

Logistics

# **Hazardous Materials Information Resource System**

Headquarters  
Department of the Army  
Washington, DC  
13 August 2007

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 700-141

Hazardous Materials Information Resource System

This rapid action revision, dated 13 August 2007--

- o Updates responsibilities (para 1-4).
- o Reflects changes in the designations for Army commands (paras 1-4, 2-2, B-2).
- o Revises references throughout.

This revision, dated 28 May 2004--

- o Clarifies responsibilities (para 1-4).
- o Updates references (paras 2-2a and 2-4a and app A).
- o Changes subscription procedures for the unrestricted version of the Hazardous Materials Information Resource System CD-ROM (para 2-2c(1)).
- o Adds provisions for periodically reviewing and revalidating Armywide Hazardous Materials Information Resource System CD-ROM subscription lists (para 2-2c(4)).
- o Adds provisions for radiological items (paras 2-3b and 2-4a).
- o Updates procedures for obtaining and processing material safety data sheets (paras 2-3e and 2-3f).
- o Clarifies actions required of Army organizations that manufacture hazardous materials (paras 2-3g and 2-4b).
- o Clarifies filing and maintenance instructions for material safety data sheets (para 2-6b).
- o Updates major Army command Hazardous Materials Information Resource System control officer contact information and adds information for the Installation Management Agency Hazardous Materials Information Resource System control officers (app B).
- o Adds hazard communication program requirements (app C).
- o Updates management control checklist (app D).

## Logistics


# Hazardous Materials Information Resource System

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By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

**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 management control process.**

This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix D).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Headquarters, Department of the Army, DCS, G-4 Supply Policy Division (DALO–SUS), 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 HQDA, DCS, G-4, ATTN: DALO–SUS, 500 Army Pentagon, Washington, DC 20310–5000.

**Distribution.** This publication is available in electronic media only and is intended for distribution levels A, B, 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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## Contents (Listed by paragraph and page number)

### Chapter 1

**Introduction, page 1**

Purpose • 1–1, *page 1*

References • 1–2, *page 1*

Explanation of abbreviations and terms • 1–3, *page 1*

Responsibilities • 1–4, *page 1*

### Chapter 2

**Hazardous Materials Information Resource System, page 2**

Overview • 2–1, *page 2*

Use and distribution of the Hazardous Materials Information Resource System • 2–2, *page 2*

Obtaining and processing material safety data sheets • 2–3, *page 3*

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\*This regulation supersedes AR 700–141, 28 May 2004.

## **Contents—Continued**

Labeling • 2-4, *page 4*

Material safety data sheet indicator code • 2-5, *page 4*

Material safety data sheet filing • 2-6, *page 4*

## **Appendixes**

**A.** References, *page 5*

**B.** Contact Information, *page 7*

**C.** Hazard Communication Program, *page 9*

**D.** Management Control Evaluation Checklist, *page 9*

## **Table List**

Table B-1: Army organization HMIRS control officers contact information, *page 7*

## **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) managed, procured, used, or manufactured by the Department of the Army (DA).

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

*a.* The Assistant Secretary of the Army (Installations and Environment) will promulgate policy and provide executive oversight of Army compliance with statutory requirements and Department of Defense (DOD) Directives 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 and program/project/product system managers—

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

*(b)* Obtain and submit material safety data sheets (MSDSs) and label data to the DOD HMIRS utilizing the document submittal Web site at [www.dlis.dla.mil/hmirs](http://www.dlis.dla.mil/hmirs).

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

*c.* The Chief of Staff, U.S. Army, through 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 Center for Health Promotion and Preventive Medicine (USACHPPM) on health and safety aspects of MSDSs for Army-managed HAZMAT pertinent to worker health and safety.

(3) Serve as a technical resource for safety and health information and training for Army HMIRS users in the field. Health issues will be resolved in consultation with the USACHPPM.

*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 will designate an Army health and safety technical focal point for Army participation in the HMIRS.

*f.* The Commander, USACHPPM will—

(1) Ensure all aspects of the MSDS for Army-managed HAZMAT pertinent to worker health and safety are technically accurate, complete, consistent, and reasonable, and are in compliance with the requirements of the Hazard Communication Standard (HCS). Safety issues will be resolved in consultation with the Director of Army Safety.

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

(3) 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.

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

*h.* The Assistant Chief of Staff for Installation Management, through the Director of Environmental Programs, will provide technical guidance regarding DA and DOD HAZMAT policies and regulations.

*i.* The Commanding General, U.S. Army Materiel Command (USAMC), will—

(1) Ensure all contracts for procurement or development of USAMC-managed weapon systems and products require MSDSs and hazard warning labels from suppliers in accordance with the latest revisions of Military Standard (MIL-STD) 129P(2), Federal Standard (FED-STD) 313D, Federal Acquisition Regulation (FAR) 23.3, and Defense Federal Acquisition Regulations Supplement (DFARS), Subpart 223.3.

(2) Ensure that MSDS and hazard warning label data obtained in accordance with paragraph (1) above are complete and are entered into the DOD HMIRS utilizing the document submittal Web site at [www.dlis.dla.mil/hmirs](http://www.dlis.dla.mil/hmirs).

- j.* The Chief, Logistics Support Activity Packaging, Storage, and Containerization Center (LOGSA PSCC) will—
- (1) Act as the Army operational coordinator and technical focal point for general, transportation, radioisotope, and logistics data in the HMIRS.
  - (2) 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.
  - (3) Develop complete statistical reports of HAZMAT data recorded in the HMIRS and provide these data as required to requesting activities.
  - (4) 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.
  - (5) Coordinate the approval of distribution lists for the HMIRS compact disc read-only memory (CD-ROM)/digital versatile disc (DVD) subscription for submission to the Army Publishing Directorate (APD).
  - (6) Provide technical guidance and assistance to Army component activities on the transportation data contained in the HMIRS.
  - (7) Perform data entry for Army-managed HAZMAT for input of selected general, logistics, and transportation information for each item described on a manufacturer's MSDS and hazard warning label, to the HMIRS.
- k.* Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), and the National Guard Bureau will ensure installations, activities, and units comply with policies and procedures in this regulation.
- l.* Army commands listed in table B-1 will appoint HMIRS control officers, who will—
- (1) Approve requests for distribution of HMIRS CD-ROM/DVDs and forward to LOGSA PSCC.
  - (2) Act as the organizational focal point for HMIRS issues.
- m.* Installation/activity/unit commanders will—
- (1) Include effective participation in the HMIRS as part of the pollution prevention plan developed in accordance with Army Regulation (AR) 200-1 and the written hazard communication program developed in accordance with appendix D.
  - (2) Identify a primary installation or activity point of contact (POC) (HMIRS Coordinator) for pollution prevention plans and written hazard communication programs. This coordinator will ensure HMIRS actions are accomplished in accordance with this regulation. The coordinator will also ensure HMIRS actions are properly coordinated among logistics, procurement, safety, occupational health, environmental, public affairs, and any other appropriate office(s).
  - (3) Ensure that a national stock number (NSN) is requested in accordance with AR 708-1 for locally procured HAZMAT without an NSN.
  - (4) Whenever possible, place HMIRS CD-ROM/DVD information on a local/wide area network to reduce the number of copies needed.
  - (5) Ensure all subordinate activities comply with this regulation.
  - (6) 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. The HMIRS is published as CD-ROM/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. Much of this information is also provided through the HMIRS Web site at [www.dlis.dla.mil/hmirs](http://www.dlis.dla.mil/hmirs).

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

- a.* The HMIRS may be used to support compliance with DOD Instruction (DODI) 6050.05, AR 11-9, AR 40-5, AR 200-1, AR 385-10, AR 710-2, Technical Manual (TM) 38-410 (Joint), Executive Order (EO) 12196, and EO 13423.
- b.* Copies of manufacturers' MSDSs 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. Workers must be provided a primary and an alternate source for MSDS information. The HMIRS Web site ([www.dlis.dla.mil/hmirs](http://www.dlis.dla.mil/hmirs)) and CD-ROM/DVD set may be used to satisfy this requirement.
- c.* Activities that require distribution of HMIRS CD-ROM/DVDs must register for subscriptions. For initial distribution, CD-ROM/DVDs are mailed to the address associated with the publication account code on file with the APD.

After initial distribution, updated sets will be published and distributed on a periodic basis. Distribution procedures are as follows:

(1) Activities will request distribution of the unrestricted version of the HMIRS CD-ROM/DVD, through their HMIRS control officers to LOGSA PSCC at the address shown in paragraph 2-2c(2) below.

(2) Activities that require access to the restricted version of the HMIRS CD-ROM/DVD, must also obtain approval from their HMIRS control officer. HMIRS control officers will approve only personnel with a need to know. Access to this version is restricted because it contains proprietary item ingredient data that must be protected for legal and national security reasons. Only emergency response, environmental, and health and safety personnel should require access to these data. Requests for the restricted version of the HMIRS CD-ROM/DVD set will be submitted with a publication account code and justification to the HMIRS control officer for approval. Addresses for HMIRS control officers are listed in appendix B. HMIRS control officers will forward approved requests to: Chief, LOGSA PSCC, ATTN: AMXLS-AT, 11 Hap Arnold Blvd., Tobyhanna, PA 18466-5097.

(3) LOGSA PSCC will coordinate the approved distribution lists for the unrestricted and restricted HMIRS CD-ROM/DVDs for submission to the APD.

(4) Every 2 years, LOGSA PSCC will review and revalidate the Armywide CD-ROM/DVD distribution lists, adding and removing subscribers and/or subscriptions as necessary, to ensure that the appropriate number of CD-ROM/DVD subscriptions are made available to meet the needs of the field.

(a) All personnel with access to the restricted version of the HMIRS CD-ROM/DVDs will ensure that proprietary information is not released outside of the U.S. Government. MSDSs printed from the HMIRS CD-ROM/DVD 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.

(b) Freedom of Information Act requests for proprietary data will be forwarded to: Headquarters, Department of the Army, ATTN: DALO-SUS, 500 Army Pentagon, Washington, DC 20310-0500. DCS, G-4 Supply Policy Division (DALO-SUS) will forward approved requests to the DLA for final processing and approval.

(c) HAZMAT received by Army activities without MSDSs and hazard warning labels will not be issued or used pending receipt of MSDSs and hazard warning labels. The procuring activity is responsible for expeditiously obtaining MSDSs and hazard warning labels.

(d) 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 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 MSDSs and hazard warning labels within 48 hours. MSDSs and labels obtained will be processed in accordance with paragraph 2-3 below.

2. If receipt is from the standard supply system, the receiving activity will submit Standard Form (SF) 364 (Report of Discrepancy) to the inventory control point (ICP) 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 and labels, either take additional action to obtain MSDSs and labels in accordance with the installation hazard communication program and pollution prevention plan, or return the material to the supplier.

d. For items in the Federal Logistics Information System that are managed by the DLA, GSA, and other military services, MSDSs and transportation data will be obtained from the HMIRS.

e. Suspected errors in MSDS data for Army-managed items contained in the HMIRS will be referred to the appropriate MSDS processing point listed in appendix B.

### **2-3. Obtaining and processing material safety data sheets**

a. The materiel management or supply activity, at all levels, will initiate action to incorporate within the local purchase contracts the requirement to obtain a current MSDS 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 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 129P(2), FED-STD 313D, 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 MSDSs and hazard warning labels for completeness, then submit them to the DOD HMIRS utilizing the document submittal Web site at [www.dlis.dla.mil/hmirs](http://www.dlis.dla.mil/hmirs). 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.

MSDSs for items purchased as part numbers will be annotated with the assigned NSN prior to submission to the DOD HMIRS utilizing the document submittal Web site at [www.dlis.dla.mil/hmirs](http://www.dlis.dla.mil/hmirs).

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

(1) Screen an incoming MSDS to see if it already exists in the HMIRS database and if it pertains to an Army-managed product. Duplicate MSDSs are discarded. MSDSs 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. 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 and printable hazard warning labels.

(3) Transfer selected general, logistics, and transportation data from the MSDS 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 the International Air Transport Association Dangerous Goods Regulations, International Maritime Organization Dangerous Goods Code, Title 49 Code of Federal Regulations 105–179 (49 CFR 105–179), and TM 38–250.

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

*f.* USACHPPM will utilize the HMIRS Online Administrator Module to—

(1) Conduct a cursory review of all aspects of the MSDS 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 MSDSs to the item manufacturer/distributor for correction.

(2) Transfer selected manufacturers' health, safety, and ingredient information from the MSDS 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 for each product in accordance with the Occupational Safety and Health Administration (OSHA) HCS and FED–STD 313D. The MSDS and hazard warning label information will be entered into the HMIRS using the document submittal Web site at [www.dlis.dla.mil/hmirs](http://www.dlis.dla.mil/hmirs).

## **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 129P(2), DODI 6050.05, Enclosure 3, and TM 38–410. Radiological items also will be labeled in accordance with 10 CFR 20 and AR 11–9. For chemical items and, eventually, radiological items, the hazard warning label information may be obtained from the HMIRS CD–ROM/DVDs or Web site ([www.dlis.dla.mil/hmirs](http://www.dlis.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 129P(2). 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 POC, will be provided to LOGSA PSCC.

## **2–5. Material safety data sheet indicator code**

The MSDS indicator code is an alpha character that indicates whether specific Army-managed NSNs and management control numbers (MCNs) require an MSDS. The code appears in the freight segment of the Army Master Data File and interfacing data systems. Army ICPs will examine all NSNs they manage against tables I and II of FED–STD 313D and assign an applicable code to each item in accordance with DA Pamphlet (Pam) 708–2.

## **2–6. Material safety data sheet filing**

*a.* All MSDSs for HAZMAT used at Army units/activities will be retained for a minimum of 30 years. Access to the HMIRS database CD–ROM/DVD or Web site ([www.dlis.dla.mil/hmirs](http://www.dlis.dla.mil/hmirs)) meets this requirement for all MSDSs entered into the system. Units/activities must enter MSDSs into the HMIRS system to avoid the establishment of duplicate MSDS archives. In addition, MSDSs 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 MSDSs maintained by installations should be filed by trade name (or product identity) and date to facilitate retrieval and tracking. MSDSs may be filed in binders or file folders. MSDSs for HAZMAT currently stored or used at a work location must be immediately accessible to workers at that site. Archived MSDSs may be stored in a central location at units/activities to facilitate management and minimize duplicate storage sites.



## **Appendix A References**

### **Section I Required Publications**

#### **AR 11-9**

The Army Radiation Safety Program. (Cited in paras 2-2a, 2-4a.)

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program. (Cited in para 2-2c(4)(a).)

#### **AR 40-5**

Preventive Medicine. (Cited in para 2-2a.)

#### **AR 200-1**

Environmental Protection and Enhancement. (Cited in paras 1-4m(1), 2-2a.)

#### **AR 385-10**

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

#### **AR 708-1**

Logistics Management and Cataloging Procedures for Army Supplies and Equipment. (Cited in paras 1-4m(3), 2-3d.)

#### **AR 710-2**

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

#### **AR 725-50**

Requisition, Receipt, and Issue System. (Cited in para 2-2c(4)(d)2.)

#### **DA Pam 708-2**

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

#### **DFAR Supplement**

Subpart 223.3, Hazardous Material Identification and Material Safety Data. (Cited in paras 1-4i(1), 2-3a, 2-3b.) (Available at [www.acq.osd.mil/dp/dars/dfars.html](http://www.acq.osd.mil/dp/dars/dfars.html).)

#### **DODI 6050.05**

DOD Hazard Communication Program. (Cited in summary and 2-2a, 2-4a.) (Available at [www.dtic.mil/whs/directives/](http://www.dtic.mil/whs/directives/).)

#### **TM 38-410 (Joint)**

Storage and Handling of Hazardous Materials. (Cited in paras 2-2a, 2-2c(4)(d), 2-4a.) (Available at [www.logsa.army.mil/etms/online.htm](http://www.logsa.army.mil/etms/online.htm).)

### **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.

#### **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

**ANSI Z400.1-2004**

Hazardous Industrial Chemicals—Material Safety Data Sheets—Preparation. (Available at <http://webstore.ansi.org/ansidocstore/default.asp>.)

**DOD 4500.9-R**

Defense Transportation Regulation: Part II, Cargo Movement. (Available at [www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives).)

**EO 12196**

Occupational Safety and Health Programs for Federal Employees. (Available at [www.archives.gov](http://www.archives.gov).)

**EO 13423**

Strengthening Federal Environmental, Energy, and Transportation Management. (Available at [www.archives.gov](http://www.archives.gov).)

**FAR 23.3**

Hazardous Material Identification and Material Safety Data. (Available at [www.arnet.gov/far](http://www.arnet.gov/far).)

**FED-STD 313D**

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

**International Air Transport Association**

Dangerous Goods Regulations, 45th Edition. (Available at [www.iata.org/cargo/dg](http://www.iata.org/cargo/dg).)

**International Maritime Organization**

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

**MIL-STD 129P(2)**

Military Marking for Shipment and Storage. (Available at <http://dodssp.daps.mil/adodssp.htm>.)

**TM 38-250 (Joint)**

Preparing Hazardous Materials for Military Air Shipments. (Available at [www.logsa.army.mil/etms/online.htm](http://www.logsa.army.mil/etms/online.htm).)

**10 CFR 1-150**

Energy: Nuclear Regulatory Commission. (Available at [www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html).)

**29 CFR 1910**

Labor: Occupational Safety and Health Administration, Department of Labor. (Available at [www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html).)

**40 CFR**

Protection of Environment. (Available at [www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html).)

**49 CFR 105-179**

Transportation: Research and Special Programs Administration, Department of Transportation. (Available at [www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html).)

**Section III****Prescribed Forms**

This section contains no entries.

**Section IV****Referenced Forms**

The following forms are available on the Army Electronic Library CD-ROM and the APD Web site ([www.apd.army.mil](http://www.apd.army.mil)) unless otherwise stated.

**DA Form 11-2-R**

Management Control Evaluation Certification Statement

**SF Form 364**Report of Discrepancy (ROD). (Available at [www.gsa.gov](http://www.gsa.gov).)**Appendix B  
Contact Information****B-1. Service/agency material safety data sheet processing points**

The offices and mailing addresses of the service/agency MSDS processing points may be found on the HMIRS Web site at [www.dlis.dla.mil/hmirs](http://www.dlis.dla.mil/hmirs).

**B-2. Army organization Hazardous Materials Information Resource System control officers**

Table B-1 below identifies ACOM/ASCC/DRU and Installation Management Command (IMCOM) HMIRS control officers.

**Table B-1  
Army organization HMIRS control officers contact information**

Organization	Address	Phone and fax
Department of the Army Installation Management Command (IMCOM) European Region	Department of the Army IMCOM European Region (SFIM-EU-L) Unit 29353, Box 200 APO AE 09014	011-49-6221-57 DSN: 314-370-8283
Department of the Army IMCOM Korean Region	Department of the Army IMCOM Korean Region (SFIM-KO-L) PSC 303 Box 45 APO AP 96205	011-82-53-470-8022 DSN: 315-768-8022
Department of the Army IMCOM Northeast Region	Department of the Army IMCOM Northeast Region (SFIM-NE-L) 5 North Gate Rd. Fort Monroe, VA 23651-1048	(757) 788-5127 DSN: 680-5127
Department of the Army IMCOM Pacific Region	Department of the Army IMCOM Pacific Region (SFIM-PA-L) Bldg. 104 H Place Fort Shafter, HI 96858-5520	(808) 438-1358 DSN: 315-438-8688
Department of the Army IMCOM Southeast Region	Department of the Army IMCOM Southeast Region (SFIM-SE-L) 1593 Hardee Ave., SW, Bldg. 171 Fort McPherson, GA 30330-11057	(404) 464-0730 DSN: 367-0730
Department of the Army IMCOM West Region	Department of the Army IMCOM West Region (SFIM-W-L) 1204 Stanley Rd., Ste. 9 Fort Sam Houston, TX 78234-5009	(210) 221-9243 DSN: 471-9243
National Guard Bureau	Chief National Guard Bureau Arlington Hall Readiness Center ATTN: NGB-ARL-LO 111 S. George Mason Dr. Arlington, VA 22204-1382	(703) 607-9447 DSN: 327-9447 FAX: (703) 607-7488 FAX: (703) 607-8529
U.S. Army Corps of Engineers	Headquarters, U.S. Army Corps of Engineers ATTN: CESO-I 441 G St., NW Washington, DC 20314-1000	(202) 761-8565 FAX: (202) 761-1369
U.S. Army Criminal Investigation Command	Commander U.S. Army Criminal Investigation Command ATTN: CISP-LO-MM 6010 6th St. Fort Belvoir, VA 22060-5506	(703) 806-6358 DSN: 656-6358 FAX: (703) 806-5255

**Table B-1**  
**Army organization HMIRS control officers contact information—Continued**

U.S. Army Europe	Commander Headquarters, U.S. Army Europe and Seventh Army ATTN: AEAGD-MD APO AE 09014	011-49-6221-57-6889 DSN: 314-370-5950 FAX: 011-49-6221-57-8388 FAX DSN: 314-370-8388
U.S. Army Information Systems Command	Commander U.S. Army Information Systems Command ATTN: ASLO-O-SA Fort Huachuca, AZ 85613-5000	(602) 538-6114 DSN: 879-6114 DSN: 879-6113 DSN: 879-7405 FAX DSN: 879-6284 Code-A-Phone: 879-6112
U.S. Army Intelligence and Security Command	Headquarters, U.S. Army Intelligence and Security Command ATTN: IAPER-HS 8825 Beulah St. Fort Belvoir, VA 22060-4246	(703) 706-2525 (703) 706-2307 DSN: 235-2525 DSN: 235-2307 FAX: (703) 806-1119 FAX DSN: 656-1119
U.S. Army Materiel Command	Commander U.S. Army Materiel Command ATTN: AMCSF-S 9351 Chapek Rd., Fort Belvoir, VA 22060	(703) 806-8709 DSN: 656-8709 FAX: (703) 806-8863 FAX DSN: 656-8863
U.S. Army Medical Command	Commander U.S. Army Medical Command ATTN: MCLO-SO Ft. Sam Houston, TX 78234-6000	(210) 221-8565 DSN: 471-8565 DSN: 471-7995 FAX DSN: 471-8371
U.S. Army Military District of Washington	Deputy Chief of Staff for Logistics U.S. Army Military District of Washington ATTN: ANLG-LS 103 Third Ave. Fort Lesley J. McNair, D.C. 20319-5053	(202) 685-2842 DSN: 325-2842 FAX: (202) 685-3435
U.S. Army Pacific	U.S. Army Pacific Command ATTN: APLG-MMS Fort Shafter, HI 96858-5100	(808) 438-8626 DSN: 315-438-8626 FAX: (808) 438-3763
U.S. Army Reserve	Commander U.S. Army Reserve Command ATTN: AFRC-OPS 1401 Deshler St., SW Fort McPherson, GA 30330-2000	(404) 464-8837 FAX: (404) 464-8844
U.S. Army Special Operations Command	Commander U.S. Army Special Operations Command ATTN: AOLO Fort Bragg, NC 28307-5200	(919) 432-3747 DSN: 239-3747 FAX: (919) 432-1257
U.S. Army Surface Deployment and Distribution Command	Commander U.S. Army Surface Deployment and Distribution Command ATTN: SDDC-OPS 661 Sheppard Place Fort Eustis, VA 23604-1644	(757) 878-8141 DSN: 826-8241 FAX: (757) 878-8890
U.S. Army Training and Doctrine Command	Commander U.S. Army Training and Doctrine Command ATTN: ATCS-SI Fort Monroe, VA 23651-1034	(757) 727-3930 DSN: 680-3930 FAX DSN: 680-2145
U.S. Forces Command	Commander U.S. Forces Command ATTN: AFPI-SO 1777 Hardee Ave., SW Fort McPherson, GA 30330-1062	(404) 464-5754 DSN: 367-5754 FAX: (404) 464-6756 FAX DSN: 367-6756
U.S. Military Academy	Superintendent U.S. Military Academy ATTN: MALO-CIPMMD Bldg. 681, Room G-10 West Point, NY 10996-5000	(845) 938-4263 DSN: 688-4263 FAX: (845) 938-3064 FAX DSN: 688-3064

### **B-3. Staff and field operating agencies**

Staff and field operating agencies will submit publication requests as listed below:

- a.* Medical staff and field operating activities will submit to U.S. Army Medical Command.
- b.* Engineer staff and field operating activities will submit to U.S. Army Corps of Engineers.
- c.* All other staff and field operating activities will submit to HQDA, ATTN: DALO-SUS, 500 Army Pentagon, Washington, DC 20310-0500.

## **Appendix C Hazard Communication Program**

### **C-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, MSDSs, 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. The list may be compiled for the entire workplace or individual work areas.
- c.* The means that employees may use to access MSDSs 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 MSDSs.
- 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 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.

### **C-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 MSDSs 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 five working days before the materials are brought onto the installation.

## **Appendix D Management Control Evaluation Checklist**

### **D-1. Function**

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

## **D-2. Purpose**

The purpose of this checklist is to assist organizations using the HMIRS in evaluating the key management controls listed below. It is not intended to cover all controls.

## **D-3. Instructions**

Answers must be based on the actual testing of key management controls (such as document analysis, direct observation, sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

## **D-4. Test questions**

- a.* Is a system in place to determine whether an MSDS and/or hazard warning label is required?
- b.* Are the applicable FAR/DFARS clauses cited in all solicitations/request for proposals when MSDSs and hazard warning labels are required?
- c.* Is a system in place to ensure receipt of the MSDS and hazard warning label prior to award of contract?
- d.* Is a system in place to ensure that MSDSs and hazard warning labels received for centrally managed NSN items are screened against existing records in the HMIRS and non-duplicate MSDSs are entered into the HMIRS?
- e.* Is a system in place to ensure that MSDSs and hazard warning labels received for locally procured HAZMAT are screened against existing records in the HMIRS and non-duplicate MSDSs are entered into the HMIRS?
- f.* Are MSDSs readily accessible to workers who handle or use HAZMAT?
- g.* If paper copies of MSDSs are used, are they filed and maintained in accordance with this regulation?
- h.* Are personnel in the location familiar with general awareness training to recognize and identify hazard warning labels and MSDSs?

## **D-5. Supersession**

This checklist replaces the checklist for key management controls previously published in AR 700-141, dated 28 May 2004.

## **D-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to HQDA, ATTN: DALO-SUS, 500 Army Pentagon, Washington, DC 20310-0500.

## **Glossary**

### **Section I Abbreviations**

**ACOM**

Army Command

**APD**

Army Publishing Directorate

**AR**

Army regulation

**ASCC**

Army Service Component Command

**CD-ROM**

compact disc-read only memory

**CFR**

Code of Federal Regulations

**DA**

Department of the Army

**DALO-SUS**

DCS, G-4 Supply Policy Division

**DCS, G-4**

Deputy Chief of Staff, G-4

**DFARS**

Defense Federal Acquisition Regulations Supplement

**DLA**

Defense Logistics Agency

**DOD**

Department of Defense

**DODI**

Department of Defense instruction

**DRU**

Direct Reporting Unit

**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

**ICP**

inventory control point

**IMCOM**

Installation Management Agency

**LOGSA PSCC**

Logistics Support Activity Packaging, Storage, and Containerization Center

**MIL-STD**

military standard

**MSDS**

material safety data sheet

**NSN**

national stock number

**OSHA**

Occupational Safety and Health Administration

**POC**

point of contact

**SF**

standard form

**TM**

technical manual

**USAMC**

U.S. Army Materiel Command

**USACHPPM**

U.S. Army Center for Health Promotion and Preventive Medicine

**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, Enclosure 3 and MIL-STD 129P(2).

**Hazardous materials (HAZMAT)**

Materials as defined by Federal Standard, Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities ((FED-STD 313D, 3 April 96) (The GSA has authorized the use of this Federal standard by all federal agencies.)).

**Hazardous Materials Information Resource System (HMIRS)**

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/DVD and is available at [www.dlis.dla.mil/hmirs](http://www.dlis.dla.mil/hmirs).

**HMIRS coordinator**

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

**Material safety data sheet (MSDS)**

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 313D. The MSDS can be in electronic form, such as on CD-ROM/DVD, or in printed form.

**Publication account code**

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

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

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