CHARTERTOCONDUCTOR'S HAZMAT CONSTITUITION

SAMPLE RATIFICATION DOCUMENTS

Welcome to ChartertoConductor's HAZMAT COMMITTEE teamsite. The goal is to create a interface for ChartertoConductor's Team Member to participate in a online committee creation for hazardous materiel/hazardous waste program. The team site created for conferencing and counseling of Hazmat Committee team members plans and agenda with online Skype Business meetings, News feed, and Internet Messaging.

Sample Garrison Policy Statement and Guidance

A guide for garrison commanders to establish policy and guidance for the garrison HMMP.

DA PAM 710–7 • 25 June 2013

C–1. Sample policy statement

a. "Fort Someplace" policy is to manage hazardous substances (HM and/or HW) in an environmentally acceptable manner to enhance mission readiness, reduce and prevent pollution by controlling and reducing the acquisition, use, handling, and disposition of HM and generation of HW. An HMMP supports supply chain integration concepts and Army sustainability objectives. It is consistent with AR 710–2 and with all Federal, State, and local regulations and IMCOM guidance. Mission and environmental practices and requirements are integrated to establish and maintain a sound HMMP. "Fort Someplace" envisions continual improvement of its ability to sustain the mission and protect the environment. This will be accomplished by—

(1) Identifying and documenting operations, processes and products that have environmental impacts.

(2) Establishing centralized management and visibility of HM and wastes.

(3) Establishing an HMMP committee to plan for and oversee the HMMP and recommend policy and procedural changes.

(4) Implementing integrated operations installation wide.

(5) Conducting periodic audits to assess compliance and identify opportunities to enhance the mission.

b. Specific business practices incorporated into the "Fort Someplace" HMMP will include, but not be limited to—

(1) Establishment of an AUL to document the identification, documentation, and approval of processes using HM and/or generating HW to control HM used on the garrison and to anticipate regulated waste streams.

(2) Centralized HM management and procurement consistent with the AUL.

(3) Tracking of HM and chemical constituents from acquisition to final disposition.

(4) Use of HM management software and a centralized database to manage and track HMMP operations, as a source of information to document conformance with goals and objectives and as a compliance reporting tool.

(5) Hazard communication and HM handling training.

c. "Fort Someplace" activities, tenants, and personnel are required to comply with this policy, as well as all Federal, State, and local laws and regulations aimed at protecting human health and the environment. Failure to comply with these laws and regulations can lead to civil and criminal penalties not only against the garrison but also against its Personnel. Accordingly, all activities, tenants, and personnel are directed to implement a sound HMMP consistent with this policy and procedure document.

C–2. Sample guidance document
The sample guidance document will in most cases take the form of a garrison regulation.

a. Purpose. The purpose of this document is to establish a centralized HMMP and responsibilities for the management
of HM and HW within "Fort Someplace." The core objective is to improve logistics 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 HMMP guidance assumes the operation of a HM management automated tool.

b. Applicability. This program is applicable to all "Fort Someplace" activities, tenants and personnel.

c. Proponent. The proponent for this program is the "Fort Someplace" DOL. Recommendations are welcome and should be forwarded to the Chief, DOL–ED, in writing. Recommended enhancements should include: submitting activity; point of contact name, address and telephone number; specific section to be enhanced; proposed enhancement and new text; and justification, to include benefits and drawbacks.

d. The "Fort Someplace" Hazardous Material Management Program mission statement. The "Fort Someplace" HMMP is an initiative to enhance readiness and improve sustainability through controlling and tracking the acquisition, use, handling and disposition of HM. The program serves as the base focal point for HM and hazardous waste management. It combines many of the traditional functions of the ED, supply, contracting, logistics, and garrison safety office. The "Fort Someplace" HMMP establishes an organization and business practices to implement centralized HM management throughout the garrison.

e. Purpose. The fundamental purpose of the "Fort Someplace" HMMP is to minimize, track, and control the ordering, storing, distribution, using 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' MSDSs for all HM brought onto the garrison. The program uses standard Army supply management systems and a HM Management Application (HMMA) to facilitate necessary tracking and provide a centralized database for management and compliance reporting. The HMMA links processes to materials used and wastes generated. It tracks materials and chemical constituents throughout their life cycle on "Fort Someplace" and facilitates potential health hazard and exposure tracking. The HMMA also prepares key mandatory environmental reports and facilitates management reporting.

f. Duties.

(1) The commander—

(a) Ensures that integrated logistics, environmental, occupational safety and health, and hazardous substances (HS) policy and procedures are established and disseminated garrisonwide.

(b) Appoints—

1. An EQCC for environmental quality oversight.

2. An HMMP committee, for day-to-day operational oversight.

(c) Ensures "Fort Someplace" compliance with applicable environmental guidance and procedures.

(d) Obtains necessary resources to maintain the HMMP.

(e) Chairs the HMMP committee.

(2) The DOL—

(a) Serves as deputy chair to and as a voting member of the "Fort Someplace" HMMP committee, schedules committee meetings, publishes agendas, and prepares reports for the garrison commander.

(b) Establishes an HMCP to provide centralized acquisition, storage, issue, and tracking of HM throughout its life cycle on the garrison.

(c) Publishes an SOP for HMCP operations and customer support.

(d) Ensures HMCP personnel and other HMMA users receive proper HM management software training.

(e) Ensures the safe receipt, handling, storage, and issue of HM.

(f) Ensures that MSDSs are readily available and issued with HM to assure proper handling and emergency response preparedness.

(g) Ensures processing of unit or activity turn-ins is timely in order to maximize the potential for transfer and/or reutilization of HM prior to shelf-life expiration.

(h) Provides necessary logistics data is provided to the garrison and/or depot staff to support environmental HMMP reporting requirements.

(i) Conducts planned and unscheduled HMMP assessments of the HMMP, to include site inspections and assistance visits.

(j) Coordinates with the DPW and the safety and industrial hygiene offices to –

1. Identify processes that use HM, generate HW, or result in unsafe conditions for personnel on "Fort Someplace."

2. Identify HM, authorized users, and levels of storage per location.
3. Pre-authorize HM prior to first-time ordering.
4. Maintain and process updates of SDS data.
(k) Makes SDS information available to installation personnel.
(l) Reviews and approves AUL changes requests, in coordination with the DPW and safety office.
(m) Prepares ad hoc HS management reports, as required.
(n) Determines and tracks necessary HM training for garrison personnel.
(o) Provides a point of contact for day-to-day use of the HMs tracking system.
(3) The Director of Public Works (DPW)—
(a) Provides HS environmental input to the garrison commander and HMMP committee.
(b) Recommends associated 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.
(c) Provides environmental staff oversight, guidance, and inspection of "Fort Someplace" operations and tenant activities, sometimes in conjunction with the safety and/or external offices.
(d) Identifies potential nonhazardous product substitution.
(e) Serves on the HMMP committee as a voting member.
(f) Coordinates with the DOL and the safety and industrial hygiene offices to—
1. Identify processes that use HM, generate HW, or result in unsafe conditions for personnel on "Fort Someplace."
2. Identify HM, authorized users, and levels of storage per location.
3. Pre-authorize HM prior to first-time ordering.
4. Maintain and process updates of MSDS data.
(g) Provides SDS information to the fire department.
(h) Reviews and approves AUL change requests, in coordination with the DOL and safety office.
(i) Establishes and operates an HW management office to provide collection, disposal, and recycling of HM and wastes.
(j) Coordinates with the DOL and IH office to determine and track necessary HS training for garrison personnel.
(4) The "Fort Someplace" safety officer—
(a) Provides safety input to the garrison commander and HMMP committee.
(b) Serves on the HMMP committee as a voting member.
(c) Conducts safety and occupational health planning for "Fort Someplace".
(d) Coordinates with the DOL and environmental division to establish policy and procedures to—
1. Identify HM and authorized users.
2. Pre-authorize HM prior to first-time ordering.

(e) Conducts safety and occupational health assessments to identify opportunities for enhancing safety efforts and reducing risks to "Fort Someplace" personnel.
(f) Participates in AUL change approvals.
(g) Includes identification of HM not in the HMMA database during activity assistance visits and reports these items to the chief, HMCP, for appropriate action.
(h) Conducts hazard communication training for "Fort Someplace" personnel.
(5) The DOL–operations and maintenance division—
(a) Establishes procedures to implement "Fort Someplace" HMMP policy within the operations and maintenance division.
(b) Serves as a voting member of the "Fort Someplace" HMMP committee.
(6) The "Fort Someplace" health clinic logistics division supply officer—
(a) Follows The Surgeon General guidance and establishes an HMCP.
(b) Publishes an SOP for HMCP operations and customer support.
(c) Enters HM procurements and usage into the HMMA as they occur or at least weekly.
(7) The DOIM—
(a) Ensures adequate networking to support efficient HMMA transactions between server and clients, if required.
(b) Provides necessary Internet Protocol addresses and network access to support HMMA operations.
(c) Maintains HMMA hardware, including required maintenance contracts.
(d) Provides necessary software to maintain the HMMP.
(e) Installs HM management and related software and hardware upgrades, as required.
(f) Participates and votes as a member of the "Fort Someplace" HMMP committee.

(8) The HMMP committee—

(a) Is responsible for the integrated efforts necessary to successfully implement HM management software and support enhanced HMMP business practices on the garrison.

(b) Develops the implementation plan for HMMP, assigns roles and responsibilities, identifies and assigns actions with necessary milestones, and ensures milestones are satisfactorily completed.

(c) Serves as implementation workgroup for HMMP.

(d) Provides oversight to HMMP operations.

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

(f) Is chaired by the garrison commander.

(g) Includes representation from all tenant activities, DOL–base operations supply, DPW, the safety office, and the DOIM. The garrison commander or EQCC adjusts membership, as required.

(9) The tracking system point of contact—

(a) Establishes HMMA access rights as directed by HMMP committee.

(b) Conducts day-to-day maintenance of HMMA database and conducts periodic update of tables, as required.

(c) Coordinates HM management software updates with appropriate offices and the software provider.

(d) Receives, tracks and submits "Fort Someplace" HM management software engineering change proposals.

(e) Assists installation leadership in preparing reports using HM management software data, as required.

(f) Supports HMCP and HW manager in correcting data.

(g) Assists the DOIM in identifying and correcting network problems related to HM management software, as required.

(10) The HMCP, DOL–supply division—

(a) Establishes policy on the acquisition and storage of HM, in accordance with "Fort Someplace" policy.

(b) Manages HM as an integral part of the supply mission; maintains an HM inventory consistent with standard Army procedures; and provides a sole source of HM to "Fort Someplace" activities.

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

(d) Publishes customer procedures for HM transactions.

(e) Establish a requisitioning objective and reorder point for each HM required to be stocked and uses "just-in-time" requisitioning to the extent possible, using Defense Supply System and local purchase procedures.

(f) Establishes procedures for meeting emergency HM requirements.

(g) Establishes an HM re-use capability.

(h) Ensures that HMCP personnel receive HS handling and management training, including HMMA transaction training.

(i) Ensures that MSDSs are maintained for all requisitioned and stored HM and that MSDSs accompany received HM.

(j) Documents all HM transactions using the HMMA.

(k) Issues requested HM within 2 hours of request or HM receipt from source of supply.

DA PAM 710–7 • 25 June 2013 15

(l) Receives empty HM containers from customers and records HM usage in the HMMA.

(m) Participates in the "Fort Someplace" HMMP committee.

(n) Ensures that spill plans are prepared, available for emergency response, and reviewed and updated at least annually.

(o) Ensures that appropriate spill response materials are on hand.

(11) The director of the fire department—

(a) Participates and votes as a member of the "Fort Someplace" HMMP committee.

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

(12) The director of contracting—

(a) Sets up contract mechanisms with local vendors to meet customer requirements for local purchase items. Delivery will be to the HMCP, DOL–supply division, who will then issue the procured HM to the garrison customer using the HMMA.

(b) Participates and votes as a member of the "Fort Someplace" HMMP committee.

(c) Provides guidance controlling the use of GPCs for HM procurement.

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

(e) Reports to the garrison commander and HMCP the purchase of unauthorized HM by GPC holders.

(13) "Fort Someplace" activity chiefs and tenants—

(a) Ensure that all processes, HM, and waste streams have been approved and incorporated into the HMMP AUL to

allow expeditious HM transactions.

(b) Ensure the establishment of 2-week shop and/or lab supply levels for HM normally used in day-to-day business.

(c) Ensure that HM in excess of the 2-week stockage level or in excess of known immediate needs is returned to the HMCP. This includes open or closed containers of useable materials.

(d) Obtain all HM from the appropriate HMCP.

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

(f) Ensure that work areas and laboratories maintain correct manufacturer MSDSs for each HM used and/or stored.

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

(h) Obtain and mark appropriate containers for collecting used HM.

(i) Coordinate the turn-in of unserviceable HM with the HW office.

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

(k) Ensure that all personnel exposed to HS in the course of their work receive proper training and ensure that proper and adequate PPE is stocked, maintained, and issued to personnel.

(l) Coordinate environmental and safety training with the environmental office and respective safety offices.

(m) Ensure that all personnel are made aware of and comply with this program.

(n) Provide representation to the "Fort Someplace" HMMP committee.

(o) Inspect work areas to ensure that HMs have been recorded in the tracking system; that HM is properly rotated and stored; and that used HM is properly marked, in accordance with "Fort Someplace" and activity guidance.

(p) Ensure that spill plans are prepared, approved, and available for emergency response and are reviewed and updated at least annually.

(q) Ensure that HS spill response is immediate and in accordance with the site spill response plan. Notify the environmental office, fire department, and safety office, when appropriate.

(r) Ensure that appropriate spill response materials are on hand.

(14) Individual military and civilian personnel handling and using HS—

(a) Seek appropriate training when tasks include handling of HS.

(b) Ensure SDSs are on hand (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 HS. Refer to the SDSs, 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 SDS and product labels.

(e) Store HM in accordance with Army and "Fort Someplace" guidance and approved procedures.

(f) Place used HM in properly marked containers.

(g) Notify supervisors and section chiefs (when appropriate) when new processes or materials are required and/or when new waste streams will be generated.

(h) Contain and clean up all spills immediately and report the spill to supervisors. For spills too large or those that pose a safety or health threat to personnel or the environment, immediately notify the fire department and the DPW ED. Consult individual activity spill plans for more details.

g. Authorized users list (hazardous material, processes, and algorithms).

(1) *Authorized users list definition.* The AUL is the listing of processes approved for use within "Fort Someplace" activities and tenants. An AUL record is created when an approved SDS is tagged for local use in the tracking system

and when that material is approved for use in specific work areas or zones and process, as applicable.

(2) 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. The AUL supports the Department of the Army and "Fort Someplace" HMMP policy and can be used for International Organization for Standardization 14000 efforts.

(3) *Authorized user list use.*

(a) The AUL is used to control HM acquisition, to identify types of HM usage, to estimate HW generation, and to support environmental reporting as prescribed by government agencies and as a pollution prevention tool. Each requisition, receipt, and issue transaction is validated against the AUL prior to completion. Transaction exceptions to the AUL will be reported to the DOL for appropriate action. The tracking system automatically validates each issue

transaction against established authorizations prior to issue. Unauthorized requests cause a system warning, which must be overridden by the HMCP operator. Overriding the warning requires approval from the DOL or the appointed representative. Overriding AUL and shelf-life expiration message during material transactions creates exception reports. Work area supervisors, the Environmental Office, and the safety office review exception reports weekly and take actions necessary to correct the cause for the current exception and those actions needed to preclude a reoccurrence.

(b) Each distinct operation—such as painting, use of a recirculating solvent parts washer, performing a medical procedure, or conducting research protocols—constitutes a process in the tracking system. Processes may be activity specific but are generally not location specific. Processes generate waste.

(4) *Maintaining the authorized user list.* All supervisors are responsible for ensuring that the tracking system database accurately reflects approved processes, HM used, and HW generated. AUL change requests are conducted through the DOL. Changes to HM usage are processed in advance of HM procurement to ensure efficient flow of HM through the HMCP.

h. Pollution prevention opportunity assessments and reporting.

(1) HMMP inspection points will be added to the command logistics inspection criteria by the DOL. Inspections and assistance visits of the HMCP to verify that HMMP policy and guidance have been implemented and are being followed will be conducted on a scheduled and unscheduled basis. Inspection results will be provided to the supply division supervisor for corrective action. A copy of the report identifying shortcomings, opportunities for improvement,

and recommended solutions is forwarded to the HMMP committee for review and appropriate action.

(2) The Environmental Office conducts annual pollution prevention opportunity assessments, which identify the potential for reduced HM acquisition through changes to processes or material substitution. They also assist in identifying opportunities to reduce HW generation through material substitution or process change. The tracking system provides sufficient HW, HM, and chemical inventory and use information to support assessments. The tracking system also provides the capability to automate 42 USC Chapter 116 reporting and biannual HW reporting. The centralized database provides opportunities for ad hoc management reporting. "Fort Someplace" activities are encouraged to take advantage of this management tool. Requests are made through the HMCP. Inspection reports are provided to operational managers and to the HMMP committee for appropriate action.

(3) The safety office will add HMMP criteria to annual and periodic inspections and assistance visits. Criteria will include lack of required or maintained PPE and the status of training for HM use. Reports will be provided to operational managers and to the HMMP committee for appropriate action.

i. Expected Hazardous Material Management Program benefits. The "Fort Someplace" HMMP—

(1) Helps the garrison commander protect human health and the environment through enhanced compliance with existing laws and regulations. This further supports sustainability objectives.

(2) Can generate savings through reduction of usage, elimination of duplicate tracking and information systems, control of ozone depleting substance waiver allocations, and support of the new tasks imposed on all garrisons by EOs, Federal and State compliance requirements, DOD, and/or Army regulations.

(3) Contributes to safe handling of ozone depleting substance and HM and reduces the potential for notices of violations and the monetary fines associated with them.

(4) Can realize cost savings in both the procurement of HMs and the disposal of hazardous and solid wastes.

(5) Addresses inherent problems with shelf-life expiration dates, environmental and occupational health and safety risks, safe storage requirements, security, disposal and liability costs, and tracking and reporting requirements.

(6) Can realize significant cost savings from reducing the amounts of HM acquired and in the processing of expired shelf life materials.

Sample Garrison Committee Charter

The expanded outline below contains typical guidance that can be issued by a garrison commander to create a charter for the HMMP committee.

DA PAM 710–7 • 25 June 2013

B–1. Purpose
The purpose is to establish the garrison HMMP committee and define its composition, roles, and responsibilities. The garrison commander issues a committee charter as a memorandum

B–2. Charter outline
a. Purpose. The charter establishes the "Fort Someplace" HMMP committee and defines the committee's objectives, composition, and responsibilities.
b. Termination date. The committee is terminated at the direction of the garrison commander. This charter is reviewed annually by the committee and recommended changes are provided to the garrison commander for consideration and approval.
c. Scope. The committee's responsibilities encompass the creation of policy, guidance, program management, and oversight for all aspects of the "Fort Someplace" HMMP.
10 DA PAM 710–7 • 25 June 2013
d. Committee objectives. The committee serves as the garrison commander's work group to improve the effectiveness of HM and 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. Resulting data directly support garrison, sustainability, and supply chain integration objectives. The committee—
(1) Recommends and develops HM and HW management policy and procedures for "Fort Someplace" consistent with policy and guidance from higher headquarters.
(2) Provides direction, decisions, and oversight for the adoption and introduction of HM and HW business practices.
(3) Provides direction, decisions, and oversight for the implementation, operation, and expansion of HM management software throughout "Fort Someplace."
(4) Reviews and assesses process technology aimed at reducing HM usage and HW generation.
(5) Approves and reviews AUL for HM and processes using HM.
(6) Reviews and assesses product substitution to remove from the inventory those products that pose an environmental or personnel hazard.
(7) Reviews and assesses stockage levels for the DOL HMCP and any additional HM issue points that are established.
(8) Develops evaluation criteria for statistical data designed to measure the performance of operations associated with HM and HW management. Reviews and analyzes statistical data collected from HM and HW operations.
(9) Performs 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 statement.
e. Committee composition. The following command and staff organizations comprise the voting membership of the committee, with each organization having a single voting member:
(1) Garrison commander (chair).
(2) DOL.
(a) Director (deputy-chair).
(b) Supply program manager.
(c) HMCP manager.
(3) Director of public works–environmental division (ED).
(a) Director.
(b) Pollution prevention and 42 USC Chapter 116 program manager.

(c) HW program manager.
(4) Safety officer.
(5) Fire chief.
(6) IH officer.
(7) Major tenants, as selected by the commander: commander, deputy commander, executive officer, or safety officer.

f. Participation. The commander may request the participation of adjunct members who serve in an advisory role and not as voting members of the HMMP. These could include, but are not limited to, representatives from the following organization and/or agencies:
(1) Directorate of Information Management (DOIM).
(2) HM end-user representatives.
(3) Morale, welfare, and recreation representative.

g. Executive secretary. The commander will appoint an executive secretary with the additional duty of coordinator for the various subcommittees and/or teams established by the committee. The subcommittees and/or teams will focus on establishing specific policy guidelines pertaining to HM and HW management.

h. 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.

i. Duties (by activity).
(1) The DOL—
(a) Serves as lead activity for establishing and maintaining the garrison HMMP, establishes committee agendas, and schedules committee meetings.
(b) Serves as the functional expert on all matters related to supply support (requisitioning, receipt, storage, issue, and re-issue).
(c) Researches and identifies less hazardous products available from commercial sources that can be substituted for currently used products.
(d) Identifies and provides, as required, data from existing logistics systems to facilitate committee research and Decision making.
(e) Serves on subcommittees established to determine optimum quantities of materials to be authorized in the AUL.
(f) 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, as required.
(g) Conducts assessments to ensure that organizations are performing operations in accordance with established HMMP policy and procedures and reports to the committee.
(2) The DPW–ED—
(a) Serves as the functional expert on all matters related to environmental pollution prevention and 42 USC Chapter 116 reporting requirements.
(b) Identifies pollution prevention alternatives that can be implemented to reduce the use of HM or generation of HW.
(c) Assists the DOL in the research and identification of substitute products
(d) Serves as the functional expert on all matters related to the MSDS program.
(e) Works with the industrial hygienist to assess HM exposure risks before authorization of HM for use.
(f) Serves as the functional expert on all matters pertaining to HW, including management, safe handling, storage, regulatory compliance, and reporting.
(g) Conducts assessments to ensure units are performing operations related to HM and HW, in accordance with established environmental policy and procedures.
(h) Assists the program manager for HM management software implementation.
(i) Provides resources to input HM and HW data into HM management software.
(j) Provides resources to input MSDS information into HM management software.
(k) Provides resources to input AUL data into HM management software.
(3) The safety officer—
(a) Serves as the functional expert on all matters pertaining to safety.
(b) 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.
(c) Ensures that safety PPE is available before authorizing the use of a HM.
(d) Serves on subcommittees where input to safety-related issues is required.
(e) Coordinates with the DPW–ED to ensure that all safety-related data are populated in hazardous substance

material substance.

(4) The industrial hygienist—

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

(b) 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.

(c) Provides resources to input PPE and HM training data into HM management software.

(5) The fire chief—

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

(b) 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.

j. Subcommittees and teams. The committee forms subcommittees or teams, as required, to address specific functional areas or requirements. Examples of a subcommittees or teams are an HM team, an HW team, or an asbestos team.

k. Committee meetings. The committee will meet as required, but at least quarterly. committee meetings will be held monthly 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 quarterly EQCC meetings.

l. Organization and administrative support. The committee members are responsible for their own transportation and any temporary duty costs

Sample Hazardous Material Management Internal Standard Operating Procedures

HAZMAT MANGAMENT SOP SAMPLE PORCEDURE

D–1. General

This sample Directorate of Installation Support (DIS) HMCP internal SOP document is written in compliance with the garrison HMMP policy. The objective of the "Fort Someplace" HMMP is to control and gain visibility of HM entering "Fort Someplace," being stored and used on the garrison, and/or resulting in HW generation. Centralized HM management and control reduces acquisition costs, supports sustainability, reduces waste generation, reduces risk to personnel, and facilitates enhanced regulatory compliance. The DIS Supply Division has been designated as the "Fort Someplace" HMCP and the chief of the HMCP serves as the HM manager for all "Fort Someplace" garrison activities, tenants, and contractors. "Fort Someplace" has implemented an HMMA to support HMCP HM tracking operations.

D–2. Purpose

The purpose is to prescribe standard operating procedures to be followed by "Fort Someplace" DOL–supply division HMCP.

a. The supply division complies with the following established general garrison procedures:

(1) Processes and HM are reviewed and approved by the garrison HMMP committee. Approvals are provided to the DOL HMCP for entry into the tracking system.

(2) The HMCP is responsible for validating HM against the AUL and centrally ordering, receiving, and issuing all garrison HM.

(3) The HMCP establishes a re-use capability to facilitate turn-in of unneeded serviceable HM and re-issue on a free basis.

(4) Garrison activities and tenant work areas maintain the minimal amount of HM needed for day-to-day operations.

(5) Work area HM supplies are replenished through the HMCP.

(6) Empty containers and unneeded serviceable HM is turned in to the HMCP. Serviceable unneeded HM is free issued to other "Fort Someplace" activities.

(7) Customers report actual HM usage to the HMCP, as containers are turned in.

(8) The HMCP records all HM transactions in the tracking system.

b. Figure D–1 provides an overview flow diagram of the HMMP operational concept