Defence Logistics Agency Instruction

DLA Instruction 3301
Effective August 22, 2011
J3314

Supply Chain Sustainability, Hazardous Materials (HAZMAT) and Hazardous Materials Minimization (HAZMIN) Programs and Services

References: Refer to Enclosure 1.

1. PURPOSE. This Instruction:

a. Reissues Defence Logistics Agency Instruction (DLAI) 3301 (Reference (a)) in accordance with the authority in Department of Defense Directive (DODD) 5105.22 (Reference (b)).

b. Defines three programs managed by the DLA Logistics Operations Technical and Quality Assurance Division (DLA J3314): Supply Chain Sustainability, Hazardous Materials (HAZMAT), and Hazardous Minimization (HAZMIN) Programs.

c. Establishes policy and assigns responsibilities for the execution of DLA’s Supply Chain Sustainability, Hazardous Materials (HAZMAT) and Hazardous Materials Minimization (HAZMIN) Programs and Services.

d. Describes the processes involved in implementing these Supply Chain Sustainability, Hazardous Materials (HAZMAT) and Hazardous Materials Minimization (HAZMIN) Programs and Services worldwide.

e. Program Descriptions are identified in Enclosure 2.

2. APPLICABILITY. This Instruction applies to the Headquarters (HQ) DLA Logistics Operations Technical and Quality Assurance Division (J3314), technical and quality assurance activities at DLA Aviation, DLA Energy, DLA Land and Maritime, and DLA Troop Support, and the DLA Logistics Information Service.

3. POLICY. DLA shall implement those requirements designed to protect the safety and health of personnel, conserve natural resources, protect the environment, and promote sustainability. Federal Statutes, Executive Orders (EOs), state and local laws and regulations, DOD Directives, Instructions and Regulations, and International laws establish the compliance requirements.

4. RESPONSIBILITIES. Refer to Enclosure 3.
5. PROCEDURES.

a. Develop, implement, and publish policy.

b. Receive and process Military Service requests for environmentally responsible products and services submitted, in accordance with DOD 4140.26-M, Chapter 4, paragraphs B.1.a-h.

c. Direct the J3314 Program Manager to perform the following: provide program guidance to the Primary Level Field Activities (PLFAs), as specified in the “Applicability” section of the instruction, updating DLA Instruction, and issuing clarifying letters, electronic mails (e-mails), and interim policy letters; update guidance based on review of correspondence; pending legislation and management reviews from the DOD Inspector General; General Accounting Office; Office of the Secretary of Defense; Federal Acquisition Council; and U.S. Congress; and address pending requirements by developing comments to influence the final outcome through coordination with cognizant DLA organizations.

d. Request and respond to a hazardous material exemption or waiver from Federal and DOD policies and regulations. As necessary, in support of Federal hazardous materials regulations, J3314 staff members will provide consultation services to the DLA Installation Support Environmental Management (DS-E) and/or disposition staff in Inventory Management (J3312) on any exemptions or waivers required from the EPA, President’s Council on Environmental Quality, the U.S. Department of Transportation, the General Services Administration, or other Federal department or agency.

e. Direct the J3314 and PLFAs, as specified in the "Applicability" section of the instruction, to perform responsibilities in Enclosure 2.
6. **EFFECTIVE DATE.** This Instruction is effective immediately.

   Director, DLA Strategic Plans and Policy
   August 22, 2011

3 Enclosures
   Enclosure 1 – References
   Enclosure 2 – Program Descriptions
   Enclosure 3 – Responsibilities
Enclosure 1

References

1. DLA instruction (DLAI) 3301, Hazardous Technology Programs, June 30, 2003, superseded.


20. DOD 4145.19-R-1, Storage and Material Handling, Chapter III, Section 5 (Inventory), Section 8 (Security of Materials in Storage) and Chapter V (Storage of Special Commodities) (in relation to Controlled Inventory Item Codes): http://www.dtic.mil/whs/directives.


22. DOD 4500.9-R (Defense Transportation Regulations), Part II (Cargo Movement), Chapter 205 (in relation to Controlled Inventory Item Codes): http://www.transcom.mil/organization.cfm.

23. DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (in relation to Controlled Inventory Item Codes).


40. DLAM 4145.12/TM 38-400/NAVSUP PUB 572/AFMAN 23-210/MCO 4450.14, (Joint Publication on Storage and Material Handling), Chapter 3, Section V (Inventory), Section VIII (Security of Materials in Storage) & Chapter 5 (Storage of Special Commodities): http://www.dla.mil/dlaps/.


Enclosure 2
Program Descriptions

1. The J3314 manages the development, execution, review, analysis, and application of policies, plans, programs and systems related to the DLA Supply Chain Sustainability, HAZMAT, and HAZMIN Programs and Services which impact the DLA supply chain customer. The J3314 has a goal to be the DOD’s supply chain provider of choice for information, products, and services associated with all regulated hazardous materials, hazardous material minimization, sustainability, and pollution prevention programs.

2. The DLA Supply Chain Sustainability, HAZMAT, and HAZMIN Program and Service activities support environmental protection, pollution prevention, environmentally responsible products and services, Military Service and other end-use customers, general public safety, and national security by complying with local, state, national, and international hazardous material and environmental regulatory guidance, while enhancing the DLA’s ability to deliver and sustain logistics excellence.

   a. The DLA Supply Chain Sustainability Program offers the DLA supply chain customers environmentally responsible products and services that meet their requirements and support sustainability. The Department of Defense’s (DOD’s) vision of sustainability focuses on maintaining the ability to operate into the future without decline – either in the mission or in the natural and manufactured systems that support it. In accordance with DOD 4140.26-M, Defense Integrated Material Management Manual for Consumable Items, chapter 4, paragraphs B.1.a-h, the Military Service customer requests the product.

   b. The Hazardous Materials (HAZMAT) Program provides management policy and procedures for the receipt, storage, handling, and control of hazardous materials and hazardous wastes, including radioactive items.

      (1) Specific programs and services include Hazardous Materials Information Resource System (HMIRS), Hazardous Technical Information Services (HTIS), Ozone Depleting Substances (ODS), Emerging Contaminants, Recovery, Recyclability, DLA’s Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), and the DOD HAZMAT Hotline Operation.

      (2) DOD, Joint Service, and DLA issuances that define the HAZMAT Program include:

         (a) DOD Directive 4140.1, Materiel Management Policy.

         (b) DLAI 4145.11/TM 38-410/NAVSUP PUB 573/AFR 69-9/MCO 4450-12, Storage and Handling of Hazardous Materials.

         (c) DLAM 4145.8/AR 700-64/NAVSUPINST 4000.34B/AFR 67-8/MCO P4400.105C, Radioactive Commodities in the DOD Supply System.
(d) DLAI 4145.25/AR-700-68/NAVSUPINST 4440.128C/MCO 10330.2C/AFR 67-12, Storage and Handling of Compressed Gases and Liquids in Cylinders, and of Cylinders.

(e) DOD 6055.9-STD, DOD Ammunition and Explosives Safety Standards, Physical Inventory Control and Controlled Inventory Item Codes (CIIC).

(f) DLAR 4145.11, Safeguarding of DLA Sensitive Inventory Items, Controlled Substances, and Pilferable Items of Supply [Use together with DOD 4100.39-M, vol. 10, Table 61 (Controlled Inventory Item Codes) [http://www.dtic.mil/whs/directives].

c. The Hazardous Minimization (HAZMIN) Program minimizes the use of hazardous materials by reviewing and revising standardization documents and other types of product descriptions, developing environmentally responsible product alternatives, and minimizing hazardous material use.

d. Additional programs, that support the above programs, include the Packaging Program, Shelf Life Program, and the Demilitarization Program. (DEMIL).
Enclosure 3
Responsibilities

The Technical and Quality Policy Division (J3314) has a goal to be the Department of Defense’s (DOD’s) supply chain provider of choice for information, products, and services associated with regulated hazardous materials, hazardous material minimization, sustainability, and pollution prevention programs. For the warfighter and other Defense Logistics Agency (DLA) customers, J3314 supports the Supply Chain Sustainability Program, Hazardous Material Minimization Program, Hazardous Material Program, hazardous material services and other DLA supply chain sustainability services by performing the responsibilities listed below.

1. J3314 shall:
   b. Demonstrate implementation of Executive Order (EO) 13423, Strengthening Federal Environmental, Energy, and Transportation Management, and Executive Order (EO) 13514 – Federal Leadership in Environmental Energy and Economic Performance. These coordinations assist the DOD components in achieving the goals of EO 13423 at Section 2 – Goals for Agencies - for energy-efficient, water-efficient, bio-based, recycled content, and pollution prevention applications.
   c. Develop and maintain relationships with the Military Services and other DLA supply chain customers to introduce new environmentally responsible products into the supply chains.
   d. Serve as the focal point for Supply Chain Sustainability, HAZMAT and HAZMIN Programs.
   e. Promote the environmentally responsible product and service offerings, Hazardous Material Minimization (HAZMIN) Program, and Hazardous Materials (HAZMAT) Program.
   f. Provide customer outreach using Customer Account Managers (CAMs) and Nation Account Managers (NAMs).
   g. Represent DLA supply chain sustainability and HAZMIN by participating in Federal Government and private sector-sponsored conferences, meetings, and other activities that relate to the use of environmentally responsible products and services and hazardous material minimization.
   h. Participate in activities sponsored by industry associations that function as standards setting bodies to make Government environmental requirements for products known. See the Defense Standardization Program Office website for information on these industry associations at the following hyperlink:

i. Collaborate with the Military Services and other DLA customers to introduce new environmentally responsible products and services through requisite procedures.

j. Inform the Military Services and other DLA customers about the availability of environmentally responsible products and services.

k. Manage the content of the DLA Technical and Quality Policy Division Webpage for Environmental Program (environmentally responsible products and services), HAZMIN Program, and HAZMAT Program at the following hyperlink: https://headquarters.dla.mil/j-3/J-334/.

l. Initiate and carry out projects supporting environmentally responsible product and service offerings that support the DLA supply chain customers. Monitor and assess the progress of these projects. These activities may include sponsoring testing and research and development for environmentally responsible products and services.

m. Implement and manage an environmentally responsible product and service strategy across DLA Supply Chains.

n. Manage and promote offering environmentally responsible products and services on DOD eMALL.

o. Support and manage technical and quality assurance in sustainability, HAZMIN, and HAZMAT workforce development.

p. Support assigning and cataloging Environmental Attribute Codes (ENAC).

q. Manage and provide the expertise for the privatization of environmental initiatives and programs.

r. Chair and manage the chartered DLA Supply Chain Sustainability and Hazardous Material Minimization Team.

s. Participate in the activities of the chartered DLA Supply Chain Sustainability and Hazardous Material Minimization Team.

t. Interface and exchange information and data about DLA environmentally responsible product offerings and services for the DLA supply chain customers, HAZMIN, and HAZMAT with the Office of the Deputy Under Secretary of Defense (Logistics and Materiel Readiness and Office of the Deputy Under Secretary of Defense (Installations and Environment), Military Services, and other Government Agencies.

u. Manage DLA’s Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) Program and represent DLA at REACH activities.
v. Serve as the DLA HQ point of contact for the DOD HAZMAT Hotline Operation. The hotline complies with 49 CFR§172.604, which requires a 24/7 emergency response telephone number for personnel assisting with HAZMAT emergencies. The Hotline number, 1-800-851-8061 (or 1-804-279-3131), is the HAZMAT emergency response telephone number printed on all DOD non-explosive HAZMAT shipping papers.

w. Maintain the following regulations and support the other regulations listed in Enclosure 1.

(1) DLAD 4145.41, Packaging for Hazardous Material;

(2) AR 700-15/NAVSUPINST 4030.28D/AFJMAN 24-206/MCO 4030.33D/ DLAD 4145.7, Packaging of Materiel;

(3) DLAI 4145.11/TM 38-410/NAVSUP PUB 573/AFR 69-9/MCO 4450-12, Storage and Handling of Hazardous Materials;

(4) DLAI 4145.25/AR-700-68/NAVSUPINST 4440.128C/MCO 10330.2C/AFR 67-12, Storage and Handling of Compressed Gases and Liquids in Cylinders.

(5) DLAM 4145.8/AR 700-64/NAVSUPINST 4000.34B/AFR 67-8/MCO P4400.105C, Radioactive Commodities in the DOD Supply System

x. Represent DLA at the DOD Hazardous Materials Packaging and Transportation Workshop.

y. Develop and coordinate policy.

z. Contact all impacted parties, including Headquarters (HQ) DLA Directorate and other offices, PLFAs (as specified in the “Applicability” section of the instruction) program managers, customers, stakeholders, and external organizations, to solicit feedback on why policy is being issued, if it is understood and conurred with, and how it will be implemented.

aa. Manage environmental appropriated funding for DLA supply chain customer support for the Supply Chain Sustainability, Hazardous Materials (HAZMAT), and Hazardous Minimization (HAZMIN) Programs. Request, obtain, and process financial requirements of the technical and quality assurance activities at DLA Aviation, DLA Energy, DLA Land and Maritime, and DLA Troop Support.

(1) Manage and maintain program funding and review and approve funding requests. Research and review submissions to ensure that requested data are provided; corporate goals and objectives are met; pricing of the requirements is realistic; and the justification for new/revised requirements is adequate.

(2) Review performance metrics that support program goals and drive costs in the Program Budget Review (PBR)/budget proposals.

(3) Resolve issues.
(4) Prepare PBRs for J3314 funding. Prepare input to Program Objective Memorandum (POM)/budget briefings that explain or defend proposed financial and performance programs/budgets for the POM/budget period.

(5) Research and review PLFA operational submissions about DLA’s environmentally responsible product offerings and services for the DLA supply chain customers, HAZMIN Program, and HAZMAT Program to ensure provision of requested data, attainment of corporate goals and objectives, and realistic prices for the requirements. Also determine the adequacy of a justification for a new or revised requirement. This review includes a review of an economic analysis and a Business Case Analysis for a requested investment to determine the adequacy of the justification for presentation to higher authorities, support of DLA goals and objectives, and accuracy of the return on investment.

ab. Perform oversight over environmentally responsible product offerings and services for the DLA supply chain customers, HAZMIN Program, and HAZMAT Program operations.

(1) Analyze and evaluate PLFA technical and quality environmental programs and Hazardous Technology Programs performance during reviews, evaluations, and audits.

(2) Review specifications that are prepared, coordinated, and published by DLA for opportunities to procure an environmentally responsible product when that product meets the Military Service’s or other DLA customer’s requirements for that product. Perform this review in accordance with sustainability, HAZMAT, and HAZMIN statements addressed in Federal Standardization Manual 2000 and DOD 4120.24-M, Defense Standardization Program (DSP) Policies and Procedures. This review will include a sampling of standardization documents. The Chief, Technical and Quality Policy will determine who performs the sample review and base it on the availability of resources.

(3) Perform annual staff assistance visits for operational reviews.

(4) Assess customer feedback. The Program Manager for Hazardous Material receives input through a variety of mechanisms. In some cases, input is received through various standing committees, such as the Hazardous Materials Information Resource System (HMIRS) Policy Working Group. Other concerns surface through e-mail communications, periodic customer surveys, or customer comment cards included with compact disc read-only memory publications.

(5) Produce a final report after the program performance review.

ac. Manage HAZMAT.

(1) Provide policy guidance on HAZMAT. The Program Manager for HAZMAT will initiate action to document new policy, processes, procedures, or revise them as necessary.

(2) Provide Hazardous Technical Information Services (HTIS) through DLA Aviation.

(3) Sponsor the HMIRS.
(4) Sponsor the DOD Ozone Depleting Substances (ODS) Reserve. Participate on the ODS Services Steering Committee.

(5) Review, develop comment on, or coordinate on DOD Inspector General, General Accountability Office, Office of the Secretary of Defense, Federal Acquisition Council, Congressional correspondence, pending legislation and management reviews in assigned areas. Also provide the results of such reviews to each cognizant PLFA’s subprogram operational managers in the form of updates to DLA Instructions, clarifying letters, e-mails, and interim policy letters.

ad.  Manage HAZMIN.

(1) Develop and recommend DOD/DLA policy and guidance for hazardous materials.

(2) Administer DOD programs related to various regulatory data, and other specialized hazardous materials program.

(3) Manage and promote pollution prevention.

(4) Assist in reducing air pollution through supporting HAZMAT minimization efforts.

(5) Provide Shelf Life Program environmental support.

(6) Manage toxic material elimination.

(7) Manage toxic material minimization.

(8) Manage toxic material alternatives.

(9) Assist in reducing hazardous waste through supporting HAZMAT minimization efforts.

(10) Manage processes related to emerging contaminants.

(11) Serve as the DLA Principal on the Joint Group on Pollution Prevention (JGPP).

(12) Provide hazardous minimization services.


2. The technical and quality assurance activities at DLA Aviation, DLA Energy, DLA Land and Maritime, and DLA Troop Support shall:

a. Offer the DLA supply chain customers requested environmentally responsible products that meet their requirements in accordance with DOD 4140.26-M, Defense Integrated Material

b. Develop and maintain relationships with the Military Services and other DLA supply chain customers to introduce new environmentally responsible products into the supply chains.

c. Promote environmentally responsible products and services, HAZMIN Program, and HAZMAT Program.

(1) Provide customer outreach through the PLFA customer interface organization.

(2) Represent DLA supply chain sustainability and HAZMIN by participating in Federal Government and private sector-sponsored conferences, meetings, and other activities that relate to the use of environmentally responsible products and services and hazardous material minimization.

(3) Participate in activities sponsored by industry associations (standards setting bodies) to make Government environmental requirements for products known. See the Defense Standardization Program Office website for information on these industry associations at the following hyperlink: http://www.dsp.dla.mil/APP_UIL/displayPage.aspx?action=content&contentid=66. OMB Circular No. A–119 Revised, Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities authorizes this participation.

(4) Collaborate with the Military Services and other DLA customers to introduce new environmentally responsible products and services through requisite procedures.

(5) Inform the Military Services and other DLA customers about the availability of environmentally responsible products and services.

(6) Refer to the DLA Technical and Quality Policy Division Webpage for Environmental Program (environmentally responsible products and services), HAZMIN Program, and HAZMAT Program at the following hyperlink: https://headquarters.dla.mil/j-3/j-334/.

d. Initiate and carry out projects supporting environmentally responsible product and service offerings that support the DLA supply chain customers. Monitor and assess the progress of these projects. These activities may include sponsoring testing and research and development for environmentally responsible products and services.

e. Support offering environmentally responsible products and services on DOD eMALL.

f. Manage and promote technical and quality assurance environmental, HAZMIN, and HAZMAT workforce development.
g. Perform the initial research and identify potential Environmental Attributes.

h. Support assigning and cataloging Environmental Attribute Codes (ENAC).

i. Manage and provide the expertise for the privatization environmental initiatives and programs.

j. Participate in the activities of the chartered DLA Supply Chain Sustainability and Hazardous Material Minimization Team.

k. Request available funding when needed, to support projects and programs for the identification of environmentally responsible product and services and HAZMIN efforts.

3. In addition to the above technical and quality PLFA responsibilities, the DLA Aviation shall:


   b. Sponsor the HMIRS.

   c. Sponsor the DOD Ozone Depleting Substances (ODS) Reserve.

   d. At the request of J3314, perform environmental projects.

4. The DLA Logistics Information Service (DLIS) shall:

   a. Respond to questions and issues raised by the DLA Supply Chain Sustainability and Hazardous Material Minimization Team and its individual members.

   b. Provide visibility of environmentally responsible products on DOD eMALL and in the Federal Catalog System (FCS).