



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 5090.15
G-4
06 MAY 2016

DEPOT ORDER 5090.15

From: Commanding General
To: Distribution List

Subj: HAZARDOUS MATERIAL MANAGEMENT PROGRAM (HMMP) AND AUTHORIZED
USE LISTS (AUL) PROGRAM

Ref: (a) MCO P5090.2A, with changes 1-3
(b) MC Bulletin 5100, dtd 14 Sept 2012
(c) SECNAV Memo "DON Green Procurement Program Implementation,"
5 February, 2009 (d) NAVMC DIR 5100.8, dtd May 15, 2006
(d) OSHA 29 CFR 1910 - General Industry Regulations

Encl: (1) HMMP Abbreviations
(2) List of Work Centers
(3) Depot Bulk HAZMAT Entry Points
(4) Purchase Request Document
(5) AUL Adjustment Form (NAVMAC Form 11779)
(6) Environmental Compliance and Protection Manual

1. Situation. Due to the hazards, risks, and regulatory compliance associated with hazardous materials (HM) and hazardous waste (HW), life cycle management is a critical holistic approach to meeting all requirements and responsibilities associated with ownership, use, storage, and disposal of HM/HW.

a. A hazardous material is any material that (1) may, because of quantity, concentration, or physical, chemical, or infectious characteristics contribute to an increase in mortality or an increase in serious, irreversible, or incapacitation reversible illness or (2) presents a potential hazard to human health or the environment when improperly stored, transported, disposed, or otherwise managed.

b. An Authorized Use List (AUL) is an approved list of HM needed to meet the operational requirements of a Work Center (WC). This Order does not apply to ammunition, explosives, nuclear, radioactive or biological hazardous materials or waste and pharmaceuticals.

2. Mission. The Depot will establish and implement a Hazardous Materials Management Program (HMMP) and maintain AULs in order to reduce HM inventory levels, promote life cycle management of materials ("cradle to grave"), reduce the amount of hazardous waste (HW) disposed by the Depot, enhance worker safety, and ensure compliance with references (a) through (d). Once the HMMP is established, all HM coming aboard MCRD will be captured and tracked in the HM tracking system of record. Usable HM will be diverted from waste streams and

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entered into a reuse program for issuance to other units. The goals of the HMMP include:

- a. Establish and maintain a Depot-wide AUL
- b. Ensure all HM/HW is tracked within the tracking system
- c. Support a sustainable acquisition and procurement program
- d. Procure and store minimum quantities of HM needed to support unit or activity missions
- e. Identify and procure sustainable products whenever possible

3. Execution

a. Commander's Intent. Implement and maintain the HMMP and AUL Programs. This order establishes policy and procedures to promote management of HM/HW in order to protect human health and the environment while remaining in compliance with federal, state, and other regulatory controls.

b. Concept of Operations

(1) This Order applies to all Marine Corps activities and tenant activities. Independent contractors aboard MCRD PI for more than 30 days will provide and inventory of HM required for their project and Safety Data Sheets on each type of HM to the HMMP office.

(2) A Hazardous Material Reuse Center (HMRC) will be established under the auspices of Supply and Services (S&S). The HMRC will be responsible for receiving, distributing, storing, and tracking HM through its material life cycle.

(3) Work Centers (WC). Defined as any activity that stores HM for use or generates HW. A WC must be specified at the unit of work-shop level. WC HM requirements are based on the common, repeatable processes within any group, and that group's requirement for often-used HM. Once a WC is established, an authorized Use List (AUL) must be developed and then approved by the installation's AUL/HMMS Working Group (WG). The AUL will be a list of HM items by name, type, and quantity authorized for use by the WC in the performance of its mission.

(a) When a WC user identifies the need for HM based on mission requirements, the WC will first determine if the item is available within the WC. HM items will be kept at WCs for no more than 30 days unless failure to do so interferes with mission requirements. HM not needed beyond the 30 day timeframe will be returned to the Hazardous Materials Reuse Center (HMRC) for storage and/or reuse.

(b) If the HM is not available in the WC, the user will contact the HMRC to inquire if the material is available. If so, WC personnel will sign material out from the HMRC who will ensure proper tracking documentation is completed.

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(c) If the HM is not available at the HMRC, the WC personnel will submit a Supply and Services Request for Purchase to PARR_SMB_MCRDPI HMMS_SRF MAILBOX for review by HMRC personnel to ensure the material is listed on the AUL. If approved, the request will be forwarded to the Depot Supply Officer for final approval and returned to the requester. The requester may then proceed with the purchase. The first source of supply for the purchase of HM will be the USMC SERVMART located at Marine Corps Air Station, Beaufort. If the HM is not stocked by SERVMART, the WC will contact HMRC for a location to purchase the materials.

(d) If the HM is not on the approved AUL, the HMRC personnel will work with the WC personnel to prepare a request to add the new material to the WC AUL using the AUL Adjustment Form, NAVMC Form 11779, (Encl (5)). This request will be submitted along with the Safety Data Sheet (SDS) to the AUL Working Group (WG) for consideration. On a case-by-case basis, emergency requests for HM, not on an AUL, can be handed via email with HMRC, NREO and Force Preservation approval.

(e) The HMRC has the authority to deny a request based on previous denials issued by the AUL WG. For example, if a product was denied for being too hazardous in the past, the HMRC will immediately deny the request. The HMRC will maintain a list of all items previously denied for immediate reference. The WC must then identify a suitable substitute that meets its requirements. If a suitable substitute is identified, it is sent to the AUL WG for approval. Environmentally friendly, recycled content material, and green/sustainable products should always be considered first.

(f) No HM will be used or stored within the WC unless it is on the approved AUL.

(4) AUL Working Group. This is a formal group, consisting of at least one member from the following organizations: NREAO, Force Preservation, Industrial Hygiene, HMRC and the Depot Fire Department. The Working Group (WG) is responsible for reviewing all AULs annually as well as approving any changes to established AULs.

(a) The AUL WG should meet once per quarter to perform Depot-wide reviews of AULs, to remove any items deemed unacceptable or unnecessary, to update allowed quantities, and to review potential substitute sustainable products.

(b) The request for new HM may be denied if the AUL WG determines the new material presents a higher than normal human health risk, a physical hazard or poses a significant risk to the environment.

(c) The AUL WG must inform the HMRC within three (3) days of its decision.

(d) The HMRC will incorporate the necessary updates to both the tracking system as well as the individual WC AUL.

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It will provide an updated copy to the WC via email. A copy of the WC AUL will be maintained in a binder with the SDS sheets, and, if applicable, in the ordering or supply section for that WC.

(5) HM Procurement and Receiving

(a) The WC identifies the need to reorder a specific HM. The WC S-4 will contact the HMRC to inquire if they have that particular HM for issuance.

(b) If the item is not available, the WC will need to go through proper purchasing procedures as previously identified.

(c) If the WC staff picks up the HM from a vendor, the WC personnel must bring the material to the HMRC to be documented, scanned, labeled and entered into the HM tracking system. No HM will be allowed to be used or stored in the WC if it has not gone through this process.

(d) If the HM is delivered to MCRD, it must be delivered to the HMRC. The materials must be documented, scanned, labeled and entered into the HM tracking system. HMRC staff will notify WC that their order has been processed and ready for pick-up.

(e) The WC has 30 days to use the HM. All remaining HM must be turned back into the HMRC to be removed from the WC's inventory and reentered into the HM tracking/re-use database. Empty containers of HM must also be returned to the HMRC so that the base-wide inventory may be updated and the HM may be reissued to another WC. Certain types of HM may be held by the Facilities Engineering and Acquisition Division for longer than 30 days in order to guarantee immediate response to emergency situations. HM required for emergency purposes will be annotated on the AUL.

(f) If the HM is ordered in bulk i.e. ten (10) gallons or more, the materials may be delivered directly to the Depot Bulk HAZMAT Entry Point (Encl 3). It is the WC's responsibility to notify the HMRC of delivery the same day the HM is delivered. HMRC staff will go to the WC to document, scan, label and process the materials.

(6) Hazmat Inventory and Inspection. The only HM allowed in the WC will be what is listed on the WC AUL. All HMs and AULs will be inspected during Force Preservation, Regional Contracting Office (RCO), Industrial Health (IH), and/or HMMP inspections.

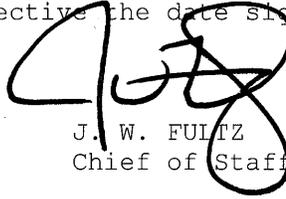
4. Administration and Logistics. HM will be stored at a WC IAW the references.

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5. Command and Signal

a. Command. This order is applicable to all work centers operating on MCRDPI/ERR, to include non-appropriated fund (NAF), tenants, contractors, and visiting units operating aboard the Depot for more than 30 days.

b. Signal. This order is effective the date signed.



J. W. FULTZ
Chief of Staff

DISTRIBUTION: A

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HMMP Abbreviations

1. AUL. Authorized Use List
2. HM. Hazardous Materials
3. HMMP. Hazardous Materials Management Program
4. HMRC. Hazardous Materials Re-Use Center
5. HW. Hazardous Waste
6. SDS. Safety Data Sheet
7. WC. Work Center
8. WG. Work Group

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List of Work Centers

1. Boat House
2. CBRN Area
3. Food Service Division
4. Facilities Maintenance Division
5. Depot Laundry
6. Main Power Plant
7. Mechanical Shop
8. Pest Control
9. Weapons A Line
10. Weapons BN
11. Weapons Steam Plant
12. Recruit Training Regiment
13. 1st RTBN
14. 2nd RTBN
15. 3rd RTBN
16. 4th RTBN
17. Support BN
18. G-6
19. Band
20. Armory
21. Fire Department
22. HQ & Service BN
23. DI School
24. Electrical Shop
25. Structural Trades
26. Metal Trades
27. AC Shop
28. Bulk Fuel
29. FTU Area
30. Horse Island
31. Motor Transport
32. Mower/Machine shop
33. Paint/ Maintenance area
34. Hobby Shop
35. SAS Ammunition Supply Point
36. Billeting
37. DMO
38. Depot Clothing
39. Property Control
40. Combat Camera

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Depot Bulk Entry Points

1. Hazardous Materials Re-Use Center (HMRC)
2. Facilities Maintenance Division (FMD)
3. POOL
4. Laundry
5. Power Plant
6. Mechanical Shop
7. Vehicle Maintenance
8. Electrical Shop (i) Structural Trades
9. Metal Trades
10. AC Shop
11. Motor Transport
12. Hobby Shop
13. Bldg. 500A

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Purchase Request Document

USE FOR HAZMAT ITEMS ONLY

Description:			U/I	QTY	Unit Price	Total Price
1.		NSN:				\$0.00
2.		NSN:				\$0.00
3.		NSN:				\$0.00
4.		NSN:				\$0.00
5.		NSN:				\$0.00
6.		NSN:				\$0.00
7.		NSN:				\$0.00
8.		NSN:				\$0.00
9.		NSN:				\$0.00
10.		NSN:				\$0.00
11.		NSN:				\$0.00
12.		NSN:				\$0.00
13.		NSN:				\$0.00
14.		NSN:				\$0.00
15.		NSN:				\$0.00
NON-NSN ITEMS						
1.						\$0.00
2.						\$0.00
3.						\$0.00
4.						\$0.00
5.						\$0.00
6.						\$0.00
7.						\$0.00
8.						\$0.00
9.						\$0.00
10.						\$0.00
11.						\$0.00
12.						\$0.00
13.						\$0.00
14.						\$0.00
15.						\$0.00
16.						\$0.00
Page 3 Total:						\$0.00


HMMS Authorizing Official Signature Date

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RCS: EXEMPT		<input type="checkbox"/> NEW MATERIAL REQUEST (COMPLETE SECTIONS: I, II, III)		AUL DOC. #
AUTHORIZED USE LIST (AUL) ADJUSTMENT NOTICE: A MODIFICATION REFERS ONLY TO A CHANGE IN THE DRAW AMOUNT, UNIT OF MEASURE, OR FREQUENCY OF USE OF A MATERIAL ALREADY APPROVED AND ON A USER'S AUL. THIS FORM MUST BE COMPLETED IN ITS ENTIRETY WITH THE MANUFACTURER'S MSDS ATTACHED.		<input type="checkbox"/> MATERIAL MODIFICATION (COMPLETE ALL SECTIONS)		
SECTION I. REQUESTOR INFORMATION				
1. NAME		2. E-MAIL		3. PHONE
4. WORK CENTER NAME		5. WORK CENTER ID		6. BUILDING NUMBER
7. REQUEST DATE		8. ENVIRONMENTAL COMPLIANCE COORDINATOR/SUPERVISOR		
SECTION II. REQUESTED MATERIAL INFORMATION				
9. PRODUCT IDENTITY			10. MSDS PREPARED OR REVISED DATE	
11. MANUFACTURER			12. NSN/LSN	
13. UNIT OF ISSUE		14. PRODUCT STATE	15. FREQUENCY OF USE	16. MAX QUANTITY LIMIT
SECTION III. JUSTIFICATION				
17. WILL THIS MATERIAL REPLACE AN EXISTING ITEM ON THIS WORK CENTER'S AUL?				<input type="checkbox"/> YES <input type="checkbox"/> NO
18. IF YES, PROVIDE NAME OF MATERIAL BEING REPLACED				
19. IS THIS REQUIRED FOR A NEW WORKLOAD, TECHNICAL ORDER, SPECIFICATION OR PROCESS IN THIS SHOP?				<input type="checkbox"/> YES <input type="checkbox"/> NO
20. IF YES, PROVIDE SPECIFIC TECHNICAL ORDER OR SPECIFICATION NUMBER AND PARAGRAPHS APPLICABLE TO THE PROCESS INCLUDE THE DATE AND REVISION NUMBER BEING CITED. IF MORE THAN ONE APPLIES, LIST ALL.				
21. PROCESS/TASK CODE(S) (OPTIONAL)				
22. EXPLAIN IN DETAIL THE PURPOSE OF THIS MATERIAL REQUEST OR MODIFICATION AND HOW THE MATERIAL WILL BE USED.				
23. NUMBER OF PERSONNEL WHO WILL USE/BE EXPOSED TO THE MATERIAL?			24. APPLICATION METHOD (BRUSH, SPRAY, POUR, ETC.)	
25. DURATION (TIME EMPLOYEES WILL BE EXPOSED TO MATERIAL DURING EACH PROCESS)?			26. AMOUNT OF MATERIAL USED IN A SINGLE COMPLETE PROCESS?	
27. ANTICIPATED CONTROL REQUIREMENTS (RESPIRATOR, NITRILE GLOVES, ETC.)				
SECTION IV. MATERIAL MODIFICATION INFORMATION				
28. CURRENT DRAW AMOUNT			29. NEW DRAW AMOUNT	
30. CURRENT UNIT OF MEASURE			31. NEW UNIT OF MEASURE	
32. CURRENT FREQUENCY			33. NEW FREQUENCY	
34. DATE		35. SUPERVISOR NAME		36. SUPERVISOR SIGNATURE

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AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM AUL WORKING GROUP COMMENTS ENVIRONMENTAL DIVISION	
NOTICE: APPROVALS MAY EITHER BE CONCURRENT OR IN SEQUENCE, BUT APPROVAL FROM ALL REVIEW AGENCIES IS REQUIRED PRIOR TO MATERIAL REQUISITION. RESTRICTIONS (INCLUDING REQUIRED PPE AND WASTE DISPOSAL LIMITATIONS) MUST BE DETAILED IN THE SPACE PROVIDED.	
1. HAS THE MATERIAL BEEN EVALUATED FOR POLLUTION PREVENTION OPPORTUNITIES OR GREEN ALTERNATIVES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
2. DOES THE MATERIAL CREATE NEW CAA, CERCLA, EPCRA, OR OTHER REGULATORY REPORTING REQUIREMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
3. IF YES, EXPLAIN MATERIAL USAGE RESTRICTIONS REQUIRED TO COMPLY WITH REGULATIONS.	
4. WHAT ARE THE DISPOSAL REQUIREMENTS (CONSUMED IN USE, RECYLCED, BULK WASTE, CONTAINERIZED ON-SITE, SANITARY SEWER, EVAPORATION, ETC.)?	
5. IS THE REQUEST APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
6. IF NO, PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.	
7. ADDITIONAL COMMENTS:	
APPROVING OFFICIAL	
8. NAME:	9. DATE
10. SIGNATURE:	

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AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM AUL WORKING GROUP COMMENTS INDUSTRIAL HYGIENE	
NOTICE: APPROVALS MAY EITHER BE CONCURRENT OR IN SEQUENCE, BUT APPROVAL FROM ALL REVIEW AGENCIES IS REQUIRED PRIOR TO MATERIAL REQUISITION. RESTRICTIONS (INCLUDING REQUIRED PPE AND WASTE DISPOSAL LIMITATIONS) MUST BE DETAILED IN THE SPACE PROVIDED.	
1. DO ANTICIPATED CONTROLS IDENTIFIED BY THE WORK CENTER MEET REQUIREMENTS	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. IF NO, PROVIDE ADDITIONAL REQUIREMENTS.	
3. WILL THE NEW MATERIAL REQUIRE MEDICAL MONITORING (RESPIRATOR, MEDICAL CLEARANCE OR CHEMICAL-SPECIFIC MEDICAL EXAMS)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. IF YES, PROVIDE MEDICAL MONITORING REQUIREMENTS IN THE SPACE PROVIDED.	
5. IS THE REQUEST APPROVED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. IF NO, PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.	
7. ADDITIONAL COMMENTS:	
APPROVING OFFICIAL	
8. NAME:	9. DATE
10. SIGNATURE:	

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AUTHORIZED USE LIST (AUL) ADJUSTMENT FORM AUL WORKING GROUP COMMENTS SAFETY OFFICE	
NOTICE: APPROVALS MAY EITHER BE CONCURRENT OR IN SEQUENCE, BUT APPROVAL FROM ALL REVIEW AGENCIES IS REQUIRED PRIOR TO MATERIAL REQUISITION. RESTRICTIONS (INCLUDING REQUIRED PPE AND WASTE DISPOSAL LIMITATIONS) MUST BE DETAILED IN THE SPACE PROVIDED.	
1. DOES THIS MATERIAL HAVE STORAGE REQUIREMENTS OR SITE RESTRICTIONS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. DOES THE PROCESS REQUIRE A RISK ASSESSMENT AND/OR JOB HAZARD ANALYSIS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. ARE THERE ANY SPECIAL TRAINING CONSIDERATIONS FOR USE OR HANDLING?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. ARE PPE OR OTHER CONTROLS, NOT IDENTIFIED BY THE WORK CENTER REQUIRED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. IF YES TO ANY OF THE ABOVE, PROVIDE NEW REQUIREMENTS IN THE SPACE PROVIDED.	
6. IS THE REQUEST APPROVED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. IF NO, PROVIDE JUSTIFICATION IN THE SPACE PROVIDED.	
8. ADDITIONAL COMMENTS:	
APPROVING OFFICIAL	
9. NAME:	10. DATE
11. SIGNATURE:	

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ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL

FM: ACTIVITY/COMMAND//CODE//

TO: CMC WASHINGTON DC//I-L//
 COMT COGARD WASHINGTON DC (U.S. SPILLS ONLY)
 COGARD MSO AREA COORDINATOR (MARINE U.S. SPILLS ONLY)
 COAST GUARD DISTRICT COMMANDER (MARINE U.S. SPILLS ONLY)
 EPA REGIONAL OFFICE (INLAND U.S. SPILLS ONLY)

INFO: HIGHER HEADQUARTERS (IF APPLICABLE)
 COMNAVFACENGCOM ALEXANDRIA VA
 COGNIZANT ENGINEERING FIELD DIVISION
 NFESC PORT HUENEME CA

UNCLAS //N06280//

PASS TO LFL

SUBJ: HAZARDOUS SUBSTANCE RELEASE REPORT, REPORT SYMBOL DD-5090-10RMKS/

1. DATE TIME GROUP IN WHICH RELEASE OCCURRED
2. ACTIVITY ORIGINATING RELEASE (INSTALLATION; UIC)
3. SOURCE (STORAGE AREA, SHOP, VEHICLE, ETC.)
4. LOCATION (BUILDING DESIGNATION, PIER, HIGHWAY, RANGE, ETC.)
5. AMOUNT (GALLONS/LITERS, POUNDS/KILOGRAMS)
6. TYPE (PESTICIDES, CORROSIVE LIQUIDS, TOXIC SUBSTANCES, EXPLOSIVES, ETC.)
7. CONTAINER INVOLVED (DRUM, BAG, STORAGE TANK, RAIL CAR, PLATING TANK, ETC.)
8. SAMPLES TAKEN (YES/NO; SPECIFY ANALYSES REQUESTED/RERFORMED)
9. CAUSE OF RELEASE (EQUIPMENT FAILURE, PERSONNEL ERROR, ACCIDENT, ETC.)
10. RELEASE SCENE DESCRIPTION (CONTAMINATED AREA, PATH OF RELEASE, ETC.)
11. ACTION TAKEN/PLANNED:
 - A. CONTAINMENT EFFORTS (BOOM, ABSORBENT PADS, DRY SWEEP, ETC.)
 - B. RECOVERY EFFORTS (SUCTION TRUCK/PUMPS, SOIL EXCAVATION, ETC.)
 - C. RESIDUALS DISPOSAL (DRUMS TO DRMO, SOIL BIOREMEDIATION, ETC.)
 - D. RESPONSE/RECOVERY UNIT (TACTICAL UNIT, FIRE DEPT., ORSO, USGC, ETC.)
12. ON-SCENE WEATHER/WIND (TEMPERATURE, HUMIDITY, WIND VELOCITY, VISIBILITY)
13. AREAS THREATENED/DAMAGED (BEACH WETLANDS, WATER INTAKE, AQUIFER, ETC.)
14. POTENTIAL DANGERS (FIRE, EXPLOSION, TOXIC VAPOR, ETC.)
15. NOTIFICATIONS MADE (NRC, COAST GUARD MSO, EPA REGION, STATE, LOCAL AGENCY ETC.)
16. TELEPHONIC REPORT TO NRC WAS/WAS NOT MADE (NRC POC/REPORT NUMBER)
17. POC FOR REPORT (PERSON, ACTIVITY/CODE, TELEPHONE [DSN AND COMMERCIAL])
18. ASSISTANCE REQUIRED/COMMENTS//BT