



## Procedures and Guidelines (PG)

**DIRECTIVE NO.** 200-PG-4300.0.1D  
**EFFECTIVE DATE:** 03/29/2017  
**EXPIRATION DATE:** 03/29/2022

**APPROVED BY Signature:** Original signed by  
**NAME:** Edward Connell  
**TITLE:** Chief, Medical and Environmental Management Division

### COMPLIANCE IS MANDATORY

**Responsible Office:** 250/Medical and Environmental Management Division (MEMD)

**Title:** Safe Disposal of Personal Property at GSFC/Greenbelt

## PREFACE

### P.1 PURPOSE

This directive establishes a process for proper and safe disposition of personal property with potential safety, health or environmental risks at the Goddard Space Flight Center (GSFC), Greenbelt campus.

### P.2 APPLICABILITY

- a. This directive applies to all GSFC personal property that is excessed through Information and Logistics Management Division (ILMD), Code 270, at the Greenbelt Campus.
- b. In this document citations are assumed to be the latest version unless otherwise noted.
- c. In this document, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

### P.3 AUTHORITY

NPD 4300.1, NASA Personal Property Disposal Policy

### P.4 APPLICABLE DOCUMENTS AND FORMS

41 CFR 101-42, Utilization and Disposal of Hazardous Materials and Certain Categories of Property  
 GPR 8500.3 - Waste Management

CGA P-22-2007 Responsible Management and Disposition of Compressed Gases and their Cylinders

### P.5 CANCELLATION

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## P.6 SAFETY

No specific safety requirements as a result of this Procedure and Guideline.

## P.7 TRAINING

No specific training is required as a result of this Procedure and Guideline.

## P.8 RECORDS

Record Title	Record Custodian	Retention
MEMD Personal Property Evaluation	MEMD	*NRRS 8/23.5 A2 - CUT OFF ANNUALLY. DESTROY 3 YEARS AFTER CUTOFF. SEE ALSO NOTE 3.

\* NRRS 1441.1 – NASA Records Retention Schedule

## P.9 MEASUREMENT/VERIFICATION

None.

## PROCEDURES

### 1. ROLES AND RESPONSIBILITIES

#### 1.1 PROPERTY MANAGEMENT BRANCH

a. Upon receiving a request to excess personal property, ILM D reviews the request. This process is shown in the flow chart “Property Disposal Process” at the end of this directive. The review shall consider potential for safety, health and environmental risks related to the property.

- 1) Potential for personnel or facilities hazards. Based on the type of property or information available, if the review indicates the potential for hazards to personnel during relocation of the property to the excess warehouse; handling and storage of the property within the excess warehouse; or of final disposition (sale, recycling, landfill), ILM D shall request an assessment from the Safety Division, Code 360, if needed.
- 2) Potential for Material of Concern (MOC). ILM D shall request an MEMD Environmental Planning and Evaluation via eMOD, if property has been identified to potentially contain or be contaminated with an MOC or any other environmental concern.

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ILMD will use the results of the MEMD and Safety Division evaluations in applying federal property management and disposal requirements.

b. ILMD shall assist assigned property organizations with acquisition of third party services for removal of MOCs, when necessary.

## **1.2 SAFETY DIVISION, Code 360, ASSESSMENT**

When needed, ILMD shall request that an assessment be performed by the Safety Division to identify potential safety and health hazards related to the personal property.

## **1.3 OPERATIONS AND MAINTENANCE BRANCH (OMB)**

OMB shall provide services for evacuation and management of refrigerant and property types commonly managed by the branch.

## **1.4 MEDICAL AND ENVIRONMENTAL MANAGEMENT DIVISION ASSESSMENT**

MEMD shall perform an Environmental Evaluation for personal property when requested by ILMD.

- a. MEMD will evaluate the personal property's potential for the presence of MOCs. MEMD will use guidance from 41 CFR 101-42.2 – and/or professional experience to perform this evaluation.
- b. MEMD will determine if there are special waste disposal requirements related to the MOCs.
- c. MEMD will evaluate the potential for other environmental risks and provide related information to ILMD.
- d. MEMD may provide assistance to ILMD by helping to identify resources that may be needed to further process the personal property prior to final disposition.

## **2. PROCESSING OF PERSONAL PROPERTY DETERMINED TO BE HAZARDOUS**

- a. ILMD shall include the results of MEMD and Safety Division assessments in the property record.
- b. ILMD will process personal property containing hazardous materials in accordance with 41 CFR 101-42, Utilization and Disposal of Hazardous Materials and Certain Categories of Property.
- c. ILMD shall provide a Safety Data Sheet (SDS) for the hazardous material as required.
- d. ILMD will annotate and process property records within the Agency Disposal system as appropriate.

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### **3. ADDITIONAL SPECIFIC RESPONSIBILITIES:**

- a. ILMD shall notify the assigned property organization if special actions are required to remove an MOC from the personal property.
- b. ILMD shall coordinate the services of a third party to accomplish the removal when requested by the assigned property organization. Costs associated with this action would typically be incurred by the assigned property organization (NPR 4300.1, Section 1.6).
- c. Disposal of removed material will be managed in accordance with GPR 8500.3 Waste Management (e.g., for hazardous waste submit an eMOD ticket for MEMD Code 250 services). The assigned property organization maintains responsibility for providing information and coordination as necessary for waste characterization.

### **4. SPECIAL TYPES OF PERSONAL PROPERTY HANDLING**

#### **4.1 PERSONAL PROPERTY CONTAINING REFRIGERANTS (e.g., refrigerators, portable air conditioners, etc.)**

- a. ILMD has deemed all personal property containing refrigerants to be dispositioned via recycling or disposal and the personal property is required to be evacuated of refrigerants.
- b. ILMD shall request the assistance of the OMB, Code 227, to evacuate all refrigerants from those types of personal property containing refrigerants managed by OMB. ILMD shall assist the assigned property organization with obtaining third party support, in accordance with section 3, to remove refrigerants of those types not managed by OMB.
- c. Personal property that has been evacuated of refrigerants shall be tagged as such, including the date of evacuation, and the technician performing the evacuation.

#### **4.2 COMPRESSED GAS CYLINDERS**

A Compressed Gas Cylinder is defined as a portable pressure vessel designed for pressures higher than 40 psia (276 kPa) having a water capacity of less than 454 kg (1000 lbs.), having a circular cross section, and manufactured in accordance with recognized national standards (CGA Standards).

When a request to excess a gas cylinder is received, ILMD shall:

- a. Determine if the cylinder is managed by ILMD. If not managed by ILMD, advise the customer to request a waste characterization from MEMD via eMOD.

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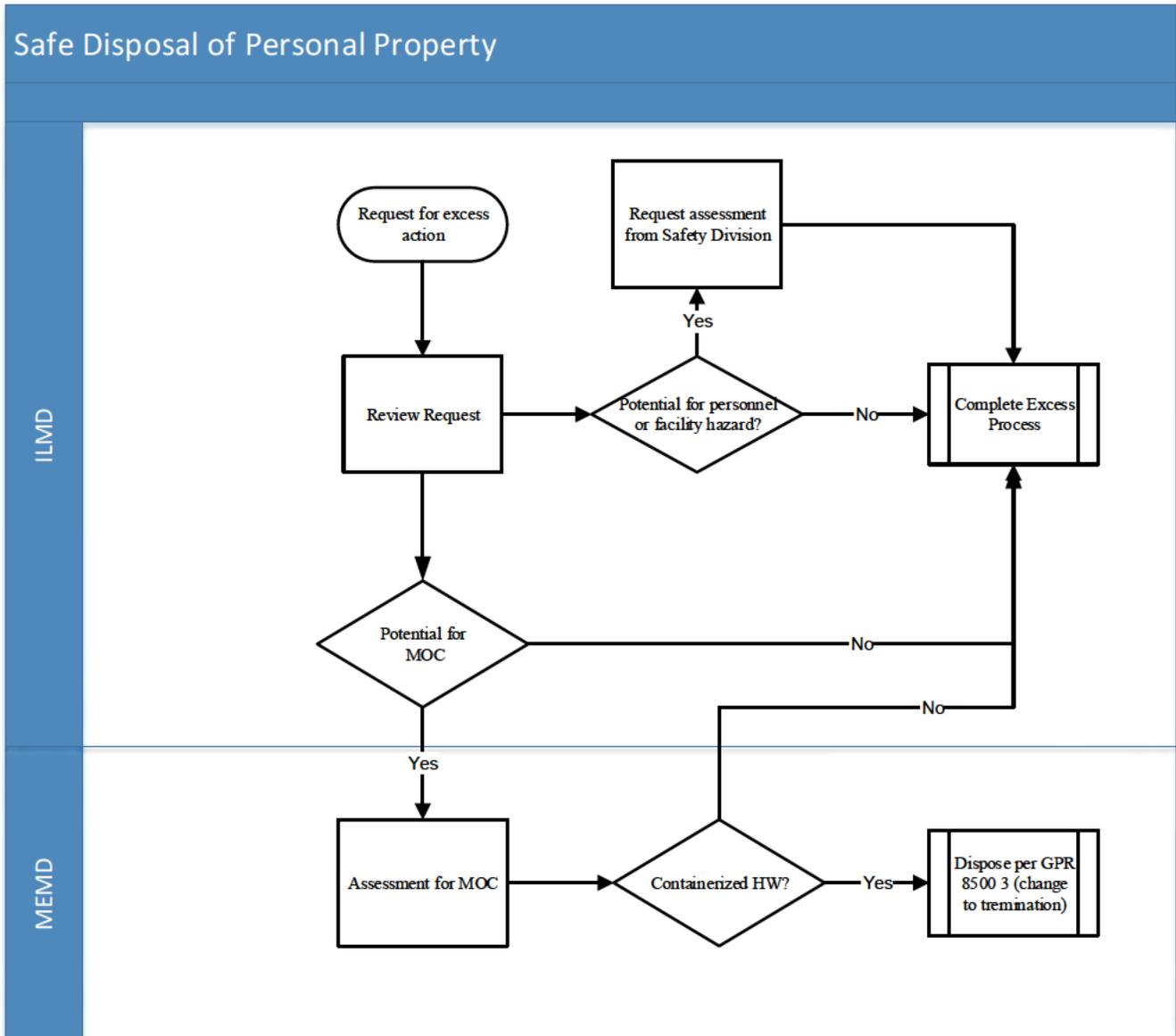
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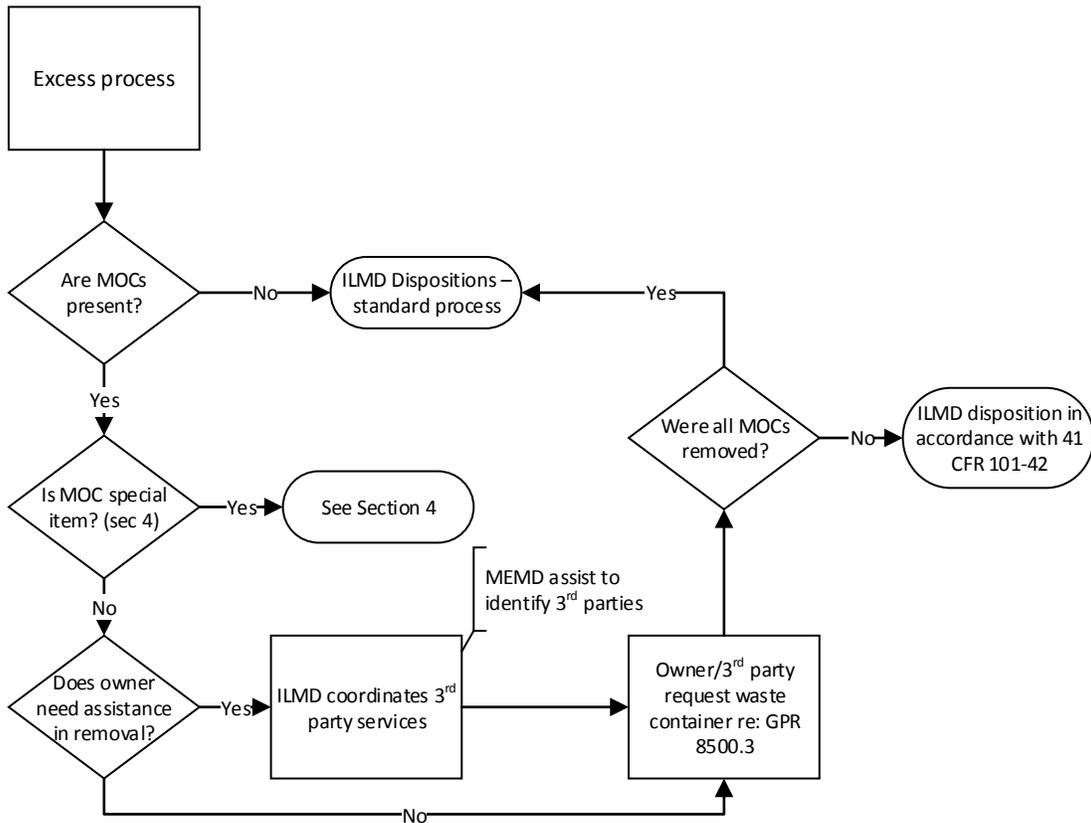
- b. MEMD will manage the disposition of the cylinder in accordance with GPR, 8500.3, Waste Management and applicable MEMD Work Instructions.

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## Appendix A – Definitions

A.1 Material of Concern means: materials that are hazardous to human health or the environment, or that are regulated by an authority that has management requirements as generally described in 41 CFR 101-42.

A.2 Hazardous material means: property that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Materials Transportation Act, the Resource Conservation and Recovery Act, or the Toxic Substances Control Act. Generally, hazardous materials have one or more of the following characteristics:

- (a) Has a flash point below 200 F (93.3 C), closed cup, or is subject to spontaneous heating;
- (b) Is subject to polymerization with the release of large amounts of energy when handled, stored, or shipped without adequate controls;
- (c) In the course of normal operations, may produce fibers, dusts, gases, fumes, vapors, mists, or smokes which have one or more of the following characteristics:
  - (1) Causes 50 percent fatalities to test animals below 500 mg/kg of test animal weight when a single oral dose LD 50 is used;
  - (2) Is a flammable solid or a strong oxidizing or reducing agent;
  - (3) Causes first degree burns to skin in a short time exposure, or is systematically toxic by skin contact;
  - (4) Has a permissible exposure limit below 1000 p/m for gases and vapors, below 500 mg/mm<sup>3</sup> for fumes, below 30 mppcf (10 mg/m<sup>3</sup>), or 2 fibers/CM<sup>3</sup> for dust;
  - (5) Causes occupational chemical dermatitis, which is any abnormality of the skin induced or aggravated by the work environment which includes, but is not limited to, primary irritant categories, allergic sensitizers, and photo sensitizers;
- (d) Is radioactive to the extent it requires special handling;
- (e) Is a recognized carcinogen according to Occupational Safety and Health Administration regulations at 29 CFR part 1910; or
- (f) Possesses special characteristics which in the opinion of the holding agency could be hazardous to health, safety, or the environment if improperly handled, stored, transported, disposed of, or otherwise improperly used.

A.4 Lead-containing paint means: paint or other similar surface coating material that contains lead or lead compounds in excess of 0.06 percent of the weight of the total nonvolatile content of the paint or the weight of the dried paint film.

A.5 Safety Data Sheet (SDS) – A document that describes the physical and chemical properties of a product, its health hazards, and precautions for safe storage, handling and use. This includes legacy Material Safety Data Sheets (MSDS) when applicable.

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## Appendix B – Acronyms

ECN	Equipment Control Number
eMOD	Electronic Management Operations Directorate
FSC	Federal Supply Class
GSFC	Goddard Space Flight Center
ILMD	Information and Logistics Management Division
kPA	kilopascal
LD	Lethal Dose
LEV	Local exhaust ventilation
MEMD	Medical and Environmental Management Division
MOC	Material of Concern
mppcf	millions of particles per cubic foot
NSN	National Stock Number
OMB	Operations and Maintenance Branch
OSHD	Occupational Safety and Health Division
PCBs	Polychlorinated biphenyls
psia	Pounds per Square Inch Absolute
SDS	Safety Data Sheet

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**Appendix C**  
**Medical & Environmental Management Division**  
**Environmental Evaluation**

**The purpose of this sheet is to identify materials of concern and categories of property with special utilization and disposal requirements (41 CFR 101-42)**

<b>Short Description</b>			
<b>Requestor</b>			
<b>MEMD Evaluator</b>			
<b>Date/Case #</b>		<b>FSC</b>	
<b>Date Evaluation Completed</b>			
<b>ECN if available and other unique identifiers</b>			
<b>Planned course of action</b>			
<b>General Notes</b> (comment on condition, history, etc.)			
<b>Material of concern (MOC) present?</b>	YES <input type="checkbox"/>	Suspected <input type="checkbox"/>	Not found <input type="checkbox"/>
<b>MOC information if present or suspected</b>	Provide SDS;		
<b>Is this "waste like?"</b>	YES <input type="checkbox"/> No <input type="checkbox"/> ; if YES how will the MOC be containerized/removed from the personal property?		
<b>Information sources</b>			
<b>Other coordination</b>	Potential asbestos containing material needs to be coordinated with the Center Asbestos Coordinator (Code 360). Potential radioactive materials and radiation emitting devices need to be coordinated with the Center Radiation Protection Officer (Code 360).		
<b>Issues related to storage by ILMD</b>			
<b>MEMD Recommendations</b> (identify additional actions for MEMD and how/who will receive update(s))			

Tables 1, 2 and 3, below should be used as a reference (41 CFR 101-42) for assisting to identify the potential for MOC based on Federal Supply Class Group (the first 4 digits of a NSN).

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Line	Personal property	MEMD comments on the item for user. Suggested criteria to review or items to help identify potential environmental liability or concern		
1	<b>Short Description</b>	Note title of eMOD ticket and brief description of property (if necessary)		
2	<b>Requestor</b>	Name of person requesting evaluation and POC (if different)		
3	<b>MEMD Evaluator</b>	Person(s) performing review and documentation (list all)		
4	<b>Date/Case #</b>	Date of request and ILMD excess case number	<b>FSC</b>	From ILMD, if available. FSC is the first 4 digits of the NSN
5	<b>Date Evaluation Completed</b>	Date MEMD completed the review		
6	<b>ECN if available and other unique identifiers</b>	Note all: ECN, Serial or Model Number (S/N or M/N), other unique identifier. (If none are available how can this personal property be identified in the future?)		
7	<b>Planned course of action</b>	property transfer; recycle; long term storage; solid waste		
8	<b>General Notes</b> (comment on condition, history, etc.)	Comment on condition; history; unique or essential information needed or used to evaluate the potential for materials of concern related to this personal property. Document how the MOC is contained and/or used in the personal property.		
9	<b>Material of concern (MOC present?)</b>	YES <input type="checkbox"/>	Suspected <input type="checkbox"/>	Not found <input type="checkbox"/>
10	<b>MOC information if present or suspected</b>	(see guidance in Tables 1 and 2) Provide Identity of MOC. Attempt to locate MSDS/SDS and attach if available.		
11	<b>Is this "waste like?"</b>	YES <input type="checkbox"/> No <input type="checkbox"/> ; if YES how will the MOC be containerized/removed from the personal property?		
12	<b>Information sources</b>	Persons/website/documents used to gather information		
13	<b>Other coordination</b>	<b>PRE POPULATED STANDARD LANGUAGE/ INCLUDE ONLY IF POSSIBLE OF MATERIAL PRESENT OTHERWISE DELETE</b>		
14	<b>Issues related to storage by ILMD</b>	Are there any considerations or concerns that ILMD needs to address for storage of the excess personal property?		
15	<b>MEMD Recommendations</b> (identify additional actions for MEMD and how/who will receive update(s))	Indicate what the MOC is and that it needs to be managed for the planned course of action.		

The purpose of this form is to document and address Goddard's environmental liability associated with property that will either be transferred or stored on Center for an unknown period of time. MEMD will perform an evaluation of the property in question considering all environmental impacts and Goddard's liabilities such as:

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- Identify potential waste (universal, solid and hazardous) and make the requestor aware of any requirements established in GPR 8500.3 Waste Management.
- Identify to the requestor and notify Safety Division of any Asbestos and Radiation issues you may have identified. Requestor shall formally request a separate evaluation of the identified personal property by Safety Division.
- MEMD shall identify any actions that should be taken by the owner to reduce liabilities and explain why that is important; site any regulatory requirements that support the action being requested.
- MEMD shall summarize the impacts to the Center’s liability if the property is stored in “as is” condition. The evaluator shall site any regulatory requirements that require an action to occur in order to correctly store the property to reduce the Center’s liability.
- MEMD shall summarize potential environmental issues that have been identified and that the receiving facility should be aware of. This notification will formally address, to the receiving facility, all environmental liabilities associated with a particular piece of property if custodial ownership transfers.
- Separate pages on long term storage; LEV; building demos; transfers; equipment; special topics.

**Table 1 Federal supply class items and examples of hazardous material they may contain**

Federal supply class/grp	Title	Examples of hazardous materials requiring identification
1370	Pyrotechnics	Warning fuse, fire starter.
1375	Demolition materials	Explosive device.
2520	Vehicular power transmission components	Items containing asbestos.
2530	Vehicular brake steering, axle, wheel, and track components	Items containing asbestos.
2540	Vehicular furniture and accessories	Items containing asbestos.
2640	Tire rebuilding and tire and tube repair materials	Items containing flammable or toxic compounds.
Group 28	Engines, turbines, and components	Engine valves containing metallic sodium.
Group 29	Engine accessories	Engine valves containing metallic sodium.
Group 30	Mechanical power transmission equipment	Equipment containing hazardous hydraulic fluids including polychlorinated biphenyls (PCBs).

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Federal supply class/grp	Title	Examples of hazardous materials requiring identification
Group 34	Metalworking machinery	Equipment containing hazardous hydraulic fluids including PCBs.
3433	Gas welding, heat cutting, and metalizing equipment	Compressed gases.
3439	Miscellaneous welding, soldering and brazing supplies and accessories	Hazardous items such as cleaners, acids, flux and supplies that contain or produce hazardous fumes.
3610	Printing, duplicating, and bookbinding equipment	Flammable or toxic lithographic solutions.
3655	Gas generating and dispensing systems, fixed or mobile	Items that produce hazardous fumes.
3680	Foundry machinery, related equipment and supplies	Flammable or toxic casting compounds.
4240	Safety and rescue equipment	Items which involve oxygen, or compressed gases, or contain emitting charges.
5610	Mineral construction materials, bulk	Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compound, sealing compound, flight deck compound.
5660	Wallboard, building paper, and thermal insulation materials	Asbestos cloth which has loose fibers or particles that may become airborne and materials containing formaldehyde.
5820	Radio and television communication equipment, except airborne	Circuit cooler items that contain gases that are regarded as hazardous to the earth's ozone layer.
5835	Sound recording and reproducing equipment	Recording tape cleaners that contain hazardous cleaning fluids.
5910	Capacitors	Items that contain polychlorinated biphenyls (PCBs) or sulfuric acid.
5915	Filters and networks	Items that contain polychlorinated biphenyls (PCBs).
5920	Fuses and lightning arresters	Items that contain radioactive material.
5925	Circuit breakers	Items that contain radioactive material.
5930	Switches	Items containing radioactive materials.
5935	Connectors, electrical	Kits that contain flammable chemicals.

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Federal supply class/grp	Title	Examples of hazardous materials requiring identification
5950	Coils and transformers	Items containing polychlorinated biphenyls (PCBs).
5960	Electron tubes and associated hardware	Tubes which contain radioactive isotopes and require warning labels and magnetron tubes which require special precautions when being prepared for air shipment.
5965	Headsets, handsets, microphones, and speakers	Items containing magnetic material.
5970	Electrical insulators and insulating materials	Items containing flammable solvents.
5975	Electrical hardware and supplies	Items containing asbestos.
5985	Antennas, waveguide, and related equipment	Kits that contain flammable chemicals.
5999	Miscellaneous electrical and oxide electronic components	Contact plates that contain beryllium.
Group 61	Electric wire and power and distribution equipment	Power factor capacitors containing PCBs.
6120	Transformers: Distribution and power station	Transformers containing PCBs.
6135	Batteries, primary	Lead-acid, lithium and mercury batteries and alkaline (with electrolyte).
6145	Wire and cable, electrical	Insulated wire containing asbestos.
6220	Electric vehicular lights and fixtures	Items that contain mercury.
6230	Electric portable and hand lighting equipment	Items that contain wet batteries.
6240	Electric lamps	Items that contain mercury.
6260	Nonelectrical lighting fixtures	Items that contain mercury.
6350	Miscellaneous signal and security detection systems	Items that contain wet batteries or radioactive material.
6505	Drugs, biologicals and official reagents	Hazardous items as defined in § 101-42.001.
6508	Medicated cosmetics and toiletries	Hazardous items as defined in § 101-42.001 subject to DOT Hazardous Materials Regulations.
6510	Surgical dressing materials	Items containing flammable solvents.

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Federal supply class/grp	Title	Examples of hazardous materials requiring identification
6520	Dental instruments, equipment, and supplies	Items containing flammable solvents, mercury, or asbestos.
6525	X-ray equipment and supplies: medical, dental, veterinary	Items containing hazardous chemicals, solvents.
6625	Electrical and electronic properties measuring and testing instruments	Items containing radioactive materials.
6640	Laboratory equipment and supplies	Items containing flammable compounds, mercury, or asbestos.
6685	Pressure, temperature, and humidity and measuring and controlling instruments	Items containing mercury or compressed gases.
6740	Photographic	Items containing radioactive compounds.
6750	Photographic supplies	Items containing hazardous chemicals, solvents, thinners, and cements.
6780	Photographic sets, kits and outfits	Items containing hazardous chemicals, solvents, thinners, and cements.
7360	Sets, kits, and outfits; food preparation and serving	Items containing compressed gases such as fire extinguishers.
7510	Office supplies	Hazardous items, such as thinners, cleaning fluids, flammable inks, and varnishes.
8405	Outerwear, men's	Maintenance kits containing flammable solvents.
8410	Outerwear, women's	Maintenance kits containing flammable solvents.
8415	Clothing, special purpose	Maintenance kits containing flammable solvents.
8510	Perfumes, toilet preparations, and powders	Shipping containers, and pressurized containers with flammable or nonflammable propellants.
8520	Toilet soap, shaving preparations, and dentifrices	Shipping containers, pressurized containers with flammable or nonflammable propellants.
8720	Fertilizers	Items containing weed and pest control or other harmful ingredients or because of their composition, are hazardous.
9390	Miscellaneous fabricated nonmetallic materials	Items containing flammable solvents or asbestos.
9920	Smokers' articles and matches	Lighter fuel and matches only.

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Federal supply class/grp	Title	Examples of hazardous materials requiring identification
9930	Memorials; cemeteries and mortuary equipment and supplies	Items containing formaldehyde or its solutions.

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Table 2 Federal supply class material name/type

Federal supply class/grp	Material
6810	Chemicals
6820	Dyes
6830	Gases; compressed and liquefied
6840	Pest control agents and disinfectants
6850	Miscellaneous chemicals specialties
7930	Cleaning and polishing compounds and preparations
8010	Paints, dopes, varnishes and related products
8030	Preservative and sealing compounds
8040	Adhesives
9110	Fuels, solid
9130	Liquid propellants and fuels, petroleum case
9135	Liquid propellant fuels and oxidizers, chemical base
9140	Fuel oils
9150	Oils and greases; cutting, lubricating and hydraulic
9160	Miscellaneous waxes, oils and fats

Table 3 Additional Federal supply class examples with material of concern

Federal supply class/grp	Title	Examples of hazardous materials requiring identification
4100	Historical Class	Refrigeration Oil (Freon)
4110	Refrigeration Equipment	Refrigeration Oil (Freon)
4120	Air Conditioning Equipment	Refrigeration Oil (Freon)
4130	Refrigeration and Air Conditioning Components	Refrigeration Oil (Freon)
4140	Fans, Air Circulators, and Blower Equipment	Also see Group 25 or 29 or Class 1680
4150	Vortex Tubes and Other Related Cooling Tubes	Includes Tool Grinding spot coolers; machining spot coolers; electronic equipment spot coolers; and electronic cabinet spot coolers. Possible refrigeration oil (Freon)

FEDERAL SUPPLY CLASSES AND GROUPS WHICH CONTAIN A SIGNIFICANT NUMBER OF HAZARDOUS ITEMS  
 NOTE: IF AN ITEM IS DETERMINED TO BE HAZARDOUS AS DEFINED IN § 101-42.001, A MATERIAL SAFETY DATA SHEET (OR EQUIVALENT) SHOULD ACCOMPANY THE ITEM EVEN THOUGH THE FEDERAL SUPPLY CLASS IS NOT LISTED IN THIS TABLE.

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### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	09/02/04	Initial Release
A	03/10/10	<ul style="list-style-type: none"> <li>• Changed all references to Safety and Environmental Division (S&amp;E) to Medical and Environmental Management Division (MEMD) and Occupational Health and Safety Division (OHSD) as necessary due to division reorganization.</li> </ul>
B	12/01/10	<ul style="list-style-type: none"> <li>• Deleted references to GSFC Form 4-30 Work Order Authorization, throughout. Updated 'GPG' document references to 'GPR.' Revised 3.b adding 'non-hazardous' to specify the type of recyclable metals. Revised Section 4.2.c to show alternatives outlining procedures to dispose of compressed gas cylinders.</li> <li>• Updated signature.</li> </ul>
C	05/16/14	<ul style="list-style-type: none"> <li>• Global change - Changed all references from Code 270 to Information and Logistics Management Division (ILMD)</li> <li>• Global change - Changed all references from Code 227 to Operations and Maintenance Branch.</li> <li>• Global change - References to 'waste assessments' have been changed to 'requests for characterization' to reflect the service ticket in the eMOD system.</li> <li>• Section 1.3 - Text now states that MEMD services and requests should be submitted through the electronic management operations directorate (eMOD) website.</li> <li>• Section 4.1 - Text has been modified to indicate that standard reuse/excess procedures will be followed in the excessing of items.</li> <li>• Appendix B – Acronyms for eMOD, ILMD, and OMB have been added to this list.</li> </ul>
D	03/29/17	<ul style="list-style-type: none"> <li>• Added record "MEMD Personal Property Evaluation"</li> <li>• Global change – changed all references to Code 350 to Code 360</li> <li>• Global change – changed all references to owning organization to assigned property organization.</li> <li>• Hazardous material and waste references are now formally identified as MOC except in section 2.</li> <li>• Global change – "item" has been changed to "personal property"</li> <li>• Made changes in Sections 1 and 2 that address the requirements of 41 CFR 101-42 for excessing property for both ILMD and MEMD</li> <li>• Defined – Material of Concern in Appendix A</li> <li>• Defined – MOC and NSN in Appendix B</li> <li>• Updated to current template</li> </ul>

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**DIRECTIVE NO.** 200-PG-4300.0.1D  
**EFFECTIVE DATE:** 03/29/2017  
**EXPIRATION DATE:** 03/29/2022

		<ul style="list-style-type: none"><li>• Added Appendix C – MEMD Medical &amp; Environmental Management Division Environmental Evaluation</li><li>• Updated flow chart.</li><li>• Deleted section 3 items b and c as they are covered under a higher level document.</li><li>• Section 4.1 changed ozone-depleting substances to refrigerant.</li></ul>
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For Best Practices refer to:

<https://gs279gdmsias.gsfc.nasa.gov/GDMSv2/downloadFile.htm?docId=28819>

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