

DEPARTMENT OF THE ARMY
US Army Installation Management Command
US Army Garrison - Rock Island Arsenal
Hazardous Material Management Program (HMMP) Committee

STANDING OPERATING PROCEDURE
SOP 710-LG-1

8 March 2010

HAZARDOUS MATERIAL MANAGEMENT
PROGRAM (EXTERNAL)

	<u>Page</u>
General	1
Purpose.	1
Hazardous Material External Procedures	2
Points of Contact for this SOP	5

1. **General.** In accordance with DA Pamphlet 710-7, July 2007, Directorate of Logistics (DOL) Hazardous Material Control Point (HMCP) external Standing Operating Procedure (SOP) document is written in compliance with the US Army Garrison (USAG) Hazardous Material Management Program (HMMP) policy. The objective of the Rock Island Arsenal (RIA) HMMP is to enhance mission readiness and sustainability through control and visibility of hazardous material entering Rock Island Arsenal, stored by the USAG and used on the Installation. Effective pollution prevention programs require the partnership of Hazardous Material (HM) users, providers and technical experts. The DOL provides oversight of the USAG-RIA HMMP, with assistance from representatives of the Directorate of Public Works (DPW) (Environmental Division), Garrison Safety Office, Directorate of Emergency Services (Fire Department) and the US Army Health Clinic (Industrial Hygiene Office). The DOL Supply and Services Division has been designated as the RIA HMCP and serves as the HM manager for all organizations at RIA.

2. **Purpose.** This SOP establishes procedures to be followed by all organizations on Rock Island Arsenal for the proper management of HM, in compliance with the HMMP.

3. Hazardous Material External Procedures.

a. Responsibility of Managers:

(1) Ensure DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies, is forwarded to Supply and Services Division (IMNE-RIA-LGS) identifying those personnel authorized to order, pick-up and/or turn in HM. *The DA Form 1687 is available electronically through eforms, or at:*

<http://www.apd.army.mil/pub/eforms/pureedge/a1687.xfd>

(2) Properly train authorized employees in ordering, handling and storing of HM.

(3) Verify adequate Personal Protective Equipment (PPE) has been issued prior to receipt and usage of HM.

b. Instructions for Requesters Ordering HM:

(1) Order only the amount of HM to support day-to-day operations for 1 month or for a job/protocol with specific material requirements per allotted storage limits. Utilize periodic reordering to minimize HM handling, storage and disposal impacts.

(2) Utilize Figure 1, HM Issue and Return Flow, shown in this SOP.

(3) Verify HM is on the RIA Material Data Safety Sheets (MSDS) on-line. To access the RIA MSDS listing go to:

The RIA Home Page

Services

Garrison Safety Office

Material Data Safety Sheets (MSDS) (*sixth box down on far right*)

or access at <https://home.ria.army.mil/apps/msds/home/MSDSHome.cfm>

(4) Verify availability of HM stock in the Oil House. To access the Oil House stock, go to: "My Computer" which is located on your desktop

Select: Directorate Shared on 'Riavs01\Riafs02\Ria' (S:)

Select: HMMS Oil House Inventory

Select: Oil House Listing Sep 08.

If HM stock is available in Oil House, submit RIA Form 735-2HMR, Hazardous Material Requisition, to IMNE-RIA-LGS or e-mail Form to: ROCK-IMNE-RIA-LGS. Make certain you have annotated "**In Stock in Oil House**" on the 735-2HMR. Ensure all required information accompanies the form for transfer of material from Oil House to your usage location. The RIA Form 735-2HMR is available through eforms, or at:
https://home.ria.army.mil/APPS/Forms_Pubs/Documents/ProductionForms/RIA/RIA735-2HMR.xfdl?CFID=143730&CFTOKEN=380281b80a707be4-4E90F24E-123F-688F-F81F02B184AB2F05

(5) If HM stock is not available in Oil House, check to see if HM is currently identified in the Trackable or Non-Trackable Spreadsheet. To access this information:

Access "My Computer" which is located on your desktop
Select: Directorate Shared on 'Riavs01\Riavs02\RIA' (S:)
Select: HMMS Excel Tracking Log
Select: Trackable Excel HMMS Spreadsheet and/or Non-Trackable Excel HMMS Spreadsheet

(6) Once material has been identified as Trackable or Non-Trackable, submit RIA Form 735-2HMR, Hazardous Material Requisition, annotating "**Trackable or Non-Trackable**" on the form and forward to IMNE-RIA-LGS or email Form to: ROCK-IMNE-RIA-LGS.

(7) If HM inventory is not available in the Oil House and is not identified in the Trackable or NonTrackable spreadsheets, it must be reviewed and approved by the Hazardous Material Acquisition Board (HMAB). Submit RIA Form 735-2HMR, Hazardous Material Requisition, the Manufacturer's MSDS, and RIA Form 200-9, Hazardous Material Acquisition Board Trackable Determination Sheet (with the product information portion filled out) to IMNE-RIA-LGS or email information to: ROCK-IMNE-RIA-LGS. The RIA Form 200-9 is located at:
https://home.ria.army.mil/APPS/Forms_Pubs/Documents/ProductionForms/RIA/RIA200-9.xfdl?CFID=143730&CFTOKEN=380281b80a707be4-4E90F24E-123F-688F-F81F02B184AB2F05.

c. Once HM request has been approved/disapproved by HMAB:

(1) If approved, DOL will initiate the ordering process.

(2) If not approved, DOL will be unable to order requested HM; therefore, they will coordinate with the requester for possible alternate HM product to be identified or process modified.

d. Responsibilities for Receipt, Storage and Use of HM by Requesters / Users:

- (1) Ensure all trackable material has an HMMS barcode affixed. If not, notify IMNE-RIA-LGS, for corrective action.
- (2) Maintain the minimal amount of HM needed to support day-to-day operations for 1 month or for a job/protocol with specific material requirements per allotted storage limits.
- (3) Consolidate storage to the extent possible, keeping in mind compatibility of materials.
- (4) Replenish all HM through, or in coordination with, the HMCP.
- (5) Verify Material Safety Data Sheets (MSDS) are on hand, read and understood.
- (6) Maintain current manufacturer's MSDS for each HM product stored or used.
- (7) Abide by usage and disposal requirements cited in MSDS.
- (8) Report actual HM usage, loss, spill, or transfer to waste to IMNE-RIA-LGS.
- (9) Storage areas shall be clearly marked with necessary Hazardous Materials Identification System (HMIS) labels. Contact your internal safety office with any HM safety questions.

e. Ordering, Receipt, and Storage of Bulk HM by Requesters / Users:

(1) Order bulk HM using current approved business practices. Upon delivery of bulk HM, submit documentation to IMNE-RIA-LGS. The following information is required:

- Shop code
 - Work order number
 - Product purpose (industrial process such as water treatment, boiler generator plant chemicals, etc)
 - Quantity of HM ordered and received
 - Description of HM received (size of container, if applicable)
- Manufacturer and Nomenclature. If the item is new, complete the authorization request and provide a copy of the MSDS

f. To return and dispose of HM by Requesters / Users:

(1) Make every effort to use on-hand HM for its intended use prior to shelf-life expiration.

(2) Notify IMNE-RIA-LGS of the HMMS barcode number(s) once the product is consumed.

(3) Notify the IMNE-RIA-LGS **in advance** of large quantities or large containers to be turned in.

(4) Only after proper/prior notification to the Oil House, return unneeded/unused serviceable HM to the IMNE-RIA-LGS (Oil House) for storage and/or re-issue.

(5) Dispose of unserviceable HM in accordance with Waste Disposal Information Booklet prepared by USAG-RIA, May 2009

4. The points of contact for this SOP are Susan Heston, IMNE-RIA-LGS, 2-1595, E-Mail: susan.heston@us.army.mil and Chuck Swynenberg, IMNE-RIA-PWE, 2-2445, E-Mail: charles.lee.swynenberg@us.army.mil.

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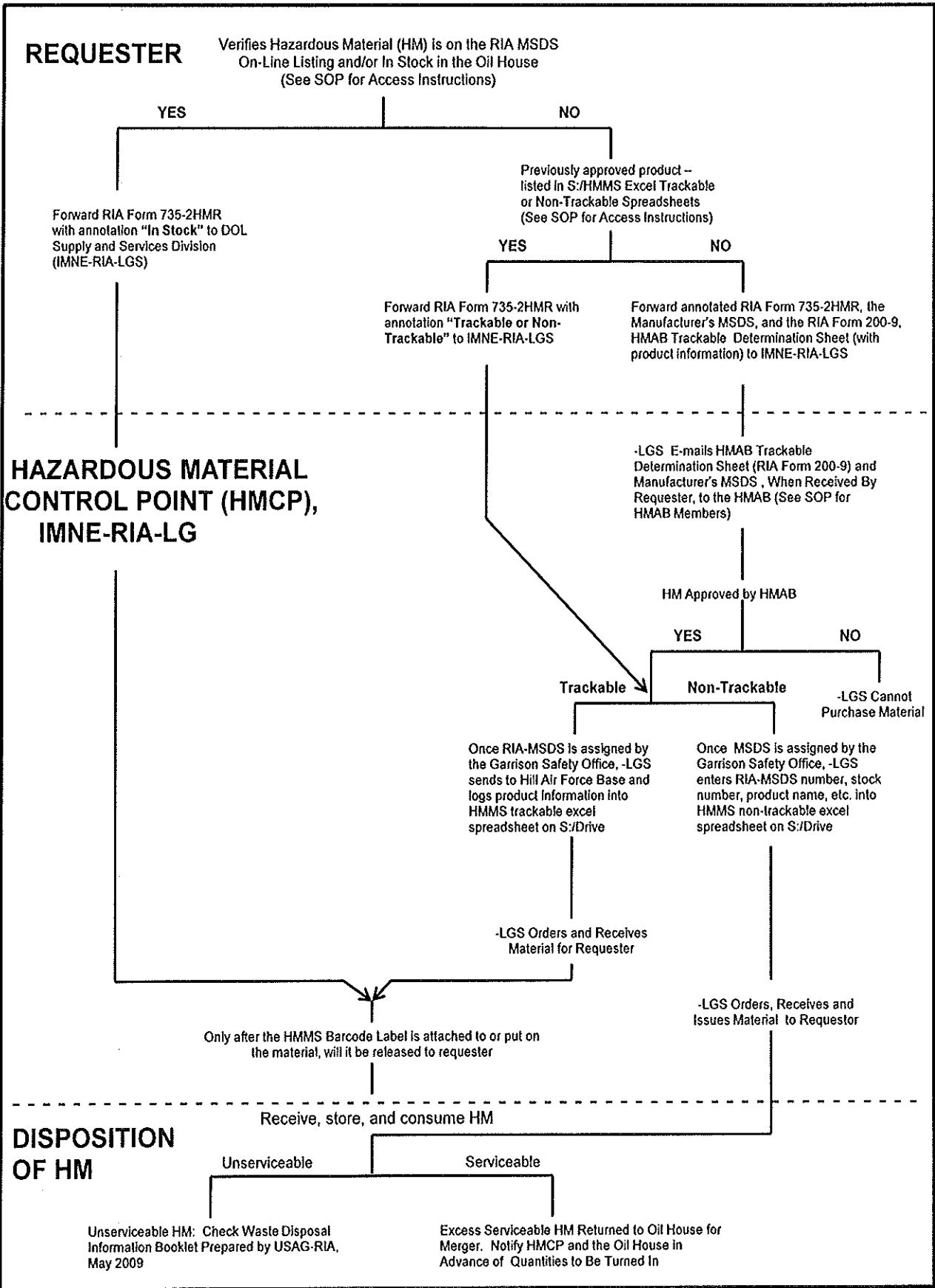


Figure 1 Illustrates the HM issue and return flow.