DEPARTMENT OF THE NAVY
NAVAL POSTGRADUATE SCHOOL
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NPSINST 5090.1D
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21 Feb 2025

NPS INSTRUCTION 5090.1D

From: President, Naval Postgraduate School

Subj: HAZARDOUS MATERIALS CONTROL AND MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5210.1, Department of the Navy Records Management
(b) OPNAV M-5090.1, Environmental Readiness Program Manual
(c) OPNAV M-5100.23 Ch2, Navy Safety and Occupational Health Manual
(d) DoD Instruction 6050.05, DOD Hazard Communication (HAZCOM) Program
(e) NAVSUPGLSINST 5090.1, NAVSUP GLS Hazardous Material Standard Operating Procedures (Ashore)
(f) NAVSUP Publication 722, Consolidated Hazardous Material Reutilization, and Inventory Management Program (CHRIMP) Manual
(g) DFARS Part 223
(h) 29 CFR 1910
(i) 29 CFR 1926
(j) 40 CFR 260-265
(k) 40 CFR 300-399
(l) 49 CFR 171-179
(m) 22 CCR, Division 4, Environmental Health
(n) 23 CCR, Division 3, Waters
(o) NFPA Manual 1, Fire Code
(p) NFPA Manual 30, Flammable and Combustible Liquids Code,
(q) NFPA Manual 101, Life Safety Code

Encl: (1) Naval Postgraduate School Hazardous Materials Control and Management Plan

1. Purpose. To issue guidance for the life-cycle control and management of Naval Postgraduate School (NPS) hazardous material (HAZMAT), including project planning, HAZMAT procurement, distribution, receipt, storage, usage, treatment, transportation, reuse, recycling, and disposition of hazardous waste (HW) generated, per references (a) through (q).

2. Cancellation. NPSINST 5090.1C. This instruction has been completely revised and should be read in its entirety.

3. Scope and Applicability. This instruction applies to all NPS personnel, military, civilian, and contractors including areas where NPS has responsibility for operations.

a. This instruction does not apply to materials with separate regulation and licensing requirements to include radioactive substances, lasers, ammunition and explosive substances, pesticides, biological HAZMAT, and medical HAZMAT

4. Roles and Responsibilities.

a. NPS President.

(1) Establish, approve, and maintain an effective HAZMAT control and management plan, and issue command instruction.

b. NPS Director Safety and Occupational Health (SOH).

(1) Advise the NPS President on all matters pertaining to HAZMAT control and management at NPS.

(2) Supervise the Hazardous Material Control and Management Program and ensure it remains current.

(3) Ensure effective implementation and compliance of enclosure (1).

c. NPS Personnel. All NPS faculty, staff, students, and contractors.

(1) Execute the duties and responsibilities set forth in enclosure (1).

(2) Comply with the processes and procedures set forth in enclosure (1).

5. Records Management. Records created as a result of this instruction regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

6. Review and Effective Date. Per OPNAVINST 5215.17A, Naval Postgraduate School will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016 and forms or information management control.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Naval Postgraduate School Intranet Web site, http://intranet.nps.edu/Code00/Instructions/IndexNew.html

NAVAL POSTGRADUATE SCHOOL

HAZARDOUS MATERIAL CONTROL AND MANAGEMENT PLAN

February 21, 2025

Enclosure (1)

Table of Contents

1. Purpose 4
2. Scope and Applicability 4
3. Background 4
4. Definitions 4
5. Responsibilities 6
   a. NPS President 6
   b. NSA Monterey Commanding Officer 6
   c. NAVFAC IEPD and HW Program Manager 7
   d. NAVSUP CHRIMP Manager 7
   e. BUMED Industrial Hygienist 7
   f. NPS SOH Director 7
   g. NPS Contracting Department 7
   h. NPS Department Heads, Supervisors, and Principal Investigators 8
   i. NPS Employees 9
   j. NPS HAZMAT Committee 9
   k. NPS HAZMAT Program Manager 10
   l. NPS HAZMAT Coordinator 11
6. Action 12
   a. Acquisition of HM 12
   b. Identification of HMs: SDS…… 13
   c. Items Not Regulated Under This Plan 13
   d. Hazard Communication (HAZCOM) 15
   e. Storage, Safe Usage, and Disposal of HM/HW 15

f. Recordkeeping and Reporting…….17

g. NPS AUL Process……...17

h. NPS Purchase Process for HAZMT……17

i. NPS HAZMAT Receiving Process…….……18

j. NPS Storage Inventory Process……...18

1. Purpose. This plan assigns responsibilities and implements strategies and procedures for the management of HAZMAT throughout Naval Postgraduate School (NPS) operations.

2. Scope and Applicability. The provisions of this plan are mandatory for all NPS faculty, staff, students, visitors, and contractors; satellite locations, remote operations, and main campus activities are included.

a. The scope of this plan is to ensure life-cycle control and management of NPS HAZMAT, from initial research and project planning, proposals and budgeting, HAZMAT procurement, receipt, distribution, storage, usage, treatment, transportation, reuse, recycling, and disposition of the subsequent hazardous waste (HW) generated.

b. This plan does not apply to materials with separate regulation and licensing requirements, such as pesticides, biological HAZMAT, medical HAZMAT, alcohol, drugs, food additives, radioactive substances, lasers, ammunition, and explosive substances.

3. Background

a. NPS personnel routinely use a wide range of HAZMAT during daily operations. This plan provides guidelines for ordering, handling, storage, and disposal of materials that will avoid personal injury, death, or adverse environmental impact.

b. Recent nationwide research-related accidents and fatalities highlight the importance of HAZMAT awareness and an operational culture that emphasizes preventive and protective measures. Employers, including research laboratory principal investigators, can be held criminally liable.

c. NPS is required to comply with many federal and state regulations and is also subject to inspection by the Monterey County Environmental Health Department. The state agency responsible for the state environmental laws, fees, programs, etc. is the Department of Toxic Substance Control. The Monterey County Certified Unified Program Administrator serves as local-level enforcement, with the authority to issue fines up to $25,000.00 per day, per violation and up to five years imprisonment for non-compliance with state environmental laws.

d. Personnel who violate statutes governing the proper use and disposal of HAZMAT or HW will be held liable for their actions. Penalties imposed will be issued by the local district attorney's office and will be the responsibility of the person cited on the summons.

4. Definitions

a. HM/HAZMAT. Any material or substance, in normal use or otherwise, that can be damaging to health or well-being are considered HAZMAT. Such materials cover a broad range of types and may be further classified as follows:

(1) Corrosive Material. A substance which can destroy or otherwise damage the skin or mucous membranes on external contact or inhalation.

(2) Flammable Material. Any liquid having a flash point below 100 degrees Fahrenheit (37.8ºCelsius), except any mixture having components with flashpoints of 100 degrees Fahrenheit (37.8ºCelsius) or higher, the total of which make up 99 percent or more of the total volume of the mixture. Flammable liquids will be known as "Class I" liquids. Class I liquids are divided into three classes as follows:

(a) Class IA will include liquids having flash points below 73 degrees Fahrenheit (22.8ºCelsius) and having a boiling point below 100 degrees Fahrenheit (37.8ºCelsius).

(b) Class IB will include liquids having flash points below 73 degrees Fahrenheit (22.8ºCelsius) and having a boiling point at or above 100 degrees Fahrenheit (37.8ºCelsius).

(c) Class IC will include liquids having flash points at or above 73 degrees Fahrenheit (22.8ºCelsius) and below 100 degrees Fahrenheit (37.8ºCelsius).

(3) Combustible Material. Any liquid having a flash point at or above 100 degrees Fahrenheit (37.8ºCelsius). Combustible liquids will be divided into two classes as follows:

(a) "Class II" liquids shall include those with flash points at or above 100 degrees Fahrenheit (37.8ºCelsius) and below 140 degrees Fahrenheit (60ºCelsius), except any mixture having components with flash points of 200 degrees Fahrenheit (93.3ºCelsius) or higher, the volume of which make up 99 percent or more of the total volume of the mixture.

(b) "Class III" liquids shall include those with flash points at or above 140 degrees Fahrenheit (60ºCelsius). Class III liquids are subdivided into two subclasses:

1. Class IIIA liquids shall include those with flash points at or above 140 degrees Fahrenheit (60ºCelsius) and below 200 degrees Fahrenheit (93.3ºCelsius), except any mixture having components with flash points of 200 degrees Fahrenheit (93.3ºCelsius) or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

2. Class IIIB liquids shall include those with flash points at or above 200 degrees Fahrenheit (93.3ºCelsius); this section does not regulate Class IIIB liquids (where the term "Class III liquids" is used in this section, it shall mean only Class IIIA liquids). When a combustible liquid is heated to within 30 degrees Fahrenheit (16.7ºCelsius) of its flash point, it must be handled following the requirements for the next lower class of liquids.

(4) Reactive Material. A substance which reacts with water, or when exposed to air or when heated, is susceptible to the release of energy either by itself or in combination with other materials.

(5) Toxic Material. A substance which can cause impairment of the central nervous system, injury, severe illness, or in extreme cases, death when ingested, inhaled, or absorbed by the skin. Examples include laboratory chemicals, metals, poisons, skin irritants, and allergens.

b. HAZMAT Control and Management Committee. A committee chaired by NPS Safety and Occupational Health (SOH) Director and consisting of the Chemical Hygiene Officer (CHO), HAZMAT Program Manager, a minimum of three principal investigators from research laboratories, HAZMAT representatives, and the Naval Supply HAZMAT (CHRIMP) Manager.

c. HAZMAT Program Manager. An NPS staff member designated by the NPS President to manage this program.

d. HAZMAT Representatives. NPS members nominated by their department head, supervisor, or principal investigator, and then designated by the NPS SOH Director to manage this program for their area or work group.

e. HW. Unusable by-products from many chemical and experimental processes or operations which contain toxic or polluting materials that become environmental threats if improperly disposed.

f. Chemical Hygiene Officer (CHO). NPS staff member designated by the NPS President to manage the laboratory chemical hygiene program for student and staff protection.

g. Consolidated HAZMAT Reutilization and Inventory Management Program (CHRIMP). Navy program for control and minimization of incoming hazardous materials. Includes NSAM and Naval Supply Systems Command (NAVSUP) HAZMAT Manager, NPS HAZMAT Manager and HAZMAT representatives, controls over purchasing, controlled receipt and labeling, inventory database, management software, and inventory reconciliation.

h. HAZMAT Information Resource System (HMIRS). A central repository for information on HAZMAT used by the Department of Defense (DoD).

i. Principal Investigator (PI). An individual or faculty member who has primary responsibility for the design, execution, and management of a sponsored research project and is named on the proposal to the sponsoring agency. The PI has the primary responsibility for the fulfillment of the Statement of Work. The PI has overall responsibility for safety and compliance in his or her laboratory and research activities.

j. Compliance Statement. Civilian employees are subject to criminal penalties under applicable Federal Statutes, as well as administrative sanctions, if they knowingly, willfully, or negligently violate the provisions of this policy.

5. Responsibilities

a. NPS President. Assigns responsibilities for implementation and management of the

HMCM Plan. Responsible for compliance and execution of hazardous material control and management.

b. NSAM Commanding Officer. Ensures HAZMAT personnel training and shipping capability is maintained for the installation and documented. Responsible for overall HMCM on the installation.

c. Naval Facilities Engineering Systems Command Installation Environmental Program Director and HW Program Manager.

(1) Include NPS SOH Director and HAZMAT Program Manager in any inspections, HW directed actions, or deficiency citations to ensure coordinated information and resolution.

(2) Review HAZMAT Authorized Use List (AUL) requests for environmental requirements.

(3) Provide the HAZMAT Program Manager with an inventory of all material received for disposal.

(4) Assist NPS departments with HW questions, initial spill kits, and spill planning.

(5) Provide technical assistance in emergency response.

(6) Provide approval or disapproval of any proposed storage site for HW onboard NPS.

d. NAVSUP CHRIMP Manager. Receive HAZMAT process through CHRIMP, label, and distribute and deliver material to HAZMAT representatives and PI. Conduct HAZMAT locker assessments and report all findings to NPS HAZMAT Program Manager.

e. Bureau of Medicine and Surgery Assigned Industrial Hygienist. Will review and comment on the chemical hygiene plan and standard operating procedures (SOP) upon request, but not be involved in their development; review new laboratory process and equipment that have occupational health aspects.

f. NPS SOH Director

(1) Serve on the HAZMAT Committee Chair and as an active participant in evaluating possible substitution or modification of processes to reduce HAZMAT use.

(2) Supervise evaluations of workplace hazards and oversee management of Navy Safety and Occupational Health programs.

g. NPS Contracting Department

(1) Aid in returning shipments to the vendor that do not meet the standards of this instruction.

(2) Ensure Purchasing Branch personnel are aware of and abide by the requirements of this NPS HAZMAT Control and Management Plan.

(3) Ensure SOH Specific contract clauses are provided to NPS Contracting for HAZMAT and submitted with bid solicitations and are updated accordingly.

(4) Ensure contract language directs contractors to comply with the policies of the NSAM HAZMAT Plan and this NPS HAZMAT Control and Management Plan.

(5) During bid solicitation, require contractors and vendors ensure that Safety Data Sheet (SDS) copies will be provided for all HM.

h. NPS Department Heads, Supervisors, and Principal Investigators

(1) Ensure compliance with this NPS HAZMAT Control and Management Plan.

(2) Ensure HM control considerations for environment, safety, and health are included in the earliest stages of research planning, project budgeting, and acquisition.

(3) Nominate departmental HAZMAT representatives for designation by the SOH Director and provide HAZMAT representatives with sufficient resources, including training, materials, equipment, and time allocation for these delegated responsibilities.

(4) Ensure Hazard Communication Standards (HAZCOM) and Chemical Hygiene Plan requirements are proactively met.

(5) Comply with all applicable requirements and instructions.

(6) Ensure compliance with this NPS HAZMAT Control and Management Plan in assigned departmental areas.

(7) Ensure proper procedures for storage, handling, and use of HAZMAT are adhered to.

(8) Maintain an accurate HAZMAT and HW inventory for assigned spaces and update the inventory at a minimum of once a month.

(9) Ensure users are aware of safety data sheets, coordinate job specific HAZCOM, and chemical hygiene training for hazard information, protective measures, and control requirements associated with the HAZMAT being used, and that this training is documented.

(10) Ensure users are familiar with proper emergency procedures for any HAZMAT incident pertaining to the HAZMAT they are authorized to use.

(11) Ensure emergency information is posted in accordance with NSAM Installation Emergency Plan.

(12) Ensure items are properly labeled both upon receipt and during the lifecycle of use.

(13) Ensure proper training records are maintained for all users.

(14) Ensure all HAZMAT items are used only in designated locations. HAZMAT will not be used anywhere but NPS property or offsite locations only with approval from NPS HAZMAT Program Manager.

(15) Ensure all HW disposal is conducted in accordance with the requirements of this instruction and references.

(16) Maintain hard copies of SDS for all HAZMAT stored in spaces under your purview.

i. NPS Employees

(1) Comply with the requirements of this instruction and references.

(2) Coordinate any HAZMAT usage with your HAZMAT representative prior to ordering, complete HAZCOM or CHO on-the-job (OJT) training use Personal Protective Equipment and engineering controls provided and seek clarification from supervisors or HAZMAT representatives regarding any questions concerning the HAZMAT/HW programs.

j. NPS HAZMAT Committee

(1) Ensure seamless integration of the NSAM and NPS HAZMAT and HW programs and provide recommendations to the NPS HAZMAT Program Manager, SOH Director, and CHO on all aspects of the NPS HAZMAT program involving HAZMAT and HW controls, safe practices, training, industrial health, hygiene surveys, and environmental concerns.

(2) Annually review NPS operations involving HAZMAT and recommend AUL additions or deletions to the NPS HAZMAT Program Manager; consider substituting AUL HAZMAT items with less hazardous materials that have multiple uses.

(3) Advise the NPS HAZMAT Program Manager on procedures to develop, conduct, review, edit, audit, and approve NPS' AUL and substitution for less hazardous materials.

(4) Meet quarterly or upon the call of the HAZMAT committee chair, whichever is the shortest timeframe between meetings.

(5) Request approval or disapproval of any proposed storage site for HAZMAT and HW onboard NPS; maintain a list of each approved storage location.

(6) Support NPS' policy to minimize stocks of HAZMAT and the resultant HW by reviewing internal HAZMAT Program Manager assessments and audits, monitoring HAZMAT and HW trends, and recommending improvements that increase the program's effectiveness.

(7) Make recommendations for locating SDS for worker access, local exemptions, and exclusions of occupations and locations involved with HAZMAT e.g., administrative offices.

k. NPS HAZMAT Program Manager

(1) Assist NPS in complying with HAZMAT/HW regulations.

(2) Ensure the requirements of this plan and all references are promulgated.

(3) Review and update this plan as necessary.

(4) Serve as the HAZMAT Committee Coordinator and meet quarterly, or more frequently as needed, HAZMAT Committee meetings.

(5) Act as the HAZMAT Committee recorder to write and distribute the meeting minutes of the committee.

(6) Assist personnel operating in areas where it is reasonably expected they could receive a HAZMAT shipment in training on proper procedures for receiving and issuing HAZMAT.

(7) Ensure re-distribution on station of excess HAZMAT with potential for use in other areas, establish a process for direct exchange, and arrange for locations for storage of excess material.

(8) Conduct annual inspections for compliance with the HAZMAT program.

(9) Actively promote HW minimization, resource recovery, and recycling.

(10) Provide technical data from web-based HAZMAT database in emergency or spill response.

(11) Provide specific training to HAZMAT representatives to enable them to fulfill their duties as specified in the references.

(12) Comply with the requirements of this instruction and references.

(13) Coordinate assistance in the selection of Personal Protective Equipment (PPE) and monitor the use of PPE for compliance with applicable regulations.

(14) Conduct annual reconciliations between the NPS AUL and actual HAZMAT on hand.

(15) Recommend limitations on quantities of HAZMAT both used and stored for various NPS operations and processes based, in part, on the reviews conducted above.

(16) Provide approval or disapproval of any proposed storage site for HAZMAT onboard NPS.

l. NPS HAZMAT Coordinators

(1) Assist Department Heads, Supervisors, and PIs to ensure compliance with this NPS HAZMAT Control and Management Plan in assigned departmental areas.

(2) Request the NPS HAZMAT Program Manager, NPS CHO, and NSAM HW Program Manager's directions and guidance in HAZMAT/HW.

(3) Work with Department Heads, Supervisors, and Principal Investigators to maintain an accurate HAZMAT/HW inventory for assigned spaces. Utilizing the CHRIMP, each HAZMAT inventory will be updated at a minimum of once a month to accurately reflect locker inventories.

(4) Assist PIs to ensure job specific training is provided to HAZMAT users and documentation is maintained and uploaded as per HAZMAT Managers guidance.

(5) Will attend initial HAZMAT training (NAVSAFENCEN: Introduction to Hazardous Material Ashore A-493-0031/A-493-0331), attend any additional HAZMAT/HAZCOM and job site specific training, and all required refresher trainings as determined or approved by the echelon II command.

(6) Coordinate with PIs to ensure users are aware of SDS and coordinate job specific Hazard Communication (HAZCOM) and chemical hygiene training for hazard information, protective measures, and control requirements associated with the HAZMAT being used.

(7) Coordinate with PIs to ensure users are familiar with proper emergency procedures for any HAZMAT incident pertaining to the HAZMAT they are authorized to use. Assist PIs with proper emergency procedures for any HAZMAT incident.

(8) Assist Department Heads, Supervisors, and PIs to ensure emergency information is posted in accordance with NSAM Installation Emergency Plan.

(9) Assist Department Heads, Supervisors, and PIs to conduct periodic inspections to ensure items are properly labeled during lifecycle of use.

(10) Assist Department Heads, Supervisors, and PIs to ensure proper training records are kept for all users.

(11) Assist Department Heads, Supervisors, and PIs to conduct periodic inspections to ensure all HAZMAT items are used only in designated locations.

(12) Assist and coordinate with Department Heads, Supervisors, and PIs to ensure all HW disposal is conducted per the requirements of this instruction and references.

(13) Assist Department Heads, Supervisors, and PIs to maintain hard copies of SDS for all HAZMAT stored in spaces under your purview, filing them by the CHRIMP assigned SDS numbers. All SDS will be maintained and kept up to date.

(14) Direct any requests for new processes, HAZMAT restocking, or new HAZMAT requests to the NPS HAZMAT Program Manager.

(15) Work closely with the NPS HAZMAT Program Manager to streamline compliance and control HAZMAT at the initial entry point of use.

(16) Notify HAZMAT Program Manager prior to responding to the request by other groups for conduct of HAZMAT inspections.

(17) Assist PIs with HAZMAT requests and to help understand their operations and research to better manage areas in which HAZMAT is being used.

(18) Maintain HAZMAT representative contact information in all required locations.

(19) Serve on the HAZMAT Committee as an active member.

(20) Conduct monthly inspections of all locations where HAZAMT is stored or utilized.

6. Action

a. Acquisition of HAZMAT

(1) HAZMAT control shall be considered at the earliest stages of HAZMAT acquisition. All NPS military and civilian personnel involved in the acquisition of HAZMAT are required to follow the processes developed under this instruction. At no time will anyone assigned to NPS request HAZMAT from other Navy installations or commands without authorization of the NPS HAZMAT Program Manager. Unauthorized HAZMAT will not be accepted by receiving personnel. Violators of this policy could be subject to fines and penalties.

(2) Each department will establish a HAZMAT ordering process to notify their departmental HAZMAT representative of all HAZMAT orders (including stock refills) prior to submitting a requisition for HAZMAT. The HAZMAT representatives can help facilitate the process to prevent any delays that may result from improper documentation, or the need to amend the AUL. The request is initiated in both the online CHRIMP and in Purchase Request Execution (PRE) and Navy Enterprise Resource Planning (ERP).

(3) Once the HAZMAT representative is notified, the end user may submit a requisition for the HAZMAT in PRE along with the AUL and most recent SDS. Failure to do so can result in long delays or disapproval of the order.

(4) The requisition must list the building number, room, and locker number as the location for delivery. This information must be on all HAZMAT purchases unless otherwise instructed by the HAZMAT Program Manager.

(5) Once the end user submits the requisition for the HAZMAT, it is sent to the PI responsible for ensuring the HAZMAT item is authorized on the AUL and reviewing and approving the Job Order Numbers being charged. Upon approval, the HAZMAT Program Manager will be automatically notified through PRE/ERP. The HAZMAT Program Manager will review the documents attached to the order and make appropriate follow up actions if required and, if satisfied, will approve the procurement.

(6) Once HAZMAT has been received at the NAVSUP warehouse, the CHRIMP Hazmat Manager will process the material and contact the assigned HAZMAT representative for drop off.

(7) At no time will any person bring HAZMAT onto NPS grounds from off base without explicit HAZMAT Program Manager authorization. Additionally, HAZMAT will not be delivered or taken home - No Exceptions.

b. Identification of HAZMAT and SDS

(1) The SDS contains information regarding physical and chemical characteristics of the material, including fire, explosion, and health hazards, instructions for handling and use, compatibility with other materials, PPE, transportation, and spill and leak containment procedures. SDS listings will be filed in sequence of the locker inventory sheet for quick access by emergency response teams. SDS needs to be available for all items in HM Storage Lockers, in sample lockers, and stored in the laborites.

c. Items Not Regulated Under This Plan

(1) Toner cartridges, including fax toner, powder toner, ink toner, and color toners. Return labels provided in the shipping box or container the new item is sent in. Unpack and place in the box the same way the new one was packaged. Place the shipping label on the outside of the box or container and notify UPS for pick up from your normal pick up and drop off locations established at NPS.

(2) Batteries. Although not regulated under this plan batteries shall be considered a Safety (HAZMAT) item in PRE/ERP to ensure they are properly screened as written below. All types and sizes not regulated as HAZMAT when purchased in quantities that would be considered normal retail quantities of use, i.e., two or three 12-24 pack of AAA, AA, C cell, ten-two packs of D cells, etc. Lithium-based battery cells are regulated under Naval Sea Systems Command (NAVSEA) and have special permitting, storage, usage, and charging requirements. Training will be provided through the HAZMAT committee meetings and the NPS SOH Department. Lead-acid batteries (automotive, UPS, microgrid) should be limited in quantities, estimating two to three per order, returning the same amount as core exchange. Batteries less than four pounds for special equipment should also be limited to use amount only when

purchasing. The core exchange should allow one exchange of a used battery for every battery being purchased.

(3) Household Cleaners

(a) Household retail cleaners are not regulated HAZMAT items and do not require HAZMAT code authorization prior to purchase. These are items such as spray wax/cleaner, hand sanitizer, hand soap, dust wipes, window wipes, bleach sanitizer wipes, etc.

(b) Wipes are recommended over the liquids, but if not available, liquids are authorized. Items should not exceed sizes of more than 64 ounces combined and no more than two of any size containers should be stocked at any time. Only limited quantities can be stored in office areas. Limited items mean one in-use container and one stored for backup stock.

(c) Bleach, laundry soap, and General Services Administration (GSA) scouring powder are not normally required in the office for cleaning purposes due to contract janitorial services provided. Items purchased through the GSA/DoD system normally facilitate industrial type operations for individual office cleaning supplies; less hazardous products may be best obtained through local purchases. Users should read all the information provided on the labels of all cleaners to ensure safe and healthy working conditions are maintained for all individuals at NPS.

(4) Office Products. Office products are not regulated under this plan. Exemptions are identified for common use products which define office use products, articles, and some retail items sold as non-industrial type cleaners. Items which are recycled at vendor or manufacturer's expense for 100 percent of the product return are not regulated under this instruction. Examples of items listed as office products are correction fluid, marker board cleaner, ink pad ink, computer keyboard cleaner, computer wet wipe cleaners, etc. Recommendations for safer use products are dry line white out rather than the liquid and small computer vacuums, canned air; limit quantities to an estimated six months or less.

(5) 3-D Printing Material. PLA and PC filaments are used in 3D printers in several different departments and locations at NPS. Additional departments and offices are likely to purchase these 3D printers in the future. These filaments were evaluated and found to have limited health and safety concerns, therefore the OSHE office does not need to conduct AUL reviews on the following PLA and PC filaments:

- Manufacturer: Ultimaker B.V.; Product: PLA 3D Printer Filament
- Manufacturer: Ultimaker B.V.; Product: PC 3D Printer Filament
- Manufacturer: MakerBot Industries; Product: MakerBot PLA Printer Filament
- Manufacturer: Matterhackers Pro PLA; Product: 2.85 mm, PLA 3D Printer Filament

- Manufacturer: PLA; Product: PLA 3D Printer Filament

d. HAZCOM

(1) HAZCOM training is required for any NPS personnel involved in the use or procurement of HAZMAT.

(2) Initial training is available to be taken and recorded through Waypoints, Risk Management Information (RMI) or other training.

(3) As appropriate, supervisors and HAZMAT representatives will provide chemical-specific training at each work area utilizing the SDS, Chemical Hygiene Plan, and SOPs.

e. Storage, Safe Usage, and Disposal of HAZMAT/HAZWASTE

(1) Quantities. Departmental storage will **not exceed a six-month stock** on hand of HAZMAT. The only exception is when a single container of the smallest size manufactured exceeds a six-month supply. No more than **60 gallons** of Category 1, 2, or 3 flammable liquids and nor more than 120 gallons of Category 4 flammable liquids may be stored in a storage locker.

(2) Labeling. Manufacturers, distributors, and importers are responsible for ensuring that each container of HAZMAT is properly labeled. If a label becomes faded, worn, or illegible prior to receipt, the receiving personnel will reject shipment.

If HAZMAT has been received and the label later becomes illegible, it will be the responsibility of the PI to properly label the container, which requires three items of information - manufacturer name, product name, and the product hazard warning, if any (i.e., warning, caution, or danger). If no hazard warning is annotated on the original label, then the relabeled container should not be annotated with the third line of information unless the NPS HAZMAT Program Manager directs. No additional information will be authorized on relabeled containers. If other agency regulations indicate additional information must be annotated on labels, notify the NPS HAZMAT Program Manager with the regulation reference identifying this requirement. The NPS HAZMAT Program Manager will be responsible for preparing the required response to resolve any information not required on the label when conflict of the requirements indicated in this instruction are evident. Secondary containers require labels for portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use in the laborites.

(3) Current Inventories. Each department will keep a running inventory of the quantities of HAZMAT on hand. Departments will be responsible for maintaining a current HAZMAT inventory using a hard copy in the SDS binder and utilizing CHRIMP. PIs will work with departmental HAZMAT representatives to ensure inventory of all HAZMAT in their spaces is updated monthly.

(4) Inspections. Monthly inspections of HAZMAT storage areas will be conducted by the Department Head or a designated representative, such as the HAZMAT representative. Annual inspections will be conducted by the NPS HAZMAT Program Manager and the NPS CHO.

(5) Security. HM/HW lockers must be properly secured to avoid unauthorized use and possible leakage. Proper security will enable personnel to maintain accurate inventories and ensure segregation of incompatible materials. Security of lockers also assists staff in ensuring HAZMAT items remain in their AUL authorized locations.

(6) Secondary Containment. All HAZMAT and HW which is stored in liquid form is required to have a secondary means of containing possible spills; HAZMAT storage lockers meet this requirement. For HAZMAT that is not stored in a locker, a large secondary container is sufficient if the capacity of the secondary container is at least ten percent larger than the largest container being stored. The secondary container must be constructed of a material that is not susceptible to corrosion by the stored material and must be protected from the elements.

(7) Storage. HAZMAT and HAZWASTE must be stored separately. Flammable lockers equipped with "Self-Closing Doors" must be utilized for flammable materials, combustible materials, and toxic materials if all categories are compatible. Lockers equipment with support feet and fusible links must be installed, lockers cannot be sitting flat on the deck or on a wood surface and will have a 704 label on the locker. Each locker will have a Right to Know Station posted outside the lab on the door or wall with a SDS Binder for each locker, unless lockers are grouped together in the same space. Corrosive lockers shall be used to store acids or alkaline, but acids and alkaline will not be stored in the same corrosive locker.

The SDS indicates compatibility categories for all HAZMAT. The HAZCOM training also informs personnel on how to determine storage compatibility restrictions.

(8) Safe Use. HAZMAT should be handled and used only if the item appears on the Departmental AUL, the item is stored in the minimum quantities required to meet the mission of the department, a Chemical Hygiene Plan and SOP are completed, proper PPE is available, and HAZMAT users have received HAZCOM training and understand the hazards of the item and necessary protective measures to be taken.

(9) Spill Plans. A spill plan must be on site where HAZMAT is, and list emergency procedures as required. Samples of this plan can be requested from the HAZMAT Program Manager. Initial spill kits are available from the Naval Facilities Engineering Systems Command HW Program Manager.

(11) Shelf life and Expired Material. All Hazmat shelf life and expiration dates need to be adhered to. Local wavers will be considered case by case for items expired to extend them up to a year, after which time the material needs to be used or turned into as HW.

NOTE: Expired items found in locker without documentation will result in being non-compliance with NPS HMC&M program.

(10) HW Pickup. Pickup of laboratory wastes, universal wastes, HW in accordance with the HW Management Plan.

(12) Identification of HW. Excess HAZMAT will be reviewed by the NPS HAZMAT Program Manager to determine whether it may be reutilized or declared as HW. A list of items which can be reutilized will be provided by the NPS HAZMAT Program Manager.

f. Recordkeeping and Reporting

(1) Annual inventories will be tracked by the CHRIMP and other HAZMAT management tools and sent to the proper emergency response personnel.

(2) HAZCOM and Chemical Hygiene Plan training records will be documented and tracked by the SOH Department.

(3) HW generator records will be maintained by the NSAM HW Program Manager with assistance from the NPS HAZMAT Program Manager.

(4) HW generator reports will be consolidated by the NSAM HW Program Manager. Required information will be provided by the NPS HAZMAT Program Manager.

(5) Per the NPS SOH Directorate will retain all HAZMAT Committee minutes for a minimum of three years.

g. NPS AUL Process

1. End User or PI Requires New Material.

2. End User or PI Contacts Department HM Coordinator.

3. Department HM Coordinator verifies an existing AUL.

4. Department HM Coordinator submits and new AUL in CHRIMP as required, accompanied with a recent SDS for the material.

h. NPS Purchase Process for HAZMAT:

1. End User or PI contacts Department HM Coordinator for completed AUL/SDS.

2. End User or PI submits PRE/ERP request with the AUL/SDS for HM.

3. NPS Hazmat Manager verifies HM and AUL/SDS.

4. NPS Hazmat Manager Approves PRE/ERP Request.

i. NPS HAZMAT Receiving Process:

1. NAVSUP HM Manager receives HM and Processes it in CHRIMP.

2. NAVSUP HM Manager contact Department HM Coordinator for delivery.

3. Department Hazmat Coordinator receives HM.

j. Storage & Inventory Process:

1. Department Hazmat Coordinator receives HM.

2. Department Hazmat Coordinator puts HM in the correct storage locker.

3. Department Hazmat Coordinator updates SDS Binder Inventory List and CHRIMP to reflect the new material and its location.

4. Department Hazmat Coordinator adds new SDS to SDS binder.