

ATTACHMENT 009



HAZMART User's Handbook

Revised 02/06/2012

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PURPOSE

This handbook is designed to inform and assist HAZMART customers in the procedures for obtaining supplies and services from ICI Services, at USAG Michigan, Virtual Hazardous Materials Management Control Centers (VHMMCC).

HAZMART P.O.C's

U.S. Army Garrison Michigan @ TACOM:

Location: Building # 203, North End Receiving Dock

**Hours of Operation: 07:30 – 16:00
Monday – Friday**

Phone: (586) 574-5665

Fax: (586) 574-3804

E-mail: Hazmart@conus.army.mil

HAZMART Stock clerk (586) 574-5665

HAZMART Supervisor (586) 574-6796

Alternate Points of Contact:

Operations Manager (586) 574-5235

Program Manager (586) 574-6235

MISSION STATEMENT

The HAZMART mission is to provide high-quality technical support from the VIRTUAL HAZMART material control center.

DEFINITIONS

The following list of definitions is provided to assist our customers to understand the terms used in our handbook.

AUL: Authorized User List

Authorized Signature: Shop Supervisor or Department Lead

COR: Contracting Officer Representative

DRMO: Defense Reutilization Marketing Office

EPA: Environmental Protection Agency

Hard Copy: A paper printed copy hand carried to the HAZMART

HM: Hazardous Material

HMMCC: Hazardous Material Management Control Center commonly known as the HAZMART

HW: Hazardous Waste

IHMC: Installation Hazardous Material Committee

IMMS: Integrated Materials Management System

MDEQ: Michigan Department of Environmental Quality

MSDS: Material Safety Data Sheet

RCRA: Resource Conservation Recovery Act

HAZARDOUS MATERIAL/HAZARDOUS WASTE MANAGEMENT

- 1. VIRTUAL HAZARDOUS MATERIALS MANAGEMENT CONTROL CENTER (HMMCC) OR HAZMART:** ICI Services will operate at the U.S. Army Garrison (USAG) Michigan HMMCC for the purpose of tracking and controlling all hazardous materials (HM) that are procured, received, stored, and issued at USAG-DET for use by the Government and other operating contractors. ICI Services will comply with all Federal, State and local laws, statutes, codes, ordinances, etc. ICI Services will utilize a Government provided automated system, Hazardous Substance Maintenance System (HSMS), to track, control, report usage by quantity, customer dates, disposition/disposal information and dates, etc.
- 2. HMMCC OPERATIONAL REQUIREMENTS:** ICI Services provides data entry services to support hazardous materials/hazardous waste (HM/HW) management.
- 3. ORDERING:** ICI Services will accept HAZMAT/HAZWASTE orders and requests by phone, fax, electronic media or hard copy.
- 4. MATERIALS:** ICI Services is the central supplier of hazardous materials to USAG-DTA Michigan Government users including TACOM Base Operations, Janitorial Services, Audio/Visual Center, and Logistics Contractors and to track data on contractor users.
- 5. SUPPLIES:** ICI Services will furnish hazardous materials to authorized Government customers and operating contractors in accordance with that customer's Authorized User List (AUL). The AUL and revisions shall be furnished to the authorized customers and the Government COR. The AUL will be updated by the Installation Hazardous Material Management Committee and/or HM/HW program manager as necessary to add or delete items, change unit of issues, sizes, etc. The AUL contains the material that the customer is authorized to order/receive.
- 6. HM STORAGE:** No on-site storage of hazardous materials is permitted except the user storage sites. Requests for storage of hazardous materials on site will be done on an exception basis only and approved by the COR and the Base Fire Marshall prior to any on-site storage. Storage of re-use materials is authorized in the HMMCC (HAZMART).
- 7. ISSUE AND DELIVERY:** The issue of HM will be accomplished through just-in-time direct scheduled deliveries to customers. The standard is that there shall be no zero balances in any customers Authorized Stock Level. Any order of material that is not on a customer's AUL will be filled within five calendar days with exceptions to be approved by the COR. A Material Safety Data Sheet (MSDS) will be provided to the customer with all deliveries. ICI Services shall deliver not more than a 7-day supply of any item to a customer. All deliveries shall be confirmed with two signatures on the issue document, the individual receiving the material and the ICI delivery driver.
 - a. The following cost centers are the currently authorized Customers (W56HZX):
 - 1)** Base Operations Contractor, 15 user sites, one cost center (Base Operations).

- 2) Janitorial Services Contractor, walk-in counter service only (one cost center).
- 3) Audio/Visual Center Contractor, one user site (one cost center).
- 4) Logistics Services Contractor, one user site one cost center).
- 5) Armor Integration Lab (TARDEC)
- 6) Armor Testing and Integration, Battery Lab, Cad Lab (TARDEC)
- 7) Fire Department Building 205 HSMS Manager
- 8) Laser Protection (TARDEC) Metal Lab (TARDEC)
- 9) Mobility Test Ops (TARDEC) MOP Shop (IMMC)
- 10) New Equipment Training (IMMC) Painting (TARDEC)
- 11) Physical Simulation Lab (TARDEC)
- 12) POL's (TARDEC) Tactical Vehicle Protection (TARDEC) Tire Lab (TARDEC) DSA
- 13) TACOM Arsenal Security
- 14) Transient (short-term) Contractors (Construction and maintenance, or other contractors).

- b For RCRA reporting purposes ICI Services will perform a hazardous materials check-in (bar-coding the material) and a check-out tracking service for those contractors directed to the HAZMART for this purpose by the Acquisition Center Contracting Officers. ICI Services will be provided with a list of contractors who need to provide data for this tracking. ICI Services will request the data monthly referring problems to the COR for early resolution.

8. INVENTORY CONTROL: ICI Services will track and control HM issued to customers via a bar code tracking system known as the Integrated Materials Management System (IMMS). Upon receipt of HM ICI Services will post receipts of the HM to the inventory accounts on a daily basis. ICI Services will maintain inventory control for all on-hand hazardous materials within the HAZMART area.

9. HAZARDOUS MATERIAL/HAZARDOUS WASTE (HM/HW) HANDLING, STORAGE AND DISPOSAL:

ICI Services will perform the following HM/HW handling services:

- a. Pick-up excess hazardous material and hazardous waste and partially used containers from authorized government customers during the regularly scheduled HAZMART stops and then return the material to the HAZMART for reissue, recycling, or disposal as appropriate. HAMART personnel will ensure bar codes have not been removed from any container received from the customer.
- b. Re-usable items will be placed in re-use lockers inventory and issued to the next user as a free issue item.
- c. Perform HW (Resource Conservation and Recovery Act regulated) handling services in accordance with all Federal, State and Local laws and regulations to include the Detroit Arsenal's Hazardous Waste Management Plan. These policies and procedures include the depressurizing of aerosol cans to remove the propellant, draining of remaining material and the crushing of the container for disposal or recycling purposes.

10. Hazardous Waste Disposal

- a. The HAZMART is the installation's source for processing and managing the disposal procedure for HM/HW.
- b. ICI Services will ensure that all HM/HW disposal documents are processed by the most expeditious method and handled on a separate document register, then tracked and assigned suspense dates to stay within Michigan Department of Environmental Quality (MDEQ) and EPA disposal time limits. The current time limit is 90 calendar days which starts on the day a substance is declared to be a waste by the generator until it is picked up for off site disposal. ICI Services will immediately notify the COR of any problems in this process.
- c. ICI Services will perform the disposal process in compliance with all-applicable Federal and State Statutes and Codes. ICI Services will dispose of hazardous waste for all authorized government customers, support on-site operating contractors (Base Operations, Logistics, Audio Visual/Mail and Janitorial) and short term "Construction" contractors. ICI Services will accept and process all hazardous waste/universal waste and process it to/through DRMO or an approved vendor for recycling or disposal. ICI Services will accept turn-ins electronically or by hard copy from Government customers and on-site contractors in the form of a DA 3161 (Request for Issue or Turn-In). HW turn-ins will be picked up from the customers within three (3) calendar days and stored in an approved placarded container.
- d. ICI Services will ensure that all HM/HW turned in for disposal is properly identified, labeled, sorted as necessary, segregated, stored and processed in accordance with applicable MDEQ and EPA regulations. ICI Services will provide the unique marking of each item to preclude correct labeling, handling, storage and/or manifesting.
- e. ICI Services will identify unknown materials or waste through analysis as appropriate to meet MDEQ and EPA characterization requirements for disposal.
- f. ICI Services will inspect HM/HW customer storage areas on a weekly basis to ensure compliance with MDEQ and EPA requirements for containment, labeling, handling, processing, security, time limitations and other storage requirements.
- g. ICI Services will develop a process to track, maintain and submit the applicable manifesting for the hazardous waste items in accordance with MDEQ and EPA requirements. ICI Services shall provide comeback copies to the TACOM DPW Environmental Office and shall notify the office of any overdue documents. Original copies of these manifests shall be provided to the TACOM DPW Environmental Office at the end of the disposal process.
- h. ICI Services is required to immediately notify the COR and the Environmental Office of any improper or incorrect conditions are discovered during the course of operations that are not in accordance with MDEQ and EPA laws or regulations or other applicable environmental and related guidelines.

11. Hazardous Material Requests and Hazardous Waste disposal/procedures for Non AUL Stop Visit Customers.

- a. Customers that are authorized users of HM but are not or do not have regularly scheduled stop visits can still take full advantage of the ICI Services TACOM HAZMART. Contact the HAZMART in person, by phone, fax, or e-mail for any HM requests or questions.
- b. Disposal of HW is done in the same manner with the following additional requirements:
 - 1) Identify the material by product name, chemical, waste stream.
 - 2) Fill out a DA 3161 (Request of Issue or Turn-In) Document with the identified material
 - 3) Contact the HAZMART in a manner stated above.
 - 4) All fluids drained from vehicles must be identified with proper labeling turned into the HAZMART for waste disposal.

12. RECYCLABLE MATERIALS: ICI Services will accept, recover and/or collect and recycle the following:

- a. Toner Cartridges (customer collection point located inside the HAZMART)
- b. Electric Lamps
- c. Fluorescent Tubes
- d. Halogen Lamps
- e. Hi-Intensity Discharge Lamps
- f. Sodium Vapor Lamps
- g. Office and Vehicle type Batteries

Guy Miller
Project Manager
ICI Services, LLC

Appendix A (Pages 12 – 15)

HAZMAT STOP LIST FOR TACOM

MONDAY

<u>BLDG.</u>	<u>STOP#</u>	<u>STOP TIME (APROX.)</u>	<u>POC PHONE</u>
249	STOP 1	0800-0815	634-3068
200D	STOP 2	0830-0900	574-5936
200D	STOP 3	0900-0930	574-5936
200D	STOP 4	0930-1000	574-5778
200D	STOP 5	1000-1030	574-5434
200D	STOP 6	1030-1100	574-7678
200D	STOP 7	1100-1130	574-5536
200C	STOP 9	1130-1200	574-8709

TUESDAY

<u>BLDG.</u>	<u>STOP#</u>	<u>STOP TIME (APROX.)</u>	<u>POC PHONE</u>
203	STOP 10	0800-0830	574-5872
210	STOP 11	0830-0900	574-4226
210	STOP 12	0900-0930	574-4131
215	STOP 13	1000-1030	574-6058
230	STOP 39	1030-1100	969-9992
212	STOP 14	1100-1130	574-5711
7	STOP 15	1130-1230	574-5598
7	STOP 16	1130-1230	574-8285
7	STOP 17	1130-1230	574-5487

(Appendix A Continued)

WEDNESDAY

<u>BLDG.</u>	<u>STOP#</u>	<u>STOP TIME (APROX.)</u>	<u>POC PHONE</u>
227	STOP 18	0800-0830	574-3832
200C	STOP 19	0830-0900	574-8680
230	STOP 22	0900-0930	574-6614
230	STOP 21	0930-1000	574-5534
230	STOP 37	1000-1030	574-8885
219	STOP 20	1030-1100	574-8804
200C	STOP 8	1100-1130	574-5389
200C	STOP 38	1130-1200	574-6528
210	STOP 36	1200-1230	574-5484

THURSDAY

<u>BLDG.</u>	<u>STOP#</u>	<u>STOP TIME (APROX.)</u>	<u>POC PHONE</u>
203	STOP 23	0830-0900	574-5593
203	STOP 24	0900-0930	574-5593
203	STOP 25	0930-1000	574-5031
202	STOP 26	1000-1030	574-6086
202	STOP 27	1030-1100	574-6086

(Appendix A continued)

FRIDAY

<u>BLDG.</u>	<u>STOP#</u>	<u>STOP TIME (APROX.)</u>	<u>POC PHONE</u>
203	STOP 28	0800-0830	574-6243
203	STOP 29	0830-0900	574-5585
203	STOP 30	0730-0800	574-5665
203	STOP 31	0900-0930	574-5748
212	STOP 32	0930-1000	574-6107
203	STOP 33	1000-1030	574-5748
229	STOP 34A	1300-1330	574-5085
200A	STOP 34B	1300-1350	574-5085

Appendix B

HAZMART ORDER FORM INSTRUCTIONS

NOTE: The HAZMART order form STA 7126 is available for printing through PureEdge Forms.

Block #1 CUSTOMER INFORMATION

RECEIVING ACTIVITY: N/A
REQUESTOR: THE NAME OF THE PERSON MAKING THE REQUEST
UIC: N/A
PHONE: SHOP NUMBER OF THE PERSON MAKING THE REQUEST
BULIDING: THE BUILDING YOU ARE HOUSED IN
SHOP/STOP: YOUR AUL NUMBER (MANDATORY)

BLOCK #2 HAZMART BUILDING

FAX 4-3804, PHONE 4-5665

BLOCK #3 DATE (OF ORDERING THE ITEM) (MANDATORY)

BLOCK #4 JOB ORDER NUMBER (MANDATORY)

BLOCK #5 AUTHORIZED SIGNATURE

LEAD OR SUPERVISOR

BLOCK #6 STOCK NUMBER

IF KNOWN OR AUL ITEM

BLOCK #7 NOMENCLATURE

PRODUCT DESCRIPTION AND SOURCE, IF KNOWN, WITH THE TELEPHONE NUMBER OF THE POC

BLOCK #8 QUANTITY

TOTAL AMOUNT DESIRED

BLOCK #9 UNIT

GAL. QT., PINT, TUBE, etc.

BLOCK #10 AUL ITEM

YES OR NO (IF NO, BLOCK 11 IS MANDATORY)

BLOCK #11 JUSTIFICATION

BRIEF DESCRIPTION WHY YOU ARE ORDERING A NON-AUL ITEM.

