



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
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NAVSUPPACTNAPLESINST 5100.6K  
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17 Jul 23

NAVSUPPACT NAPLES INSTRUCTION 5100.6K

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

Subj: HAZARDOUS MATERIAL CONTROL AND MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 5100.23H, Safety and Occupational Health Program  
(b) 29 CFR 1910.1200, Hazard Communication  
(c) COMNAVREGEURAFSWAINST 5090.1B, Hazardous Material Control and Management Program  
(d) OPNAVINST 5090.1E, Environmental Readiness Program  
(e) 2015 Environmental Final Governing Standards (FGS) for Italy  
(f) NAVSUPPACTNAPLESINST 5090.7C  
(g) Italian Safety Legislative Decree 81/08 Title IX  
(h) CNIC M-5100.1, Occupational Health and Safety Management System

Encl: (1) Hazardous Material Control and Management Program for U.S. Naval Support Activity, Naples, Italy

1. Purpose. To implement a Hazardous Materials (HM) Control and Management (HMC&M) Program at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, per references (a) through (h).
2. Cancellation. NAVSUPPACTNAPLESINST 5100.6J
3. Discussion. The HMC&M Program focuses on controlling the introduction, minimizing, substituting, or eliminating HM, the use and storing of HM, and the safe handling and proper disposing of Hazardous Waste (HW). HM management begins when a HM procurement document is initiated and continues through the useful life of the material at which point, when the material is not consumed, it becomes HW.
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, and its clinic) who work with or are potentially exposed to HM within their workspace. Active involvement of management, leadership, supervisors, and employees is essential in implementing HMC&M related programs.

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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 workspace, 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 HW.

5. Records Management

a. 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 Assistant for Administration, 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>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

6. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNA V 52 15/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it 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.

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HAZARDOUS MATERIAL CONTROL AND  
MANAGEMENT PROGRAM  
FOR  
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

Hazardous Material Control and Management Program

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1. Policy. The person who requires the hazardous material (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” and will be designated as the Hazardous Material Site Coordinator (HMSC) of the HM. As such, this person must 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 (Safety, Industrial Hygiene and Environmental), when in doubt about the toxicity of the material or when the HM is spilled or is disposed.

2. Responsibilities. The following specific responsibilities are assigned:

a. Commanding Officers (CO) must: define and assign responsibilities within the installation for the HMC&M Program to assure compliance with references (a) through (h).

b. NAVSUPPACT Safety Department must:

(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/department HMSC about the hazardous characteristics of new materials introduced to work centers (Training ESAMS ID#1765).

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

(7) Perform annual checks/inspections to verify that all HM within the workspace:

(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 Fleet Logistics Center (FLC) applied barcode.

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

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

c. Naval Facilities Engineering Command (NAVFAC EURAFCENT) Public Works Department (PWD), Environmental Division, must:

(1) Maintain a comprehensive HW management program as per reference (e) that includes disposal of all HM determined to be 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 for the NAVSUPPACT HMC&M Committee quarterly meeting.

(7) Assist NAVSUPPACT Naples Safety Department with training Command/Department HMSCs concerning environmental stewardship of materials introduced to work centers (Training ESAMS ID# 1765)

d. Industrial Hygiene (IH) Department, U.S. Naval Hospital, Naples, Italy must:

(1) Perform IH review of all HM requests.

(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 IH reports and their role in implementing report's recommendations.

(8) Provide representation for the NAVSUPPACT Naples HMC&M Committee quarterly meeting.

(9) Assist NAVSUPPACT Naples Safety Department with training Command/department HMSCs (ID# 1765).

e. Naval Supply Center (NAVSUP), FLC, Sigonella, Detachment Naples must:

(1) Draft a designation letter signed by the CO as Hazardous Minimization Center (HAZMINCEN) Manager.

(2) Ensure that work centers route all HAZMAT request orders through Consolidation HM Reutilization and Inventory Management Program (CHRIMP) so that materials can be validated against their NAVSUPPACT Naples AUL.

(3) If material is in stock, material will be issued; if not, authorization to purchase HM will be granted.

(4) Receive HAZMAT aboard NAVSUPPACT Naples, input into Enterprise Resource Planning for tracking purposes, and provide appropriate labels for material.

(5) For HM locally procured, obtain 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.

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

(a) Fails to provide an SDS that is complete, accurate, or listed on the HM Information source 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.

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

(8) Maintain and update the AUL for NAVSUPPACT Naples after product approval of IH, Environmental and Safety officers, and provide AUL access to all NAVSUPPACT Naples

participating departments and commands via HMC&M.

(9) Establish and chair the NAVSUPPACT Naples HMC&M Quarterly Committee made up of representatives to include: HAZMINCEN Manager, Safety Department, IH Department, NAVFAC EURAFCENT Environmental Division, Fire Department, and HMSCs.

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

(11) Assist NSA Safety Department with training Command/department HMSCs (ID# 1765).

f. NAVSUPPACT Naples Fire Department must:

(1) Assume on-scene command authority and overall responsibility for HM/HW spills. Conduct initial response actions, contain and recover. For incidents beyond Fire Department capability, response will be conducted by NAVSUPPACT Naples assigned Facility Response Team.

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

(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) Obtain access to FLC HMC&M Program/Tool.

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

(4) Provide representation for the NAVSUPPACT Naples HMC&M Committee quarterly meeting.

g. CO, Tenant Commands, and Department Heads must:



(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) Tenant Commands may manage and administer HMC&M Program by either generating their own instruction/Program or having the Installation HMSC manage and administer the HMC&M Program through a written agreement signed by both parties (e.g. BOS Agreement).

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

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

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

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

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

(8) 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.

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

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

h. Tenant Commands/Detachments with a rotation period of six months or less must:

(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 (see Appendix 2) 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.

i. All Commands/departments hosting foreign detachments must 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 and in Italian to the Safety and Fire Departments.

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

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

(5) Notifies Environmental Department one week in advance with funding information for payment for disposal of HM that is not de-minus and disposed of while on detachment at NAVSUPPACT Naples.

j. All Contracting Organizations aboard NAVSUPPACT Naples must ensure contractors:

(1) Follow the requirements listed in reference (b) and (c) and 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 (including Explosive Safety, as appropriate) and Fire Department.

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

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

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

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

k. Primary/Alternate HMSC must:

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

(2) Follow procedures to add/delete HM from shop AUL using the HMC&M Program/Tool.

(3) Obtain guidance from IH, Environmental, and Safety department for the proper use, storage, handling and disposal of newly approved HM.

(4) Attend the NAVSUPPACT HMC&M Committee quarterly 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.

(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 must maintain copies of:

1. The work center's current AUL, pulled from HMC&M Program/Tool.

2. The current monthly Inventory pulled from HMC&M Program/Tool.

3. SDS in English and Italian filed in sequential order by "unique identifier" in a three ring binder at minimum the SDSs for what is on current Inventory. All SDS must be current and no more than five years old.

4. Proof of specific training provided by the work center supervisor.

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

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

(8) 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.

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

(10) Perform routine, periodic inspections to ensure that all HM is properly labeled/utilized and hazard warnings are adhered to. This includes ensuring product labels and labels provided by CHRIMP are on all containers.

(11) Maintain an HM inventory by using the on-line HMC&M Program/Tool program monthly.

l. Supervisors of HM Users must:

(1) Ensure compliance with this instruction and NAVSUPPACT Naples Hazard Communication Program Plan, appendix (1).

(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 HM are trained and equipped to the same extent as required for routine tasks.

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

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

(7) Ensure employees engaged in the occupational use of HM receive chemical-specific on-the-job training.

(8) Complete routine, periodic inspections of HM lockers to ensure that all HM is properly labeled, has current SDS, and its structural integrity.

(9) Verify the HAZMAT storage lockers are appropriate in accordance with products, category and compatibility. Use corrosive lockers to store corrosives (acids or alkaline). Do not store acids and alkaline in the same corrosive locker, etc.

m. HM End Users must:

(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) Read and understand the SDS and, Safety, IH and Environmental recommendations prior to using the product.

3. 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.

a. Obtain the most current electronic copy of the SDS.

b. Complete the request by entering all necessary information to the NAVSUP HMC&M Program/Tool.

c. All the information will be automatically received by the approving authorities (CHRIMP, PWD Environmental, U.S. Naval Hospital Industrial Hygiene and NSA Safety departments) for review. Once all the approvals are obtained, the FLC CHRIMP Division, will add the new item to the Departmental/Divisional AUL.

4. NAVSUPPACT Naples HMC&M Committee and meetings. The committee consists of program oversight representatives from NAVSUP, NAVSUPPACT Naples Safety, Environmental, IH, and the Fire Departments. The Committee provides HMSCs/HW Generators with updated information and training required to safely handle, use, store, and dispose of HM/HW. Agenda topics include HM data management system information, procurement, handling, storage, and disposal of HM/HW, and inspection trends of storage locations. Additionally the Committee meetings provide a forum for HMSCs and HW Generators to bring issues forward in a stakeholder/working group setting. Meetings will be held quarterly and will be attended by all department/command HMSCs.

5. Labels and Other Forms of Warning. Per reference (a), chemical manufacturers, importers, or distributors must 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.

6. 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.
7. 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.
8. Emergency Spill Procedures for HM/HW. All commands and work centers will ensure they have a copy of the current Spill Prevention and Response Plan and have Emergency Spill Responses Procedures posted at each HM/HW accumulation point.
9. 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. The following actions must be taken in case of a spill (regardless of size).
  - 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, 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.
  - 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  
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 must provide as much of the following information as possible. Emergency Dispatch will prompt the caller for the following information.

(1) Name, identification, and telephone number, of caller.

- (2) Time and location of spill.
- (3) Type and quantity of spill materials.
- (4) Immediate danger to life or health or any injuries.
- (5) Origin and cause of spill.
- (6) Spill description (behavior of spill, affected areas).
- (7) Anticipated movement of spill.
- (8) Planned or initiated actions.
- (9) Type of assistance required.
- (10) Place to meet and direct Fire & Emergency Services.

10. HAZCOM. Per Appendix (1) 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:

- 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.

## Appendix 1

### NAVSUPPACT Naples Hazard Communication Program Plan

#### 1. Introduction

a. The purpose of the Hazard Communication (HAZCOM) Program is to provide U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, 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 must 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 (OSH) has the overall responsibility to manage the Hazard Communication Program and the Hazardous Material (HM) Control and Management (HMC&M) Program.

b. Each department/command must appoint a primary and an alternate Hazardous Materials Site Coordinators (HMSC) who will have the responsibility to operate the HAZCOM Program and the HMC&M Program for their department/command and coordinate all efforts with the OSH 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 Center (HAZMINCEN) and the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP). The variety and quantities of HM in use, in storage or disposed of as HW is managed through the 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 workplaces, 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, and health hazard and risk assessment.

e. All HM must be approved by the Environmental, Industrial Hygiene and OSH offices prior to purchasing the "first time".

4. Authorized Use List (AUL) and HM Inventory. Each Command/division HMSC is responsible for maintaining an AUL which 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 SDS. At a minimum, the AUL must include the item or product name and stock number, manufacturer name as it appears on the product label and SDS. The AUL serves as the listing of HM authorized for procurement, storage and use within the specific department/division. The HMSCs should also manage a HM Inventory which includes a list of what HM is actually on hand at the time of the update and is updated (monthly) using the on-line HMC&M Program/Tool.

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; and must be compliant with the Globally Harmonized System (GHS) rules. Each HM container is also labeled with a "unique identifier" (such as the SDS serial number) for reference, retrieval, cross-reference between the label, SDS, and AUL/Inventory. HM containers must also have the label provided by CHRIMP.

b. Labels must be legible and prominently displayed on the container. They must 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, and unique identifier/SDS serial number.

6. 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.

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 and storage requirements, and how to deal with chemical accidents.

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

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

## 7. Training

a. All NAVSUPPACT Naples personnel occupationally exposed to HM must take Initial HAZCOM on line web training number 1169 through Enterprise Safety Applications Management System (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 must take (initial and annual) HAZCOM Training for Supervisors on line web training 1058 ESAMS.

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

d. Work center supervisors will provide employees and subordinates with:

(1) Specific HM Training on chemicals used in their work center. This training must take place at the time of employee initial assignment, and whenever a new chemical is introduced in the work place. The supervisor must 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.

(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 must be documented using the signing sheet commonly used to document all the safety training. Training records must be maintained for 5 years and must be made accessible to authorized personnel involved with safety.

(3) Additional HAZCOM Training periodically offered by the NAVSUPPACT OSH 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.

e. All NAVSUPPACT Naples HMSCs must attend the Initial Training for New HMSC (ID# 1765) conducted by the NAVSUPPACT Naples OSH Office, Public Works Department, Environmental Section, U.S. Naval Hospital, Naples, Industrial Hygiene Department and Naval Supply Center (NAVSUP) CHRIMP.

8. 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.

9. 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.

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 User List (AUL). List of all HM approved for use in each work center. The AUL must 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. HM Minimization Centers (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.

Appendix 2

Designation letter for Hazardous Material/Waste Control Site Coordinator

Date\_\_\_\_\_

MEMORANDUM

From: (DEPT HEAD / OIC)

To: (NAME OF HAZMAT COORDINATOR APPOINTED)

Subj: HAZARDOUS MATERIAL/WASTE CONTROL SITE COORDINATOR

Ref: (a) OPNAVINST 5090.1E, Environmental Readiness Program

(b) OPNAVINST 5100.23H, Safety and Occupational Health Program

(c) NAVSUPPACTNAPLESINST 5100.6K, Hazardous Material Control and Management Program

1. You are hereby designated as the Hazardous Material and Waste Control Site Coordinator. You are to familiarize yourself with references (a) through (c), carry out your duties accordingly, and attend all the quarterly Hazardous Material/Hazardous Waste (HM/HW) Committee Meeting/Training.

2. References (a) and (b) provide the Navy's policies and procedures for HM/HW control. Reference (c) requires the designation of an activity local point to coordinate the HM/HW control program.

3. The command Hazardous Material Control and Management program must be administered per references (b) and (c).

4. The HM/HW coordinator must provide the following information:

PRINT NAME\_\_\_\_\_GRADE/RANK\_\_\_\_\_

COMND./DEP.\_\_\_\_\_PRD\_\_\_\_\_

TEL. DSN/COMM\_\_\_\_\_FAX DSN/COMM\_\_\_\_\_

E-MAIL ADDRESS\_\_\_\_\_

5. For further information, you may contact NAVSUPPACT Naples HMC&M Program Coordinator at DSN: 314-626-5105, COMM: +39-081-568-5105, or e-mail: M-NA-NSA-SAFETY@us.navy.mil to schedule training on your duties and responsibilities as HM/HW coordinator.

SIGNATURE\_\_\_\_\_

Copy to:  
NAVSUPPACT Naples Safety Office  
Service Record