

Logistics

Hazardous Materials Information Resource System

Headquarters
Department of the Army
Washington, DC
30 September 2015

UNCLASSIFIED

SUMMARY of CHANGE

AR 700-141

Hazardous Materials Information Resource System

This major revision, dated 30 September 2015--

- o Updates responsibilities (para 1-4).
- o Provides a Web site to subscribe to the Hazardous Materials Information Resource System through its electronic Web site (para 2-1).
- o Amends internal control questions to include compliance with the Global Harmonization System for safety data sheets and labels (app C).
- o Changes U.S. Army Center for Health Promotion and Preventive Medicine to U.S. Army Public Health Command (throughout).

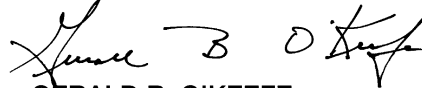
Logistics

Hazardous Materials Information Resource System

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



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History. This publication is a major revision.

Summary. This regulation provides policy and procedures for Army input to, and use of, the Department of Defense Hazardous Materials Information Resource System. It gives instructions for obtaining and processing material safety data sheets and hazard communication standard-compliant labeling. It implements portions of DODI 6050.05.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United

States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, the proponent may modify chapters and policies contained in this regulation.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and

identifies key internal controls that must be evaluated (see appendix C).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–4 (DALO–SUF), 500 Army Pentagon, Washington, DC 20310–0500.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–4 (DALO–SUF), 500 Army Pentagon, Washington, DC 20310–0500.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation sets forth policies and responsibilities for Army input to and use of the Hazardous Materials Information Resource System (HMIRS). It applies to all hazardous materials (HAZMAT) that are managed, procured, used, or manufactured by the Department of the Army (DA).

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

a. The Assistant Secretary of the Army (Installations, Energy and Environment) will promulgate policy and provide executive oversight of Army compliance with statutory requirements and DODDs under the DOD Hazard Communication Program and Environmental Security Program.

b. The Assistant Secretary of the Army (Acquisition, Logistics and Technology) will—

(1) Ensure program executive officers, program/project/product system managers, and acquisition and procurement activities—

(*a*) Identify HAZMAT managed, and/or HAZMAT that is part of the items managed.

(*b*) Obtain and submit material safety data sheets (MSDS) or safety data sheets (SDS) and label data, in electronic format when possible, to the DOD HMIRS through the operational HMIRS focal point: Chief, Logistics Support Activity Packaging, Storage, and Containerization Center (LOGSA PSCC).

(2) Establish policy for procurement actions that require compliance with the MSDS/SDS review and submittal procedures outlined in this regulation.

c. The Director of Army Safety will—

(1) Exercise staff supervision over functions performed by Army safety elements in support of the HMIRS and DOD Hazard Communication Program.

(2) Consult with the U.S. Army Public Health Command (USAPHC) on health and safety aspects of MSDS/SDS for Army-managed HAZMAT pertinent to worker health and safety.

(3) Consult with the U.S. Army Environmental Command (USAEC) on environmental and disposal aspects of MSDS/SDS for Army-managed HAZMAT.

(4) Serve as a technical resource for safety and health information and training for Army HMIRS users in the field and resolve health issues in consultation with the USAPHC.

d. The Deputy Chief of Staff, G–4 (DCS, G–4) has primary responsibility for Army participation in the HMIRS. The DCS, G–4 will—

(1) Act as the administrative focal point for the issuance of policy and guidance concerning Army participation in the HMIRS.

(2) Monitor Armywide compliance with established policies, procedures, and schedules to facilitate full participation in the HMIRS.

e. The Surgeon General has Army Staff supervision over the health aspects of the HMIRS program and ensures the Commander, USAPHC, will—

(1) Designate an Army health and safety technical focal point for Army participation in the HMIRS.

(2) Ensure all aspects of the MSDS/SDS for Army-managed HAZMAT pertinent to worker health and safety are technically accurate, complete, consistent, and reasonable, and in compliance with the requirements of the hazard communication standard (HCS). Safety issues will be resolved in consultation with the Director of Army Safety.

(3) Perform HMIRS data entry for Army-managed HAZMAT input of selected health, safety, label, and ingredient information for each item described on a manufacturer's MSDS/SDS and hazard warning label.

(4) Serve as the Army health and safety technical focal point, and provide consultative support for health and safety information and training to Army HMIRS users in the field.

f. The Chief, U.S. Army Environmental Law Division through the Judge Advocate General will provide guidance regarding compliance and liability implications of HAZMAT-related State and Federal laws and regulations.

g. The Chief, Army Environmental Division through the Assistant Chief of Staff for Installation Management will provide technical guidance regarding DA and DOD HAZMAT policies and regulations and provide environmental and disposal information for HMIRS data entry by LOGSA PSCC.

h. The Commanding General, U.S. Army Materiel Command (AMC), will—

(1) Ensure all contracts for procurement of AMC-managed weapon system components or consumables and products used in support of system development or maintenance require MSDS/SDS and hazard warning labels from suppliers in accordance with the latest revisions of MIL-STD 129, FED-STD 313, FAR 23.3, and DFARS, Subpart 223.3.

(2) Ensure that MSDS/SDS and hazard warning label data obtained in accordance with paragraph 1-4h(1) are complete and entered into the DOD HMIRS.

(3) Ensure the Chief, LOGSA PSCC will—

(a) Act as the Army operational coordinator and technical focal point for general, contract, transportation, radioisotope, and logistics data in the HMIRS.

(b) Perform surveillance on data for Army-managed HAZMAT recorded in the HMIRS file and provide discrepancies to the submitting office or activity for corrective action.

(c) Develop complete statistical reports of HAZMAT data recorded in the HMIRS and provide these data as required to requesting activities.

(d) Provide special services such as file extracts from the HMIRS for dissemination and use in Army logistics and/or other information management systems, as needed.

(e) Coordinate the approval of distribution lists for the HMIRS compact disc read-only memory (CD-ROM) and/or digital versatile disc (DVD) subscription for submission to the Army Publishing Directorate.

(f) Approve and coordinate requests for HMIRS access including proprietary data contained in the Web-based HMIRS from Army military, civilian, and contractor personnel.

(g) Provide technical guidance and assistance to Army component activities on the transportation data contained in the HMIRS.

(h) Perform data entry for Army-managed HAZMAT input of selected general, logistics, and transportation information for each item described on a manufacturer's MSDS/SDS and hazard warning label, to the HMIRS.

(i) Notify the USAPHC of each new Army-managed HMIRS data entry so that HMIRS safety and health data can be prepared for the record.

i. Army commands, Army service component commands, direct reporting units, and the National Guard Bureau will—

(1) Appoint HMIRS control officers to act as organizational focal points for HMIRS issues.

(2) Ensure that their installations, activities, and units comply with policies and procedures in this regulation.

(3) Ensure that installation, activity, and/or unit commanders—

(a) Include effective participation in the HMIRS as part of the pollution prevention plan developed in accordance with AR 200-1 and the written hazard communication program developed in accordance with appendix B.

(b) Identify a primary installation or activity point of contact (HMIRS coordinator) for pollution prevention plans and written hazard communication programs to—

1. Ensure HMIRS actions are accomplished in accordance with this regulation, and

2. Ensure HMIRS actions are properly coordinated among logistics, procurement, safety, occupational health, environmental, public affairs, and any other appropriate office(s).

(c) Ensure that a national stock number (NSN) is requested in accordance with AR 708-1 for locally procured HAZMAT without an NSN.

(d) Whenever possible, utilize the Web-based HMIRS and place HMIRS CD-ROM, and/or DVD information on a local, and/or wide area network to reduce the number of copies needed.

(e) Ensure all subordinate activities comply with this regulation.

(f) Ensure that non-hazardous or less hazardous equivalent materials are procured and used whenever possible.

Chapter 2 Hazardous Materials Information Resource System

2-1. Overview

The HMIRS is a DOD information system that assists personnel who manage or use HAZMAT. It contains safety, health, packaging, labeling, transportation, and disposal information regarding materials used by DOD activities. The HMIRS is administered by the Defense Logistics Agency (DLA) and data are input by DOD components, the U.S. Coast Guard, and the General Services Administration (GSA). The primary source of the information in the HMIRS comes from the manufacturer's MSDS/SDS. The HMIRS is available through the HMIRS Web site at <http://www.logisticsinformationservice.dla.mil/hmirs>, or published as CD-ROM and/or DVD subscriptions in restricted and unrestricted versions. These subscriptions are identical with the exception that the restricted version contains information that the manufacturer has designated as proprietary information.

2-2. Use and distribution of the Hazardous Materials Information Resource System

a. The HMIRS may be used to support compliance with DODI 6050.05, AR 40-5, AR 200-1, AR 385-10, AR 710-2, DA Pam 385-24, TM 38-410 (Joint), EO 12196, and EO 13423.

b. Copies of manufacturers' MSDS/SDS will be available to all employees and military members prior to start of any work involving HAZMAT in accordance with the activity hazard communication program and pollution prevention plan. The HMIRS Web site (<http://www.logisticsinformationservice.dla.mil/hmirs>) is the primary means for obtaining MSDS/SDS. On a limited basis, an HMIRS CD-ROM and/or DVD set is also available to satisfy this requirement.

c. For HMIRS Web access, activities should submit a system access request (available on the HMIRS Web site at <http://www.logisticsinformationservice.dla.mil/hmirs>). Activities that require the HMIRS CD-ROM and/or DVD set, may place a request with Chief, Logistics Support Activity Packaging, Storage, and Containerization Center (AMXLS-AT), 11 Hap Arnold Boulevard, Tobyhanna, PA 18466-5097 or submit a request using the HMIRS access site at <http://www.logisticsinformationservice.dla.mil/hmirs> or email to toby.pt@us.army.mil.

d. Proprietary item ingredient data must be protected for legal reasons. Only emergency response, environmental, medical treatment, and health and safety personnel should require access to these data. All personnel with access to restricted data within HMIRS will ensure that proprietary information is not released outside of the government. MSDS/SDS printed from the HMIRS will not show proprietary data except for use by government personnel with a need to know. Proprietary data will be protected in accordance with AR 25-55.

e. Freedom of Information Act requests for proprietary data on Army-managed materials will be forwarded to the Deputy Chief of Staff, G-4 (DALO-SUF), 500 Army Pentagon, Washington, DC 20310-0500. The DCS, G-4 (DALO-SUF) will forward approved requests to the DLA for final processing and approval.

f. HAZMAT received by Army activities without MSDS/SDS and hazard warning labels will not be issued or used pending receipt of MSDS/SDS and hazard warning labels. The procuring activity is responsible for expeditiously obtaining MSDS/SDS and hazard warning labels.

g. Receiving activities will identify and process incoming HAZMAT in accordance with TM 38-410. They will verify that the material is accompanied by an MSDS/SDS and a hazard warning label. If data are missing or incomplete, the receiving activity will check the HMIRS and local files for data. If data are not located, materials will not be issued or used until complete data are obtained as follows:

(1) If receipt is from a local purchase, the receiving activity will notify the procuring activity. The procuring activity will contact the supplier and attempt to obtain the MSDS/SDS and hazard warning labels within 48 hours. MSDS/SDS and labels obtained will be processed in accordance with paragraph 2-3.

(2) If receipt is from the standard supply system, the receiving activity will submit SF 364 (Report of Discrepancy) to the inventory control point in accordance with AR 725-50 and established procedures for handling receipt of items with technical data marking discrepancies.

(3) If initial efforts fail to secure the MSDS/SDS and labels, either take additional action to obtain MSDS/SDS and labels in accordance with the installation hazard communication program and pollution prevention plan, or return the material to the supplier.

h. For items in the Federal Logistics Information System that are managed by the DLA, GSA, and other military Services, MSDS/SDS and transportation data will be obtained from the HMIRS.

i. Suspected errors in MSDS/SDS data for Army-managed items contained in the HMIRS will be referred to LOGSA PSCC.

2-3. Obtaining and processing material safety data sheets

a. The material management or supply activity, at all levels, will initiate action to incorporate within the local purchase contracts the requirement to obtain a current MSDS/SDS and hazard warning label from the contractor or supplier. In the case of research and development or initial production contracts, the organization responsible for submitting contract data item requirements for safety and health information will request that the contract contain the safety data clause from FAR 23.3 and DFARS, Subpart 223.3.

b. All Army procuring activities will require an MSDS/SDS and hazard warning label from each contractor or supplier for each hazardous or potentially hazardous item procured prior to award of contract or purchase in accordance with the latest revisions of MIL-STD 129, FED-STD 313, FAR 23.3, and DFARS, Subpart 223.3. As an exception to this procedure, radiological items require only a hazard warning label.

c. The procuring activity will review MSDS/SDS and hazard warning labels for completeness, then submit them, in electronic format when possible, to the DOD HMIRS through the operational HMIRS focal point at Chief, Logistics Support Activity Packaging, Storage, and Containerization Center (AMXLS-AT), 11 Hap Arnold Boulevard., Tobyhanna, PA 18466-5097, or email to toby.pt@us.army.mil. Local distribution will be in accordance with the activity hazard communication program and pollution prevention plan.

d. Activities requesting procurement of part-numbered items that are hazardous will also request NSN assignment. Cataloging procedures, as outlined in AR 708-1, will be used to obtain an NSN for each hazardous item procured. MSDS/SDS for items purchased as part numbers will be annotated with the assigned NSN prior to submission to the DOD HMIRS through the operational HMIRS focal point, LOGSA PSCC.

e. LOGSA PSCC will utilize the HMIRS Online Administrator Module to—

(1) Screen an incoming MSDS/SDS to see if it already exists in the HMIRS database and if it pertains to an Army-managed product. Duplicate MSDS/SDS are discarded. MSDS/SDS for non Army-managed products are routed to the appropriate HMIRS focal point for action.

(2) For Army-managed products, create a new product record for the item, entering basic index information and attaching the image of the MSDS/SDS. Product records consist of index data fields to locate the record, extractable data required by interfacing automated systems, one or more images of the MSDS/SDS and printable hazard warning labels.

(3) Transfer selected general, logistics, and transportation data from the MSDS/SDS into the HMIRS.

(4) Develop and enter transportation value-added information into the HMIRS. This includes the proper shipping name codes for Army-managed articles and substances contained within Parts 105 through 179, Title 49, Code of Federal Regulations (49 CFR 105 through 179), TM 38–250, and the hazardous characteristic code contained in TM 38–410.

(5) Make the product record available to USAPHC for safety, health, and label data, and release the MSDS/SDS and transportation value-added data for user access.

f. USAPHC will utilize the HMIRS Online Administrator Module to—

(1) Conduct a cursory review of all aspects of the MSDS/SDS for Army-managed HAZMAT pertinent to worker health, safety, and hazard warning labels for technical accuracy, completeness, consistency, and reasonableness and for compliance with the requirements of the HCS, returning incomplete or inaccurate MSDS/SDS to the item manufacturer and/or distributor for correction.

(2) Transfer selected manufacturers' health, safety, and ingredient information from the MSDS/SDS to the HMIRS.

(3) Develop and enter appropriate value-added information for the product hazard warning label.

(4) Release the product record for Army-managed items to allow access to all remaining information by HMIRS users.

g. Army activities manufacturing hazardous chemicals will generate an MSDS/SDS for each product in accordance with the Occupational Safety and Health Administration (OSHA) HCS and FED–STD 313. The MSDS/SDS and hazard warning label information will be forwarded to LOGSA PSCC for establishment of the HMIRS data record.

2–4. Labeling

a. All HAZMAT used, stored and/or handled by Army commands and activities will be labeled in accordance with 29 CFR 1910.1200(f), MIL–STD 129, DODI 6050.05, Enclosure 3, and TM 38–410. Also, radiological items will be labeled in accordance with 10 CFR 20, AR 385–10, and DA Pam 385–24. Hazard warning label information may be obtained from the HMIRS CD–ROM and/or DVDs or Web site (<http://www.logisticsinformationservice.dla.mil/hmirs>) to comply with these requirements.

b. Hazardous chemicals manufactured within the Army will be labeled in accordance with the OSHA HCS and MIL–STD 129. If required, specific ingredients, composition, or properties may be protected and excluded from the HCS for national security reasons. Unclassified information adequate to identify hazards and protect personnel, including the name and address of the Army point of contact, will be provided to LOGSA PSCC.

2–5. Material safety data sheet indicator code

The MSDS/SDS indicator code is an alpha character that indicates whether specific Army-managed NSNs and management control numbers contain HMIRS data, or may require an MSDS/SDS. The code appears in the freight segment of the Army Master Data File. Army inventory control points will examine all NSNs they manage against tables I and II of FED–STD 313 and assign an applicable code to each item in accordance with DA Pam 708–2.

2–6. Material safety data sheet filing

a. All MSDS/SDS for HAZMAT used at Army units and/or activities will be retained for a minimum of 30 years. Access to the HMIRS database CD–ROM and/or DVD or Web site (<http://www.logisticsinformationservice.dla.mil/hmirs>) meets this requirement for all MSDS/SDS entered into the system. Units and/or activities must enter MSDS/SDS into the HMIRS system to avoid the establishment of duplicate MSDS/SDS archives. In addition, MSDS/SDS must be kept for chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g).

b. Paper copies of MSDS/SDS maintained by installations should be filed by trade name (or product identity) and date to facilitate retrieval and tracking. MSDS/SDS may be filed in binders or file folders. MSDS/SDS for HAZMAT currently stored or used at a work location must be immediately accessible to workers at that site. Archived MSDS/SDS may be stored in a central location at units and/or activities to facilitate management and minimize duplicate storage sites.

Appendix A References

Section I Required Publications

AR 25–55

The Department of the Army Freedom of Information Act Program (Cited in para 2–2*d*.)

AR 40–5

Preventive Medicine (Cited in para 2–2*a*.)

AR 200–1

Environmental Protection and Enhancement (Cited in para 1–4*i*(1).)

AR 385–10

The Army Safety Program (Cited in para 2–2*a*.)

AR 708–1

Logistics Management and Cataloging Procedures for Army Supplies and Equipment (Cited in para 1–4*i*(3).)

AR 710–2

Supply Policy Below the National Level (Cited in para 2–2*a*.)

AR 725–50

Requisition, Receipt, and Issue System (Cited in para 2–2*g*(2).)

DA Pam 385–24

The Army Radiation Safety Program (Cited in para 2–2*a*.)

DA Pam 708–2

Cataloging and Supply Management Data Procedures for the Army Central Logistics Data Bank (Cited in para 2–5.)

DFARS, Subpart 223.3

Hazardous Material Identification and Material Safety Data (Cited in para 1–4*h*(1).) (Available at <http://farsite.hill.af.mil/vfdfara.htm>.)

DODI 6050.05

DOD Hazard Communication (HAZCOM) Program (Cited in para 2–2*a*.) (Available at <http://www.dtic.mil/whs/directives/>.)

TM 38–410 (Joint)

Storage and Handling of Hazardous Materials (Cited in para 2–2*a*.) (Available at <https://www.logsa.army.mil/>.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this regulation.

ANSI Z400.1/Z129.1–2010

Hazardous Workplace Chemicals-Hazard Evaluation and Safety Data Sheet and Precautionary Labeling Preparation (Available at <http://webstore.ansi.org/>.)

AR 11–2

Manager's Internal Control Program

AR 25–30

The Army Publishing Program

AR 40–61

Medical Logistics Policies

AR 70–1

Army Acquisition Policy

AR 700–127

Integrated Logistics Support

AR 750–1

Army Materiel Maintenance Policy

DOD 6055.09–M

DOD Ammunition and Explosives Safety Standards: General Explosives Safety Information and Requirements, Volume 1 (Available at <http://www.dtic.mil/whs/directives/corres/pub1.html>.)

DTR 4500.9–R

Defense Transportation Regulation: Part II, Cargo Movement (Available at <http://www.transcom.mil>.)

EO 12196

Occupational Safety and Health Programs for Federal Employees (Available at <http://www.archives.gov/federal-register/>.)

EO 13423

Strengthening Federal Environmental, Energy, and Transportation Management (Available at <http://www.archives.gov/federal-register/>.)

FAR 23.3

Hazardous Material Identification and Material Safety Data (Available at <http://www.acquisition.gov/far/>.)

FED–STD 313

Material Safety Data, Transportation Data, and Disposal Data for Hazardous Materials Furnished to Government Activities (Available at <http://www.gsa.gov>.)

International Air Transport Association

Dangerous Goods Regulations (Available at <http://www.iata.org/publications/Pages/standards-manuals.aspx>.)

International Maritime Organization

International Maritime Dangerous Goods Code (Available at <http://www.imo.org/home.html>.)

MIL–STD 129

Military Marking for Shipment and Storage (Available at <http://quicksearch.dla.mil/>.)

TM 38–250 (Joint)

Preparing Hazardous Materials for Military Air Shipments (Available at <https://www.logsa.army.mil/>.)

10 CFR Chapter 1

Energy: Nuclear Regulatory Commission (Available at <http://www.ecfr.gov/>.)

10 CFR 20

Standards for Protection Against Radiation (Available at <http://www.ecfr.gov/>.)

29 CFR 1910

Occupational Safety and Health Standards (Available at <http://www.ecfr.gov/>.)

40 CFR

Protection of Environment (Available at <http://www.ecfr.gov/>.)

49 CFR 105

Hazardous Materials Program Definitions and General Procedures (Available at <http://www.ecfr.gov/>.)

49 CFR 106

Rulemaking Procedures (Available at <http://www.ecfr.gov/>.)

49 CFR 107

Hazardous Materials Program Procedures (Available at <http://www.ecfr.gov/>.)

49 CFR 109

Department of Transportation Hazardous Materials, Procedural Regulations for Opening of Packages, Emergency Orders, and Emergency Recalls (Available at <http://www.ecfr.gov/>.)

49 CFR 110

Hazardous Materials Public Sector Training and Planning Grants (Available at <http://www.ecfr.gov/>.)

49 CFR 130

Oil Spill Prevention and Response Plans (Available at <http://www.ecfr.gov/>.)

49 CFR 171

General Information, Regulations, and Definitions (Available at <http://www.ecfr.gov/>.)

49 CFR 172

Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, Training Requirements, and Security Plans (Available at <http://www.ecfr.gov/>.)

49 CFR 173

Shippers-General Requirements for Shipments and Packagings (Available at <http://www.ecfr.gov/>.)

49 CFR 174

Carriage by Rail (Available at <http://www.ecfr.gov/>.)

49 CFR 175

Carriage by Aircraft (Available at <http://www.ecfr.gov/>.)

49 CFR 176

Carriage by Vessel (Available at <http://www.ecfr.gov/>.)

49 CFR 177

Carriage by Public Highway (Available at <http://www.ecfr.gov/>.)

49 CFR 178

Specifications for Packagings (Available at <http://www.ecfr.gov/>.)

49 CFR 179

Specifications for Tank Cars (Available at <http://www.ecfr.gov/>.)

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B Hazard Communication Program

B-1. Establishment

A written hazard communication program will be developed and maintained at each workplace where employees are exposed to HAZMAT. It will include how labels and other forms of warning, MSDS/SDS, and employee information and training requirements will be met. The written hazard communication program should be readily available to all affected personnel. Each program will include—

- a. The location and means employees may use to access the written hazard communication program.
- b. The means that employees may use to obtain a list of the hazardous chemicals known to be present in the workplace, using an identity that is referenced on the corresponding MSDS/SDS. The list may be compiled for the entire workplace or individual work areas.
- c. The means that employees may use to access MSDS/SDS for chemicals present in the workplace. Electronic, Web-based, or other alternatives to paper copies are permitted as long as immediate employee access in each workplace is readily and freely available.
- d. The methods the installation will use to inform employees of the hazards of routine and non-routine tasks involving hazardous chemicals at the time of their initial assignment and whenever a new physical or health hazard is introduced to their work area.
- e. A training plan that includes initial and refresher instruction to teach employees how to understand the information contained on hazard warning labels and MSDS/SDS.
- f. The measures employees can take to protect themselves from hazards, including appropriate work practices, emergency procedures, and personal protective equipment.
- g. Installation-unique procedures about the local purchase of HAZMAT.
- h. Installation-unique procedures for tenant activities.
- i. A statement that it is the supervisor's responsibility to ensure that all employees fully understand the contents of the MSDS/SDS and labels used in the performance of the employees' duties.
- j. The location of HAZMAT storage area(s), if available, and where certain types of HAZMAT are located, if applicable.
- k. Guidance on what is considered hazardous waste and approved methods for disposal of hazardous waste.
- l. The location of hazardous waste accumulation point(s), if available.

B-2. Contractor activities

The hazard communication program will ensure that contractor activities bringing HAZMAT onto Army installations will—

- a. Provide advance notification (normally 30 days) to the installation safety office of the HAZMAT that will be used in the work performance.
- b. Provide copies of MSDS/SDS and labels of the hazardous chemicals and materials to the contracting officer, who will forward these documents to installation health and safety officials at least 5 working days before the materials are brought onto the installation.

Appendix C Internal Control Evaluation

C-1. Function

The function covered by this evaluation is the use of the HMIRS.

C-2. Purpose

The purpose of this evaluation is to assist organizations using the HMIRS in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

C-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and corrective action

identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

C-4. Test questions

Is a system in place to determine whether an MSDS/SDS and/or hazard warning label is required?

a. Are the applicable FAR/DFARS clauses cited in all solicitations/request for proposals when MSDS/SDS and hazard warning labels are required?

b. Is a system in place to ensure receipt of the MSDS/SDS and hazard warning label prior to award of contract?

c. Is a system in place to ensure that MSDS/SDS and hazard warning labels received for centrally managed NSN items are screened against existing records in the HMIRS and non-duplicate MSDS/SDS are entered into the HMIRS?

d. Is a system in place to ensure that MSDS/SDS and hazard warning labels received for locally procured HAZMAT are screened against existing records in the HMIRS and non-duplicate MSDS/SDS are entered into the HMIRS?

e. Are MSDS/SDS readily accessible to workers who handle or use HAZMAT?

f. If paper copies of MSDS/SDS are used, are they filed and maintained in accordance with this regulation?

g. Are personnel in the location familiar with general awareness training to recognize and identify hazard warning labels and MSDS, as well as the newly introduced SDS and label features of the Globally Harmonized System?

C-5. Supersession

This evaluation replaces the evaluation for key internal controls previously published in AR 700-141, dated 13 August 2007.

C-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G-4 (DALO-SUF), 500 Army Pentagon, Washington, DC 20310-0500.

Glossary

Section I Abbreviations

AMC

U.S. Army Materiel Command

AR

Army Regulation

CD-ROM

compact disc read-only memory

CFR

Code of Federal Regulations

DA

Department of the Army

DCS

Deputy Chief of Staff

DFARS

Defense Federal Acquisition Regulations Supplement

DLA

Defense Logistics Agency

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

DVD

digital versatile disc

EO

executive order

FAR

Federal Acquisition Regulation

FED-STD

Federal standard

GSA

General Services Administration

HAZMAT

hazardous materials

HCS

hazard communication standard

HMIRS

Hazardous Materials Information Resource System

LOGSA PSCC

Logistics Support Activity Packaging, Storage, and Containerization Center

MIL–STD

military standard

MSDS

material safety data sheets

NSN

national stock number

OSHA

Occupational Safety and Health Administration

SDS

safety data sheets

SF

standard form

TM

technical manual

USAPHC

U.S. Army Public Health Command

Section II**Terms****Hazard warning label**

Written, printed, or graphic material affixed to containers of HAZMAT to convey to personnel working with the material of the appropriate hazard warnings. Required by OSHA and implemented by DODI 6050.05 and MIL–STD 129.

Hazardous materials

Materials as defined by FED–STD 313D. (GSA has authorized the use of this FED–STD by all Federal agencies.)

Hazardous Materials Information Resource System

A data repository of safety, health, transportation, and disposal information concerning HAZMAT used, procured, managed, or produced by DOD components. The database is administered by the DLA. It is published on CD–ROM and/or DVD and is available at <http://www.logisticsinformationservice.dla.mil/hmirs>.

Hazardous Materials Information Resource System control officers

Primary installation or activity point of contact to coordinate logistics, procurement, safety, health, environmental, and other offices in accordance with this regulation.

Material safety data sheet

Information concerning a hazardous chemical that is prepared in accordance with OSHA regulations, 29 CFR 1910.1200, FAR 23.3, DFARS, Subpart 223.3, and FED–STD 313. The MSDS can be in electronic form, such as on CD–ROM and/or DVD, or in printed form. The MSDS is being phased out and replaced by the SDS.

Publication account code

Activity account code on file with the U.S. Army Publishing Directorate, Fort Belvoir, VA, utilized for the distribution of publications and forms.

Safety data sheet

SDS is a document for hazard communication regarding potentially harmful substances handled in the workplace. The United States has adopted the internationally recognized 16 section SDS to replace MSDS to come into conformance with the Globally Harmonized System. SDS information includes instructions for the safe use and potential safety and health hazards associated with a particular material or product. It is intended to provide workers and emergency

personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures. The United Nations approved replacement for the MSDS that is being phased in through 1 June 2016. The new format is prescribed by the Globally Harmonized System.

Section III

Special Abbreviations and Terms

This section contains no entries.

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PIN 061111-000