

**Guidance and Instruction  
Pollution Prevention Operations Center (PPOC)  
General Supply Office (GSO) HAZMAT Contingency Support**

---

**1. PURPOSE AND SCOPE:**

The procedures described in this document are mandatory for all units and activities formally inducted into the Hazardous Materials Control Center (HMCC), Fort Campbell, Kentucky. The purpose of this program is to establish regulatory compliance and inventory management procedures for hazardous materials utilized during garrison and deployment operations at Fort Campbell. This is achieved by establishing single point control and accountability over the requisitioning, receipt, distribution, storage and disposal of hazardous materials and wastes.

**2. REFERENCES:**

- a. 29 CFR, Occupational Safety and Health, Part 1910
- b. 40 CFR, Protection of the Environment, Part 260-280
- c. 49 CFR, Transportation, Part 171-178
- d. TM 38-410, Storage and Handling of Hazardous Materials
- e. TM 38-250, Preparing Hazardous Materials for Military Air Shipment
- f. IATA, International Air Transportation Association
- g. DOD 4140.27-M, Shelf Life Item Management
- h. FED Standard 793, Depot Storage Standards
- i. AR 710-2, Supply Procedures
- j. NFPA Rule 30, Flammable and Combustible Material Storage
- k. Fort Campbell Environmental Handbook
- l. Cam Reg. 200-1, Installation Environmental Strategy Plan

**3. DEFINITIONS: None****4. GENERAL:**

This operational guide provides the user with detailed guidance, instruction and information pertaining to HMCC policies and procedures.

**5. RESPONSIBILITIES:****a. General Supply Office personnel responsibilities include:**

- Commanders/directors will appoint in writing a primary point of contact and alternate.
- Development of required stockage levels.
- Preparing and signing of the Shippers Declaration of Dangerous Goods (SDDG) manifest.
- Notification of HMCC (Approximately N+6).
- Assigning 2 unit personnel to sign for materials and assist with final blocking and bracing (Approximately N+14).
  
- Material Handling Equipment (MHE) and vehicles to transport Internal Storage Units (ISU) to the Joint Inspection Line (No later than N+16).
- Material Handling Equipment:
  - a. 2 each, Internal Shipping Units (ISU-90)
  - b. 1 each, Shipping Pallet W/Cargo Netting (436L)
  - c. 1 each, 10K Forklift (At loading time)
  - d. Transportation Vehicles (at deployment time)
  - e. Shoring and bracing materials, i.e. 4x4's, 2x4's etc.

NOTE: It is recommended that the forklift and movement vehicles be coordinated through the Movement Control Center (MCC) and incorporated into the Readiness Standard Operating Procedures (RSOP).

**Guidance and Instruction**  
**Pollution Prevention Operations Center (PPOC)**  
**General Supply Office (GSO) HAZMAT Contingency Support**

---

b. HMCC personnel responsibilities include:

- Requisition, Receipt, Storage, Rotation and Issue of hazardous materials (HAZMAT).
- Developing demand histories for HMCC customers to insure adequate, but minimum, stocks of HAZMAT are maintained.
- Performing quality assurance/serviceability screening assessments on all HAZMAT managed for the GSO.
- Implementing and maintaining DOD shelf-life management procedures on all HAZMAT.
- Disposal of all hazardous/non-hazardous waste and recyclable materials managed by the HMCC in accordance with the Fort Campbell directives.
- Providing Material Safety Data Sheets (MSDS).
- Performance Oriented Packaging/Marking Requirements.
- Product substitution to introducing environmentally safe/user friendly products.
- Developing and implementing HAZMAT source reduction methods and hazardous waste minimization efforts.
- HMCC policy and procedure training.
- Program updates.

**6. INSTRUCTION:**

1) Documentation. The HMCC contingency manager will develop a HAZMAT contingency stock folder.. HAZMAT contingency stock folders will consist of the following sections:

- a) HMCC Points of Contact. A list of HMCC personnel that may be contacted for assistance and their phone numbers.
- b) HAZMAT Contingency Stock Letter of Instruction. A copy of the letter outlining the procedures for requesting, issuing, storing and returning of HAZMAT contingency stock.
- c) War Stockage Level (WSL). A list of the GSO contingency stock. Only HAZMAT on this list can be requested for issue. Any additions or deletions from this list must be coordinated through the GSO.

**7. SUPPLY PROCEDURES AND REQUIREMENTS:**

1) The following supply procedures will be utilized to replenish materials for units and activities which have been formally inducted into the HMCC operation.

- a) Commanders/directors should ensure that all hazardous materials (HAZMAT) utilized in support of maintenance functions are obtained through the HMCC Department of Defense Activity Address Code (DODAAC).
- b) Excess HAZMAT managed by the HMCC will be provided to the GSO free of charge to minimize costs.
- c) The HMCC will utilize the Standard Army Retail Supply System (SARRS) located within the Installation Supply and Service Division (ISSD) for procurement of installation HAZMAT.
- d) If necessary to replenish stockage levels, a monthly transaction report will be provided by the HMCC to the Public Works (PW) budget officer which in turn forwards a report to the Division Resource Management office (DRM). The cost of materials is then charged against the unit/activity APC (Account Processing Code).

2) Credit Card Purchases

**Guidance and Instruction**  
**Pollution Prevention Operations Center (PPOC)**  
**General Supply Office (GSO) HAZMAT Contingency Support**

---

- a) Unit/activities will not use their credit cards to purchase HAZMAT.
- b) All local purchases of HAZMAT will be coordinated through the HMCC.
- c) The PWBC Environmental Division credit card will be utilized for these purchases.

**8. ISSUING INSTRUCTIONS FOR REAL WORLD SITUATIONS**

- HMCC recognizes the importance of the real world mission that the 101<sup>st</sup> Airborne Division AASLT performs. The very limited time constraints are recognized and provided for in the following procedures.
- The HMCC will be notified through the Division's Emergency Operations Center. The Pollution Prevention Operations Center manager will maintain and constantly carry a pager for notification by the division.
- GSO contingency supplies will be made available for pickup from the HMCC, Bldg. 5133, 2nd St. & Wickham Avenue. The priorities provided by division HQ will be strictly adhered to in the preparation of stock for deploying units.
- It is a Unit Movement Officer (UMO) responsibility to insure that all shipping requirements are met. Including but not limited to proper packaging, marking and placarding.
- It is a unit responsibility to maintain their HAZMAT when deployed. All applicable local guidelines and regulations must be followed regarding storage, transportation, use and disposal.
- 

**9. RECOVERY OF ISSUED MATERIALS:**

- Upon return to garrison GSO contingency HAZMAT items will be returned to the HMCC located at, Bldg. 5133, 2nd St. & Wickham Avenue as soon as possible.
- Serviceability screening to insure quality will be performed on all items upon receipt by the HMCC.
- All requirements for restocking will be coordinated through the GSO.

**10. QUALITY CONTROL PROCEDURES:**

- a. The HMCC will implement a quality control process whereby a continual evaluation of management techniques, supply procedures, hazardous materials handling methods and cost avoidance measures are reviewed. Among the sources that will be used are commander updates, and unit/activity feedback.

**11. ADDITIONAL GUIDANCE:**

- a. For additional guidance and information, contact the Pollution Prevention Branch Chief at 798-3105 or Pollution Prevention Operations Center Manager at 798-9780.
- b. For future reference place this document behind Tab 21 in your Fort Campbell Environmental Handbook.