



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON-ROCK ISLAND ARSENAL
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ROCK ISLAND, ILLINOIS 61299-5000**

REPLY TO
ATTENTION OF:

**ROCK ISLAND ARSENAL
Hazardous Material Management
Program Committee Guidance**

1. Purpose. The purpose of this document is to establish a centralized Hazardous Material Management Program (HMMP) and assign responsibilities for the management of hazardous material (HM) and hazardous waste (HW) for all organizations at Rock Island Arsenal (RIA). The core objective is to improve logistical and operational mission performance by controlling and reducing the acquisition, use, handling, and disposal of HM and the generation of HW, consistent with Army supply chain integration and sustainability objectives. This RIA HMMP guidance assumes the operation of a hazardous material management automated tool.

2. Applicability. This program is applicable to all RIA activities, tenants and personnel.

3. Proponent. The proponent for this program is the USAG-RIA, Directorate of Logistics (DOL) and Directorate of Public Works (DPW). Recommendations are welcome and should be forwarded, in writing, to the Chief, Plans, Operations and Maintenance Division (IMNE-RIA-LGO), and Chief, Environmental Division (IMNE-RIA-PWE). Recommended enhancements should include:

- a. Submitting activity.
- b. Point of contact name, address and telephone number.
- c. Specific section to be enhanced.
- d. Proposed enhancement and new text.
- e. Justification, to include benefits and weaknesses.

4. The RIA HMMP mission statement. The RIA HMMP is an initiative to enhance readiness and improve sustainability through controlling and tracking the acquisition, use, handling and disposition of hazardous material. The program serves as the base focal point for hazardous material and hazardous waste management. It combines many of the traditional functions of logistics, supply, environmental, emergency services, fire, safety, industrial hygiene, and contracting functions. The RIA HMMP establishes an organization and business practice to implement centralized HM management throughout the installation.

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5. Purpose of the RIA HMMP. The fundamental purpose of the RIA HMMP is to minimize, track and control the ordering, storing, distribution, use and disposition of HM through effective use of single point control. It also facilitates tracking of HW from generation to final disposal. Essential to the program is the requirement to obtain and maintain updated copies of manufacturers' Material Safety Data Sheet (MSDS) for all HM brought onto the installation. The program utilizes standard Army supply management systems and a Hazardous Material Management System (HMMS), an automated HM management software tool, to facilitate necessary tracking and provide a centralized database for management and compliance reporting. The HMMS links processes to materials used and wastes generated. It tracks materials and chemical constituents throughout their life cycle on Rock Island Arsenal and facilitates potential health hazard and exposure tracking. The HMMS also prepares key mandatory environmental reports and facilitates management reporting.

6. The RIA HMMP Committee:

- a. Is chaired by the Garrison Manager.
- b. Is responsible for the integrated efforts necessary to successfully implement the HMMS software tool and support enhanced RIA HMMP business practices on the garrison.
- c. Develops the implementation plan for RIA HMMP, assigns roles and responsibilities, identifies and assigns actions with necessary milestones, and ensures milestones are satisfactorily completed.
- d. Serves as the implementation workgroup for RIA HMMP.
- e. Provides oversight to RIA HMMP operations.
- f. Conducts periodic in-progress review briefings on the status of RIA HMMP implementation and ongoing operations.

7. The RIA HMMP Committee Voting Members include:

- a. The Garrison Manager.
- b. Director, Directorate of Logistics (DOL).
- c. Chief, DOL, Supply and Services Division (LGS).
- d. Director, Directorate of Public Works (DPW).

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- e. Environmental Coordinator, DPW, Environmental Division (PWE).
- f. Chief, Garrison Safety Office (SO).
- g. Director, Directorate of Emergency Services (DES).
- h. Director, Directorate of Plans, Training, Mobilization and Security (DPTMS).
- i. The RIA Health Clinic, Industrial Hygiene Office (MCXM-PMA).
- j. Director, Directorate of Information Management (DOIM).
- k. Director, Directorate of Contracting (AMSTA-AQ-ARI).
- l. Safety and Occupational Health Specialist, Joint Manufacturing and Technology Center (JMTC).
- m. RIA Activity Chiefs, tenant organizations and Joint Manufacturing and Technology Center (JMTC).

8. Duties of HMMP voting members:

- a. Garrison Manager:
 - (1) Chairs the RIA HMMP committee.
 - (2) Appoints the RIA HMMP committee members for day-to-day operational oversight.
 - (3) Employs the Environmental Management System (EMS) and Environmental Quality Control Committee (EQCC) for environmental quality oversight of RIA HMMP.
 - (4) Ensures integrated logistics, environmental, fire, occupational safety and health policy and procedures are established and disseminated Island-wide.
 - (5) Ensures RIA and tenant organizations comply with applicable environmental guidance and procedures.
 - (6) Obtains necessary resources to maintain the HMMP.
 - (7) Appoints members of tenant organizations to serve in an advisory role on the RIA HMMP committee.

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b. Director, Directorate of Logistics (DOL):

- (1) Serves as deputy chair and voting member of the RIA HMMP committee.
- (2) Schedules committee meetings, publishes agendas and prepares reports for the Garrison Manager.
- (3) Establishes a Hazardous Material Control Point (HMCP) to provide centralized acquisition, storage, issue and tracking of HM throughout its life cycle on the installation.
- (4) Publishes and maintains updated RIA HMMP documentation on RIA Homepage.
- (5) Educate installation customers of any HM procedural changes as they occur.
- (6) Publishes a Standing Operating Procedure (SOP) for HMCP operations and customer support.
- (7) Ensures HMCP personnel and other HMMS users receive proper HMMS software tool training.
- (8) Ensures the safe receipt, handling, storage and issue of HM.
- (9) Administers the HMMS software tool.
- (10) Ensures RIA material safety data sheet (MSDS) is readily available and issued with HM to assure proper handling and emergency response preparedness.
- (11) Ensures timely processing of turn-ins in order to maximize the potential for transfer and/or reutilization of HM prior to shelf-life expiration, IAW Memorandum of Agreement (MOA) between the RIA, JMTC, and DRMS.
- (12) Provides necessary logistics data to the Environmental Coordinator to support environmental RIA HMMP reporting requirements.
- (13) Provides the HMMS Database Manager, DOL, Plans, Operations and Maintenance Division (LGO), with duties to include:
 - (a) Establish HMMS access rights as directed by RIA HMMP committee.
 - (b) Respond to HMMS software tool functional questions.

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(c) Coordinate HMMS software tool updates with appropriate offices and the software provider.

(d) Receive and track HMMS software tool engineering change proposals.

(e) Notify all HMMS users of downtimes, issues and alerts generated by the system or Hill Air Force Base.

(f) Assist the Chief, PWE, in acquiring system information needed for preparing reports using HMMS software data tool.

(g) Support HMCP and HW manager in correcting data.

(h) Assists the DOIM in identifying and correcting network problems related to HMMS software tool.

c. Chief, DOL, Supply and Services Division (LGS):

(1) Serves as a voting member of the RIA HMMP committee.

(2) Establishes procedures to implement RIA HMMP policy within the Supply and Services Division.

(3) Establishes procedures on the centralized acquisition, receipt, issue, storage, tracking and inventory of HM throughout its life cycle on the installation.

(4) Manages HM as an integral part of the supply mission; maintains a HM inventory consistent with Standard Army Procedures; and provides a sole source of HM to all RIA and tenant organizations.

(5) Obtain authorization from Safety, Environmental, Fire and Industrial Hygiene prior to acquisition and first time ordering.

(6) Provides HMCP Manager and ensures HMCP personnel receive HM handling and management training.

(7) Conducts day-to-day maintenance of HMMS database and conducts periodic update of tables.

(8) Establishes and publishes operating hours consistent with customer requirements.

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(9) Publishes customer procedures for HM transactions. Enters HM procurements and usage into the HMMS as they occur, or a minimum of weekly.

(10) Serves as implementation workgroup member for RIA HMMP.

(11) Provides oversight to HMMP operations.

(12) Conducts periodic in-progress review briefings on the status of HMMP implementation and ongoing operations.

(13) Maintains current inventory on S:/ drive of HM in building 144 and building 120.

(14) Maintains trackable/non-trackable HM spreadsheet and utilize S:/ drive to assist users with selection of products.

d. Director, Directorate of Public Works (DPW):

(1) Serves as a voting member of the RIA HMMP committee.

(2) Provides hazardous substance (HS) environmental input to the Garrison Manager and RIA HMMP committee.

(3) Coordinates with the DOL to ensure that environmental requirements are integrated into the RIA HMMP program.

(4) Recommends RIA HMMP goals and objectives, consistent with higher headquarters guidance, and conducts annual pollution prevention assessments to identify opportunities for enhancing pollution prevention efforts and to measure goal achievement.

(5) Collects data to meet compliance and management reporting requirements and assists with data input into the HM management information tracking system.

e. DPW, Environmental Coordinator (PWE):

(1) Serves as a voting member on the RIA HMMP committee.

(2) Provides environmental staff oversight, guidance and inspection of operations and tenant activities, in conjunction with the safety and/or external offices.

(3) Identifies potential nonhazardous product substitution.

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(4) Serves as member of the Hazardous Material Acquisition Board (HMAB) to evaluate new requests for the purchase of HM.

(5) Coordinates with the DOL, safety, fire and industrial hygiene offices to:

(a) Identify processes that use HM, generate HW, or result in unsafe conditions for personnel on the installation.

(b) Identify HM, authorized users and levels of storage per location.

(c) Pre-authorize HM prior to first-time ordering.

(d) Review and approve Authorized Use/User List (AUL) change requests.

(6) Manages Quality Control/Quality Assurance aspects of the HMMS software program.

(7) Manage HW program to provide collection, disposal and recycling of HM and wastes.

(8) Prepares management data query reports.

(9) Determines and tracks necessary HS and HW training for installation personnel.

(10) Conduct audits of HM storage and handling and HW using EMS.

(11) Report to GM using EQCC.

f. Chief, Garrison Safety Office:

(1) Serves as a voting member on the RIA HMMP committee.

(2) Provides safety input to the Garrison Manager and RIA HMMP committee.

(3) Conducts safety and occupational health planning for installation.

(4) Serves as member of the Hazardous Material Acquisition Board (HMAB) to evaluate new requests for the purchase of HM and recommends Hazardous Materials Identification System (HMIS) ratings for approved HM.

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(5) Coordinates with the DOL, environmental and industrial hygiene offices to:

(a) Identify processes that use HM or result in unsafe conditions for personnel on the installation.

(b) Identify HM, authorized users and levels of storage per location.

(c) Maintain RIA MSDS system and update, as required.

(d) Pre-authorize HM prior to first-time ordering and assign RIA MSDS number for new HM upon approval by HMAB.

(e) Review and approve AUL change requests.

(6) Conducts safety and occupational health assessments to identify opportunities for enhancing safety efforts and reducing risks to installation personnel.

(7) Includes identification of HM not in the HMMS database during activity assistance visits and reports these items to the chief, HMCP, for appropriate action.

(8) Provides hazard communication training to installation personnel.

g. Directorate of Emergency Services (DES):

(1) Serves as a voting member on the RIA HMMP committee.

(2) Provides policy and guidance on all fire related issues as they pertain to HM and HW.

(3) Serves as a member of the Hazardous Material Acquisition Board (HMAB) to evaluate new requests for the purchase of HM.

h. The RIA Health Clinic, Industrial Hygiene Office:

(1) Serves as a voting member on the RIA HMMP committee.

(2) Provides health and HM related exposure input to the Garrison Manager and RIA HMMP committee.

(3) Coordinates with the DOL to ensure that health requirements are integrated into the RIA HMMP program.

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(4) Serves as a member of the Hazardous Material Acquisition Board (HMAB) to evaluate new requests for the purchase of HM and recommends Hazardous Materials Identification System (HMIS) ratings for approved HM. Recommends personal protective equipment (PPE) and work practices to be used in operations utilizing approved HM.

(5) Coordinates with the DOL, safety, fire and environmental offices to:

(a) Identify processes that use HM, generate HW or result in unsafe conditions for personnel on the installation.

(b) Identify HM, authorized users and maintain Defense Occupational & Environmental Health Readiness System (DOEHRS) records of operations and employees using HM.

(6) Evaluates potential exposures to HM that may exceed existing standards and recommends engineering and administrative controls, including substitution, to control exposures.

(7) Review and approve AUL change requests.

i. Directorate of Information Management (DOIM):

(1) Serves as a voting member on the RIA HMMP committee.

(2) Ensures adequate automation infrastructure and maintenance to support efficient HMMS, as required.

j. Director, Directorate of Contracting (AMSTA-AQ-ARI):

(1) Serves as a voting member on the RIA HMMP committee.

(2) Establishes contract mechanisms with vendors to meet customer requirements for local purchase items. Incorporates the applicable contract provisions pertaining to HM into the contract; such as FAR Clause 52.223-3, Hazardous Material Identification and Material Safety Data and DFAR Clause 252.223-7001, Hazard Warning Labels. Ensures delivery to the HMCP, DOL, Supply and Services Division, who then issues the procured hazardous material to the appropriate customer using the HMMS.

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(3) Provides guidance controlling the use of government purchase cards (GPCs) for HM procurement. This includes reminding Credit Card users they are not permitted to purchase hazardous materials and only HMCP, DOL, Supply and Services Division is authorized to purchase hazardous materials.

(4) Ensures that all service, maintenance and construction contracts include statements that facilitate full support of the installation HMMP.

(5) Take appropriate action when notified by the DOL, Supply and Services Division that they have received HM which was not ordered by their acquisition personnel.

k. Garrison and Tenant Agency Requesters/Users of HM:

(1) Designate personnel authorized to request, receive and store HM.

(2) Request all HM from the HMCP (DOL, Supply and Services Division, IMNE-RIA-LGS)

(3) Ensure work areas and laboratories maintain on-hand the correct manufacturer MSDSs (electronic or hardcopy) for all HM used, on-hand and/or stored.

(4) Handle HM in accordance with MSDS and product labels.

(5) Store HM in accordance with Army and RIA guidance and approved procedures.

(6) Return empty containers or report actual HM usage to the HMCP as coordinated between the HMCP and the customer.

(7) Coordinate the turn-in of serviceable and unserviceable HM with the PWE Hazardous Waste Environmental Manager.

(8) Designate personnel authorized to coordinate and turn-in HW.

(9) Ensure all personnel exposed to HM and HW in the course of their work, receive proper training and wear appropriate PPE when handling these types of material.

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(10) Ensure HM and HW spill response is immediate and in accordance with the site spill response plan. Promptly notify the Fire Department (DES) and Environmental Division (PWE).

(11) Coordinate environmental and safety training with the DPW-PWE and respective safety offices.

(12) Notify all supervisory personnel when new processes or materials are required and/or when new waste streams will be generated.

I. The Joint Manufacturing and Technology Center (JMTC) Safety Office:

(1) Serves as a voting member on the RIA HMMP committee.

(2) Ensure proper and adequate PPE is maintained and stocked in accordance with applicable technical documents and issued to personnel.

(3) Ensure HM and HW spill response is immediate and in accordance with the site spill response plan. Promptly notify the Fire Department (DES) and Environmental Division (PWE).

(4) Ensure supervisors of military and civilian personnel handling and using HM and HW:

(a) Receive appropriate training when tasks include handling of HM and HW.

(b) Maintain at process locations MSDSs (electronic or hard copy) for all HM used or on hand. Be familiar with potential hazards associated with each HM used or on hand.

(c) Wear appropriate PPE when handling HM and HW. Refer to the MSDSs, product labels, technical manuals, and/or the garrison safety office for guidance. Individuals should also ensure that PPE is maintained in accordance with applicable technical documents.

(d) Handle HM in accordance with MSDS and product labels.

(e) Store HM in accordance with Army and RIA guidance and approved procedures.

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(f) Coordinate the turn-in of serviceable and unserviceable HM with the PWE Hazardous Waste Environmental Manager.

(5) Notify all supervisory personnel when new processes or materials are required and/or when new waste streams will be generated.

The Authorized Use/User List (AUL) definition:

The AUL is the listing of processes and materials approved for use within RIA activities and tenant organizations. The AUL is the composite of the HMMS table information that links processes using HM and/or generating HW, authorized HM, anticipated waste streams, and algorithms to estimate releases. An HMMS AUL record is created when an HMMS master inventory record is approved for use or storage on the installation and is linked to a site-specific process record. Each authorization includes a review and approval of all aspects of a process, the HM used, the process using the HM, the resulting waste stream(s) and emissions, and the work center(s) involved.

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