



## DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST  
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PORTSMOUTH, VIRGINIA 23708-2198

NAVMEDEASTINST 5100.1  
M3E  
11 May 06

### NAVY MEDICINE EAST INSTRUCTION 5100.1

From: Commander, Navy Medicine East

Subj: HAZARDOUS MATERIALS SAFETY PROGRAM

Ref: (a) OPNAVINST 5100.23G  
(b) OPNAVINST 5100.8G  
(c) OPNAVINST 5100.24A  
(d) 29 CFR 1910.1200

1. Purpose. To define, delineate policy, and assign responsibility for the storage, handling, and transportation of hazardous materials pursuant to references (a) through (d).

2. Background. Materials ordinarily thought to be safe may be rendered hazardous under certain conditions by the uninformed user. The uncontrolled usage of toxins, poisons, flammables, corrosives, oxidizing agents, and compressed gases can present extreme hazards. Therefore, it becomes imperative that all aspects of accident prevention designed to control and regulate the identification, transportation, storage, and use of hazardous materials be implemented to protect the user and the general public.

3. Cancellation. HLTHCARESUPPONORINST 5100.1C

#### 4. Definitions

a. Hazardous Material. Material that, by virtue of its potentially dangerous chemical properties, requires controls to assure adequate protection of life, health, and property.

b. Flash Point. The temperature at which a flammable material gives off vapor sufficient to form an ignitable mixture with the air near the surface of the liquid within the container used as determined by appropriate test procedure as specified by the Occupational Safety and Health Administration (OSHA) 1910.106(a) (14).

c. Flammable Liquid. Liquid having a flash point as defined in 29 CFR 1910.1200 as follows: any liquid having a flash point below 100 deg. F. (37.8 deg. C.), except any mixture having components with flash points of 100 deg. F. (37.8 deg. C.) or

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higher, the total of which make up 99 percent or more of the total volume of the mixture. Flammable liquids shall be known as Class I liquids."

d. Vapor Pressure. The pressure, measured in pounds per square inch (psi), exerted by volatile liquid.

e. Combustible Liquids. OSHA defines a combustible liquid as "any liquid having a flash point at or above 100 deg. F (37.8 deg. C), but below 200 deg. F (93.3 deg. C), except any mixture having components with flashpoints of 200 deg. F (93.3 deg. C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture."

f. Toxic Substance. A substance which has the inherent capacity to produce personal injury or illness to a person through ingestion, inhalation, or absorption through any body surface.

g. Hazardous Substance. Any substance or mixture of substances which is (1) toxic, (2) corrosive, (3) an irritant, (4) a strong sensitizer, (5) flammable, or which (6) generates pressure through decomposition, heat, or other means, if such substance or mixture of substances may cause substantial personal injury or substantial illness during or as a direct result of any customary or reasonable anticipated handling or use.

5. Policy. The Commander's policy is that:

a. Standards and criteria for use of hazardous material shall be equal to, or better than, OSHA standards.

b. The quantity of hazardous material stocked by a user shall not exceed the minimum quantity necessary to satisfy operational requirements. When non-hazardous materials can be used to accomplish a task, they shall be used.

c. New systems, equipment, or materials shall be designed to minimize requirements for the use of hazardous material. Where the use of hazardous material is required, adequate engineering measures and protective equipment shall be specified and used to ensure the health and safety of exposed personnel and protection of the environment.

d. Training shall be provided in the required proper handling and use of hazardous materials.

6. Scope. The Hazardous Materials Safety Program is a Navy-wide program to assure safe usage of hazardous materials. The program includes, but is not limited to, the following aspects:

- a. The identification and classification of hazardous materials.
- b. The transportation, packaging, and storage requirements for hazardous materials.
- c. The safety and health precautions for the use of hazardous materials.
- d. Reporting of hazardous materials accidents.

7. Action

a. The business of this command is purely administrative and the involvement in the above actions is minimal. OSHA does not require the maintenance of extensive MSDS for organizations such as the Navy Medicine East. Paragraph (b)(6)(vii) of reference (d) states that MSDSs need not be provided to purchasers of household consumer products when the products are used in the workplace in the same manner that a consumer would use them, i.e., where the duration and frequency of use (and therefore exposure) is not greater than what the typical consumer would experience. Nearly all hazardous materials in the command are considered a household consumer product, including self-contained toner and developer cartridges for reprographic office equipment. MSDSs need not be maintained for these items.

b. Office equipment that does not utilize self-contained cartridges or otherwise poses exposure risk atypical from household consumer experience still requires an MSDS and appropriate measures to reduce exposure.

8. Responsibilities. Hazardous material safety is the responsibility of every person in the command. The following specific responsibilities are assigned:

a. Command Hazardous Materials Manager

(1) Advises the Commander on the status of compliance with current directives throughout the command.

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(2) Is responsible for the conduct of this program within the Navy Medicine East.

(3) Provides command personnel with timely and accurate guidance concerning hazardous materials.

(4) Provides training in the required proper handling, transportation, packaging, and stowage requirement for hazardous materials. This information is available on the MSDS.

(5) Provide assistance to department heads in obtaining necessary MSDSs.

(6) Maintains a centralized file of all MSDSs within the command.

b. Department Heads

(1) Post required MSDS on or near any office equipment that does not use self-contained toner or developer cartridges or otherwise presents a risk of exposure.

(2) Advise the Command Hazardous Material Manager when a product is found or used in the workplace that poses a risk of exposure atypical from household consumer use.

  
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