

**STRATEGIC MATERIALS
ESOH DEPOT ORIENTATION GUIDE
FOR CONTRACTORS AND VISITORS**



Statement of Acceptance:

I have received, read and accepted the information contained in this depot orientation guide and will brief other employees on the information contained herein.

Accepted by:

NAME

COMPANY

DATE

1. **PURPOSE**

The purpose of this briefing is to ensure awareness of DLA Strategic Materials Environmental, Safety and Occupational Health (ESOH) program for the protection of human health and the environment.

2. **POLICY STATEMENT**

The Strategic Materials Environmental, Safety and Occupational Health (ESOH) Policy Statement establishes the framework for the ESOH program and provides the foundation for controlling the environmental impacts, safety and occupational health risks for all associated activities, commodities, and services.

3. **COMMUNICATION**

Information regarding the Depots is available through the DLA Strategic Materials website (<https://www.dla.mil/Strategic-Materials/>). Direct inquiries regarding the ESOH program or contacting the Depot Managers for information contained within this Guide, to sm-esoh@dla.mil.

4. **POLLUTION PREVENTION, EMERGENCY AND SPILL RESPONSE**

3.1 Pollution Prevention. The commodities stored at the depot could pose a risk to the environment if released from the site. Best management practices are implemented to assist with pollution prevention when handling commodities.

3.2 Release and Spill Response. Releases and spills of hazardous substances (including hazardous materials, petroleum, oil, and lubricants (POLs), air emissions and hazardous wastes) contaminate not only the stormwater runoff pathways, but also the soil and air. Response should be focused on protecting human health and preventing impacts to the environment.

3.3 Emergency Response. In the event of an emergency, all contractors and visitors are directed to calmly make a spot check of their immediate work area and then proceed to the depot office or security gate. The Depot Emergency Response Plan will be provided by the Depot Manager.

3.4 Responsibility. Releases and spills generated from mobile and stationary equipment, vehicles, containers and tanks not managed or owned by Strategic Materials are the responsibility of the owner to respond with the appropriate spill response materials and personal protection equipment (PPE). The spill debris must be contained, handled, managed, and disposed of in accordance with all federal, state, and local regulations and SM policies.

3.5 Notification. Contractors and visitors are required to communicate all spill and emergency information to the Depot Manager's immediately.

5. **HAZARDOUS MATERIALS MANAGEMENT AND DISPOSAL**

The Depot Manager serves as the point of contact for enquiries regarding operations, environmental management, safety, and occupational health.

4.1 Notification. Contractors and visitors are required to communicate in writing the presence of hazardous substances and quantities (material or waste), disposal practices, and fuel supply source and storage to the Depot Manager.

4.2 Hazardous Communication. Contractors and visitors are required to communicate the hazards of the material by providing the Safety Data Sheet (SDS) in accordance with The United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS). (29 CFR 1910).

4.3 Disposal. Contractors and visitors are required to ensure compliance with the Environmental Protection Agency (EPA) regulations for the characterizing waste to determine appropriate disposal of material and any associated packing and shipping material. (40 CFR 260).

4.4 Material Safety. Contractors and visitors are required to ensure compliance with the Occupational Safety and Health Administration (OSHA) regulations regarding proper management, handling, storage, transportation, and disposition of material. (29 CFR 1910)

4.5 Transporting. Contractors and visitors are required to ensure compliance with the Department of Transportation (DOT) regulations by certifying hazardous materials are properly classified, described, packaged, marked, and labeled and are in a condition safe to transport the material. (49 CFR 173)