

External Standard Operating Procedures



USAG Baden-Wuerttemberg Hazardous Material Reuse Center (HMRC)

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1.0 GENERAL INFORMATION:

1.1 PURPOSE

This Standard Operating Procedure (SOP) establishes responsibilities and procedures for the operations and use of the USAG Baden-Wuerttemberg, Directorate of Logistics (DOL) Hazardous Material Re-Use Center (HMRC). Adherence to this SOP is required to protect personnel, prevent accidents, minimize hazardous waste (HW) generation, maintain property accountability of hazardous material (HM), and comply with Army and Host Nation environmental laws and regulations.

1.2 Applicability

This SOP applies to HMRC personnel and all units/organizations (customers) turning in or receiving supplies from the HMRC. Units/organizations who fail to comply with the provisions of this SOP may be denied service by the HMRC.

The Re-Use Program is mandated by the United States Army, Europe (USAREUR) Regulation AER 710-2 and will facilitate compliance with U.S. Army and Host Nation environmental laws and regulations.

1.3 Proponent

The proponent for this SOP is the USAG Baden-Wuerttemberg Directorate of Logistics.

1.4 References

A list of related regulations and references is at Appendix D of this SOP.

1.5 Responsibilities

1.5.1 Directorate of Logistics

The Directorate of Logistics (DOL) coordinates with the Directorate of Public Works (DPW), Safety Officer, Fire Department, inducted units and organizations, and other applicable parties to develop guidance for HMRC operations.

The DOL is the proponent and maintains this SOP in accordance with applicable Department of Defense (DoD), Department of the Army (DA), USAREUR, Host Nation regulations and requirements as listed in Appendix D of this SOP.

1.5.2 Hazardous Material Re-Use Center Manager

The HMRC Manager serves as the main point of contact (POC) for HMRC operations. Responsibilities include:

- Maintain current copies of applicable references and regulations.
- Oversee all activities in the HMRC to ensure compliance with US Army and Host Nation environmental laws and regulations and the procedures set forth herein.
- Ensure the HMRC staff is adequately trained for the tasks assigned to them concerning HM and HW operations. Maintain training records at the HMRC.
- Establish on-call availability of HMRC personnel for off-hours or emergency material turn-in or issue.
- Coordinate the receipt, storage, management, transport, and redistribution of serviceable excess HM for the HMRC using HMMS.
- Turn-in unusable HM as HW for disposal to the Environmental Management Division (EMD).
- Coordinate the transfer of usable excess hazardous material between the HMRC and other USAREUR HMRCs in support of inducted unit/activity HM needs.
- Ensure that safe and compliant HM packaging and transportation is used by HMRC personnel and by units and organizations transporting HM from the HMRC. If safe and compliant material transport is not possible, the HMRC Manager must refuse to issue hazardous material.
- Maintain current material safety data sheets (MSDS) for each HM located in the HMRC.
- Serve as HMRC liaison and educate inducted unit/activity personnel about the HMRC through advertisements, publications, and meeting briefings.
- Coordinate or provide required training to all HMRC personnel and to any unit or tenant organization requesting training on HM storage and management.

1.5.3 HMRC Staff

Responsibilities for the HMRC staff include:

- Follow the HMRC Internal SOP for material receipt, inventory, accountability, issue, management and storage, safety, and disposal.
- Issue HM nearest to expiration date first, and use proper shelf-life program procedures IAW DoD 4140.27M and Technical Manual (TM) 38-410.
- Maintain up-to-date training and certifications for all applicable courses.
- Input all material receipt, issue, and disposition transactions into HMMS.
- Ensure that all persons receiving HM from the HMRC are knowledgeable of the material hazards, aware of proper procedures for storage and management of the HM, and are provided an MSDS for each HM.
- Perform shelf-life management and check HMMS weekly for expiring materials.

1.5.4 HMRC Customers

HMRC customers must comply with the procedures outlined in this SOP. All questions or concerns should be brought to the HMRC Manager. Customer responsibilities include:

- Provide an Authorized User's List (AUL) with the HMRC.
- Consider the HMRC as the first source of supply for all HM.
- Review the HMRC's inventory list to determine if products are available prior to requisitioning or purchasing HM with the Government Purchase Card (GPC).
- Request free-issue HM only when there is a legitimate need for the HM, and only in required quantities.
- Coordinate HM turn-in at least 24 hours in advance. Coordination may be made informally by telephone or email. The purpose of coordination is to allow HMRC personnel to assess material storage requirements and space and plan accordingly.
- Adhere to advance notification procedures. If a request is sent in advance, the HMRC will only hold items for 72 hours. After that time, products will once again be made available for issue to other units/organizations.
- Provide the appropriate HM request or turn-in forms when picking up or turning in HM.
- Turn-in only reusable HM IAW this SOP.
- Turn-in HM as soon as the HM is determined to be excess, in order to maximize shelf life.
- Provide the MSDS for HM turned in when requested.
- Assist with off-loading or loading large HM turn-ins or pick-ups.
- Transport HM IAW U.S. Army and Host Nation regulations, with trained drivers and properly labeled vehicles.

1.6 Hours of Operation

The USAG Baden-Wuerttemberg HMRC is located at Building 1560, Spinelli Barracks, Mannheim. The HMRC's customer service hours are:

Monday through Friday 07:30-1600 (Closed for lunch 1200-1230)

Closed on all designated US Holidays

1.7 Points of Contact

USAG Baden-Wuerttemberg HMRC:

HMRC Manager: Mr. Marvin Newbill DSN: 384-6607
Email: marvin.r.newbill@eur.army.mil

Mr. Dave Refosco DSN: 384-6606
dave.refosco@eur.army.mil
Fax DSN: 384-6608

ENVIRONMENTAL OFFICE:

USAG Baden-Wuerttemberg: Mr. Dan Welch DSN: 387-3140

FIRE DEPARTMENT:

Mannheim/Sandhofen: Fire Station - Coleman Barracks 117 or (DSN) 382-4669
Heidelberg: Fire Station - Heidelberg 117 or (DSN) 373-8400

2.0 CUSTOMER PROCEDURES:

2.1 HAZARDOUS MATERIAL REQUESTS

The HMRC maintains an inventory list that contains the stock numbers and nomenclatures of the HM that is currently in stock at the HMRC. The inventory list is periodically updated and distributed. Requests for the inventory list can be made at any time by calling, faxing, or emailing the HMRC.

Units/activities will establish an account with the HMRC by preparing and submitting a DA Form 1687, Notice of Delegation of Authority-Receipt of Supplies. A copy of the Assumption of Command orders must accompany the DA Form 1687. A sample DA Form 1687 is shown in Appendix C. A sample Assumption of Command Orders is shown in Appendix B.

Requests for issue of re-use (free issue) HM may be submitted on DD Form 1348-1A. The requests must contain the Department of Defense Activity Address Code (DoDAAC) of the requesting unit, unit name, building number where the HM will be used, and the stock number and quantity of requested HM.

Once a request is submitted, the HM should be picked up within 72 hours. After that time, the HM may be made available for issue to other units/activities.

The USAG Baden-Wuerttemberg HMRC can access inventories of other HMRCs throughout USAREUR. If there is a need for a product, but it is not found on the inventory list, please contact the HMRC. If this HM is available within USAREUR, HMRC personnel can arrange for a transfer.

2.2 Material Pick-Up

Customers must coordinate prior to going to the HMRC to pick up HM.

A licensed hazardous material transporter must drive the vehicle used to pick-up any HM. HM may not be transported in a privately owned vehicle (POV). HMRC workers must be shown a valid license for transport of HM. Customers without the proper license will not be serviced.

Transport of HM from the HMRC will be performed IAW U.S. Army and Host Nation regulations. HMRC personnel are authorized to deny HM issue if transport is not compliant with the regulations.

All HM will be accompanied by the appropriate MSDS. In most cases, both the German and English MSDS are available. Inquire at the HMRC when picking up the HM.

If a unit/organization requests a product in advance of the pick-up, HMRC personnel will prepare a package with the requested materials.

2.3 Material Turn-In

The HMRC accepts serviceable excess HM for re-issue to other inducted units/activities. HMRC personnel accept turn-ins during posted operating hours only. HM may not be left at the door of the HMRC. It is not necessary to bring the MSDS when turning in material, although this practice is encouraged.

The HMRC does not accept HM:

- In opened cans, drums, or other containers. Exceptions may be made, at the HMRC Managers discretion, for some items such as paint. Otherwise, those items should be turned in to the EMD as HW.
- Severely rusted, dented, or damaged containers.
- Leaking Containers.
- Unknown HM, or HM with unreadable, absent, or incomplete labels.
- Material with no re-use potential, as determined by HMRC personnel.

Customers turning in HM:

- Must coordinate with HMRC personnel prior to turn-in of HM. During coordination, HMRC personnel will determine if the material can be accepted for re-use, storage requirements for the HM, and an appointment time for the turn-in.
- Will provide a completed DD Form 1348-1A for each HM turned in.
- Provide an MSDS for the HM, when requested.
- Ensure that all HM is properly labeled and that containers are not leaking.
- Transport HM to the HMRC IAW UR 55-4.
- Assist with off-loading HM, when requested.

3.0 HMRC PROCEDURES:

3.1 MATERIAL RECEIPT

Customers may bring HM to the HMRC during the posted hours of operation. Appointments may be scheduled outside of these hours in emergency situations.

HMRC personnel accepting HM turn-ins:

- Accept only HM that can be reused, based on condition of the HM and anticipated customer requirements as reflected in the Activity Hazardous Material Inventory, demand history, or special requests.
- Immediately segregate and store HM safely and IAW U.S. Army and Host Nation requirements.
- Process the HM turn-in in HMMS as a material receipt.
- Perform shelf-life extension when needed and mark the extended shelf-life date on the HM container.
- Identify and contact potential customers who may be able to re-use the HM, using the following priority; inducted units/activities, then other HMRCs.

3.2 Material Issue

HMRC personnel issuing HM are required to:

- Issue on HM that can be re-used based on the condition of the HM.
- Ensure that HM is packed and labeled IAW U.S. Army and Host Nation requirements.
- Ensure that expiration date and extensions are marked on the HM container.
- Inspect customer transport vehicle and driver certificates to ensure that the customer HM transport complies with U.S. Army and Host Nation regulations.
- Enter all HM issues in HSMS.

3.3 Hazardous Material Storage

Maximum storage amounts and times set by Host Nation permits will not be exceeded. HM storage will comply with U.S. Army and Host Nation laws, regulations, and requirements.

3.4 Shelf-Life Management and Extension

Shelf-life management is a crucial part of the HMRC'S operations. Older stock is continually rotated to the front of the shelf to ensure it is issued first. The expiration date is found on the HMMS barcode. Stock rotation should be a part of the HMRC's daily operations.

When a product expires, extension dates are first searched in the Quality Status List (QSL). The QSL can be accessed over the web at www.shelflife.hq.dla.mil. NSN, Lot Batch, Nomenclature, and Expiration Date are required for this search.

If the item is not found in the QSL, fax the information to the DESC (DSN 489-6809) to request a serviceability report.

Lab tests are performed when requested by the Defense Energy Support Center (DESC). The product must have a represented cost of \$150 or more.

Petroleum items, Paints, solvents, and cleaners are tested at Coleman Barracks in Mannheim.

USAREUR Material and Equipment Oil Analysis Laboratory
APO AE 09028
DSN 382-7084

If an item has been sent for tests but is needed for an emergency, it will be issued only at the user's risk. The risk must be stated on the material issue form.

Perform a shelf-life extension in HMMS when items are extended. Follow proper HW turn-in procedures if the items cannot be extended.

3.5 Transporting Hazardous Material

Transportation of HM by HMRC personnel and customers will comply with U.S. Army and Host Nation laws, regulations, and requirements. This includes packaging, packing, vehicle labeling, driver certification and training, spill kits, and any other requirements.

3.6 Turning in Hazardous Waste

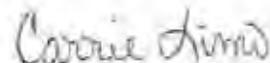
When IIM is no longer serviceable or usable, it must be turned-in through the EMD for proper disposal.

HW turn-ins must be coordinated with the EMD prior to the turn-in.

HMRC personnel must ensure the proper forms and documentation accompanies the container(s).

HMRC personnel will assist EMD personnel with identifying and characterizing HW and in determining the appropriate contract line item for the disposal.

4.0 Point of contact for this ESOP is Mr. Marvin Newbill, HMRC Manager, at DSN: 384-6607.



CARRIE LIMO
Chief, Supply and Services Division
Directorate of Logistics

APPENDIX A – TERMS AND ABBREVIATIONS

AUL	Authorized User's List
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DOL	Directorate of Logistics
DPW	Directorate of Public Works
DRMO	Defense Reutilization and Marketing Office
EMD	Environmental Management Division
FY	Fiscal Year
GPC	Government Purchase Card
HM	Hazardous Material
HMIS	Hazardous Material Information System
HMMS	Hazardous Material Management System
HW	Hazardous Waste
LSN	Local Stock Number
MSDS	Material Safety Data Sheet
NIOSH	National Institute of Occupational Safety and Health
NSN	National Stock Number
QSL	Quality Status List
SOP	Standard Operating Procedures
USAREUR	United States Army Europe

APPENDIX B – SAMPLE ASSUMPTION OF COMMAND ORDERS

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
1ST INFANTRY DIVISION
APO, AE 09114

AEPY-DKG-HQ

1 January 2010

MEMDANDUM FOR SEE DISTRIBUTION

SUBJECT: Assumption of Command

1. Effective 1 January 2002, the undersigned assumes command of Headquarters Company First Infantry Division (AEPY-DKG-HQ) APO, Army, Europe, 09114.
2. AUTHORITY: AR 600-20, Chapter 2.
3. PERIOD: Indefinite.

JOE S. COMMANDER
CPT, AG
COMMANDING

APPENDIX C – SAMPLE NOTICE OF DELEGATION OF AUTHORITY DA FORM 1687

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <small>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</small>					DATE
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST NAME FIRST NAME MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC ACCOUNT NUMBER		
LAST NAME FIRST NAME MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE

USAPPC V9.00

APPENDIX D – RELATED REGULATIONS AND REFERENCES

Executive Order 13101, 14 Sep 98. (Buy Green).

Section 6002 of Resource Conservation and Recovery Act (RCRA). (Buy Recycled).

DoD 4140-1-R, DoD Material Management Regulation.

DoD 4140-27-M, Shelf-Life Item Management Manual.

FED-STD, GSA Shelf Life Extension Procedures.

German Final Governing Standards.

AR 200-1, Environmental Protection and Enhancement.

AR 702-18, Material Quality Control Storage Standards.

TM 38-410, Storage and Handling of Hazardous Materials.

AE Reg 55-4, Joint Transportation of Hazardous Material.

AE Reg 200-1, USAREUR Environmental Quality Program.

AE Reg 385-10, Hazardous Communication.

AE Reg 710-2, Supply Policy Below the Wholesale Level.