

## SECTION 1

## GENERAL

**1.1. Purpose.** The purpose of this manual is to **provide** the user's, rim-ALP (Automated Data Processing) personnel, with the information necessary to effectively use the system.

**1.2 Authority.** Department of Defense Instruction **6050.5** authorizes the publication of this manual which describes the procedures for the collection, maintenance, and dissemination of hazardous material data.

**1.3 System Limitations**

A. The data system is intended to provide technical information about the hazardous properties of items that in some manner affect DoD personnel by the unique aspects associated with hazardous items. That data in the system is intended as reference data to assist **all** levels of DoD management to develop procedures for prevention of mishaps, to apprise DoD personnel of hazards of materials encountered in DoD workplaces, and to assist the development of environmentally acceptable disposal procedures.

B. The system or the data contained therein is not intended to replace existing or future operational regulations, or policies and procedures for transportation, storage, handling, labeling, disposal etc. The data in the system will only serve to supplement the above types of documents as they are used in the operations of the DoD .

**1.4 Terms and Abbreviations.** The following is a list of terms and abbreviations used in the procedures manual. This list does not include the data elements that are part of the system because they are explained in the section that deals with that particular element.

<u>TERM/ABBREVIATION</u>	<u>DEFINITION</u>
ACN	Activity Control Number (Also known as Local Stock Number) .
AFR	Air Force Regulation
DAR	Defense Acquisition Regulation
CFR	Code of Federal Regulations
DGSC	Defense General Supply Center
DoD	Department of Defense
DLSC	Defense Logistics Services Center
DLA	Defense Logistics Agency

TERM/ABBREVIATIONDEFINITION

DoT	Department of Transportation
FED STD 313	This refers to Federal Standard 313A which became effective <b>4 Jan 76.</b>
FOI	Freedom of Information
Focal Point	This is the activity responsible for inputting data to the system. Some of the services may have two activities inputting data (one for transportation and the other for safety and health). The term "focal point" will refer to both activities.
Fsc	Federal Supply Classification. A <b>4-digit</b> code which consists of the first four digits of a <b>13-digit</b> National Stock Number. It is used to group or classify items of supply into categories by their use or identity.
FSCM/FSCNM	Federal Supply Code for Manufacturers/ Federal Supply Code for Non-Manufacturers. This is the s-position code assigned to any contractor who does business with the Government. For purposes of this manual, when FSCM is written, it can be assumed that FSCNM is also included.
Hazardous Material	For the purpose of the Hazardous Materials Information System, a hazardous material is defined as a material having one or more of the following characteristics: (a) Is regulated for shipment by any mode of transportation utilized by DoD. (b) Meets the definition of a hazardous material as defined in FED STD 313A, <b>par. S20.3.1</b> , and could present a hazard to personnel, property, or the environment in the course of handling, storing, or using the material. (c) Is regulated by the Environmental Protection Agency or could present a hazard to personnel, property or the environment when the item is disposed.
IATA	International Air Transport, Association.
IMCO	Intergovernmental Maritime Consultative Organization.

TERM/ABBREVIATIONDEFINITION

LSN	Local Stock Number (also known as Activity Control Number). This is any stock number other than the National Stock Number that is locally assigned by an individual activity. It is a stock number that is not assigned by the Federal Catalog System.
MSDS	Material Safety Data Sheet.
NIIN	National Item Identification Number. The last nine digits of a 13-digit NSN which differentiates, concisely and permanently, each individual supply item from all other items of supply. The first two digits signify the National Codification Bureau (i.e. the country code) which assigned the NIIN.
NSN	National Stock Number. The NSN for an item of supply consists of the applicable four-digit class code number from the Federal Supply Classification (FSC), plus the applicable nine-digit NIIN. It is a number assigned by the Federal Catalog System.
NIOSH	National Institute for Occupational Safety and Health.
OSHA	Occupational Safety and Health Administration.
P/N	Part Number (also includes trade name and synonyms).
SD File	Safety Data File.
SDR File	Safety Data Restricted File. *
TD File	Transportation Data File.
TDS	Transportation Data Sheet.
XREF	Cross-Reference File. *

1.5 Security and Privacy

1.5.1 U.S. Government Use Only - Output products of the Hazardous Information System containing limited rights data will be marked and as such restricted to U.S. Government use only.

1.5.2 Freedom of Information Act Requests - The data system is designed to respond to **FOI** requests by deleting selected data elements when a manufacturer's product is designated as proprietary. This **is** done by marking the proprietary indicator data element as "YES". This indicator is explained in section 3.2.2.1.2. The data elements which are deleted **from** the output are as follows:

- a. **NIOSH** code for each of the five most hazardous components.
- b. Chemical name of each of the five most hazardous components.
- c. Percent of each of the five most hazardous components.
- d. Threshold Limit Value for each of the five most hazardous components.
- e. The formula of the material.
- f. Supplemental Data.

The above items will be deleted for a specific **manufacturer'**s product only when the proprietary indicator for a specific NSN, FSCM and P/N indicator is coded as "YES". The above items are defined in section **3.2.2.2.2**.

**1.5.2.1** Procedures - When a focal point receives a **FOI** request from an outside act **ivity**, the request should be forwarded to the DLA focal point at Defense General Supply Center (**DGSC-STF**). The request **should** be plainly marked "Freedom of Information Act Request". A copy of the letter of transmittal should be sent to the requestor as an interim reply.