



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON-FORT LEE  
1100 LEE AVENUE, SUITE 112  
FORT LEE, VIRGINIA 23801-1720

REPLY TO  
ATTENTION OF:

IMNE-LEE-PWE

FORT LEE POLICY NO. 20-03  
1 June 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hazardous Material Control Center (HMCC)

1. **References:**

- a. Executive Order 13423, subject: Strengthening Federal Environmental, Energy and Transportation Management, 24 Jan 07.
- b. AR 710-2, subject: Supply Policy Below the National Level, 28 Mar 08.
- c. AR 200-1, subject: Environmental Protection and Enhancement, 13 Dec 07.
- d. AR 200-2, subject: Environmental Effects of Army Actions, 23 Dec 88.
- e. AR 385-10, subject: Army Safety Program, 23 May 08.
- f. AR 715-XX, subject: Government Purchase Card (GPC) Program, Revised 2 May 07.
- g. DA Pam 710-2-1, subject: Using Unit Supply System (Manual Procedures), 31 Dec 97.
- h. DA Pam 710-7. Hazardous Material Management Program, 31 Jul 07.
- i. IMCOM Hazardous Material Management Program (HMMP) and Hazardous Materials Control Center (HMCC) Standing Operating Procedures (SOP), effective 23 Mar 09.
- j. Directorate of Logistics/Directorate of Public Works (DOL/DPW) Base Operations (BASOPS) contract.

2. **Purpose:** The purpose of this policy is to establish policies and procedures for the life cycle management of hazardous material (HAZMAT) on USAG Fort Lee, Virginia.

- a. Inform all customers of the operational procedures of USAG Fort Lee's HMCC.

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- b. Identify the responsibilities of the HMCC coordinator and staff. This includes cradle-to-grave management of HAZMAT. The HMCC staff will accomplish this through the use of a HQDA approved tracking database.
- c. Establish the authorized life cycle procedures to be followed by all USAG Fort Lee units, organizations and tenants when acquiring HAZMAT.
- d. Establish regulatory compliance and inventory management procedures for all HAZMAT consumed during training or maintenance activities on the installation.
- e. Implement environmental stewardship with respect to HAZMAT, including: reduced inventories, reduced usage, reduced hazardous waste (HAZWASTE) generation, recycling, a safer work environment through the use of authorized environmentally safe materials, and procurement savings.

3. **Discussion:** The use of HAZMAT in many instances is unavoidable; however, the federal government strives to reduce the amount and toxicity of HAZMAT used in everyday operations. A cradle-to-grave management scheme has been instituted at all levels of item use from concept to procurement to turn-in. The HMCC mission is twofold. First, it is to ensure that all organizations have the HAZMAT they require for mission execution. Second, it is to ensure that all environmental regulatory directives are met by providing institutional controls for the requisition, receipt, distribution, and storage of HAZMAT.

4. **Concept of Operations:**

a. **Installation Operations.** The HMCC will be the sole point on the installation for the requisition, receipt, distribution, reutilization, and turn-in of all HAZMAT utilized on the installation. Identified HAZMAT, as determined by the Federal Stock Class (FSC), and normally requisitioned through the Federal Supply System, will be supplied via the HMCC. Appropriate customer funded accounts will be established at the HMCC to facilitate this requirement. Credit card purchases of HAZMAT must be approved by the HMCC staff prior to purchase. This procedure will allow HMCC staff to query on shelf stocks to determine if an item is available for purchase or free issue and to facilitate HAZMAT tracking. Any items bought locally must be routed through the HMCC for bar coding.

b. **Service Contractors.** All service contract providers performing work on USAG Fort Lee are required to provide a list of all hazardous materials they bring onto the installation to the HMCC coordinator in Bldg 6212, phone numbers (804) 734-5243/5244. The service providers are responsible for proper disposal and/or removal of all HAZMAT or HAZWASTE from this installation upon completion of the project. The contracting agencies must ensure all the service contractors are aware of their responsibility as it pertains to HAZMAT and HAZWASTE.



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c. Gate Access. Upon entering the gates at USAG Fort Lee, all vehicles identified as hauling HAZMAT will be inspected by the Provost Marshal Personnel, Department of Army Civilian Police (DACP) or Military Police (MP). A log will be maintained as to the type of vehicle, type of HAZMAT the vehicle is carrying, destination of the HAZMAT and Point of Contact (POC). The log will be maintained by the Provost Marshal Office.

5. **Responsibilities:**

a. The Fort Lee HMCC staff will:

(1) Ensure that each unit/organization/tenant on Fort Lee is afforded the opportunity to maintain sufficient materials (14 day supply) on hand to support the daily operations and maintenance activities in any Garrison or contingency mission. Re-usable materials previously turned in will be issued at no charge.

(2) Assist units/organizations/tenants with ensuring that environmental regulatory directives are met by providing for the requisition, receipt, distribution, tracking, storage, and turn-in of HAZMAT on USAG Fort Lee.

(3) Ensure that all units/organizations/tenants utilize acceptable alternatives to HAZMAT, where appropriate, by providing a listing of all material substitutes.

(4) Track the unauthorized purchase of and/or usage of HAZMAT and report violations for action by the Directorate of Contracting and/or the Garrison Commander.

b. Commanders/Directors will ensure that their organizations/directorates, to include contract-operated functions, comply with all HAZMAT/HAZWASTE standards and this policy.

6. **Customer Policies and Procedures:** USAG Fort Lee customers will follow procedures as outlined in the HMMP and HMCC SOP.

7. **Assistance, Emergencies, and Deployments:** USAG Fort Lee elements and tenant organizations requiring assistance or emergency support may contact the HMCC staff, located at Bldg 6212, phone numbers (804) 734-5243/5244. Organizations will coordinate contingency stock level requirements with the HMCC staff. Contingency stock levels include mobilization, field exercise, and special deployment material requirements. Units will give the HMCC staff a minimum notice of 15 days of scheduled deployment to assure materials will be available for mission requirements. Units returning from deployments will schedule turn-in of all excess HAZMAT within 72 hours of return to the installation.


8. **Effective Date:** This policy is effective as of the date of this memorandum.



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- 9. **Proponent:** Proponent for this policy is the DOL/DPW Environmental Management Office (EMO), extension (804) 734-5014.
- 10. **Supersession:** This policy supersedes Fort Lee Policy 20-03 dated 1 October 2007.

  
 MICHAEL G. MORROW  
 COL, LG  
 Garrison Commander

Encl

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