

## Excerpt from “HazMat Made Easy”

### 2.2.1 The New HAZMAT Request Form

So, we need an item that may be hazardous. The next stage is securing an authorization to order or purchase the product. There’s good news and bad news here. The bad news is that you have to fill out the HAZMAT Authorization Request Worksheet. The good news is that this form is used on all *initial* requests and you usually never have to do it again for that HAZMAT. The initial request establishes your requirement for a hazardous material to meet mission objectives. Once the request is approved, it is loaded into HSMS and recurring orders of the same material for the *same process* will only require placing an order through your SSA or DPW HazMart.

Sound too good to be true? You’re right – it is – there is a catch! Your authorization is only good unless, or until, you change something important with your authorization. If you need to use the material in a different process, or even the manufacture reformulates your HAZMAT, another HAZMAT Authorization Request Worksheet will be required. This is important in the Logistics arena where multiple processes may use the same HAZMAT. Each process requires a separate authorization.

The single biggest reason for delays on processing HAZMAT Authorization Request Worksheets is that they are not filled out completely. To speed your request, provide as much information as you can on the form, particularly those blocks that require a description.



### 2.2.2 Wrapping up your HAZMAT Request

So you think you’re finished. Here’s a checklist to go over before you take your authorization package to the HMCG (DPW Environmental Office, bldg 4219) or DPW Environmental remote site at the DPW HAZMART.

- One completely filled out HAZMAT Authorization Worksheet.
- The Material Safety Data Sheet (MSDS) for the material you are requesting, if the item does not have an NSN or you will buy the material through the DPW HazMart. You can get the MSDS by calling the vendor, and if it’s easier for you, have them fax it in directly to the HMCG, Attn: Data Entry Clerk at (254) 287-3591. If for some reason you can’t find a manufacturer’s MSDS, the HMCG can help!
- Justification document pages supporting your request (i.e. TM, FM,



TO, etc.),if applicable.

- Any other supporting documents such as technical bulletins, permission slips from your mother, etc.

Let's go through this one more time. The very best way to ensure the quickest turn around for your HAZMAT request is to complete the HAZMAT Authorization Request Worksheet with as much detail as possible, and attach your supporting documentation (MSDS for your item and Technical Manual or other justification). Not every use of a HAZMAT requires a written justification, but the stronger your case, the easier the approval. Once you've filled out the paperwork, take it all to the folks in the HMCG (DPW Environmental Office, bldg 4219) or DPW Environmental Remote Office (bldg 1345) for the next step. To make things really simple we have included an easy to follow flowchart detailing the customer HAZMAT authorization procedures. Refer to section 8.3 for these flowcharts.

### 2.2.3 The Review Grind

The HMCG takes your information from the HAZMAT Authorization Request Worksheet and enters the data into HSMS. The system takes over from here and your request is flowed automatically to the ESOH team. They will assess your request to determine if the material you will be using in the process you have stated has any environmental, safety, or occupational health concerns that you must be aware of prior to use. You must follow any conditions of use such as recommended Personal Protective Equipment (PPE), unless you coordinate with them first. (Yes, the ESOH team really wants to approve your request, but they have a lot of considerations to make and it takes time.)



Because multiple offices coordinate the requests, the entire approval process can take a couple days. For this reason we do ask that you identify all your HAZMAT requirements **early** to allow time to properly process the request. There will invariably come a time when there will be an emergency-type request and a walk through will be necessary. To keep these situations to a minimum and help prioritize our efforts, we ask for a simple memo

signed by your workcenter supervisor or someone higher in the chain of command explaining the nature of the emergency request.

The HMCG will promptly notify you when your request is approved or denied. Once the request is approved, the data will be entered into HSMS. An approved copy of the MSDS will be provided, which is your green light to buy and use the material as stated by the HMCG. At this point you're almost home free! All you have to do now is check out chapter 3 to order your HAZMAT.

## 2.3 Procuring a HAZMAT without Authorization



This should **never** happen for items not listed on the Exemption List! We bring it up here because there are many different avenues for procuring HAZMAT and there is not a 100% foolproof system to prevent some purchases from slipping by the authorization process. Never bring chemicals from home for use in a workcenter. Always have a chemical issue receipt for every non-exempt HAZMAT in your shop (an authorization is not enough). The HMCG may make random spot inspections of workcenters around the installation to determine that HSMS is indeed capturing all reportable HAZMAT usage. When an unauthorized HAZMAT is found, its method of procurement will be investigated to prevent future occurrences. ***This becomes particularly important with GOVERNMENT PURCHASE CARD purchases. GOVERNMENT PURCHASE CARD purchases of HAZMAT are specifically prohibited on Fort Hood. The DPW HazMart is the only authorized place to purchase HAZMAT that would normally be purchased locally.*** If a HAZMAT is procured with a Government Purchase Card without DPW Environmental or HazMart authorization, depending on the circumstances, the first offense may result in 30-day suspension of your Government Purchase Card and you may be responsible for the purchase. The second offense may result in 60-day suspension of your Government Purchase Card and you will be responsible for the purchase. The third offense may result in an indefinite suspension of your Government Purchase Card, you will be responsible for the purchase, and subject yourself to UCMJ or USC 10. For full procedures on obtaining HAZMAT with your Government Purchase Card, see section 3.2 in the next chapter.

It is Fort Hood policy to track all HAZMAT on the installation, and this takes a lot of work. All we ask is your help to take the extra moment to ensure that the HAZMAT you use are tracked through HSMS.