determine further containment and cleanup requirements.

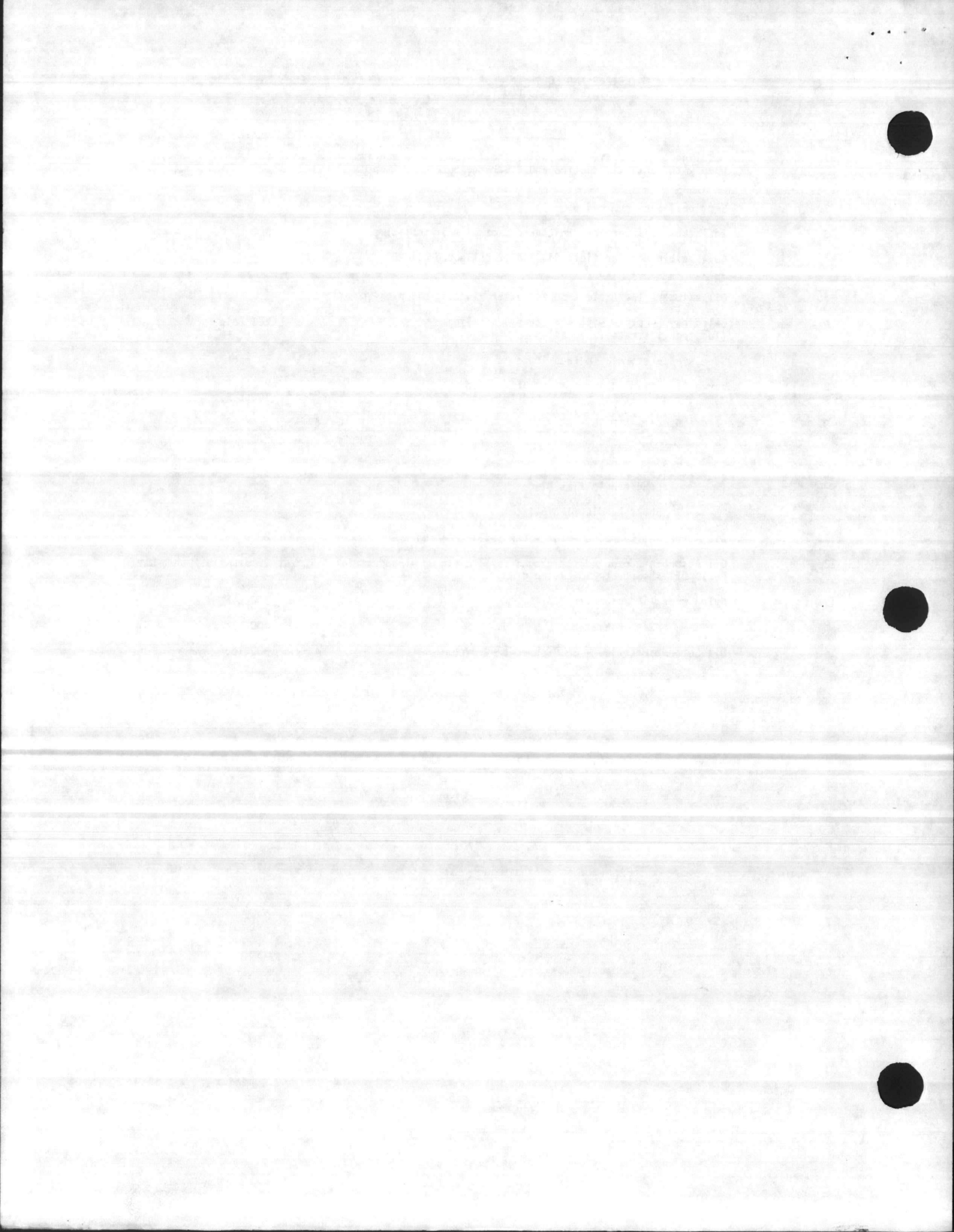
ENCLOSURE (2)



MATERIALS AND EQUIPMENT FOR OIL SPILL
CONTAINMENT AND COUNTERMEASURE

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>
1.	Gasoline engine driven (portable) trailer mounted diaphragm pump with sectional suction and discharge hose - minimum capacity 25 gallons per minute.	2
2.	Sectional aluminum oil boom	
3.	Inflatable oil barrier, Whittaker Expandi self-inflating	300 L. F.
4.	Collapsible bag for field filling of collected oil-250 gallon capacity	2
5.	Oil skimmer (portable) type for water floating oil pick-up	1
6.	Baled hay or straw with wire or nylon baling (located at strategic areas)	200 Bales
7.	Steel fence stakes (6 feet long)	50 each
8.	Woven wire mesh (chicken wire) 3ft. width 4ft. width	200 L.F. 100 L.F.
9.	Sledge hammer - 10 lb. 5 lb. 2½ lb.	3 5 5
10.	Shovels - Long handle round point Long handle flat blade Short handle round point Short handle flat point	5 5 5 5
11.	Oil Absorbent Compound - for water spill clean up	2000 lbs.
12.	Oil Absorbent Compound for ground spill clean up -- Randustrial P-218 Oil Absorbent (55-gallon drum)	25 drums
13.	Nylon rope - ¼" diameter ½" diameter ¾" diameter	200 L.F. 400 L.F. 400 L.F.
14.	Oil Sorbent Material - 3M, Conwed or Grefco	500 lb.

Appendix A



C. OTHER OFFICIALS TO BE NOTIFIED:

-- OIC REPRESENTATIVE

name/rank/title_____
phone #-- HAZARDOUS MATERIAL
DISPOSAL OFFICER_____
name/rank_____
phone #D. ROSTER OF SHOP PERSONNEL AUTHORIZED AND TRAINED TO RESPOND TO
HAZARDOUS MATERIAL AND WASTE SPILLS/EMERGENCIES:NAME/RANK/TITLE OF INDIVIDUALHAZARDOUS MATERIAL/WASTE
EMERGENCY RESPONSIBILITIES

I hereby certify that the above personnel are properly trained and authorized to carry out the specific responsibilities shown above. These individuals shall assist in handling hazardous material/waste spills and related emergencies to the extent that they can do so safely.

OIC REPRESENTATIVE_____
DATE

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DEPARTMENT OF THE NAVY HEADQUARTERS UNITED STATES MARINE CORPS WASHINGTON, D. C. 20380

MCO 5100.25 W/ch-1
MPH-73-bdc-49
13 May 1980

MARINE CORPS ORDER 5100.25 W/ch-1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Hazardous Material Information System (HMIS)

Ref: (a) DoD 6050.5-M, DoD Hazardous Materials Information System Procedures (NOTAL)

Encl: (1) Hazardous Material Identification and Certification Guide (Extract from Federal Standard 313A)
(2) Material Safety Data Sheet (MSDS)
(3) DoD Hazardous Material Information System Addendum Worksheet
(4) DoD Hazardous Material Information System Transportation Data Sheet
(5) Glossary of Abbreviations

Reports Required: I. Hazardous Material Safety Data (Report Symbol DD-5101-02) par. 4 (External Report Symbol - DD-M(A,Q&AR) 1486)
II. Transportation Data (Report Symbol HQ-5101-01) par. 4

1. Purpose. To establish responsibilities and procedures for a hazardous material information system that is responsive to the health and safety requirements of activities and personnel handling or using such materials.

2. Background

a. The Department of Defense (DoD) requires the Marine Corps to establish a standardized system for collecting and disseminating health and safety information applicable in the procurement, receipt, storage, handling, issue, transportation, use and disposal of hazardous materials. In so doing, a number of occupational fields and personnel skills become involved, e.g., storage, procurement, transportation, preservation and packaging, disposal, safety and health, and others.

b. For the purpose of this Order, a hazardous material is any material which because of its quantity, concentration or physical, chemical or infectious characteristics, may pose a substantial hazard to human health or the environment when used, released, or spilled into the environment. Enclosure (1) provides guidance relative to those classes of material requiring positive and complete information for HMIS purposes.

c. The Defense Logistics Agency (DLA) has been charged with administering the system for DoD, including the establishment and operation of a centralized data bank, the receipt and processing of Material Safety Data Sheets (enclosure (2)), and publishing and distributing the data on microfiche. The DLA has published a manual, reference (a), which details user procedures for the HMIS.

d. Each DoD component is required to establish a main focal point which will administer the system within that component to include the forwarding of data sheets to DLA, the maintenance of a microfiche file, and the provision of information on hazardous materials as required.

MCO 5100.25
13 May 1980

e. The provisions of this Order do not apply to hazardous materials purchased by the exchange system for subsequent resale. Such materials may, however, be regulated by the Consumer Products Safety Commission or other regulatory agencies.

f. Ammunition and explosives are excluded from the provisions of this Order.

3. Information

a. Within the Department of the Navy, the Navy Environmental Health Center (NEHC) has been designated the main focal point for the HMIS, and the Naval Supply Systems Command (NAVSUP) has been designated the subfocal point for overall operations management for data control and for establishing transportation data. To complement the NEHC and NAVSUP, and to insure the proper exchange of information within the Marine Corps, the Commandant of the Marine Corps (Code MPH-70) and the Marine Corps Logistics Bases, Albany and Barstow, are designated subfocal points within the HMIS.

b. Designated subfocal points will be responsible for the following:

(1) Forwarding any Material Safety Data Sheets received to the NEHC via the Commandant of the Marine Corps (Code MPH-70). The NEHC's address is:

Navy Environmental Health Center
Naval Station
Norfolk, VA 23511

The NEHC will then approve the safety and health data, prepare an Addendum Worksheet, (enclosure (3)), and provide input to the DLA data bank. Upon completion, one copy of the MSDS for those items for which the Marine Corps is the item manager will be forwarded to the Commandant of the Marine Corps (Code MPH-70) for preparation of the transportation data. Transportation data requirements are shown in enclosure (4).

(2) Maintaining the microfiche file on hazardous materials. Microfiche will be provided by the DLA.

(3) Responding to inquiries from Marine Corps activities regarding the handling, storage, transportation, disposal, and health problems attendant to hazardous materials.

c. The Commandant of the Marine Corps (Code MPH-70) will be a via addressee on all MSDS's that procuring activities receive from manufacturers/retailers.

d. For locally purchased nonstandard stock hazardous materials, i.e., those procured in small quantities for local use, MSDS's should be obtained and maintained on file by the installation/organization safety manager. Such MSDS's will not be forwarded for entry into the HMIS.

e. Since the data sheets and microfiche may contain proprietary data, appropriate precautions must be taken at all levels to safeguard that data. Abstractions of the MSDS, however, should be used to develop safe operating procedures and health hazard information and training programs applicable to the employee who actually works with the hazardous material. Formulary or proprietary information may be used only as a management tool for mishap prevention.

f. Enclosure (5) pertains to abbreviations found in enclosures (2), (3) and (4).

4. Action

a. The Commandant of the Marine Corps (Code MPH-70) and the Commanding Generals, MCLB, Albany, and MCLB, Barstow, will maintain the capability to receive inquiries and provide information in accordance with the provisions of paragraph 3 of this Order. The information requirements contained herein, including the establishment of the DLA data base, are assigned Report Symbol DD-5101-02. The Commanding Generals, MCLB, Albany, and MCLB, Barstow, will maintain this capability 24 hours a day.

b. The Commandant of the Marine Corps (Code MPH-70) will maintain a record of all MSDS's forwarded to the NEHC through Marine Corps channels.

c. The Commandant of the Marine Corps (Code LM and Code LFT) will be responsible for preparing the transportation data for those items for which the Marine Corps is the item manager. On completion, Transportation Data Sheets will be forwarded to the Commandant of the Marine Corps (Code MPH-70) for review and forwarding to the DLA. Transportation data requirements are assigned Report Symbol HQ-5101-01.

d. Commanders of units and activities involved in the procurement, storage, use, transportation and disposal of hazardous materials will establish educational programs to inform personnel working with such materials of the hazards involved, handling precautions, relevant symptoms, emergency treatment, and applicable personal protective equipment and controls. Commanders should direct their inquiries for MSDS information needed to support their programs to the closest subfocal point.

e. Commanders and activities procuring hazardous materials will require the manufacturer/retailer to provide the information shown in enclosure (2) insofar as is practicable. Commanders and activities will forward the completed MSDS to the NEHC via the Commandant of the Marine Corps (Code MPH-70) in accordance with paragraphs 3b and 3c of this Order.

5. Availability of Forms. The MSDS, enclosure (2), and the Transportation Data Sheet, enclosure (4), may be reproduced locally as required.

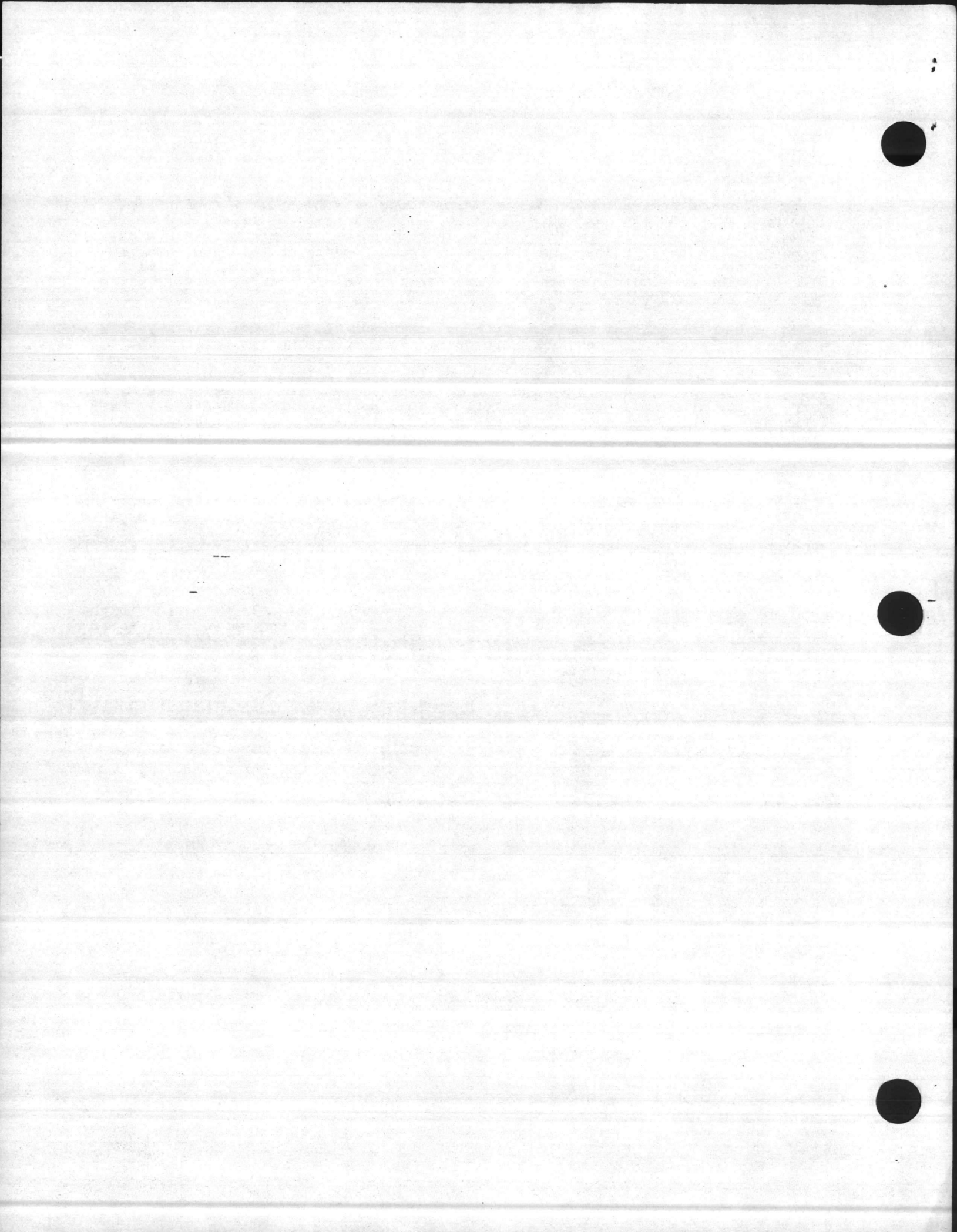
6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

A. Lukeman
A. LUKEMAN
By direction

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D. C. 20380

MCO 5100.25 Ch 1
MPH-73-bdc-49
1 Dec 1980

MARINE CORPS ORDER 5100.25 Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Hazardous Material Information System (HMIS)

Encl: (1) New page inserts to MCO 5100.25

1. Purpose. To transmit new page inserts to the basic Order.
2. Information. This Change contains a requirement for activities to establish safety and health education programs to ensure that all personnel working with hazardous materials are apprised of and understand the hazards involved, relevant symptoms of exposure, emergency treatment, precautions for safe use, and personal protective equipment and controls appropriate to the situation. Information from the MSDS forms the basis for such programs.
3. Action. Remove and destroy present letterhead page, pages 2 and 3 of the basic Order, and replace them with the corresponding pages contained in enclosure (1) hereto.

A. Lukeman
A. LUKEMAN
By direction

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HAZARDOUS MATERIAL IDENTIFICATION AND CERTIFICATION GUIDE (EXTRACT
FROM FEDERAL STANDARD 313A)

1. GENERAL. Hazardous material identification data are required for all material which, by virtue of its potentially dangerous nature, requires controls to assure adequate safety to life and property. Hazardous materials are found in all Federal Supply Classes (FSC), and for classes not addressed in paragraph 2 below, judgement must be exercised to determine which must be controlled.

2. FEDERAL SUPPLY CLASS CRITERIA. It is important to know if an item in a Federal Supply Class composed predominantly of flammable or toxic material is actually not hazardous, or has merely not been identified. To assure positive and complete identification in these classes, a certified Material Safety Data Sheet is required for each item in the FSC's as indicated in table I. Identification and certification shall also be required for items that would ordinarily be catalogued under one of the classes in table I, but are catalogued in another class because of their specific use or inclusion as parts of another item or kit. Table II lists classes in which only items having hazardous characteristics need to be identified and certified.

TABLE I. FEDERAL SUPPLY CLASSES IN WHICH ALL ITEMS MUST BE IDENTIFIED AND CERTIFIED

FEDERAL SUPPLY CLASS

6810	Chemicals
6820	Dyes
6830	Gases; Compressed and Liquified
6840	Pest Control Agents and Disinfectants
6850	Miscellaneous Chemical Specialties
7930	Cleaning and Polishing Compounds and Preparations
8010	Paints, Dopes, Varnishes, and Related Products
8030	Preservative and Sealing Compounds
8040	Adhesives
Group 91 (Packaged Products Only)	
9110	Fuels, Solid
9130	Liquid Propellants and Fuels, Petroleum Base
9135	Liquid Propellant Fuels and Oxidizers, Chemical Base
9140	Fuel Oils
9150	Oils and Greases: Cutting, Lubricating, and Hydraulic
9160	Miscellaneous Waxes, Oils and Fats

TABLE II. FEDERAL SUPPLY CLASSES IN WHICH ONLY HAZARDOUS ITEMS NEED TO BE IDENTIFIED

<u>FEDERAL SUPPLY CLASS</u>	<u>TITLE</u>	<u>HAZARDOUS ITEMS REQUIRING IDENTIFICATION</u>
1370	Pyrotechnics	Warning fuses, fire starter
1375	Demolition Materials	Explosive device

<u>FEDERAL SUPPLY CLASS</u>	<u>TITLE</u>	<u>HAZARDOUS ITEMS REQUIRING IDENTIFICATION</u>
2640	Tire rebuilding and tire and tube repair materials	Only items containing flammable or toxic compounds
3439	Welding and brazing supplies	Only hazardous items such as cleaners acids, flux and supplies that contain or produce hazardous fumes
3610	Printing, duplicating and book-binding equipment	Flammable or toxic lithographic solutions
5610	Mineral construction materials, bulk	Hazardous items such as cutback asphalt, deck and floor covering deck and surface underlay compound, sealing compound, flight deck compounds
5640	Wallboard, building paper, and thermal insulation materials	Asbestos cloth which has loose fibers or flyings that may become airborne
6135	Batteries, primary	Lead-acid, and mercury batteries and alkaline (with electrolyte)
6505	Drugs, biologicals, and official regents	Only hazardous items
6750	Photographic supplies	Only items containing hazardous chemicals, solvents, thinners and cements
6780	Photographic sets, kits and outfits	(See FSC 6750)
7510	Office supplies	Only hazardous items, such as solvents, thinners, cleaning fluids flammable inks and varnishes
8510	Perfumes, toilet preparations, and powders	Shipping containers, and pressurized containers with flammable propellants only
8520	Toilet soap, shaving preparations, and dentifrices	(See FSC 8510)

<u>FEDERAL SUPPLY CLASS</u>	<u>TITLE</u>	<u>HAZARDOUS ITEMS REQUIRING IDENTIFICATION</u>
8720	Fertilizers	Only items containing weed and pest control or other harmful ingredients, or which because of their composition, are hazardous
9920	Smoker's articles and matches	Lighter fuel and matches only

ENCLOSURE (1)



U.S. DEPARTMENT OF LABOR
Occupational Safety and Health Administration

Form Approved
OMB No. 44-R1387

MATERIAL SAFETY DATA SHEET

Required under USDL Safety and Health Regulations for Ship Repairing,
Shipbuilding, and Shipbreaking (29 CFR 1915, 1916, 1917)

SECTION I

MANUFACTURER'S NAME		EMERGENCY TELEPHONE NO.
ADDRESS (Number, Street, City, State, and ZIP Code)		
CHEMICAL NAME AND SYNONYMS		TRADE NAME AND SYNONYMS
CHEMICAL FAMILY	FORMULA	

SECTION II - HAZARDOUS INGREDIENTS

PAINTS, PRESERVATIVES, & SOLVENTS	%	TLV (Units)	ALLOYS AND METALLIC COATINGS	%	TLV (Units)
PIGMENTS			BASE METAL		
CATALYST			ALLOYS		
VEHICLE			METALLIC COATINGS		
SOLVENTS			FILLER METAL PLUS COATING OR CORE FLUX		
ADDITIVES			OTHERS		
OTHERS					
HAZARDOUS MIXTURES OF OTHER LIQUIDS, SOLIDS, OR GASES				%	TLV (Units)

SECTION III - PHYSICAL DATA

BOILING POINT (°F.)		SPECIFIC GRAVITY (H ₂ O=1)	
VAPOR PRESSURE (mm Hg.)		PERCENT VOLATILE BY VOLUME (%)	
VAPOR DENSITY (AIR=1)		EVAPORATION RATE (_____ °F)	
SOLUBILITY IN WATER			
APPEARANCE AND ODOR			

SECTION IV - FIRE AND EXPLOSION HAZARD DATA

FLASH POINT (Method used)	FLAMMABLE LIMITS	LeL	UeL
EXTINGUISHING MEDIA			
SPECIAL FIRE FIGHTING PROCEDURES			
UNUSUAL FIRE AND EXPLOSION HAZARDS			

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SECTION V - HEALTH HAZARD DATA	
THRESHOLD LIMIT VALUE	
EFFECTS OF OVEREXPOSURE	
EMERGENCY AND FIRST AID PROCEDURES	

SECTION VI - REACTIVITY DATA			
STABILITY	UNSTABLE		CONDITIONS TO AVOID
	STABLE		
INCOMPATIBILITY (Materials to avoid)			
HAZARDOUS DECOMPOSITION PRODUCTS			
HAZARDOUS POLYMERIZATION	MAY OCCUR		CONDITIONS TO AVOID
	WILL NOT OCCUR		

SECTION VII - SPILL OR LEAK PROCEDURES	
STEPS TO BE TAKEN IN CASE MATERIAL IS RELEASED OR SPILLED	
WASTE DISPOSAL METHOD	

SECTION VIII - SPECIAL PROTECTION INFORMATION		
RESPIRATORY PROTECTION (Specify type)		
VENTILATION	LOCAL EXHAUST	SPECIAL
	MECHANICAL (General)	OTHER
PROTECTIVE GLOVES	EYE PROTECTION	
OTHER PROTECTIVE EQUIPMENT		

SECTION IX - SPECIAL PRECAUTIONS	
PRECAUTIONS TO BE TAKEN IN HANDLING AND STORING	
OTHER PRECAUTIONS	

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ENCLOSURE (2)

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DOD HAZARDOUS MATERIALS INFORMATION SYSTEM

ADDENDUM WORKSHEET

DATE: _____ (5) ACTION CODE: _____ (1) FOCAL POINT IND: _____ (1)
NSN: _____ (13) FSCM: _____ (5)
P/N IND: _____ (1) P/N: _____ (4)
ITEM NAME: _____ (4)
SPECIFICATION: _____ (20) PROPRIETARY: _____ (3)
MANAGER: _____ (3) NET PROPELLANT WEIGHT-EXPLOSIVES: _____ (7)
STORAGE CODE: _____ (5) NRC LICENSE NO.: _____ (15)
SUPPLEMENTAL DATA: _____

_____ (192)

NOTE: THIS WORKSHEET WILL BE ATTACHED TO THE MSDS WHENEVER THAT INFORMATION IS SUBMITTED TO THE DATA BANK.

THE NUMBER AT THE END OF DATA ELEMENT IS THE MAXIMUM NUMBER OF CHARACTERS THAT CAN BE IN THE DATA FIELD, INCLUDING BLANKS.

(10/14)



SECTION 4

TARIFF 6D SHIPPING NAME: _____

(100)

TARIFF 6D CLASS: _____ (23)

TARIFF 6D LABEL: _____ (25)

SECTION 5

IATA ART. NO: _____ (4) IATA SHIPPING NAME: _____

(100)

IATA CLASS: _____ (23)

IATA LABEL: _____ (25)

SECTION 6

AFR 71-4 SHIPPING NAME: _____

(100)

AFR 71-4 CLASS: _____ (23)

AFR 71-4 LABEL: _____ (25)

SECTION 7

ADDITIONAL DATA: _____

(264)

NOTE: THE NUMBER AT THE END OF DATA ELEMENT IS THE MAXIMUM NUMBER OF CHARACTERS THAT CAN BE IN THE DATA FIELD, INCLUDING BLANKS.

ENCLOSURE (4)

GLOSSARY OF ABBREVIATIONS

AFR	Air Force Regulation
ART	Article
AUTO IGN TEMP	Autoignition Temperature
CG AMMO CD	Coast Guard Ammunition Code
COMP GP	Compatibility Group
DOD	Department of Defense
DOT	Department of Transportation
FSCM	Federal Supply Code for Manufacturers/ Nonmanufacturers
IATA	International Air Transport Association
IMCO	International Maritime Consultative Organization
IND	Indicator
Lel	Lower explosive limit
NEW	Net Explosive Weight
NRC	Nuclear Regulatory Commission
NSN	National Stock Number
P/N	Part Number
Uel	Upper explosive limit
U/I	Unit of Issue
UN	United Nations
TLV	Threshold Limit Value

