



DEPARTMENT OF THE NAVY
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MARINE CORPS BULLETIN 5103

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS POLICY FOR THE SUBMISSION OF INSTALLATION
MATERIAL SAFETY DATA SHEETS (MSDSs) TO THE HAZARDOUS
MATERIALS INFORMATION RESOURCE SYSTEM (HMIRS)

Ref: (a) DOD Instruction 6050.5, "DOD Hazard Communication
Program," August 15, 2006, w/Change 1 August 25, 2008
(b) NAVMC DIR 5100.8
(c) SECNAV M-5214.1
(d) SECNAV M-5210.1

Report Required: Material Safety Data Sheets (MSDS) (Report
Control Symbol EXEMPT), par. 3

1. Purpose. This Bulletin provides policy for the submission of Material Safety Data Sheets (MSDS) to the Hazardous Materials Information Resource System (HMIRS) to support the Office of the Secretary of Defense (OSDs) on the new hazardous material data warehouse known as the Reference Master Data Environment (RMDE) and ensure MSDSs are readily accessible to all appropriate Marine Corps personnel in one authoritative source.

2. Background. A MSDS is a document that contains information on the chemical and physical hazards of material used in the workplace. Per reference (a), HMIRS is the authoritative source for MSDS for the United States Government military services and civil agencies. HMIRS will be populated with an updated MSDS for all hazardous materials used aboard Marine Corps Installations. This data will be accessible to all affected workers and will help to ensure the safety of all Marine Corps personnel who handle, store, transport, use, or dispose of hazardous materials, in accordance with reference (b). MSDSs chemical constituent and hazard information also facilitate selection and acquisition of environmentally preferred products. DOD has formally established a Green Procurement Program (GPP)

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to enhance and sustain mission readiness through cost effective acquisition that achieves compliance and reduces resource consumption and solid and hazardous waste generation. Green procurement is the purchase of environmentally preferable products and services in accordance with one or more of the established Federal "green" procurement preference programs. The GPP applies to all acquisitions from major systems programs to individual unit supply and service requisitions. MSDSs and HMIRS value added data provide information critical to support of the GPP and related reporting.

3. Action. Within 60 days from the publication of this Bulletin, all Marine Corps commands and activities will provide MSDSs to the Navy and Marine Corps Public Health Center for submission to HMIRS. This reporting requirement is exempt from reports control per reference (c), part IV, paragraph 7.h. Any additional information available to be associated with the MSDS in HMIRS such as, contract number, CAGE code, part number, NSN, LSN, MIL SPEC, or other pertinent information should also be provided in writing. This Bulletin excludes ammunition, explosives, nuclear, radioactive or biological hazardous material or waste, in-theater wartime operations, and pharmaceuticals. This Bulletin applies to all Marine Corps activities and tenants aboard Marine Corps Installations including Marine Corps Reserve units and contractors. This Bulletin does not apply to Marine Corps forces that are a tenant on other service/agency installations; they are directed to coordinate with the host installation regarding their process. If no host installation process exists, activities are directed to implement this Bulletin as practical.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. It is the intent of DC I&L to ensure the safety of all Marine Corps personnel who handle, store, transport, use, or dispose of hazardous materials used in the workplace and to support the DOD Hazard Communication Program, as outlined in reference (b). It is also DC I&L intent to ensure sufficient product hazard and constituent information is readily available to support green acquisition programs and comply with regulatory reporting.

(2) Concept of Operations

(a) Submission by Email. This is the preferred method for submitting MSDSs, along with all supporting information. Attach an electronic version of the documents

(scanned image, .pdf file, word file, etc.) to an email sent to: nmcp-navyhmirs@med.navy.mil.

(b) Submission by Fax. If an email submission is not possible or practical, the MSDS may be faxed to (757) 953-0689 or DSN 377-0689.

(c) Submission by Mail. MSDSs may be mailed to:

Commanding Officer
Navy and Marine Corps Public Health Center
Attention HMIRS 620 John Paul Jones Circle,
Suite 1100
Portsmouth, VA 23708-2103

b. Subordinate Element Missions

(1) Deputy Commandant for Installations and Logistics (DC I&L).

(a) Provide, as necessary, oversight and guidance to all commands and activities to ensure adherence to this Bulletin.

(b) Ensure that the content of this Bulletin are incorporated in future revisions to HazMat policies and procedures.

(c) Provide guidance/clarifications to current policy as required.

(d) Environmental Compliance Teams shall inspect for 100% compliance with this Bulletin and provide assistance to installations as necessary.

c. Installation Commanders

(1) Develop internal controls and procedures to ensure compliance with this Bulletin.

(2) Coordinate with tenant commands to ensure that MSDSs are provided to the Navy and Marine Corps Public Health Center for submission to HMIRS within 30 days of receipt of new products requiring MSDSs or whenever an updated MSDS is generated.

d. Unit Commanders and Workshop Supervisors

(1) Develop internal procedures to ensure that personnel obtain and manage current MSDSs for all HM used or stored.

(2) Ensure that personnel have access to MSDSs and are trained to access HAZCOM information.

e. Records Management. All developers, owners, and users of HMIRS have the responsibility to establish and implement adequate operation and information technology controls including records management requirements to ensure the proper maintenance and use of records, regardless of format or medium. Records management accessibility and authorized retention will be in accordance with approved records schedule and reference (d).

f. Recommendations. Recommendations concerning the contents of this Bulletin are invited and should be submitted to the Commandant of the Marine Corps ((CMC) (LPC-2)) via the appropriate Chain of Command.

4. Reserve applicability. This Bulletin is applicable to the Marine Corps Total Force.

5. Cancellation Contingency. This Bulletin is cancelled in one year or until incorporated into a Marine Corps Order, whichever comes first.



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Deputy Commandant for
Installations and Logistics

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