

**DEPARTMENT OF THE ARMY**  
US Army Installation Management Command  
US Army Garrison – Rock Island Arsenal

**Hazardous Material Management Program  
Committee Charter**

**1. Purpose.**

The purpose of this charter is to establish the US Army Garrison – Rock Island Arsenal (USAG-RIA) Hazardous Material Management Program (HMMP) committee and define its composition, roles, and responsibilities.

**2. Termination Date.**

The committee will be terminated at the direction of the Garrison Manager. This charter is reviewed annually by the committee and recommended changes are provided to the Garrison Manager for consideration and approval.

**3. Scope.**

The committee's responsibilities encompass the creation of policy, guidance, program management, and oversight for all aspects of the USAG-RIA HMMP.

**4. Committee Objectives.**

The committee serves as the Garrison Manager's work group to improve the effectiveness of Hazardous Material (HM), Hazardous Substance (HS), and Hazardous Waste (HW) management in daily mission accomplishment through a viable HMMP. This is accomplished by analyzing each segment of the acquisition, distribution, disposal, and business practice procedures. It is recognized that the speed, accuracy, and reliability of the requisition, receipt, storage, issue, use, and disposal of HM can be dramatically improved through adoption of HMMP business initiatives. The resulting data will directly support garrison sustainability, and supply chain integration objectives. The committee will:

- a. Recommend and develop HM and HW management policy and procedures for USAG-RIA and tenant organizations, consistent with policy and guidance from higher headquarters.

- b. Provide direction, decisions, and oversight for the adoption and introduction of HM and HW business practices.
- c. Provide direction, decisions, and oversight for the implementation, operation, and expansion of HM management software.
- d. Review and assess process technology aimed at reducing HM usage and HW generation.
- e. Approve and review authorized use/user list (AUL) for HM and processes using HM.
- f. Review and assess product substitution to remove from the inventory those products that pose an environmental or personnel hazard.
- g. Review and assess stockage levels for the Directorate of Logistics (DOL) Hazardous Material Control Point (HMCP) and any additional HM issue points that are established.
- h. Develop evaluation criteria for statistical data designed to measure the performance of operations associated with HM and HW management. Review and analyze statistical data collected from HM and HW operations.
- i. Perform an annual management control review to ensure that the HMMP maintains its focus and achieves its objectives in accordance with the garrison HMMP policy and guidance statements.

## **5. Committee Composition.**

The following command and staff organizations comprise the voting membership of the committee, with each organization having a single voting member:

- a. Garrison Manager (chair)
- b. Directorate of Logistics (DOL)
  - (1) Director (deputy-chair)
  - (2) Supply program manager
  - (3) HMCP manager

- c. Directorate of Public Works (DPW)
  - (1) Director
  - (2) Chief, Environmental Division (PWE)
  - (3) Pollution Prevention (P2) and Emergency Planning and Community Right-to-Know Act (EPCRA) Program Manager
  - (4) HW program manager
- d. Installation Safety Office (SO)
  - (1) Chief
  - (2) Program Manager
- e. Directorate of Emergency Services (DES)/ Plans, Training, Mobilization, and Security (DPTMS)
  - (1) Director
  - (2) Chief, Fire Protection and Prevention Division (ESF)
- f. Industrial Hygiene (IH) Office Representative
- g. Safety and Occupational Health Specialist, Joint Manufacturing and Technology Center (JMTC)
- h. Other tenants, as selected by the Garrison Manager.

## **6. Participation.**

The Garrison Manager may request the participation of adjunct members to serve in an advisory role on the HMMP. Representatives from the following organizations/agencies may be asked to participate:

- a. Directorate of Information Management (DOIM).
- b. The HM end-user representatives.
- c. Morale, Welfare, and Recreation (MWR) representative.

## **7. Executive Secretary.**

The Director of Logistics will serve as the executive secretary with the additional duty of coordinator for the various subcommittees and/or teams established by the committee. The subcommittees/teams will focus on establishing specific policy guidelines pertaining to HM and HW management.

## **8. Policy Making.**

Through the formation and operation of functional subcommittees, the executive secretary will provide the operational link to the policy-making responsibilities of the committee.

## **9. Duties (by activity):**

### **a. The Directorate of Logistics (DOL).**

(1) Serves as lead activity for establishing and maintaining the HMMP, establishes committee agendas, and schedules committee meetings.

(2) Serves as the functional expert on all matters related to supply support (requisitioning, receipt, storage, issue, and re-issue).

(3) Researches and identifies less hazardous products available from commercial sources that can be substituted for currently used products.

(4) Identifies and provides data from existing logistics systems to facilitate committee research and decision making.

(5) Serves on subcommittees established to determine optimum quantities of materials to be authorized in the AUL.

(6) Provides resources to input logistics data into HM management software, integrates HMCP practices into supply operations, conducts HM management software transactions, and provides transactional data to the committee.

(7) Conducts assessments to ensure that organizations are performing operations in accordance with established HMMP policy and procedures and reports to the committee.

b. The Directorate of Public Works (DPW).

(1) Serves as the functional expert on all matters related to environmental pollution prevention (P2) and EPCRA reporting requirements.

(2) Identifies pollution prevention alternatives that can be implemented to reduce the use of HM or generation of HW.

(3) Assists the DOL in the research and identification of substitute products.

(4) Works with the industrial hygienist to assess HM exposure risks before authorizing HM for use.

(5) Serves as the functional expert on all matters pertaining to HW, including management, safe handling, storage, regulatory compliance, and reporting.

(6) Conducts assessments to ensure units are performing operations related to HM and HW in accordance with established environmental policy and procedures.

(7) Assists the program manager for HM management software implementation.

(8) Provides resources to input HM and HW data into HM management software.

(9) Provides resources to input MSDS information into HM management software.

(10) Provides resources to input AUL data into HM management software.

c. The Installation Safety Office.

(1) Serves as the functional expert on all matters related to the RIA Material Safety Data Sheet (MSDS) Program.

(2) Serves as the functional expert on all matters pertaining to safety.

(3) Conducts assessment, with the fire department, to ensure that facilities are in compliance with existing safety regulations for the storage of HM and HW and reports to the committee.

(4) Ensures that safety procedures are reviewed before authorizing the use of a HM.

(5) Serves on subcommittees where input to safety-related issues is required.

(6) Coordinates with the Directorate of Public Works, Environmental Division (PWE) to ensure that all safety-related data are populated in HMMS.

d. The Directorate of Emergency Services.

(1) Serves as the functional expert in all matters related to fire safety.

(2) Conducts, in conjunction with safety office and IH representatives, assessments of facilities to ensure that they are in compliance with existing fire safety regulations for the storage and use of HM and HW and reports to the committee.

e. The Industrial Hygiene Office.

(1) Serves as the functional expert in all matters related to industrial hygiene and health.

(2) Conducts assessments, in conjunction with the fire department and safety office, on facilities to ensure that they are in compliance with existing IH regulations for the storage and use of HM and reports to the committee.

(3) Provides resources to input personal protective equipment (PPE) and HM training data into HM management software.

f. Joint Manufacturing and Technology Center (JMTC)

(1) Serves as the functional expert in all HM matters that pertain to the JMTC mission.

(2) Provides status updates on how the HM program is supporting the JMTC mission.

(3) Identifies where improvements or corrective actions may be necessary.

## **10. Subcommittees and teams.**

The committee forms subcommittees or teams, as required, to address specific functional areas or requirements. Examples of subcommittees or teams are HM teams, HW teams, or asbestos teams.

## **11. Committee Meetings.**

The committee will meet at least monthly. Committee meetings will be held weekly during initial or new automation implementation. Dates and times for subsequent meetings are determined at the end of each session. The secretary will prepare agendas and distribute them electronically at least 3 days in advance of the meeting. The committee voting members are also invited to attend the Environmental Quality Control Committee (EQCC) meetings.



JOEL G. HIMSL  
Garrison Manager