



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREG MIDLANT
INST 6280.1
PM S&L/N4513
12 MAR 2003

COMNAVREG MIDLANT INSTRUCTION 6280.1

Subj: REGIONAL CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP)

Ref: (a) OPNAVINST 5090.1 series (Environmental and Natural Resource Manual)
(b) NAVSUP PUB 722 (CHRIMP Manual)
(c) 49 CFR 173, Shippers (General Requirements for Shipments and Packaging)
(d) 29 CFR 1910.1200, OSHA Hazard Communication Standard.
(e) NAVSUPINST 4200.94 (DON Policies and Procedures for Implementation of GPCP)
(f) NAVSUP Policy Letter Ser21B1/0009 PC 00-03 of 18Jan00
(g) OPNAVINST 5100.23 series (Naval Occupational Safety and Health Program Manual)
(h) Mid-Atlantic Region Hazardous Materials Hazardous Waste Minimization, Reutilization, and Disposal Guide

Encl: (1) Request for Change to Hazardous Material (HM) Authorized User List (AUL)

1. Purpose. In compliance with references (a) through (g), implement a Regional Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) for all commands under COMNAVREG MIDLANT.

2. Applicability. The provisions of this instruction apply to all military and civilian personnel involved in planning, procurement, acquisition, stowage, distribution, requisition, use, disposal or other disposition of Hazardous Material (HM) and Hazardous Waste (HW) at all facilities within the COMNAVREG MIDLANT area of responsibility (AOR). Contract personnel performing work on U.S. Government property shall conform to the provisions of the contract and ensure that HM and HW is properly managed, and that all contractor-owned or provided HM and HW is removed from Government property at the completion of the job.

3. Background

a. DOD and Navy regulations and policy require organizations to control and reduce the amount of HM procured, stocked, distributed, and eventually disposed of as waste. In order to limit inventory

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size, and maximize shelf life, CHRIMP operations shall maximize the use of the most efficient available means to provide the required Hazardous Materials to end users.

b. To help achieve these requirements and specific reduction goals, the implementation of CHRIMP has been mandated by reference (a). CHRIMP is designed to significantly reduce HM and associated HW by using a centralized control and inventory management point, thereby lowering the cost of procuring, stocking, and distributing HM and resulting in less HW disposal, increased personnel and environmental protection, and reduced potential liabilities.

c. To help manage hazardous material and provide material tracking and environmental reporting, the Navy funds the Hazardous Substance Management System (HSMS), Hazardous Inventory Control System (HICS), and Regional Hazardous Inventory Control System (RHICS).

4. Action

a. All tenant commands and activities within COMNAVREG MIDLANT AOR will implement this instruction per references (a) and (b), and will use the local Hazardous Material Minimization (HAZMIN) Center to process HM requirements. Tenant commands or activities are not authorized to purchase, store or dispose HAZMAT other than as delineated in this instruction. All commands and activities will fund their HM requirements.

b. The Program Manager (PM) for Supply and Logistics (Fleet and Industrial Supply Center, Norfolk) will:

(1) Act as the Regional CHRIMP Manager responsible for overseeing implementation and execution of CHRIMP operations including local HAZMIN center.

(2) Integrate ship off-loads of HM into the Regional CHRIMP operation.

(3) Designate a qualified individual to the position of Regional CHRIMP Director.

(4) Provide required data for reporting under the Emergency Planning and Community Right to Know Act to clients upon request.

c. The Regional CHRIMP Director will:

(1) Serve as Program Coordinator.

(2) Manage the implementation and execution of Regional CHRIMP operations including the local HAZMIN centers within the Tidewater area. The CHRIMP Director shall also support the HAZMIN

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operations outside the Tidewater Area on an as requested basis.

(3) Provide to the PM for Supply and Logistics an annual budget for approval.

(4) Establish and implement programs to control, track, and reduce the variety and quantities of HM procured, stocked, and used throughout the region.

(5) Maintain a file of Material Safety Data Sheets (MSDS) for each HAZMAT used for chemical products identified on the Authorized Use List (AUL).

(6) Ensure HM is stored in the minimum required quantities, yet still available to the customer when requested.

(7) Standardize as practicable, procurement, storage, issue, and reuse of HM throughout the Navy Mid-Atlantic Region.

(8) Schedule and visit, on an annual basis, the COMNAVREG MIDLANT commands outside the immediate Hampton Roads area to verify program compliance, assist with the management of Reuse stock, assist with the integration of customers into the regional HAZMIN Program, and collect workload data and other information as necessary to support the program.

(9) Coordinate with the hazardous waste management personnel to allow for the minimization and removal of HM items from the waste stream prior to the product being disposed of as a hazardous waste.

(10) Perform technical research and maintain computer systems for approved AULs.

(11) Provide a copy of the AUL for each UIC serviced to the Safety, Environmental and Industrial Hygiene offices annually.

(12) Utilize FISC Norfolk procurement personnel to procure HM. Only FISC Norfolk purchase cardholders are authorized to use purchase cards or other procurement instruments to procure HM in accordance with reference (e).

d. The Regional Environmental Program Manager (Navy Public Works Center, Norfolk) will:

(1) Review requests for additions and deletions of HM to the AUL per the Pollution Prevention program and forward recommendation to the HAZMIN Center within five working days.

(2) Provide and fund permits for local or state regulated storage locations.

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(3) Standardize, as practicable, the disposal of HM throughout the Mid-Atlantic Region as delineated in reference (h).

e. The Program Manager for Public Safety will:

(1) Conduct random inspections of HM storage lockers and review requests for additions and deletions of HM to the AUL. The Safety Office shall forward their recommendation to the HAZMIN Center within five working days.

f. The Industrial Hygiene Office will review requests for additions and deletions of HM to the AUL and forward recommendation to the HAZMIN Center within five working days.

g. Commanding Officers and Officers-in-Charge will:

(1) Ensure full and active participation in regional CHRIMP program initiatives and promote use of established CHRIMP business practices. If the CO/OIC has a functioning Safety Office outside the Regional Safety Office, they shall be responsible for the operation of their internal HAZMIN program and ensure that the requirements of reference (g) are accomplished. The goal is to establish a uniform process that meets the requirements of reference (g) without creating a duplication of effort.

(2) Ensure HM users receive training that is specific to the types of hazard prior to incorporating new HM items into the work environment.

(3) Perform an annual assessment of HM requirements. Assessments will be geared to controlling and reducing HM used, to minimizing quantities of HM in storage, and minimize quantities of HM disposed as Hazardous Waste (HW).

(4) Provide HM requirements to the commands designated HAZMIN center for adjustments to the AUL.

(5) Whenever possible or technically feasible, substitute less hazardous or non-hazardous materials for HM.

(6) Ensure annual inventory is conducted of all HM in area of responsibility. Annually reconcile the HM inventory and AUL. Unauthorized HM shall be returned to the local HAZMIN center. If the material is required, request it be added to the AUL in accordance with enclosure (1).

(7) Utilize the local HAZMIN center. The local HAZMIN centers are the central location for procurement, storage, issue, and reuse of HM. All HM will be ordered, received, and stored by the local HAZMIN centers.

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(8) Procure HM through the local HAZMIN center. End users are not permitted to procure HM using purchase cards or any other procurement instrument from sources other than the HAZMIN center. Personnel identified as violating this requirement shall be subject to having their purchase card authority and procurement authority revoked in accordance with reference (e).

(9) Establish AULs for new products introduced into the command. Once an HM item is identified as being required for a specific process, the end user shall obtain a MSDS for the item, complete enclosure (1), and submit it to the local HAZMIN Center for technical review and subsequent processing by Safety, Environmental, and Industrial Hygiene. The review process shall be completed in five working days. The HAZMIN Center shall contact the customer, inform them of the results of the review, and if approved, add the item to the AUL and provide the estimated delivery date of the HM. If the item is disapproved, the HAZMIN Center shall notify the customer of the reason for disapproval, as well as the point of contact, so that the customer may follow up and resolve any problems resulting from the disapproval, including the identification of an acceptable substitute, the operational impact of the non approval, or any engineering controls that may allow the item to be used.

(10) Adjust shop AUL amounts to that unit-of-use required for a specific task or no more than a seven-day supply. HM will be requested from the local HAZMIN center as required, with no more than a seven-day supply of routinely used material provided to the work centers.

(11) Maintain AUL's that are tailored to each work center's required quantities of HM.

(12) Ensure all work centers have readily accessible, current, and accurate MSDS's for each HM stored in that area.

(13) Ensure all unopened containers, excess units, and partial unit packs of HM are returned to the HAZMIN Center.

(14) Ensure all open HM containers, as well as empty containers of HM no longer required by the work center are managed in accordance with reference (h) and local operating instructions.

(15) Ensure that, with the exception of a properly documented emergency requirement, as determined by the Commanding Officer, HM will not be used until the material has been added to the AUL and users of the material have received training specific to the HM to be used. Training will be provided per references (d) and (g).

(16) Use one of the Navy's funded software systems, (i.e., HSMS, HICS or RHICS), appropriate to the size and complexity of the

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activity's operations to manage HM, unless specifically authorized to use an alternative management system.

h. Commanding Officers and Officers in Charge of commands outside the Hampton Roads area will provide safety and environmental support as described in paragraphs (d) and (e) above.

i. Each Commanding Officer will ensure the following requirements are met when contractors are working on government property:

(1) Ensure that all contracts contain the necessary HAZMAT contract clauses.

(2) Ensure that contractors performing work within the Region provide the local HAZMIN Center with an inventory and location of HAZMAT being used during contract performance.

(3) Include HM management and reporting as a Quality Assurance Plan requirement.

(4) Ensure that contractors remove all HM and HW from government property upon contract completion.

(5) Ensure that contractors performing work aboard ships or installations are apprised of COMNAVREG MIDLANT's Regional CHRIMP Program. The Department of the Navy (DON) is not responsible for training contractor personnel. However, the Regional CHRIMP requirements will be discussed during planning conferences and throughout the duration of the contract.

(6) Provide the contractor with a listing of the government owned HM located in the contractors work area. This will allow the contractor to train their personnel and accomplish the required notification of their personnel of the hazards located in the immediate work area.



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Chief of Staff

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Request for Change to Hazardous Material (HM) Authorized User List (AUL)

Acquisition requests for Hazardous Material (HM) not on the Command's Authorized Use List (AUL) must be submitted to the HAZMAT Center for technical screening. The HAZMAT Center then routes this request to Safety, Industrial Hygiene, and Environmental. Please note that the requested HM's Material Safety Data Sheet (MSDS) for indicated HM must accompany request!

This is a Request the following HM action:

- Continuous purchase approval and add to AUL.
- One-time purchase approval and add to HM database for storage purposes only.

User & Material Information:

Command: _____ Work Center Supervisor: _____

Division/Shop: _____ User Telephone #: _____

Product Name: _____

NSN (If applicable): _____

Manufacturer (Name and Address): _____

Distributor (Name and Address): _____

How will product be used?: _____

Unit of issue (i.e. cn, ea, gl.): _____ Quantity requested: _____

Will waste be generated? Yes No

Has substitution of less HM been considered? Yes No

Copy of Material Safety Data Sheet (MSDS) is attached? Yes No

Requester's Signature: _____ Date: _____

HAZMAT Center Technical Screening: _____ Date: _____

Is the requested item stocked? _____ Is a substitute item stocked? _____

Substitution recommended: _____

Conflict resolved with Customer? _____

Assigned AUL Request Tracking #: _____

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Safety Office Approval Screening:

Request: ___ Approved ___ Disapproved

Reason for disapproval: _____

Signature: _____

Industrial Hygiene Approval Screening:

Request: ___ Approved ___ Disapproved

Reason for disapproval: _____

Signature: _____

Environmental Approval Screening:

Request: ___ Approved ___ Disapproved

Reason for disapproval: _____

Signature: _____

HAZMAT Center AUL Assignment:

AUL Unique MSDS Number Assigned: _____

Reason for Disapproval: _____

Customer Contacted: _____ Date: _____