



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO

ASO P5090.4A  
HSUP

15 FEB 2007

AIR STATION ORDER P5090.4A

From: Commanding Officer  
To: Distribution List

Subj: MARINE CORPS AIR STATION BEAUFORT JOINT HAZARDOUS  
MATERIAL MINIMIZATION CENTER (JHC) PROGRAM STANDARD  
OPERATING PROCEDURE (SHORT TITLE: MCAS JHC PROGRAM SOP)

Ref: (a) EO 13101  
(b) MCO P5090.2A  
(c) United States Marine Corps Hazardous Material  
Consolidation Program (HCP) Implementation Guide  
(d) ASO 4570.3A

Encl: (1) Locator Sheet

1. Purpose. References (a) and (b) require that all Marine Corps Installations and Units develop a Hazardous Material Consolidation Program (HCP) and reference (c) gives guidance for establishing such a program. This Order gives specific guidelines for MCAS units to establish a Joint Hazardous Material Minimization Center utilizing a Hazardous Material (HM) management software program to track and control all HM utilized aboard MCAS Beaufort. Reference (d) provides instructions on proper waste management of HM onboard MCAS. The JHC is located at Building 429, adjacent to TACTS and Fire Department. The JHC is actually a consolidation of the former MAG-31 and Station Supply Hazardous Material Control Programs established in 1986 and 1987, respectively.

2. Information. The JHC shall serve as a central stocking and issue point for all the HM being utilized by each unit aboard MCAS Beaufort. Furthermore, the JHC shall be responsible for managing the acquisition, storage, use and disposal of HM, and most importantly, to track all the HM from its receipt (on station) to disposal (off station). This is commonly referred to as the "cradle to grave concept".

3. Scope. The predecessor for the HCP concept was developed by the Navy in 1989 when the CNO established the Hazardous Material Control and Management (HMC&M) Program. To support this initiative, the Consolidated Hazardous Material Inventory and  
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Management Program (CHRIMP) was created, and first developed at Naval Air Weapons Station, Point Mugu, CA in 1991. In 1993, CHRIMP was prototyped onboard LANTFLT and PACFLT ships, as well as shore-based activities. Upon full implementation, CHRIMP was embraced by the Marine Corps and has been in use at MCAS Beaufort since 1996. In 1999, HQMC published the Marine Corps HCP Implementation Guide, which better detailed the process for establishing an HCP. The implementation guide is the footprint for the program discussed in this Order. Then in 2000, the President issued Executive Order 13101, which mandated that all government installations implement a HM Pharmacy Program; the equivalent to the Marine Corps' HCP. In February 1996, MAG-31 became the first FMF command on the East Coast to implement a HCP. Approximately one year later, MCAS Beaufort Station Supply followed suite becoming the second USMC facility to establish a HCP. Since that time, these HCP systems have resulted in significant benefits including:

a. Centralizing the procurement, stocking and issue of hazardous material has reduced on-hand hazardous materials inventories, decreased unnecessary procurements, and lowered disposal costs associated with these substances. In addition, significantly fewer amounts of hazardous waste are being generated.

b. There have been tangible captured savings in new material costs due to reutilization. Previously unused materials are now available for reissue as "cost avoided."

c. Materials are issued only in the quantity needed utilizing the smallest unit-of-issue possible. Users are no longer required to purchase bulk materials to acquire smaller, more desirable units-of-issue. Prior to HCP implementation, this was not an option.

d. Before HCP Implementation, empty material containers were most often discarded in the nearest dumpster. These containers are now summarily crushed and recycled resulting in lower solid waste disposal costs. Also, the addition of an aerosol can puncturing device has eliminated that hazardous waste stream from MCAS Beaufort.

e. There are other tangible savings in addition to those briefly described above. The environment is an auspicious benefactor as well. Fewer amounts of hazardous materials on

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hand produce a correlating reduction in the amounts of hazardous waste requiring disposal. It all adds up to a healthier, cleaner environment.

4. Concurrence. This Order has been coordinated with and concurred by Commanding Officer, MAG-31, Commanding Officer, MWSS-273, Commanding Officer, CLC-23 and the Commanding Officer, MACS-2.

5. Command. This order applies to MCAS Beaufort.

6. Certification. Reviewed and approved this date.



R. W. LANHAM

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BEAUFORT, SOUTH CAROLINA 29904-5001

ASO P5090.4A CH 1  
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AIR STATION ORDER P5090.4A CH 1


From: Commanding Officer  
To: Distribution List

Subj: MARINE CORPS AIR STATION BEAUFORT JOINT HAZARDOUS MATERIAL  
MINIMIZATION CENTER (JHC) PROGRAM STANDARD OPERATING PROCEDURE (SHORT  
TITLE: MCAS JHC PROGRAM SOP)

1. Situation To transmit a change to the basic Order.
2. Execution. Replace paragraph 2005, page 2-3, with the following:

2005. MONTHLY RE-ISSUE OF HM

a. The Environmental Service Support Quality Assurant will conduct monthly inspections of all Hazmat issued to units from the JHC. Although time consuming, this will give a more accurate status of HM usage during the calendar month for environmental reporting purposes. At the time of the monthly inspection, monthly Hazmat will be returned to JHC, and then re-issued to unit.

  
B. C. MURTHA

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LOCATOR SHEET

Subj: MARINE CORPS AIR STATION BEAUFORT JOINT HAZARDOUS  
MATERIAL MINIMIZATION CENTER (JHC) PROGRAM STANDARD  
OPERATING PROCEDURE (SHORT TITLE: MCAS JHC PROGRAM SOP)

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

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## RECORD OF CHANGES

Log completed changes action as indicated.

Change number	Date of Change	Date Entered	Signature of Person Incorporating Change

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## MCAS JHC PROGRAM SOP

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CHAPTER 1

RESPONSIBILITIES

1000. COMMANDING OFFICER MCAS BEAUFORT

1. The Commanding Officer has responsibility for ensuring the JHC is implemented aboard the Air Station and is in compliance with reference (c).
2. The Commanding Officer also has responsibility for ensuring all hazardous materials (HM) used aboard MCAS Beaufort are procured, stored and tracked through the JHC as delineated within this SOP.

1001. STATION SUPPLY OFFICER

1. Provide HM procurement and management to Station customers as specifically provided in the appropriate chapters of this SOP.
2. Provide HM for tenant commands and grounds maintenance as specified in this order.
3. Provide not less than two personnel to support daily operations of the JHC.

1002. STATION HCP. Prior to the merger of Station and MAG-31 Hazardous Material operations, Station conducted business from building 615 and MAG-31 from building 36. As specified in this order, upon completion of the merger all former Station and MAG-31 HAZMAT operations will be conducted from the JHC location in building 429.

1003. PUBLIC WORKS OFFICER. Ensure procurement and management of HM by Public Works and Contractor's personnel as specified in this SOP.

1004. COMMANDING OFFICER, MAG-31

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1. The Commanding Officer has responsibility for ensuring all MAG-31 departments and personnel comply with MOU's and guidelines for the procurement and use of all HAZMAT as delineated within this SOP.
2. MAG-31 shall FAP a minimum of 3 personnel to the JHC, 1 SNCO and 1 NCO to support the Environmental Quality Assurance and Pollution and Prevention (P2) programs, and 1 Material Handler for support of daily operations.
3. Responsible for the procurement of all HM for A/C, GSE, MMF, EAF, and other MAG-31 departments falling under their cognizance through the auspices of the JHC as specified in this SOP.

1005. COMMANDING OFFICER, MALS-31

1. The Commanding Officer has responsibility for ensuring all MALS-31 departments and personnel comply with MOU's and guidelines for procurement and use of all HM as delineated within this SOP.
2. MALS-31 shall FAP at a minimum 1 Supply NCO to the JHC for support of daily operations. The Supply NCO will be responsible for managing the Pre-Expended Bin (PEB).

1006. AVIATION SUPPLY OFFICER, MALS-31. The Aviation Supply Officer has responsibility for ensuring all MALS-31 departments and personnel comply with MOU's and guidelines for procurement and use of all HM as delineated within this SOP.

1007. COMMANDING OFFICER, VFA-86. Ensure personnel and departments under their command fully comply with provisions of squadron-specific MOU's for the procurement and use of HM from the JHC as stated in this SOP.

1008. JOINT HAZMIN CENTER. Under Station Supply management, the JHC shall provide services for the procurement, issue, storage, and tracking of Hazardous Materials used aboard MCAS Beaufort in a manner that supports and enhances mission readiness as set forth in this order and various customer-specific MOU's/MOA's. The JHC consolidates the former MAG-31 and Station Supply HCP's into one operation from one location, Building 429.

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1009. MWSS-273. The Commanding Officer has responsibility for ensuring all MWSS-273 personnel comply with MOU's/MOA's and guidelines for the procurement and use of all HAZMAT as delineated within this SOP.

1010. CLC-23. The Commanding Officer has responsibility for ensuring all CLC-23 personnel comply with MOU's/MOA's and guidelines for the procurement and use of all HAZMAT as delineated within this SOP.

1011. MACS-2. The Commanding Officer has responsibility for ensuring all MACS-2 personnel comply with MOU's/MOA's and guidelines for the procurement and use of all HAZMAT as delineated within this SOP.

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## MCAS JHC PROGRAM SOP

### CHAPTER 2

#### GENERAL GUIDELINES

2000. APPLICABILITY. All Hazardous Materials not procured through the JHC that are brought aboard MCAS Beaufort shall be routed through the JHC for management thereof (ie., bar coding, tracking, etc.).

2001. EXCEPTIONS. Hazardous Materials normally stocked by LCI ServMart are not controlled by the JHC. Prior JHC approval of HAZMAT purchases through LCI ServMart shall be required to ensure that all HM is properly accounted for according to paragraph 2000.

#### 2002. MEMORANDUM OF UNDERSTANDING/AGREEMENT (MOU/MOA)

1. Each unit/section shall have a MOU/MOA with the JHC. A sample MOU/MOA is provided as Appendix C. Each MOU/MOA shall be tailored based on the needs and desires of each respective unit/section and the JHC.

2. Once established, the MOU/MOA shall be followed by the JHC and the using unit/section.

#### 2003. AUTHORIZED PERSONNEL ROSTER (APR)

1. The APR identifies those personnel who are authorized to order, receive, and coordinate their work center hazardous material requirements with the JHC as well as all other matters related to HM for daily usage, unit deployments, etc. Except in emergency situations, only personnel listed on the APR may utilize the JHC.

a. All Customers are required to provide a completed APR to the JHC prior to HM being issued.

b. Appendix D is the format of the APR. The blank form is also available on disk from the JHC.

2. Any change in personnel shall constitute an update to the APR.

2004. ISSUED QUANTITIES

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1. Units/work centers are limited to a seven-day supply of HM and all issues will be made in the smallest unit of issue possible/practical. These requirements are for the following reasons:

- a. To avoid the stockpiling of HM at the unit level.
- b. To avoid the possibility of an unused portion of HM becoming waste.
- c. Allow the JHC to manage the shelf-life of all hazardous material ensuring each activity receives only those materials with un-expired shelf-life dates.
- d. The least amount of hazardous material issued to each activity will lessen the responsibility of the activity's Environmental Coordinator, thus ensuring the likelihood that the activity will comply with all existing applicable safety and environmental regulations.

2. After the initial seven-day supply has been established and issued, all issues from that point on will be on an as required basis.

2005. MONTHLY RE-ISSUE OF HM. During the first week of every month, as scheduled by the JHC, all HM shall be returned to the JHC and re-issued to the unit. Although time consuming, this gives a more accurate picture of HM usage during the calendar month for environmental reporting purposes.

2006. RETURNED HM. All unused HM returned to the JHC that is still in usable condition shall be put in a cost avoided status and issued to the next requestor at no or reduced cost. This does not apply to MWSS-273 and CLC-23. Their material shall be set aside for re-issue to MWSS-273 and CLC-23 only.

2007. RETURNED EMPTY CONTAINERS AND BATTERIES. All empty containers and used batteries shall be returned to the NREAO's Williams J. Cooper Environmental Facility (building 1205).

2008. HAZARDOUS MATERIAL AUTHORIZED USE LIST (HM-AUL)

1. The HM-AUL was previously established and is currently managed by Natural Resources and Environmental Affairs Office (NREAO). All HM issued to any unit/section must be on that unit/section's HM-AUL.
2. Any changes to the HM-AUL must be requested by the unit/section using Appendix F.

2009. MATERIAL SAFETY DATA SHEETS (MSDS)

1. An MSDS must be maintained by the user for each HM on hand. The following applies:

- a. The MSDS must match the HM in the following categories:

- (1) Product NSN

- (2) Product Manufacturer

- (3) Product Manufacture Date. (i.e. an MSDS that is newer than the HM on hand may not match due to manufacturing process and/or product improvements resulting in a like item possessing different physical and chemical properties, even though the newer MSDS is available from the same manufacturer.)

- b. MSDS files must be kept in a location that is available to any worker at any given time. If MSDS are maintained on a computer or computer database, a physical copy is still required to be strategically placed within the unit/section for the following reasons:

- (1) Power outages and network downtime will preclude access to computer based MSDS files/databases.

- (2) Not all potential users of hazardous materials possess computer access.

- (3) Workload priorities and lack of computer assets may reduce or restrict access to MSDS during critical conditions.

2010. SIGHT INSPECTION

1. NREAO and JHC Office of Environmental Services personnel

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shall conduct monthly inspections with unit HM Coordinators.

2. ASO 4750.3A appendix C contains the Generator Site Checklist for Compliance with South Carolina and MCAS Hazardous Waste Management Regulations, which defines the criteria necessary to successfully pass the Unit HAZMAT site inspection.

3. Once an inspection is completed the inspector and the personnel responsible for the site's HM program shall sign the inspection sheet. A copy of the completed inspection will be given to the unit representative who will have five working days to correct and submit all discrepancies for re-inspection.



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CHAPTER 3

STATION SPECIFIC GUIDELINES

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## MCAS JHC PROGRAM SOP

### CHAPTER 3

#### STATION SPECIFIC GUIDELINES

3000. FUNDING. MCAS Beaufort's Joint Hazardous Material Center (JHC) is a non-funded operation; the station's hazardous material inventory is owned by Station Clients. There are no "free issues" of Cost Avoidance Material from Station's Hazardous Material Inventory. Patrons that are not the original purchaser of the material(s) requested shall be assessed a 25% redistribution fee. This surcharge is based on the acquisition cost and the amount of hazardous material requested.

3001. PAYMENT OPTIONS. Station customers have the option of choosing one of the two billing methods for hazardous material requirements: request transfer of funding from the customer's account to the JHC account, or provide the chargeable financial information pointer (FIP) and have the requirements charged directly to their operating account.

3002. ORDERING PROCEDURE. The primary method of purchasing stock for Station patrons is via the following tools: OneTouch, DoD EMall and the Government Credit Card.

#### 3003. IMPLEMENTATION PROCESS

1. JHC contacts designated Hazmat Coordinator.
2. JHC and respective unit/section personnel verify material locker condition.
3. All usable material with MSDS sheets removed from unit/section's lockers.
4. Enter all usable material into the HM tracking database.
5. Bar code and issue a one-week supply of material to unit/section.
6. Unit turns in all unusable hazardous material to NREAO as hazardous waste.

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7. Unit is on line.

3004. INCORPORATING A UNIT INTO THE JHC PROGRAM

1. Each unit will determine what HM they require to operate. This list shall be known as the HM-AUL. The HM-AUL will list approximate quantities of each material required (by unit of issue/use) to operate for seven days. The AUL should be used to develop the Hazardous Material Inventory of the respective unit's contingency plan. The completed AUL shall be submitted to the JHC and NREAO. Likewise, each unit shall maintain a copy of their AUL.

2. Upon receipt of the HM-AUL from the unit, the JHC will set up an appointment to receive on hand HM into stock. Once all materials have been received into JHC stock and the respective containers identified, the unit will be issued a seven-day operating stock.

3. The unit will use their operating stock material as needed. As stock is depleted the unit will inform the JHC. All hazardous material will be replaced on a one-for-one basis until the entire unit's turn in stock is depleted. The unit is required to turn in all used containers.

a. Replacement stock shall be issued from Cost Avoided (CA) stock first, Cost stock second, and ordered by the JHC when no CA or Cost stock is on hand.

b. Upon request the JHC will provide an itemized listing of all HM issues made. This list will show all Cost and Cost Avoided material.

c. No less than every two weeks the JHC will issue each supported activity an itemized listing of all HM issues made to that unit. This list shows all containers that have been in the unit's possession over seven days and have not been returned to the JHC. Each unit will validate this list and return it to the JHC.

4. An APR shall also be completed by the unit and given to the JHC. As in the case of the AUL, a copy of the unit's APR will be maintained by the customer.

3005. UNIT HAZMAT SITES INSPECTION PROCEDURES

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shall conduct monthly inspections with unit HM Coordinators.

2. Appendix C of the MCAS Hazardous Waste Management Plan (HWMP) contains the Generator Site Checklist for Compliance with South Carolina and MCAS Hazardous Waste Management Regulations, which defines the criteria necessary to successfully pass the Unit HAZMAT site inspection.

3. Once an inspection is completed the inspector and the personnel responsible for the site's HM program shall sign the inspection sheet. A copy of the completed inspection will be given to the unit representative who will have five working days to correct and submit all discrepancies for re-inspection.

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MAG-31 SPECIFIC GUIDELINES

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## MCAS JHC PROGRAM SOP

## CHAPTER 4

## MAG-31 SPECIFIC GUIDELINES

4000. APPLICABILITY. This chapter applies to all units/sections that procure HM through the MALS-31 Supply Department for aircraft maintenance and related support.

4001. REQUIREMENTS. All units/sections shall also follow the requirements prescribed in Chapters 1 and 2 of this order.

4002. JOINT HAZMIN CENTER PERSONNEL. As agreed on and recorded within the MOU, all MALS-31 Supply HAZMAT functions shall be conducted and managed by JHC personnel.

1. The JHC Supply Clerk/HAZMAT Handler responsibilities are:

a. Ensure all items within the Pre-Expended Bin (PEB) are stocked in quantities sufficient to maintain the required 90-day hazardous material supply. In some cases involving selected stock, this may include notifying the Consumable Control Branch (CCB) to consider Cost Avoided Material in lieu of re-order.

b. Screen all HM orders including R-SUPPLY generated buys, Stock Documents, and DTO documents to prevent overstocking and ensure that adequate HM inventory quantities are maintained.

c. Perform monthly wall-to-wall inventory of all HM items to ensure accurate inventory control between physical inventory levels and database inventory tracking. This should also include a comparison of the R Supply inventories.

d. Perform monthly shelf-life inspection of all HM-PEB assets to:

(1) Extend shelf-life if appropriate, or

(2) Dispose of expired shelf-life items per applicable regulations.

e. Issue all HM items that are PEB assets, and update computer based inventory records including, including R-Supply,

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Naval Aviation Logistics Command Information System (NALCOMIS) and/or appropriate HM inventory control tracking software.

f. Sign for, pick-up, inspect, inventory, update R-SUPPLY/NALCOMIS, PEB, update HM tracking software, and stock (or issue) all HM items received from the external supply system.

g. Assign locations for new materials.

h. Ensure storage compatibility for all items.

i. Coordinate with Aviation Supply and customers concerning any special requirements that may arise from time to time.

j. Perform monthly returns and reissue of all HM utilized by supported squadrons. This shall be done the first week of every month.

k. For materials that have been ordered but are needed ASAP, the supply clerk will notify the appropriate supply division of expedient requirements, and Supply Response Division (SRD) for DTO's and CCB in stock. An item manager will ship by fastest traceable means when requested; this should be used on a limited basis. Likewise, FedEx will only be used on a case-by-case basis.

1. Should the need arise, the JHC Supply Clerk shall provide liaison with other HazMat centers and/or Marine Corps units to acquire needed material(s).

2. The JHC Office of Environmental Services personnel (Quality Assurance Chief/Quality Assurance Representative) responsibilities are:

a. Assist NREAO in managing the Pollution Prevention (P2) Program aboard MCAS Beaufort.

b. Assist NREAO to ensure that all units aboard MCAS Beaufort operate within environmental requirements as set forth by EO 13101; CFRs 29, 40 and 49; MCOs 5090.2 and 4450.12; Appropriate Wing Orders; the MCAS Beaufort Pollution Prevention Plan; the MCAS Beaufort Air Quality Compliance Manual; the MCAS Beaufort Storm Water Pollution Prevention Plan; and ASOs 4570.3, ASO 4570.4, and P5490.4.

c. Assist NREAO to provide training in accordance with the MCAS Beaufort CETEP plan, and based on the needs and desires of

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units aboard MCAS Beaufort. Training requests for MCAS specific/required courses can be forwarded to NREAO directly. Other requests shall be routed through the JHC Office of Environmental Services. Training standards shall meet the minimum requirements prescribed by CFRs 29, 40 and 49, and should enhance the overall mission readiness level of assigned units.

d. Perform monthly inspections of units aboard MCAS Beaufort to ensure compliance regarding the regulations presented in paragraph 4002.2.b. When applicable, inspections will include utilizing the CSEC checklist to ensure that aviation units are operating in accordance with the Naval Aviation Maintenance Program (COMNAVAIRFORINST 4790.2).

e. Conduct quarterly inspections utilizing the Storm Water Best Management Practices Checklist.

f. Collect required monthly and quarterly data logs and turn in to NREAO.

g. Hold a monthly HAZMAT/Environmental meeting with all unit coordinators aboard MCAS Beaufort in accordance with the Station Pollution Prevention Plan and the NAMP (Naval Aviation Maintenance Program). The purpose of this meeting is to provide information and training, and receive feedback regarding P2 initiatives.

h. Provide spill response support to NREAO as required.

i. Liaison with MAG-31, CLC-23, MWSS-273, station assigned units to identify and resolve HAZMAT related deficiencies.

j. Liaison with visiting units aboard MCAS Beaufort to ascertain HAZMAT requirements and ensure that the unit's HM representative(s) understand MCAS compliance guidelines.

k. Assist the JHC supply staff in their duties as needed to ensure efficient, high quality service is provided to all units aboard MCAS Beaufort.

4003. REQUIRED TRAINING. All unit/division HM Coordinators are required to have the Air Station's 24 hour Hazardous Waste (HW) Management Course or a NREAO approved HW Management Course. Though not a requirement, it is strongly recommended that



unit/division HM Coordinators qualify and submit for the Hazardous Material/Hazardous Waste (HM/HW) Staff Noncommissioned Officer/Noncommissioned Officer (MGySgt to LCpl) MOS 9954 (FMOS 8056 after 1 Oct 2006). The MOS requirements are prescribed in MCO P1200.16.

4004. MAG-31 SQUADRONS AND DIVISIONS

1. All HM for aircraft maintenance shall be ordered through the JHC, using the procedures in paragraph 4005.

2. Once the HM is received from the JHC, the inventory must be given to that unit/division's Primary Environmental Coordinator. This inventory must be kept in the unit/division's turnover binder as required by the Air Station's Hazardous Waste Management Plan.

3. Per the NAMP, the squadron/division must maintain a HM usage/checkout logbook. All HM items used with-in the squadron must be logged therein.

4005. ORDERING PROCEDURES.

1. An initial seven day HM supply will be issued to and maintained by the unit's HM coordinator. Seven day supply replenishments will be issued during normal working hours Monday thru Wednesday. All other HM requirements will be issued anytime during normal working hours.

a. First, call the JHC and inform them of the HM required. If it is available as cost avoided material the requested HM will be issued with no document.

b. If no cost avoided HM is available, JHC will notify the requestor to order it using NALCOMIS. The document will be referred to the supply system.

**NOTE:** Exceptions will be made for squadrons returning from deployment prior to having their NALCOMIS accounts reestablished, and as required during R-SUPPLY/NALCOMIS down times. The JHC Supply clerk will provide special instructions as needed.

2. After hours ordering shall be accomplished in the following manner:

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a. Call MALS-31 Production Control. If the HM is required to facilitate high priority maintenance, they will contact the JHC's duty recall.

(1) If the required HM is available the recall will come in and issue the material.

(2) If the HM is not in stock, order on NALCOMIS using standard procedures and notify the JHC the following workday to ensure the document is released to the system. The JHC supply representative will track the document to ensure its expedited receipt.

3. For unit deployment HM support, turn-in all requests to MALS-31 Supply CCB/SMD for approval. Once approved, the JHC will fill the requirement with stock on hand. NIS and NC material will be ordered in NALCOMIS using established procedures to be referred to the Supply System.

Note: Follow MALS-31 Deployment established procedures.

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CHAPTER 5

MWSS-273 SPECIFIC GUIDELINES

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## MCAS JHC PROGRAM

## CHAPTER 5

## MWSS-273 SPECIFIC GUIDELINES

5000. FUNDING. MCAS Beaufort Joint Hazardous Material Center (JHC) is a non-funded operation; MWSS-273 has ownership of their Hazardous Material Inventory.

1. The JHC is unable to convert funds from accounts other than MCAS units with a Unit Identification Code (UIC) of "M60169". In an effort to accommodate those tenant units not having an account code of "M60169", the tenant unit should identify their estimated quarterly or annual requirements with the Comptroller at their higher headquarters to have funding realigned to MCAS Beaufort via MARFORCOM and MCIEAST.

5001. MEMORANDUM OF AGREEMENT (MOA). All Commands are required to sign an MOA. The purpose of the MOA is to formalize the responsibilities and agreements between the JHC and its customers with regard to requisitioning, payment method, procurement, storage and issue of new and re-utilized HM.

5002. IMPLEMENTATION PROCESS

1. JHC contacts designated Hazmat Coordinator.
2. JHC and respective unit/section personnel verify material locker condition.
3. MOA drafted and signed.
4. All usable material with MSDS sheets removed from unit/section's lockers.
5. Enter all usable material into the HM tracking database.
6. Bar code and issue a one-week supply of material to unit/section.
7. Unit turns in all unusable hazardous material to NREAO as hazardous waste.

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8. Unit is on line.

5003. INCORPORATION OF MWSS-273 INTO THE JHC

1. MWSS-273 will determine what HM they require to operate. This list shall be known as the HM-AUL. The HM-AUL will list approximate quantities of each material required (by unit of issue/use) to operate for seven days. The AUL should be used to develop the Hazardous Material Inventory of MWSS-273's contingency plan. MWSS-273 shall submit the completed AUL to the JHC and NREAO, as well as maintain a copy for their records.

2. Upon receipt of the HM-AUL from the unit, the JHC will set up an appointment to receive on hand HM into stock. Once all materials have been received into JHC stock and the respective containers identified, MWSS-273 will be issued a seven-day operating stock.

3. MWSS-273 will use their operating stock material as needed. As stock is depleted MWSS-273 will inform the JHC. All hazardous material will be replaced on a one-for-one basis until the entire unit's turn in stock is depleted. MWSS-273 is required to turn in all used containers.

a. Replacement stock shall be issued from Cost Avoided (CA) stock first, Cost stock second, and ordered by the JHC when no CA or Cost stock is on hand.

b. Upon request the JHC will provide an itemized listing of all HM issues made. This list will show all Cost and Cost Avoided material.

c. No less than every two weeks the JHC will issue MWSS-273 an itemized listing of all HM issues made to that unit. This list shows all containers that have been in the unit's possession over seven days and have not been returned to the JHC. MWSS-273 will validate this list and return it to the JHC.

4. An APR shall also be completed by MWSS-273 and given to the JHC. As in the case of the AUL, a copy of the unit's APR will be maintained by MWSS-273.

5004. UNIT HAZMAT SITES INSPECTION PROCEDURES

1. NREAO and JHC Office of Environmental Services personnel

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shall conduct monthly inspections with MWSS-273's HM Coordinator.

2. Appendix C of the MCAS Hazardous Waste Management Plan (HWMP) contains the Generator Site Checklist for Compliance with South Carolina and MCAS Hazardous Waste Management Regulations, which defines the criteria necessary to successfully pass the Unit HAZMAT site inspection.

3. Once an inspection is completed the inspector and the personnel responsible for the site's HM program shall sign the inspection sheet. A copy of the completed inspection will be given to MWSS-273's representative who will have five working days to correct and submit all discrepancies for re-inspection.

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MCAS JHC PROGRAM

CHAPTER 6

CLC-23 SPECIFIC GUIDELINES

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IMPLEMENTATION PROCESS . . . . .	.6002	6-2
INCORPORATING A UNIT INTO THE STATION HCP PROGRAM . . . . .	.6003	6-3
UNIT HAZMAT SITES INSPECTION PROCEEDURES . . . . .	.6004	6-4

## MCAS JHC PROGRAM

## CHAPTER 6

## CLC-23 SPECIFIC GUIDELINES

6000. FUNDING. MCAS Beaufort Joint Hazardous Material Center (JHC) is a non-funded operation; CLC-23 has ownership of their Hazardous Material Inventory.

1. The JHC is unable to convert funds from accounts other than MCAS units with a Unit Identification Code (UIC) of "M60169". In an effort to accommodate those tenant units not having an account code of "M60169", the tenant unit should identify their estimated quarterly or annual requirements with the Comptroller at their higher headquarters to have funding realigned to MCAS Beaufort via MARFORCOM and MCIEAST.

6001. MEMORANDUM OF AGREEMENT (MOA). All Commands are required to sign an MOA. The purpose of the MOA is to formalize the responsibilities and agreements between the JHC and its customers with regard to requisitioning, payment method, procurement, storage and issue of new and re-utilized HM.

6002. IMPLEMENTATION PROCESS

1. JHC contacts designated Hazmat Coordinator.
2. JHC and respective unit/section personnel verify material locker condition.
3. MOA drafted and signed.
4. All usable material with MSDS sheets removed from unit/section's lockers.
5. Enter all usable material into the HM tracking database.
6. Bar code and issue a one-week supply of material to unit/section.
7. Unit turns in all unusable hazardous material to NREAO as hazardous waste.



8. Unit is on line.

6003. INCORPORATION OF CLC-23 INTO THE JHC

1. CLC-23 will determine what HM they require to operate. This list shall be known as the HM-AUL. The HM-AUL will list approximate quantities of each material required (by unit of issue/use) to operate for seven days. The AUL should be used to develop the Hazardous Material Inventory of CLC-23's contingency plan. CLC-23 shall submit the completed AUL to the JHC and NREAO, as well as maintain a copy for their records.

2. Upon receipt of the HM-AUL from the unit, the JHC will set up an appointment to receive on hand HM into stock. Once all materials have been received into JHC stock and the respective containers identified, CLC-23 will be issued a seven-day operating stock.

3. CLC-23 will use their operating stock material as needed. As stock is depleted CLC-23 will inform the JHC. All hazardous material will be replaced on a one-for-one basis until the entire unit's turn in stock is depleted. CLC-23 is required to turn in all used containers.

a. Replacement stock shall be issued from Cost Avoided (CA) stock first, Cost stock second, and ordered by the JHC when no CA or Cost stock is on hand.

b. Upon request the JHC will provide an itemized listing of all HM issues made. This list will show all Cost and Cost Avoided material.

c. No less than every two weeks the JHC will issue CLC-23 an itemized listing of all HM issues made to that unit. This list shows all containers that have been in the unit's possession over seven days and have not been returned to the JHC. CLC-23 will validate this list and return it to the JHC.

4. An APR shall also be completed by CLC-23 and given to the JHC. As in the case of the AUL, a copy of the unit's APR will be maintained by CLC-23.

6004. UNIT HAZMAT SITES INSPECTION PROCEDURES

1. NREAO and JHC Office of Environmental Services personnel

shall conduct monthly inspections with CLC-23's HM Coordinator.

2. Appendix C of the MCAS Hazardous Waste Management Plan (HWMP) contains the Generator Site Checklist for Compliance with South Carolina and MCAS Hazardous Waste Management Regulations, which defines the criteria necessary to successfully pass the Unit HAZMAT site inspection.

3. Once an inspection is completed the inspector and the personnel responsible for the site's HM program shall sign the inspection sheet. A copy of the completed inspection will be given to CLC-23's representative who will have five working days to correct and submit all discrepancies for re-inspection.

## MCAS JHC PROGRAM

## CHAPTER 7

## MACS-2 SPECIFIC GUIDELINES

	<u>PARAGRAPH</u>	<u>PAGE</u>
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IMPLEMENTATION PROCESS . . . . .	.7002	7-2
INCORPORATING A UNIT INTO THE STATION HCP PROGRAM . . . . .	.7003	7-3
UNIT HAZMAT SITES INSPECTION PROCEEDURES . . . . .	.7004	7-4

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## MCAS JHC PROGRAM

### CHAPTER 7

#### MACS-2 SPECIFIC GUIDELINES

7000. FUNDING. MCAS Beaufort Joint Hazardous Material Center (JHC) is a non-funded operation; MACS-2 has ownership of their Hazardous Material Inventory.

1. The JHC is unable to convert funds from accounts other than MCAS units with a Unit Identification Code (UIC) of "M60169". In an effort to accommodate those tenant units not having an account code of "M60169", the tenant unit should identify their estimated quarterly or annual requirements with the Comptroller at their higher headquarters to have funding realigned to MCAS Beaufort via MARFORCOM and MCIEAST.

7001. MEMORANDUM OF AGREEMENT (MOA). All Commands are required to sign an MOA. The purpose of the MOA is to formalize the responsibilities and agreements between the JHC and its customers with regard to requisitioning, payment method, procurement, storage and issue of new and re-utilized HM.

#### 7002. IMPLEMENTATION PROCESS

1. JHC contacts designated Hazmat Coordinator.
2. JHC and respective unit/section personnel verify material locker condition.
3. MOA drafted and signed.
4. All usable material with MSDS sheets removed from unit/section's lockers.
5. Enter all usable material into the HM tracking database.
6. Bar code and issue a one-week supply of material to unit/section.
7. Unit turns in all unusable hazardous material to NREAO as hazardous waste.

8. Unit is on line.

7003. INCORPORATION OF MACS-2 INTO THE JHC

1. MACS-2 will determine what HM they require to operate. This list shall be known as the HM-AUL. The HM-AUL will list approximate quantities of each material required (by unit of issue/use) to operate for seven days. The AUL should be used to develop the Hazardous Material Inventory of MACS-2's contingency plan. MACS-2 shall submit the completed AUL to the JHC and NREAO, as well as maintain a copy for their records.

2. Upon receipt of the HM-AUL from the unit, the JHC will set up an appointment to receive on hand HM into stock. Once all materials have been received into JHC stock and the respective containers identified, MACS-2 will be issued a seven-day operating stock.

3. MACS-2 will use their operating stock material as needed. As stock is depleted MACS-2 will inform the JHC. All hazardous material will be replaced on a one-for-one basis until the entire unit's turn in stock is depleted. MACS-2 is required to turn in all used containers.

a. Replacement stock shall be issued from Cost Avoided (CA) stock first, Cost stock second, and ordered by the JHC when no CA or Cost stock is on hand.

b. Upon request the JHC will provide an itemized listing of all HM issues made. This list will show all Cost and Cost Avoided material.

c. No less than every two weeks the JHC will issue MACS-2 an itemized listing of all HM issues made to that unit. This list shows all containers that have been in the unit's possession over seven days and have not been returned to the JHC. MACS-2 will validate this list and return it to the JHC.

4. An APR shall also be completed by MACS-2 and given to the JHC. As in the case of the AUL, a copy of the unit's APR will be maintained by MACS-2.

7004. UNIT HAZMAT SITES INSPECTION PROCEDURES

1. NREAO and JHC Office of Environmental Services personnel

shall conduct monthly inspections with MACS-2's HM Coordinator.

2. Appendix C of the MCAS Hazardous Waste Management Plan (HWMP) contains the Generator Site Checklist for Compliance with South Carolina and MCAS Hazardous Waste Management Regulations, which defines the criteria necessary to successfully pass the Unit HAZMAT site inspection.

3. Once an inspection is completed the inspector and the personnel responsible for the site's HM program shall sign the inspection sheet. A copy of the completed inspection will be given to MACS-2's representative who will have five working days to correct and submit all discrepancies for re-inspection.

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MCAS JHC PROGRAM

CHAPTER 8

PUBLIC WORKS AND CONTRACTORS SPECIFIC GUIDELINES

	<u>PARAGRAPH</u>	<u>PAGE</u>
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REQUIREMENTS . . . . .	8001	8-2

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## MCAS JHC PROGRAM

### CHAPTER 8

#### PUBLIC WORKS AND CONTRACTORS SPECIFIC GUIDELINES

8000. APPLICABILITY. The Public Works Officer has the responsibility for ensuring that all assigned personnel and contractors comply with the procurement and management of Hazardous Materials as delineated within this SOP.

8002. REQUIREMENTS. This Air Station Order mandates that all Hazardous Materials brought aboard MCAS Beaufort be tracked from its receipt (on station) to disposal (off station) - Commonly referred to as the "cradle to grave" concept. Therefore, all Public Works Contractor's HM must be brought to the JHC to be loaded in the HM tracking system (to be bar-coded and labeled) allowing the HM to be tracked from "cradle to grave". Upon completion of task, the labels/bar-codes are turn-in to the JHC so that the item may be removed from the HAZMAT tracking database.



# MCAS JHC PROGRAM

## APPENDIX A

### LIST OF ADDITIONAL REFERENCES

#### Department of Defense and Other Federal References

EO 12856, *Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements*, August 1993.

DoD Directive 4210.15, *Hazardous Material Pollution Prevention*, July 1989.

DoD Directive 4715.4, *Pollution Prevention*, June 1996.

DoD Instruction 4140.27M, *Shelf-Life Item Management Manual*.

DoD Manual 4160.21M, *Defense Reutilization and Marketing Manual*, March, 1990.

DoD Directive 5000.2-R, *Mandatory Procedures for Major Acquisition Programs and Major Automated Information Systems Acquisition Programs*, March 1996.

#### Department of the Navy References

DoN *Environmental Policy Memorandum 97-05, Guidance on Hazardous Material Control and Management*, 23 June 1997.

#### U. S. Marine Corps References

MCO 5090.2A, *Environmental Compliance and Protection Manual*, under development.

#### U. S. Navy References

OPNAVINST 4110.2, *Hazardous Material Control and Management (HMC& M)*.

OPNAVINST 5090.1 (series), *Environmental and Natural Resources Program Manual*.

NFESC, *Economic Analysis Handbook*, NAVFAC P442, October 1993.

NAVSUPSYSCOM, *Consolidated Hazardous Material Reutilization and Inventory Management Program Guide*, under development.

NAVSUPSYSCOM, *Hazardous Substance Management System (HSMS) Activity Implementation Manual (AIM)*, June 1997.

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NAVSUPSYSCOM, Hazardous Substance Management System (HSMS)  
Implementation Management Plan (IMP), December 1996.

Naval Air Weapons Station (NAWS) Point Mugu, Consolidated  
Hazardous Material Reutilization and Inventory Management  
Program Manual, May 1992.

#### **U. S. Army References**

U. S. Army Concepts Analysis Agency, Assessment of Logistics and  
Cost for Hazardous Materials Management Implementation (ALCHMMI)  
Study, October 1996.

#### **U. S. Air Force References**

U. S. Air Force Center for Environmental Excellence Pro-Act  
Information Packet, HAZMAT Pharmacy, revised July 1995.

## MCAS JHC PROGRAM

## APPENDIX B

## ACRONYMS AND ABBREVIATIONS

Acronym/ Abbreviation	Definition
ADP	Automated Data Processing
AFCEE	Air Force Center for Environmental Excellence
AFR	Air Force Regulation
AIM	Activity Implementation Manual
ALCHMMI	Assessment of Logistics and Cost for Hazardous Materials Management Implementation
ANSI	American National Standards Institute
AR	Army Regulation
APR	Authorized Personnel Roster
AST	Aboveground Storage Tank
ATF	Bureau of Alcohol, Tobacco, and Firearms
AUL	Authorized Use List
BCA	Business Case Analysis
CAGE	Commercial Activity Government Entity
CDC	Centers for Disease Control
CERCLA	Comprehensive Environmental Response, Cleanup, and Liability Act
CETEP	Comprehensive Environmental Training and Education Program
CFR	U. S. Code of Federal Regulations
CHRIMP	Consolidated Hazardous Material Reutilization and Inventory Management Program
CO	Commanding Officer
CONUS	Continental United States
COSIS	Care of Supplies in Storage
DBA	Database Administrator
DESCIM	Defense Environmental Security Corporate Information Management
DLAM	Defense Logistics Agency Manual
DLAR	Defense Logistics Agency Regulation
DM-HMMS	See HMMS
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoN	Department of the Navy
DoT	Department of Transportation
DRMO	Defense Reutilization and Marketing Office
DUSD (ES)	Deputy Assistant Secretary of Defense for Environmental Security
ECE	Environmental Compliance Evaluation

## APPENDIX B

ECE	Environmental Compliance Evaluation
EO	Executive Order
EPCRA	Emergency Planning and Community Right-to-Know Act
FIFO	First-In-First-Out
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FSC	Federal supply class
FY	Fiscal Year
GSA	General Services Administration
HAZMIN	Hazardous Materials Minimization
HAZWOPER	Hazardous Waste Operator
HCC	Hazardous Category Code
HCP	Hazardous Material Consolidation Program
HICS	Hazardous Material Inventory Control System
HM	Hazardous Material
HMC&M	Hazardous Material Control and Management
HMIS	Hazardous Materials Information System
HMMS	Hazardous Material Management System
HSMS	Hazardous Substance Management System
HQMC	Headquarters, United States Marine Corps
HVAC	Heating, Ventilation, and Air Conditioning
HW	Hazardous Waste
IMP	Implementation Management Plan
JHC	Joint HazMin Center
LAN	Local Area Network
MCAF	Marine Corps Air Facility
MCAGCC	Marine Corps Air Ground Combat Center
MCB	Marine Corps Base
MCBUL	Marine Corps Bulletin
MCMWTC	Marine Corps Mountain Warfare Training Center
MCO	Marine Corps Order
MIL-HDBK	Military Handbook
MIL-STD	Military Standard
MSDS	Material Safety Data Sheet
MRC	Mobile Reuse Center
MRO	Material Release Order
MOU	Memorandum Of Understanding
NAVFAC	Naval Facilities Engineering Systems Command
NAVSUP	Naval Supply Systems Command
NAVSUPINS	Naval Supply Systems Command Instruction
NAVSUPSYSCOM	see NAVSUP
NAWS	Naval Air Weapons Station
NCTAMSLANT	Naval Computer and Telecommunications Master Station Atlantic

## APPENDIX B

NFESC	see NAVFAC
NFPA	National Fire Protection Association
NPV	Net Present Value
NRFI	Not Ready For Issue
NSN	National Stock Number
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Administration
P2	Pollution Prevention
POA&M	Plan of Action and Milestones
POC	Point of Contact
POL	Petroleum, Oil, and Lubricant
PPE	Personal Protective Equipment
RCRA	Resource Conservation and Recovery Act
RDBMS	Relational Database Management System
SA	System Administrator
SABRS	Standard Accounting Budgeting and Reporting System
SOP	Standard Operating Procedures
SOW	Statement of Work
TAD	Temporarily Assigned Duty
TM	Technical Memorandum
TRADOC	United States Army Training and Doctrine Command
TSCA	Toxic Substances Control Act
UAC	Uniform Annual Cost
UPS	Uninterruptible Power Supply
USAF	United States Air Force
USMC	United States Marine Corps
UST	Underground Storage Tank
WAN	Wide Area Network

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MCAS JHC PROGRAM

APPENDIX C

SAMPLE MEMORANDUM OF UNDERSTANDING

USMC  
5200  
4 Apr 06

USMC  
5200  
4 Apr 06

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
COMMANDING OFFICER  
MARINE CORPS AIRSTATION BEAUFORT  
AND  
COMMANDING OFFICER  
MARINE AVIATION LOGISTICS SQUADRON 31

Subj: MEMORANDUM OF UNDERSTANDING OF RESPONSIBILITIES FOR THE  
REQUISITIONING, STORAGE, DISPOSAL AND ISSUE OF HAZARDOUS  
MATERIALS

Ref: (a) EO 13101  
(b) MCO P5090.2A  
(c) United States Marine Corps Hazardous Material  
Consolidation Program (HCP) Implementation Guide  
(d) ASDTP MCO P4400.177D (Appendix Q)  
(e) MCO 4450.12  
(f) ASO P5090.4

1. Purpose. This Memorandum of Understanding (MOU), hereinafter referred to as the MOU, is entered into between Marine Corps Air Station (MCAS) Beaufort Joint Hazardous Materials Center (JHC) and Marine Aviation Logistics Squadron 31 (MAL-31), and will delineate responsibilities concerning the requisitioning, storage, disposal and issue of Hazardous Materials (HAZMAT) on board MCAS Beaufort.

2. Background. References (a) and (b) require that all Marine Corps Installations and Units develop a Hazardous Material Consolidation Program (HCP) and reference (c) gives guidance for establishing such a program. This order gives specific guidelines for MCAS units to establish a Joint Hazardous Material Minimization Center utilizing a Hazardous Material (HM) management software program to track and control all HM utilized aboard MCAS Beaufort. The Joint Hazardous Center (JHC) is

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located at Building 429, adjacent to TACTS and Fire Department, The JHC is actually a consolidation of the former MAG-31 and Station Supply Hazardous Material Control Programs established in 1986 and 1987, respectively.

3. Responsibilities. The following paragraphs identify the responsibilities of the organizations involved in this MOU. For the purpose of this MOU, the Commanding Officer MCAS Beaufort will be referred to as the (Supplier) and the Commanding Officer MALS-31 will be referred to as the (Receiver).

a. The Supplier will:

(1) Perform all functions in accordance with references (d) thru (f).

(2) Ensure all items in Pre Expended Bin (PEB) are stocked in quantities sufficient to maintain the required 90-day supply. This may include the notification of Consumable Control Branch (CCB) to preclude re-order of selected stock to consider cost avoided material.

(3) Screen all HM orders including R-Supply generated buys, Stock Documents, and DTO documents to ensure no overstocking and adequate quantities are on hand.

(4) Monthly wall-to-wall inventory of all HM items to ensure accurate quantities in the HM tracking software and PEB inventories.

(5) Monthly shelf life inspection of all PEB inventories to extend shelf life if appropriate, or dispose of expired shelf life items per applicable regulations.

(6) Issue all HM items that are PEB assets, including required R-Supply, Naval Aviation Logistics Command Information System (NALCOMIS) and/or HM tracking software entries.

(7) Sign for, pick-up, inspect, inventory, update R-SUPPLY/NALCOMIS, PEB, update HM tracking software, and stock (or issue) all HM items received from the external supply system.

(8) Assign locations for new materials.

(9) Ensure storage compatibility for all items.

(10) Coordinate with receiver and customers concerning

any special requirements that may arise from time to time.

(11) Returns and reissue of all HM from the squadrons.

(12) Expedite material which has been ordered but is needed ASAP. The supply clerk will notify the appropriate supply division of expedient requirements, Supply Response Division (SRD) for DTO's and CCB for stock. Item manager will ship by fastest traceable means when requested.

(13) Should the need arise, the Supply Clerk shall provide liaison with other HazMat sites and/or other Marine Corps units to acquire needed material(s).

b. The Receiver will:

(1) Establish HM PEB site at the JHC and ensure that appropriate Local Management Codes are applied to all HAZMAT inventories.

(2) FAP one (1) NCO to JHC to perform daily operations as outlined in par (3) of this MOU.

(3) Ensure adequate funds are available to purchase stock in quantities to maintain the required 90-day supply. When required, provide necessary funds (ex. LOA, MIPR, DD-1149) to Station comptroller for emergency purchase of HAZMAT thru commercial means with authorized Credit Card.

4. Effective Date. This MOU shall be effective upon signature of all parties.

5. Termination. Any party may serve notice of its intention to terminate this MOU only by written notice to the other party at least 90 days in advance.

6. Amendments. This agreement may be revised, amended, or annexed subject to written consent of the parties.

7. Review: This MOU will be reviewed annually.

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CO MALS-31

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R. W. LANHAM



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MCAS JHC PROGRAM

APPENDIX C

SAMPLE MEMORANDUM OF AGREEMENT

USMC  
5200

USMC  
5200

MEMORANDUM OF AGREEMENT  
BETWEEN  
COMMANDING OFFICER  
MARINE CORPS AIRSTATION BEAUFORT  
AND  
COMMANDING OFFICER  
COMBAT LOGISTICS COMPANY 23

Subj: MEMORANDUM OF AGREEMENT OF RESPONSIBILITIES FOR THE  
REQUISITIONING, PAYMENT METHOD, PROCUREMENT, STORAGE,  
DISPOSAL AND ISSUE OF HAZARDOUS MATERIALS

Ref: (a) EO 13101  
(b) MCO P5090.2A  
(c) United States Marine Corps Hazardous Material  
Consolidation Program (HCP) Implementation Guide  
(d) MCO 4450.12  
(e) ASO P5090.4

1. Purpose. This Memorandum of Agreement (MOA), hereinafter referred to as the MOA, is entered into between Marine Corps Air Station (MCAS) Beaufort Joint Hazardous Materials Center (JHC) and Combat Logistics Company 23 (CLC-23), and will delineate responsibilities concerning the requisitioning, payment method, procurement, storage, disposal and issue of Hazardous Materials (HM) on board MCAS Beaufort.

2. Background. References (a) and (b) require that all Marine Corps Installations and Units develop a Hazardous Material Consolidation Program (HCP) and reference (c) gives guidance for establishing such a program. This Order gives specific guidelines for MCAS units to establish a Joint Hazardous Material Minimization Center utilizing a Hazardous Material (HM) management software program to track and control all HM utilized aboard MCAS Beaufort. The Joint Hazardous Center (JHC) is located at Building 429, adjacent to TACTS and Fire Department. The JHC is actually a consolidation of the former MAG-31 and

Station Supply Hazardous Material Control Programs established in 1986 and 1987, respectively.

3. Responsibilities. The following paragraphs identify the responsibilities of the organizations involved in this MOA. For the purpose of this MOA, the Commanding Officer MCAS Beaufort will be referred to as the (Supplier) and the Commanding Officer CLC-23 will be referred to as the (Receiver).

a. The Supplier will:

(1) Perform all functions in accordance with references d and e.

(2) Issue materials with usable shelf life (or as extended), and where possible, issue free items in the smallest unit of issue for maximum utilization.

(3) Provide an accurate material safety data sheet (MSDS) with all hazardous material issued unless the customer already maintains a current MSDS for required material.

(4) Provide an itemized receipt with each issuer to be signed by both issuing and receiving parties.

(5) Provide an itemized bill for materials issued on a weekly/monthly basis.

(7) Sign for, pick-up, inspect, inventory, update HM tracking software, and stock (or issue) all HM items received from the external supply system.

(8) Assign locations for new materials.

(9) Ensure storage compatibility for all items.

(10) Coordinate with receiver and customers concerning any special requirements that may arise from time to time.

(11) Returns and reissue of all HM.

(12) Expedite material which has been ordered but is needed ASAP. The supply clerk will notify the appropriate supply division of expedient requirements. Item manager will ship by fastest traceable means when requested.

(13) Should the need arise, the Supply Clerk shall provide liaison with other HazMat sites and/or other Marine Corps units to acquire needed material(s).

b. The Receiver will:

(1) Provide a joint inventory of all hazardous material turned into the Joint Hazardous Center.

(2) Hold no more than one week's supply of hazardous material. All excess material will be returned to the Joint Hazardous Center and reissued upon request.

(3) Procure all Hazardous Materials via MCAS JHC and will not procure materials of this nature without the JHC approval.

(4) Adhere to the following Payment Plan:

Identify their Estimated Quarterly or Annual Requirements with the Comptroller at their Higher Headquarters to have Funding Realigned to MCAS Beaufort Comptroller via MARFORCOM and MCIEAST.

4. Effective Date. This MOA shall be effective upon signature of all parties.

5. Termination. Any party may serve notice of its intention to terminate this MOA only by written notice to the other party at least 90 days in advance.

6. Amendments. This MOA may be revised, amended, or annexed subject to written consent of the parties.

7. Review: This MOA will be reviewed annually.

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J. A. MANNING

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R. W. LANHAM

15 FEB 2007

MCAS JHC PROGRAM

APPENDIX C

SAMPLE MEMORANDUM

USMC  
5200

USMC  
5200

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
COMMANDING OFFICER  
MARINE CORPS AIRSTATION BEAUFORT  
AND  
COMMANDING OFFICER  
MARINE AVIATION LOGISTICS SQUADRON 31

Subj: MEMORANDUM OF UNDERSTANDING OF RESPONSIBILITIES FOR THE  
REQUISITIONING, STORAGE, DISPOSAL AND ISSUE OF HAZARDOUS  
MATERIALS

Ref: (a) ASDTP MCO P4400.177D (Appendix Q)  
(b) MCO 4450.12  
(c) ASO P5090.4  
(d) EO 13101  
(e) MCO P5090.2A  
(f) United States Marine Corps Hazardous Material  
Consolidation Program (HCP) Implementation Guide

1. Purpose. This Memorandum of Understanding (MOU), hereinafter referred to as the MOU, is entered into between Marine Corps Air Station (MCAS) Beaufort Joint Hazardous Materials Center (JHC) and Marine Aviation Logistics Squadron 31 (MAL-31), and will delineate responsibilities concerning the requisitioning, storage, disposal and issue of Hazardous Materials (HAZMAT) on board MCAS Beaufort.

2. Background. References (d) and (e) require that all Marine Corps Installations and Units develop a Hazardous Material Consolidation Program (HCP) and reference (f) gives guidance for establishing such a program. This Order gives specific guidelines for MCAS units to establish a Joint Hazardous Material Minimization Center utilizing a Hazardous Material (HM) management software program to track and control all HM utilized aboard MCAS Beaufort. The Joint Hazardous Center (JHC) is

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located at Building 429, adjacent to TACTS and Fire Department. The JHC is actually a consolidation of the former MAG-31 and Station Supply Hazardous Material Control Programs established in 1986 and 1987, respectively.

3. Responsibilities. The following paragraphs identify the responsibilities of the organizations involved in this MOU. For the purpose of this MOU, the Commanding Officer MCAS Beaufort will be referred to as the (Supplier) and the Commanding Officer MALS-31 will be referred to as the (Receiver).

a. The Supplier will:

(1) Perform all functions in accordance with references a thru c.

(2) Ensure all items in Pre Expended Bin (PEB) are stocked in quantities sufficient to maintain the required 90-day supply. This may include the notification of Consumable Control Branch (CCB) to preclude re-order of selected stock to consider cost avoided material.

(3) Screen all HM orders including R-Supply generated buys, Stock Documents, and DTO documents to ensure no overstocking and adequate quantities are on hand.

(4) Monthly wall-to-wall inventory of all HM items to ensure accurate quantities in the HM tracking software and PEB inventories.

(5) Monthly shelf life inspection of all PEB inventories to extend shelf life if appropriate, or dispose of expired shelf life items per applicable regulations.

(6) Issue all HM items that are PEB assets, including required R-Supply, Naval Aviation Logistics Command Information System (NALCOMIS) and/or HM tracking software entries.

(7) Sign for, pick-up, inspect, inventory, update R-SUPPLY/NALCOMIS, PEB, update HM tracking software, and stock (or issue) all HM items received from the external supply system.

(8) Assign locations for new materials.

(9) Ensure storage compatibility for all items.

(10) Coordinate with receiver and customers concerning any special requirements that may arise from time to time.

(11) Returns and reissue of all HM from the squadrons.

(12) Expedite material which has been ordered but is needed ASAP. The supply clerk will notify the appropriate supply division of expedient requirements, Supply Response Division (SRD) for DTO's and CCB for stock. Item manager will ship by fastest traceable means when requested.

(13) Should the need arise, the Supply Clerk shall provide liaison with other HazMat sites and/or other Marine Corps units to acquire needed material(s).

b. The Receiver will:

(1) Establish HM PEB site at the JHC and ensure that appropriate Local Management Codes are applied to all HAZMAT inventories.

(2) FAP one (1) NCO to JHC to perform daily operations as outlined in par (3a) of this MOU.

(3) Ensure adequate funds are available to purchase stock in quantities to maintain the required 90-day supply. When required, provide necessary funds (ex. LOA, MIPR, DD-1149) to Station comptroller for emergency purchase of HAZMAT thru commercial means with authorized Credit Card.

4. Effective Date. This MOU shall be effective upon signature of all parties.

5. Termination. Any party may serve notice of its intention to terminate this MOU only by written notice to the other party at least 90 days in advance.

6. Amendments. This agreement may be revised, amended, or annexed subject to written consent of the parties.

7. Review: This MOU will be reviewed annually.

MCAS JHC PROGRAM

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Submitted:

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B. H. SPRATLIN

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R. W. LANHAM

## MCAS JHC PROGRAM

## APPENDIX C

## SAMPLE MEMORANDUM OF AGREEMENT

USMC  
5200USMC  
5200MEMORANDUM OF AGREEMENT  
BETWEEN  
COMMANDING OFFICER  
MARINE CORPS AIR STATION BEAUFORT  
AND  
COMMANDING OFFICER  
MARINE WING SUPPORT SQUADRON 273

Subj: MEMORANDUM OF AGREEMENT OF RESPONSIBILITIES FOR THE  
REQUISITIONING, PAYMENT METHOD, PROCUREMENT, STORAGE,  
DISPOSAL AND ISSUE OF HAZARDOUS MATERIALS

Ref: (a) EO 13101  
(b) MCO P5090.2A  
(c) United States Marine Corps Hazardous Material  
Consolidation Program (HCP) Implementation Guide  
(d) MCO 4450.12  
(e) ASO P5090.4

1. Purpose. This Memorandum of Agreement (MOA), hereinafter referred to as the MOA, is entered into between Marine Corps Air Station (MCAS) Beaufort Joint Hazardous Materials Center (JHC) and Marine Wing Support Squadron 273 (MWSS-273), and will delineate responsibilities concerning the requisitioning, payment method, procurement, storage, disposal and issue of Hazardous Materials (HM) on board MCAS Beaufort.

2. Background. References (a) and (b) require that all Marine Corps Installations and Units develop a Hazardous Material Consolidation Program (HCP) and reference (c) gives guidance for establishing such a program. This Order gives specific guidelines for MCAS units to establish a Joint Hazardous Material Minimization Center utilizing a Hazardous Material (HM) management software program to track and control all HM utilized aboard MCAS Beaufort. The Joint Hazardous Center (JHC) is located at Building 429, adjacent to TACTS and Fire Department. The JHC is actually a consolidation of the former MAG-31 and



Station Supply Hazardous Material Control Programs established in 1986 and 1987, respectively.

3. Responsibilities. The following paragraphs identify the responsibilities of the organizations involved in this MOA. For the purpose of this MOA, the Commanding Officer MCAS Beaufort will be referred to as the (Supplier) and the Commanding Officer MWSS-273 will be referred to as the (Receiver).

a. The Supplier will:

(1) Perform all functions in accordance with references d and e.

(2) Issue materials with usable shelf life (or as extended), and where possible, issue free items in the smallest unit of issue for maximum utilization.

(3) Provide an accurate material safety data sheet (MSDS) with all hazardous material issued unless the customer already maintains a current MSDS for required material.

(4) Provide an itemized receipt with each issuer to be signed by both issuing and receiving parties.

(5) Provide an itemized bill for materials issued on a weekly/monthly basis.

(6) Sign for, pick-up, inspect, inventory, update HM tracking software, and stock (or issue) all HM items received from the external supply system.

(7) Assign locations for new materials.

(8) Ensure storage compatibility for all items.

(9) Coordinate with receiver and customers concerning any special requirements that may arise from time to time.

(10) Returns and reissue of all HM.

(11) Expedite material which has been ordered but is needed ASAP. The supply clerk will notify the appropriate supply division of expedient requirements. Item manager will ship by fastest traceable means when requested.

(13) Should the need arise, the Supply Clerk shall provide liaison with other HazMat sites and/or other Marine Corps units to acquire needed material(s).

b. The Receiver will:

(1) Provide a joint inventory of all hazardous material turned into the Joint Hazardous Center.

(2) Hold no more than one week's supply of hazardous material. All excess material will be returned to the Joint Hazardous Center and reissued upon request.

(3) Procure all Hazardous Materials via MCAS JHC and will not procure materials of this nature without the JHC approval.

(4) Adhere to the following Payment Plan:

Identify their Estimated Quarterly or Annual Requirements with the Comptroller at their Higher Headquarters to have Funding Realigned to MCAS Beaufort Comptroller via MARFORCOM and MCIEAST.

4. Effective Date. This MOA shall be effective upon signature of all parties.

5. Termination. Any party may serve notice of its intention to terminate this MOA only by written notice to the other party at least 90 days in advance.

6. Amendments. This MOA may be revised, amended, or annexed subject to written consent of the parties.

7. Review: This MOA will be reviewed annually.

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J. Q. HOOKS

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R. W. LANHAM

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MCAS JHC PROGRAM

APPENDIX D

AUTHORIZED PERSONNEL ROSTER

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: Joint HazMin Center

Subj: AUTHORIZED PERSONNEL ROSTER

1. The following personnel are authorized to order and receive materials from the Joint Hazardous Center:

<u>Rank</u>	<u>Last Name</u>	<u>First Name</u>	<u>Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Primary Environmental Coordinator:

\_\_\_\_\_

Alternate Environmental Coordinator:

\_\_\_\_\_

2. All previous letters are hereby superseded.

3. Point of contact for this unit is \_\_\_\_\_  
at ext. \_\_\_\_\_.

\_\_\_\_\_  
Unit OIC/SNCOIC

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APPENDIX F

HAZARDOUS MATERIAL AUTHORIZED USE LIST  
ADDENDUM REQUEST SHEET

REQUEST SER NO: \_\_\_\_\_  
(ASSIGNED BY THE JOINT HAZMIN CENTER)

REQUESTERS INFORMATION:

UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

DIVISION: \_\_\_\_\_ WORK CENTER: \_\_\_\_\_

BLDG NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

POINT OF CONTACT: \_\_\_\_\_

PRODUCT TO BE: (CIRCLE ONLY ONE)      ADDED      DELETED      CHANGED

PRODUCT INFORMATION:

NOMENCLATURE: \_\_\_\_\_

NSN: \_\_\_\_\_ MIL-SPEC: \_\_\_\_\_

MFG: \_\_\_\_\_ MFG CODE: \_\_\_\_\_

SHELF LIFE CODE: \_\_\_\_\_ ANNUAL USAGE: \_\_\_\_\_  
(ESTIMATED)

APPLICATION METHOD: (CIRCLE ONE)      SPRAY      BRUSH      POUR

CONTAINER SIZE: \_\_\_\_\_ STOCKING LEVEL: \_\_\_\_\_

JUSTIFICATION:

REFERENCE: (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

NOTE: ATTACH COPIES OF APPLICABLE REFERENCES

JUSTIFICATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(SIGNATURE) CO/XO/OIC/AMO/MMCO/ETC (RANK & TITLE)

NOTE: ITALICIZED AREAS ARE MANDATORY INFORMATION!

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**HAZMAT COMMITTEE ENDORSEMENT**

PRODUCT IS APPROVED DISAPPROVED FOR ADDITION TO THE HMAUL.  
(CIRCLE ONE)

MSDS SERIAL NUMBER: \_\_\_\_\_ STOCKED BY JOINT HAZMIN CENTER: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(DATE) (SIGNATURE, RANK, & TITLE)

-----  
**SAFETY ENDORSEMENT**

PRODUCT IS APPROVED DISAPPROVED FOR ADDITION TO THE HMAUL.  
(CIRCLE ONE)

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(DATE) (SIGNATURE, RANK, & TITLE)

-----  
**NREAO ENDORSEMENT**

PRODUCT IS APPROVED DISAPPROVED FOR ADDITION TO THE HMAUL.  
(CIRCLE ONE)

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE PRODUCT ADDED, CHANGED, OR DELETED ON HMAUL: \_\_\_\_\_

\_\_\_\_\_  
(DATE) (SIGNATURE, RANK, & TITLE)

-----  
RETURN TO JOINT HAZMIN CENTER FOR PROCESSING

## MCAS JHC PROGRAM

## APPENDIX G

## ITEMS OF HM MANAGED BY THE JOINT HAZMIN CENTER

The scope of HM refers primarily to consumables in federal supply classes (FSC'S) as follows:

<u>FSC</u>	<u>PRODUCT DESCRIPTION</u>
68	CHEMICALS AND CHEMICAL PRODUCTS
80	PAINTS, SEALERS AND ADHESIVES
91	LUBRICANTS, OILS AND WAXES
6135	BATTERIES, NON-RECHARGABLE
6140	BATTERIES, RECHARGEABLE
7930	CLEANING AND POLISHING COMPOUNDS AND PREPARATIONS
8110	DRUMS AND CANS CONTAINING HAZMAT
8125	BOTTLES AND JARS CONTAINING HAZMAT
9999	MISCELLANEOUS HAZMAT ITEMS