



**DEPARTMENT OF THE NAVY**

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 5100.1

SUPPO

20 Mar 13

**NAVCRUITDIST PORTLAND INSTRUCTION 5100.1**

Subj: HAZARDOUS MATERIAL CONTROL AND MANAGEMENT

Ref: (a) OPNAVINST 5100.19E

Encl: (1) Authorized Usage List (AUL)

1. Purpose. To establish command policy, guidance, requirements, and management of hazardous materials used at Navy Recruiting District Portland, per reference (a).

2. Cancellation. NAVCRUITDISTPORTLANDINST 4110.1.

3. Scope. This instruction is applicable to all Navy Recruiting District Portland departments. It encompasses procurement, acquisition, storage, use, handling, and disposal of hazardous materials.

4. Action

a. Supply Officer:

(1) Establish and implement procedures to control, track and reduce the variety and quantity of hazardous materials in use, in storage, and in stock, and to manage the disposal of hazardous waste.

(2) Limit the open market purchase of materials, regardless of method employed to purchase, for which a stock numbered product is available from the supply system. Obtain a Material Safety Data Sheet (MSDS) from the manufacturer or supplier prior to authorizing use of a new product.

(3) Develop an authorized hazardous material "use list" using enclosure (1), a local inventory sheet that identifies the hazardous material by identification number, source, and nomenclature.

(4) Approve the use and storage of all hazardous materials and ensure that MSDS's are used at NRD Portland.

(5) Refer to the MSDS or contact the product manufacturer for proper disposition of hazardous materials.

b. The Hazardous Material Coordinator

(1) Maintain a copy of the MSDS for every hazardous material item kept in stock.

(2) Furnish a copy of the MSDS upon issuance of any hazardous material.

(3) Conduct training, formal and informal, on hazardous material use and safety and on proper handling of hazardous waste.

(4) Ensure a request for an MSDS be included on all hazardous material requisitions.

c. All Hands

(1) Read this instruction prior to using or disposing of hazardous materials/waste or suspected hazardous materials/waste.

(2) Ensure an MSDS is posted for every hazardous material maintained in the work space.

(3) Contact the Hazardous Material Coordinator for instructions prior to disposing of hazardous materials.

(4) Ensure that no more than a one- to two-week supply or one unit of hazardous material, as designated by the MSDS, is retained for use in a work space or office.



R. M. CANDILORO

Distribution:  
NAVCRUITDISTPORTLANDINST 5216.1U  
Lists A, B, C, and D

HMC: LSCS(SW/AW) Wright		HM Purchasing Agent: Ms Davies	
MSDS #	Item Name	Part #	Source
D06-001	Brother Drum	DR-350	DOD E-Mall
ALL2D08	Brother Drum	DR-360	DOD E-Mall
ZLD001	Brother Drum	DR-400	DOD E-Mall
ALLT001	Brother Toner	TN-350	DOD E-Mall
ALL2B701	Brother Toner	TN-360	DOD E-Mall
ZLHB701	Brother Toner	TN-460	DOD E-Mall
TC1099-0202	Canon Cartridge	E40	DOD E-Mall
	HP Inkjet	51645 Series	DOD E-Mall
	HP Inkjet	C4844A	DOD E-Mall
	HP Inkjet	C6578	DOD E-Mall
	HP Laserjet	CC364A-X-XC-XD	DOD E-Mall
	HP Laserjet	CE255A-X-XC-XD	DOD E-Mall
29CRF 1910.1200	Innovera	TN460	DOD E-Mall
	Lexmark High Yield Print Cartridge	12A7360	DOD E-Mall
	Lexmark High Yield Print Cartridge	12A7462	DOD E-Mall
	Return Program Toner Cartridge	24015SA	DOD E-Mall
	Lexmark Black Toner Cartridge	24060SW	DOD E-Mall
	Lexmark Black Toner Cartridge	E250A11A	DOD E-Mall
	Return Program Toner Cartridge	E260A11A	DOD E-Mall
	Lexmark Black Toner Cartridge	X463A11G	DOD E-Mall
	Extra High Yield Print Cartridge	X654X04A	DOD E-Mall
	Lexmark Black Toner Cartridge	X654X11A	DOD E-Mall
F-01211	Sharp Black Toner	AR-202NT	DOD E-Mall
F-01331	Sharp Black Toner	AR-455NT	DOD E-Mall
B-1027	Sharp Photo Conductor	FO-47DR	DOD E-Mall
B-1020	Sharp Toner	FO-50ND	DOD E-Mall
A-1020	Xerox Phaser 3600 Toner	106R1218, 19, 20, 21	DOD E-Mall
A-1045	Xerox Phaser 3600 Toner	106R1369, 70, 71, 72	DOD E-Mall
A-1008	Xerox Black Toner	106R1047	DOD E-Mall
A-1021	Xerox Phaser 3500 Toner	106R1149	DOD E-Mall
C-3015	Xerox Imaging Unit	108R00645	DOD E-Mall
C-3005	Xerox Drum Cartridge	113R671	DOD E-Mall
	Energizer Alkaline Batteries	9 Volt	DOD E-Mall
	Eveready Battery	AA	DOD E-Mall
	Rayovac lithium	9V	DOD E-Mall
	Rayovac Alkaline, No Mercury, battery		DOD E-Mall
	Ultralife Lithium battery	9 Volt	DOD E-Mall
	Energizer Lithium, Manganese battery	Coin	DOD E-Mall
	Fellowes Powershred Lubricant	35250	DOD E-Mall
38200	Sanford Sharpie Permanent Marker		DOD E-Mall
	Skilcraft Power Duster	13982473	DOD E-Mall
126011004	Windex		DOD E-Mall
LMDS10001A	2 Pin CFL, light bulb	12W PL-C	Home Depot