



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

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NAVSUPPACT NAPLES INST 5100.6F
N35

5 FEB 2014

NAVSUPPACT NAPLES INSTRUCTION 5100.6F

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

Subj: HAZARDOUS MATERIAL CONTROL AND MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 5100.23G
(b) 29 CFR 1910.1200
(c) CNREURAFSWAINST 5090.1A
(d) OPNAVINST 5090.1C
(e) 2012 Environmental Final Governing Standards (FGS)
for Italy, Chapter 5 and 6
(f) NAVSUPPACT NAPLES INST 5090.7A

Encl: (1) NAVSUPPACT NAPLES FORM 5100/6 (New 1-14)
(2) NAVSUPPACT Naples Hazard Communication (HAZCOM)
Program Plan
(3) NAVSUPPACT NAPLES FORM 5100/5 (Rev. 1-14)
(4) How to Procure Materials at NAVSUPPACT Naples

1. Purpose. To implement a Hazardous Materials Control and Management (HMC&M) Program at U.S. Naval Support Activity, (NAVSUPPACT) Naples, Italy per references (a) through (f).

2. Cancellation. NAVSUPPACT NAPLES INST 5100.6E and NAVSUPPACT NAPLES INST 4110.1C.

3. Discussion

a. Per reference (a), all commands shall:

(1) Ensure that only properly trained and qualified personnel are assigned to jobs that require the handling or use of hazardous materials.

(2) Establish hazard awareness educational programs for all personnel to alert them to the hazards of exposure to hazardous material (HM), and methods to guard against them.

(3) Establish HM spill prevention and countermeasure plans.

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(4) Establish a system for generation-to-disposal tracking of HM.

(5) Establish safe storage procedures for HM.

(6) Maintain a list of potentially HMs, handled and stored, which includes details on how they are used.

(7) Ensure Hazardous Substance Management System (HSMS) or an equivalent system that meets the intent of HSMS is implemented. The system will include Safety Data Sheets (SDS) identification, industrial type or other process and Environmental Protection Agency (EPA) waste stream for each manufacturer-specific hazardous material.

(8) Ensure that assistance and computer equipment is provided to implement Pollution Prevention programs, Consolidated Hazardous Material reutilization and Inventory Management Program (CHRIMP), HSMS & Hazardous Material Inventory Control System (HICS), and assistance is provided in operating HM minimization (HAZMIN) Centers.

(9) Require Commanding Officers (CO) and Commanders to assign and define HMC&M responsibilities and ensure compliance with reference (a).

b. Per reference (b), a new labeling system shall be adopted per new Globally Harmonized System (GHS). GHS is a harmonized system for the classification and labeling of chemicals covering health, physical and environmental hazards.

4. Applicability. Unless otherwise specified, this instruction applies to all employees of NAVSUPPACT Naples and tenant commands (with the exception of U.S. Naval Hospital, Naples, Italy) that work with or are potentially exposed to HM within their workspace. Management, leadership and active involvement of supervisors and employees is essential in implementing HMC&M related programs.

a. The program focuses on the prevention, minimization, and/or elimination of HM introduced into the Navy system, the safe use of HM in the work space, and the substitution of HM with less hazardous HM.

b. This program is also intended to establish, provide control, track, and reduce the variety and quantities of HM in use, in storage, or disposed of as hazardous waste (HW).

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5. Policy. The person who requires the HM and initiates the procurement request is responsible for the safe handling, storage, custody, use/reuse and eventual disposal of HM. This person will be known as the "owner" of the HM. As such, this person is to ensure that the correct handling procedures and disposal instructions, both in writing, are provided at all times to the supervisory personnel involved in performing these services. The owner is also responsible for requesting the services of the appropriate agent (OSH Office and/or Environmental Office), when in doubt about the toxicity of the material or when the HM is spilled or is disposed.

6. Responsibilities. The following specific responsibilities are assigned:

a. The CO shall define and assign responsibilities within the installation for the HMC&M program to assure compliance with references (a) through (f).

b. Safety Department (N35) shall:

(1) Assist and provide representation during Department Head meetings for planning and developing policy and procedures for matters of safety and health.

(2) Ensure initial Hazardous Communications (HAZCOM) training is provided to all personnel via Enterprise Safety Applications Management System (ESAMS) new employee indoctrination training.

(3) Assist in managing the facility Authorized User List (AUL) to ensure the use of non-hazardous or least hazardous, technically acceptable materials.

(4) Perform safety review of all HM requests.

(5) Brief command/departments Hazardous Material Program Site Coordinators (HMSC) about the hazardous characteristics of new materials introduced to work centers.

(6) Provide consultation for an interpretation of Safety Data Sheets.

(7) Perform periodic checks/inspections to verify that all HM within the work space:

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(a) Has been approved.

(b) Is being used correctly.

(c) Is labeled and stored correctly including the proper stock number and SDS identification code and FLC applied barcode.

(d) Has the specific SDS in English and Italian.

(8) Provide representation for the NAVSUPPACT HMC&M committee meeting.

c. Naval Facilities Engineering Command (NAVFAC) Environmental Division shall:

(1) Develop and maintain a comprehensive HW management program that includes identification, proper accumulation, segregation, labeling, storage, and disposal of all HW.

(2) Perform environmental review for all requested HM.

(3) Identify, provide, and document required training of each individual assigned duties involving actual or potential exposure to HW.

(4) Provide consultation to all HMSCs on the proper disposal procedures of HW.

(5) Provide an updated inventory of HW stored/accumulated on NAVSUPPACT to the fire department.

(6) Provide representation to the NAVSUPPACT HMC&M committee meeting.

d. Naval Supply Center (NAVSUP), Fleet Logistics Center (FLC), Sigonella, Detachment Naples shall:

(1) Designation letter by the CO as HAZMINCEN manager.

(2) Procure hazardous materials per FLC guidelines. Procure HM not authorized for purchase via government bankcard. Only purchase and issue HM authorized on the NAVSUPPACT AUL.

(3) Receive hazardous materials aboard NAVSUPPACT Naples.

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(4) For HM locally procured, obtain Safety Data Sheets (SDS) or equivalent Italian Scheda di Sicurezza, in English and Italian, to be maintained in a central reference library for each of the chemicals or materials listed on the AUL.

(5) Take corrective action during procurement, if the manufacturer or vendor:

(a) Fails to provide an SDS that is complete, accurate, or listed on the Hazardous Material Information Resource System (HMIRS) for direct buys or "off the shelf" purchases.

(b) Provides HM that is not properly labeled with the chemical identity, trade name, appropriate hazard warnings, and the address of the manufacturer, importer, or other responsible party. In the event this happens, FLC will not issue the product and will take action to obtain proper labels or properly labeled replacement product(s) as necessary.

(6) Package hazardous materials for shipment and prepare shipping documents.

(7) Provide facilities and appropriately trained staff for a consolidated hazardous materials center and manage the center according to FLC requirements.

(8) Maintain and update the AUL for NAVSUPPACT and provide AUL access to all NAVSUPPACT participating departments and commands.

(9) Establish the NAVSUPPACT HMC&M Committee made up of representatives to include: HAZMINCEN manager, safety department, and occupational health department, NAVFAC Environmental Division, fire prevention and HMSC.

(10) Develop, implement and update the HAZMINCEN Site Safety Plan as per reference (b).

e. NAVSUPPACT Fire Department shall:

(1) Assume on-scene command authority and overall responsibility for HM/HW spills.

(2) Ensure emergency response personnel obtain mandatory training to respond properly to HM/HW spills.

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(3) Ensure emergency support personnel have immediate access to:

(a) AUL

(b) HMIRS online or CD ROM (for electronic copy of SDS).

(c) Contractor HM quantities, varieties, and storage locations.

(d) All SDS (in English/Italian) for HM obtained by open purchase (updated information provided by HAZMINCEN).

(e) HW inventory and location stored/accumulated on NAVSUPPACT Naples.

(4) Provide representation for the NAVSUPPACT HMC&M committee meeting.

f. CO, Tenant Commands and Department Heads shall:

(1) Designate a primary and alternate HMSC in writing to take responsibility of the HMC&M Program for their command/department and ensure personnel receive proper local HMC&M training from the HAZMINCEN prior to assuming duties.

(2) Provide the safety department and HAZMINCEN with a copy of the designation letter.

(3) Ensure that safety and health programs under their cognizance include directions, procedures, and precautions as described in this chapter and references (a) through (f).

(4) Prior to using HM products, ensure that all HM end users receive HAZCOM training.

(5) Ensure that each work area has specific SDS and/or SDS for each HM used and ensure that the SDS is readily available to the end user prior to use.

(6) Notify the HAZMINCEN if HM not authorized for use is delivered to shops or work centers.

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(7) Supervise personnel to ensure that HM is used only in approved processes. Ensure HM with no apparent authorized use is returned to the HAZMINCEN for proper reuse/disposal.

(8) Ensure pipes, tanks, and breakdown/secondary containers within their respective areas of responsibility are properly labeled in English and Italian.

(9) Ensure contractors hired to perform work in government facilities receive adequate information for the HM they may encounter while performing their tasks.

g. Tenant Commands/Detachments with a rotation period of six months or less shall:

(1) Use the AUL of HM from their home command.

(2) Provide a copy of their AUL to the HAZMINCEN upon arrival.

NOTE: This is to replace the one from the previous detachment.

(3) Follow the regulations listed in this chapter for new AUL submissions.

(4) Designate a primary and alternate HMSC in writing to take responsibility for the HMC&M Program for their command and ensure these personnel receive local HMC&M training prior to being appointed.

(5) Provide the Safety Department and HAZMINCEN with copy of the designation letter.

(6) Notify Environmental Department one week in advance with funding information for payment for disposal of HM that is disposed of while on detachment at NAVSUPPACT.

h. All commands/departments hosting foreign detachments shall ensure the hosted party:

(1) Follows the requirements listed in this instruction.

(2) Provides an inventory of all HM brought on board and provide SDS in English to the safety and fire departments.

(3) Complies with NAVSUPPACT HM/HW spill procedures.

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(4) Complies with local NAVFAC Environmental HW disposal procedures.

i. All Contracting Organizations aboard NAVSUPPACT Naples shall ensure contractors:

(1) Follow the requirements listed in this instruction.

(2) Provide an inventory of all HM brought on board and provide SDS for each HM, in English and Italian, to safety and fire departments.

(3) Comply with NAVSUPPACT fire, medical emergency, and HM/HW spill procedures.

(4) Comply with local NAVFAC Environmental HW disposal procedures.

(5) Provide the plan for the protection of Navy personnel from HM potential exposure.

(6) Are informed of chemical hazards contractors may come in contact with on the work site.

j. Primary/Alternate HMSC shall:

(1) Prior to appointment, request HMC&M training from the HAZMINCEN on procedures for hazardous materials procurement and management.

(2) Follow procedures to add/delete HM from shop AUL using the form in enclosure (1).

(3) Obtain guidance from the industrial hygienist, Environmental manager, and/or the safety department for the proper use, storage, handling and disposal of newly approved HM.

(4) Attend the NAVSUPPACT HMC&M committee meeting as scheduled by NAVSUP, FLC, Sigonella, Detachment Naples.

(5) Ensure that:

(a) All HM utilized within each work center is listed on the AUL.

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(b) Each HM container is labeled with the appropriate unit of issue (UI).

(c) Command/department personnel are aware of the provisions for each HM utilized.

(d) HM issued by the HAZMINCEN does not exceed a 30 day supply.

(e) All secondary containers are labeled with the same information as on the primary container including the UI.

(f) Each work center where HM is used maintains a "Right To Know Station". This station shall maintain copies of:

1. The work center's AUL.
2. SDS in English and Italian filed in sequential order by UI in a three ring binder.
3. Proof of specific training provided by the work center supervisor.

(6) Request an English version of the SDS from local manufacturers for all locally procured material.

(7) Use safe HM storage procedures as outlined in reference (a) and the SDS, and ensure all Personal Protective Equipment is available and in good condition.

(8) Per reference (b), verify that all equipment, tanks and pipes containing HM are identified and labeled.

(9) Perform routine, periodic inspections to ensure that all HM is properly labeled/utilized and hazard warnings are adhered to.

k. Industrial Hygiene Division, U.S. Naval Hospital, Naples, Italy shall:

(1) Review all HM requests and inform HMSCs about the health hazard characteristics of new materials introduced to work centers.

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(2) Perform risk assessments and evaluate the potential health hazards associated with reducing or eliminating the use of HM including specification of protocols for substitution of less hazardous HM.

(3) Recommend less hazardous or less toxic materials as substitutes for the HM in use.

(4) Evaluate processes, uses and applications of the HM.

(5) During process evaluation, identify possible modifications to reduce the use of HM. Identify materials that may not be designated as HM but that may pose special threats to personnel or facility.

(6) Provide reports and recommendations from evaluation of routine and non-routine uses of HM to CO and the safety department.

(7) Explain to the work center supervisor and the safety representative the significance of the Industrial Hygiene reports and their role in implementing report's recommendations.

(8) Provide representation to the NAVSUPPACT HMC&M committee meeting.

1. Supervisors of HM Users shall:

(1) Ensure compliance with the policies of this instruction and enclosure (2).

(2) Apprise employees of any known hazards at the time of assignment and when a process changes.

(3) Ensure that SDS are maintained for each hazardous chemical and available during each work shift.

(4) Ensure that employees engaged in non-routine tasks involving hazardous materials are trained and equipped to the same extent as required for routine tasks.

(5) Ensure that only authorized and officially acquired hazardous materials are used in work operations.

(6) Ensure that contractors adhere to the policies of this plan.

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m. Hazardous Materials End Users shall:

(1) Conduct HM operations in a manner which reduces or eliminates the generation of waste.

(2) Ensure that materials are reused, reclaimed or recycled to the maximum extent possible.

(3) Maintain an inventory of HM using enclosure (3).

(4) Obtain and maintain copies of SDS for each product in their inventory.

(5) Read and understand the SDS prior to using the product.

8. HM Procurement. All HM must be procured through the FLC CHRIMP HAZMINCEN. For FLC to procure HM, the HM must be on the work Center AUL. Enclosure (4) describes the process flow by organization to procure HM and to add HM to the work center AUL.

9. NAVSUPPACT HMC&M Committee. The committee identifies ways and means to comply with all applicable laws and regulations and makes compliance recommendations to all the participating departments/commands. This meeting will be held at least semi-annually and will be attended by all department/command HM program coordinators.

10. Labels and Other Forms of Warning. Per reference (a), chemical manufacturers, importers, or distributors shall ensure that containers of HM they distribute are labeled, tagged, or marked. This requirement is mandatory regardless of the length of time in which the HM will be used (also per Globally Harmonized System). Any and all secondary containers employed by end users must contain the following information:

- a. Stock number
- b. Manufacturer's name
- c. Trade name
- d. Hazard classification and pictograms

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11. Training. All personnel occupationally exposed to HM must have initial and refresher HAZCOM training, and training specific to the HM to be used prior to using or coming in contact with the HM. This also applies to employees that handle HM in sealed containers that are not opened under normal conditions of use (i.e., marine cargo handling, warehousing, or retail sales). Contact the Safety Department for HM training information in enclosure (1).

12. HM Storage and Disposal. Proper storage guidelines are provided on the SDS. Commands and departments are responsible to minimize HM to the smallest quantity practical, properly segregate incompatible HM, and store only quantities needed for a 30 day supply.

13. Emergency Spill Procedures for HM/HW. All commands and work centers will ensure they have a copy of the current Spill Prevention Control and Reporting Plan and have Emergency Spill Responses Procedures posted at each HM/HW accumulation point. The following actions shall be taken in case of a spill (regardless of size).

14. Safely Secure the Area. The person discovering/causing the spill will conduct the following immediate initial response actions as appropriate but, only if properly trained and it can be done safely.

a. Step 1: Shut Down all appropriate vessel, manifold storage tank and truck valves and/or pumps.

b. Step 2: Restrict all ignition sources and activate available spill control devices.

c. Step 3: Assist if a person has been splashed with a fuel or chemical, wash with water for at least 15 minutes, remove all contaminated clothing, and get medical attention by calling 911 for an ambulance. If a person has been over-exposed by inhalation, get the victim to fresh air.

d. Step 4: Notify your supervisor and people working nearby; and evacuate the immediate area to a safe distance upwind and upgrade from spill.

e. Step 5: Secure storm drains with storm drain covers or diversion barriers.

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f. Step 6: **Alert Emergency Dispatch** Anyone discovering/ causing an Oil and Hazardous Substance (OHS) spill, immediately call:

On Base 911: DSN: 314-626-4911 or COMM: 081-568-4911
Additionally, NAVSUPPACT Naples Gaeta Detachment call:
Gaeta Port Operations: 335-729-5787

All actual or suspected OHS spills onboard NAVSUPPACT Naples and associated sites will be reported to the CO.

g. Step 7: **Report Information** The reporting party shall provide as much of the following information as possible. Emergency Dispatch will prompt the caller for the following information.

Name, identification, and telephone number, of caller.

Time and location of spill.

Type and quantity of spill materials.

Immediate danger to life or health or any injuries?

Origin and cause of spill.

Spill description (behavior of spill, affected areas).

Anticipated movement of spill.

Planned or initiated actions.

Type of assistance required.

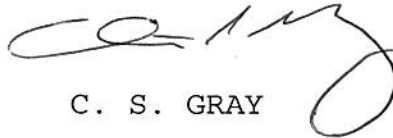
Place to meet and direct Fire & Emergency Services.

15. HAZCOM. Per enclosure (2) the NAVSUPPACT Naples HAZCOM program ensures individuals receive instruction on the physical and chemical hazards of the products that they work with or may be exposed to. Workers are shown how to read SDS which contains the chemicals present in the product, the physical and health risks, symptoms of overexposure, how to determine the presence or release of these chemicals in the work area, and how to protect themselves from overexposure. Employers are required to develop, implement, and maintain, a written hazard communication program which describes how the criteria specified for labels and other forms of warning, SDS, and employee information and training will be met, and which also includes the following:

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a. A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate SDS. The list may be compiled for the workplace as a whole or the individual work areas.

b. The methods the employer will use to inform employees of the hazards of non-routine tasks, and the hazards associated with chemicals contained in unlabeled pipes in their work areas.


C. S. GRAY

Distribution:

NAVSUPPACT NAPLES INST 5216.4AA

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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**U.S. NAVAL SUPPORT ACTIVITY NAPLES
HAZARDOUS MATERIAL USE LIST FORM**

NAVSUPPACT FORM 5100/6 (New 1-14)

1. REQUEST TO ADD TO THE WORKCENTER AUTHORIZED USE LIST

Department: _____ **Bldg. no.** _____ **W/C:** _____ **NSN:** _____

Unique Identifier: _____ **Container Size:** _____ **Used Per Quarter:** _____

Trade Name: _____ **Manufacturer:** _____ **Max. W/C qty.** _____

2. DESCRIBE THE WORK PROCESS ASSOCIATED WITH THE USE OF THE HM REQUESTED:

Method of application: _____

Frequency of use: _____

Duration of use: _____

Quantity per Task: _____

3. WASTE GENERATED BY THE USE OF THIS HM WILL BE DISPOSED OF VIA THE FOLLOWING WASTE STREAM(S):

4. I have read and understand the SDS for the above HM. All questions and concerns were fully explained. I will provide specific training to personnel involved with the use of this HM prior to its introduction into the workplace.

Print Name _____ **Phone #** _____

Hazardous Substance Coordinator

Sign Name _____

Hazardous Substance Coordinator

HAZIMIN Center Use Only

Unit of issue: _____ **Quantity per unit :** _____

30 day qty required: _____ **Material on hand :** Yes _____ No _____

.....
(3 SIGNATURES REQUIRED FOR APPROVAL)

Reviewed by : _____ **Date:** _____
NAVFAC Environmental Representative

Reviewed by : _____ **Date :** _____
NAVHOSP Industrial Hygiene Representative

Reviewed by : _____ **Date :** _____
NSA Safety Representative

.....
Comments:

Enclosure (1)

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NAVSUPPACT NAPLES HAZARD COMMUNICATION (HAZCOM) PROGRAM PLAN

1. Introduction

a. The purpose of the HAZCOM Program is to provide NAVSUPPACT Naples employees with the necessary information to protect their health and well being from chemical hazards. Personnel will be informed about the general provisions of the law, the specific danger involved with using chemicals and materials in the work place, and shall be trained to read and understand container labels and Safety Data Sheets (SDS).

b. The HAZCOM Program applies to all chemicals or chemical products that are known to be present in the workplace and which employees may be exposed under normal use conditions or in a foreseeable emergency. The chemicals also covered by this program include any consumer products or hazardous substances the use of which results in a duration and frequency of exposure greater than normal consumer exposure, i.e. cleaning agents, floor strippers and waxes, bottled gas, printing inks, photocopy inks and toner, laboratory chemicals and other chemical products.

2. Responsibilities

a. The NAVSUPPACT Naples Occupational Safety and Health Office has the overall responsibility to manage the Hazard Communication Program and the Hazardous Material Control and Management Program (HMC&M).

b. Each department/command shall appoint a primary and an alternate HMPC who will have the responsibility to operate the HAZCOM Program and the HMC program for their department/command and coordinate all efforts with the Occupational Safety and Health Office.

3. Chemical Control and Acquisition

a. NAVSUPPACT Naples procures, controls, tracks, and reduces Hazardous Material (HM) and Hazardous Waste (HW) through the Hazardous Material Minimization (HAZMIN) Center and the Consolidated Hazardous Material Reutilization and Inventory

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management program. The variety and quantities of HM in use, in storage or disposed of as HW is managed through the Consolidation Hazardous Material Reutilization and Inventory Management Program (CHRIMP) and the implementation of the HMC&M.

b. The Navy HMC&M program focuses on preventing, minimizing or eliminating the introduction of HM in the work places, and safely handling and disposing of HW.

c. The HMC&M program ensures health and safety for workers. It is also a cost-cutting program since it provides for centralized procurement, distribution and use of HM and reduction of HW generated.

d. The NAVSUPPACT Naples HMC&M program involves line management at all levels and requires the action of all concerned with HM acquisition, production, operation, use, and incorporates investigation and studies for safety, environmental protection, health hazard and risk assessment.

4. Authorized Use List (AUL) and HM Inventory. The AUL is a list of all HM approved for use in each work center. Each HM is identified with a unique identifier that relates it to a specific MSDS. The NAVSUPPACT Naples HM Inventory is the compilation of all work centers' AUL.

5. Labeling or Warnings

a. Each container of HM must be labeled with its identity and the appropriate hazard warnings, such as corrosive, flammable, poison, and/or reactive; it shall be compliant with the GHS rules. Each HM container is also labeled with a "unique identifier" (SDS serial number) for reference, retrieval, cross-reference between the label, SDS, and AUL.

b. Labels must be legible and prominently displayed on the container. They shall not be removed or defaced unless the container is immediately marked with an exact copy of the HAZCOM compliant manufacturer's label.

c. Regardless of the time frame in which the HM will be used, it is mandatory that all secondary containers are labeled with the following information taken from the original container: national stock number, manufacturer's name, identity/trade name, appropriate hazard warnings, unique identifier/SDS serial number.

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6. Definitions

a. Hazardous Material (HM). Any material which, because of its quantity, concentration, physical, chemical, or infectious nature, may damage human or animal health or the environment if improperly handled, stored, issued, transported, labeled and disposed of hazardous material.

b. Hazardous Waste (HW). HW is defined as liquid, solid, container gas, or sludge waste that contain properties that are dangerous or potentially harmful to human and animal health or to the environment. HM usually becomes HW after it is used, exceeds its shelf life, becomes contaminated or is spilled.

c. Spill. The accidental release of a gas, liquid or solid, which threatens the safety or health of personnel, animal life, or the environment.

d. Authorized Use List (AUL). List of all HM approved for use in each work center. The AUL shall include all HM needed to support work center's processes.

e. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP). A best business practice that helps activities achieve life cycle HM management and control (cradle to grave), and pollution prevention.

f. Hazardous Material Minimization Center (HAZMINCEN). Facilities for the centralized receipt, storage, issue/reissue and distribution of HM. Managed and operated by Fleet Logistics Center, Sigonella.

g. Globally Harmonized System (GHS). A system aimed to classify and communicate hazards of chemicals based on a common set of criteria. It is a harmonized system for the classification and labeling of chemicals covering health, physical and environmental hazards. It provides a basis for the harmonization of regulations related to the handling of chemical materials at a global level.

7. Safety Data Sheets (SDS)

a. The SDS is the primary document in hazard communication. Each manufacturer is required to provide an SDS for purchased chemicals and the employer must have one for each authorized HM in each work center.

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b. SDS is a printed description of the chemical used in the workplace. The data also provides the necessary information to use the chemicals safely, personal protective equipment (PPE) and storage requirements, and how to deal with chemical accidents.

c. The SDS will be available at the HAZMIN center during the HM authorization process, and prior to issue.

d. For open purchase of HM (CONUS or local), the user shall request the SDS from the HM manufacturer prior HM procurement (in English and in Italian). Also for locally manufactured HM, the user shall request and maintain SDS in English and Italian.

8. Training

a. All NAVSUPPACT Naples personnel occupationally exposed to HM shall take Initial HAZCOM on line web training number 1169 through ESAMS and receive specific HM Training prior to using or coming in contact with HM from the immediate supervisor. This also applies to employees that handle HM in sealed containers that are not opened under normal conditions of use.

b. All NAVSUPPACT Naples supervisors and upper management occupationally involved with the use of HM within their area of responsibility shall take (initial and annual) HAZCOM Training for Supervisors on line web training 1058 ESAMS.

c. A new Globally Harmonized System (GHS) Training Program is available on ESAMS "Web Training ID# 4648" (Contact the NAVSUPPACT Naples, Italy OSH Office at DSN: 314-626-5105.

d. The work center supervisors will provide employees and subordinates with:

(1) Specific HM Training on chemicals used in their work center. This training shall take place at the time of employee initial assignment, and whenever a new chemical is introduced in the work place. The supervisor shall explain the methods that can be used to detect the presence or release of HM, the chemical properties including appearance and odor, physical and health hazards and prevention and protection measures.

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(2) Annual Refresher Training on chemicals approved and utilized for the work processes performed in the shops, safe work practices and work processes review. Training performed by work center supervisors shall be documented using the signing sheet commonly used to document all the safety training. Training records shall be maintained for five years and shall be made accessible to authorized personnel involved with safety.

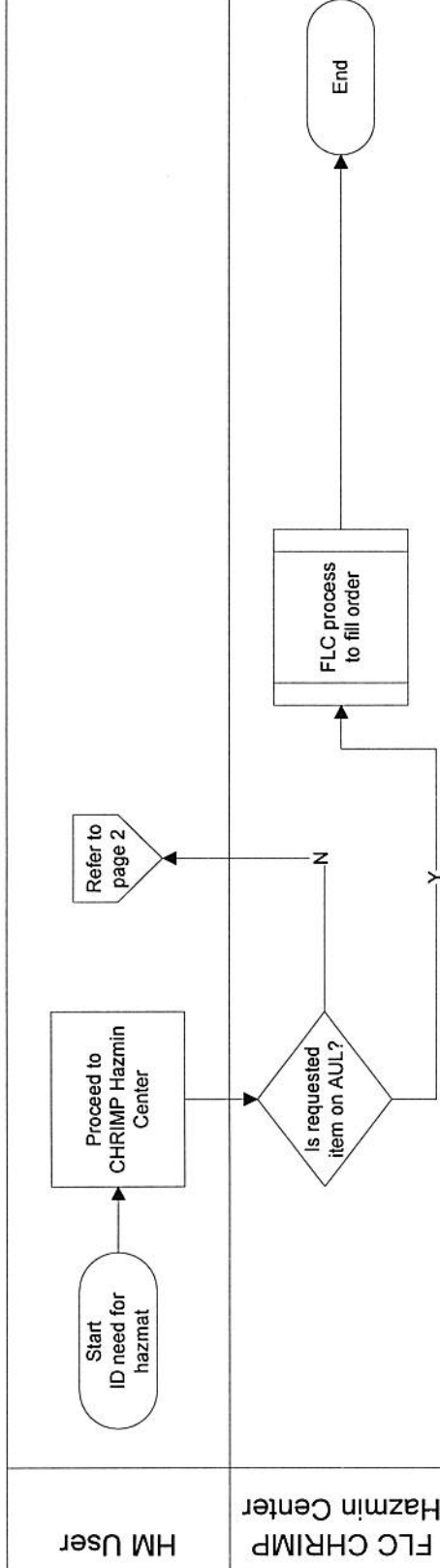
(3) Additional HAZCOM Training periodically offered by the NAVSUPPACT Safety Office for all commands. This training is offered for all personnel that do not have access to ESAMS. There are also some classes conducted in Italian for non English speaking personnel.

9. Non-Routine Tasks. At any time a non-routine task is performed, the supervisor must explain the hazards involved and provide the protective equipment necessary.

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How to procure hazardous materials at NAVSUPPACT Naples



HM User

FLC CHRIMP
Hazmin Center

PW
Environmental

BUMED IH

NAVSUPPACT
Safety

