Goddard Procedural Requirements (GPR)

DIRECTIVE NO.	GPR 4100.2A	**APPROVED BY Signature:**	*Original Signed By*
EFFECTIVE DATE:	June 9, 2015	**NAME:**	Raymond J. Rubilotta
EXPIRATION DATE:	June 9, 2020	**TITLE:**	Director of Management Operations

COMPLIANCE IS MANDATORY

Responsible Office: Code 250/Medical and Environmental Management Division

Title: Hazardous Material Data Management

PREFACE

P.1 PURPOSE

This directive establishes the data management requirements for Hazardous Material (HM) received, stored, used, and disposed of at NASA's Goddard Space Flight Center (GSFC). This directive also establishes procedures to validate the continued need for HM, maintain valid HM data, and prevent the accumulation of HM that is not needed or that may present an unnecessary hazard.

P.2 APPLICABILITY

This directive applies to GSFC at the Greenbelt and Wallops (WFF) facilities. Applicability includes all personnel and activities as required by contractual, grant, and agreement documents.

P.3 AUTHORITIES

a. NPD 8500.1, NASA Environmental Management
b. NPR 4100.1, NASA Materials Inventory Management Manual
c. NPR 8715.3, NASA General Safety Program Requirements

P.4 APPLICABLE DOCUMENTS

a. GPR 1700.8, GSFC Hazard Communication Program
b. GPR 8500.3, Waste Management

P.5 CANCELLATION: GPR 4100.2, Hazardous Material Data Management

P.6 SAFETY: None

P.7 TRAINING: None

P.8 RECORDS

Record Title	Record Custodian	Retention
Requests for extension of the data validation date	GSFC Information and Logistics Management Division	NRRS 8/23A3a - Destroy 5 years after superseded or when no longer needed, whichever is later.

**NRRS – NASA Records Retention Schedules (NPR 1441.1)*

P.9 MEASUREMENT/VERIFICATION: None

PROCEDURES

In this document, a requirement is identified by "shall," a good practice by "should," permission by "may" or "can," expectation by "will," and descriptive material by "is."

1. Responsibilities

1.1 Supervisors shall:

a. Ensure that unneeded HM, or HM past the Data Validation Date without extension, is disposed of in accordance with GPR 8500.3, Waste Management.

b. Review, verify, and respond to the periodic *Materials Data Validation Date Pending and Passed Report,* within 30 days of receipt, to the Information and Logistics Management Division (ILMD) at gsfc-hmms-support@mail.nasa.gov.

1.2 Hazardous Material (HM) users shall:

a. Request delivery of new HM to Central Receiving whenever feasible. Notify the ILMD within one (1) business day when ordering HM for direct delivery. Notification shall include the manufacturer's product number and Safety Data Sheet (SDS), quantity, unit of issue, and storage/use locations.

b. When HM is moved, provide the inventory bar code serial number, old location, and new location to the ILMD at gsfc-hmms-support@mail.nasa.gov. If HM is needed off GSFC property, ask the ILMD to prepare and transport HM, and to arrange for certified carriers as required.

c. After the Hazardous Material Management System (HMMS) implementation inventory of an area, report any containers of HM that do not have the GSFC HM inventory bar code to the ILMD at gsfc-hmms-support@mail.nasa.gov. Only original supplier containers shall receive a bar code.

d. Remove empty HM containers from the inventory: At Greenbelt, turn in empty HM containers to the ILMD in Building 35 or make arrangements to turn in the yellow inventory bar code sticker. At

Wallops, turn in stickers from empty HM containers to the HM clerk at WFF Central Receiving in Building F-19.

1.3 Medical and Environmental Management Division (MEMD), Code 250, shall:

a. Determine, in coordination with the Chemical Hygiene Officer, if unique self-contained activities have adequate procedures to manage HM data and to be excluded from the requirements of this GPR.

b. Identify actions to be taken for reported missing materials, such as removing them from inventory as 'expended.'

1.4 Information and Logistics Management Division (ILMD), Code 270, shall:

a. Administer and maintain the HMMS including data input (e.g. cataloging, issue) and data update when advised by the HM User (e.g. location update, disposition, etc.).

b. Maintain an acquisition process for HM.

c. Maintain the Hazardous Material Office, Greenbelt Central Receiving, which shall:

i. Attach an inventory bar code sticker to each HM container processed through Greenbelt Central Receiving and arrange delivery to the customer. Exceptions are allowed if stickers cannot be attached to the containers.

ii. Establish and support additional issue points where customers have agreed to update the HMMS database to create the inventory and indicate issue of HM previously cataloged by the HM Office, and to print and attach a bar code sticker to each HM container.

iii. Attach a unique bar code sticker to each HM container when notified by HM users of unlabeled containers found in an area where the HMMS implementation inventory has been completed.

d. Produce and distribute a *Materials Data Validation Date Pending and Passed Report*, including a list of container serial numbers, chemical name, and data validation date, to supervisors every six (6) months;

e. Update data validation dates in accordance with data validation date extension requests received from supervisors (limit extensions to five (5) years);

f. Maintain records of data validation date extension requests;

g. Forward reports received from supervisors of missing materials to the MEMD;

h. Produce a report of *Hazardous Materials six months past Data Validation Date*, no less than semi-annually.

2. Process

Every six (6) months a *Materials Data Validation Date Pending and Passed Report*, including a list of container serial numbers, chemical name, and data validation date, shall be produced by ILMD and emailed or mailed to each responsible supervisor. Within 30 days, each responsible supervisor shall assess the materials listed in the report and provide a reply indicating which materials the supervisor is authorizing for data validation date extension. The reply shall be by signed paper format or email format from the responsible supervisor. Appendix D gives a sample report.

The supervisor shall ensure that all materials that passed their data validation date without extension are properly disposed of in accordance with GPR 8500.3, Waste Management.

The extension of a data validation date does not constitute the extension of shelf life or other limits imposed on Stores Stock, Program Stock, or Standby Stock as defined by NPR 4100.1, NASA Materials Management Manual, or materials that require special control and validation of GSFC products.

Upon receipt of an appropriate request for data validation extension, the ILMD shall extend the data validation dates as indicated in the request.

3. Unique self-contained activities

Unique activities that are self-contained (e.g., building construction site) may be excluded from the requirements of this GPR on a case-by-case basis if the managing organization, MEMD, and the Chemical Hygiene Officer agree on alternate procedures to manage HM data and ensure SDS availability.

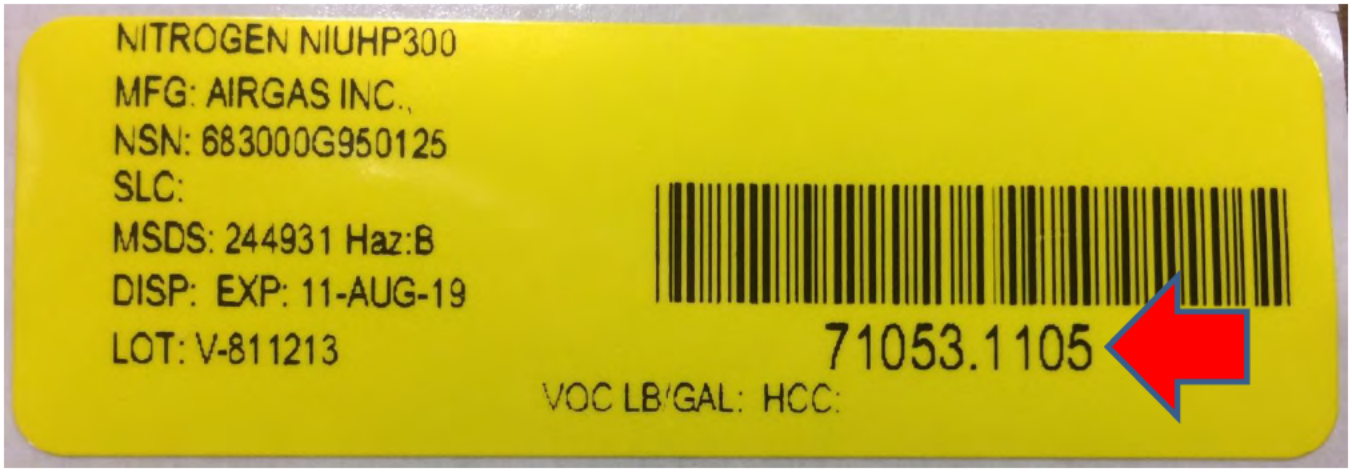
Appendix A – Definitions

A.1. Central Receiving Area – The area at the warehouse designated for receipt of HM under the direction of the HM Office.
A.2. Contractor – Anyone providing products or services to GSFC under a contract.
A.3. Customer – NASA employee or contractor who obtains an HM to accomplish official NASA business or who brings HM on Center.
A.4. Empty Container – HM containers meeting the "empty container" criteria specified in GPR 8500.3.
A.5. Data Validation Date – The date that the physical location of HM shall be compared to the location listed in HMMS. **This is not an expiration date or shelf life.** This does not satisfy the requirements of NPR 4100.1, NASA Materials Inventory Management Manual, for an inventory control program for Stores Stock, Program Stock, or Standby Stock.
A.6. Hazardous Material (HM) – Toxic, flammable, reactive, or corrosive substances, and substances identified by Federal and state regulations as posing a risk to health, safety, or property.
A.7. Hazardous Material Management System (HMMS) – The software, hardware, procedures, and personnel used for inventory and control of HM at GSFC.
A.8. Hazardous Material Office – The Code 270 staff located in Greenbelt Central Receiving Area responsible for entering all HM data into HMMS.
A.9. 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 was formerly referred to as a Material Safety Data Sheet (MSDS).
A.10. Stores Stock, Program Stock, or Standby Stock is defined by NPR 4100.1, NASA Materials Management Manual.

Appendix B – Acronyms

GPR	Goddard Procedural Requirements
HM	Hazardous Material
HMMS	Hazardous Material Management System
ILMD	Information and Logistics Management Division
MSDS	Material Safety Data Sheet (obsolete term)
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
SDS	Safety Data Sheet

Appendix C – Inventory Bar Code Sticker



Field Name	**Definition**
MFG:	Manufacturer
NSN:	National Stock Number
SLC:	(not used)
MSDS:	Safety Data Sheet Number (formerly called a Material Safety Data Sheet)
DISP:	(not used)
EXP:	Data validation date
Lot:	Lot number
VOC LB/GAL:	Volatile Organic Compound (Not used)
HCC:	(not used)

Red arrow indicates Container number

Appendix D – Sample Materials Data Validation Date Pending and Past Report

Materials Data Validation Date Pending and Passed
Please respond to gsfc-hmms-support@mail.nasa.gov

Bldg-Room	Org	HM Name	Size	Container Number	Data Validation	Stock Number	Lot Number	Link to SDS
B097-S010A	250.0	PENETRATING OIL KROLL	10 OZN	29800	20-Jan-2014	9150008007997	7L11	SDS
B097-S010A	250.0	LUBRICATING OIL, GENERAL PURPOSE AID	6.5 OZN	29801	20-Jan-2014	915000G105247	1634801	SDS
B097-S010A	250.0	LUBRICATING OIL, GENERAL PURPOSE AID	6.5 OZN	29802	20-Jan-2014	915000G105247	1634801	SDS
B097-S010A	250.0	CLEANING COMPOUND, STAINLESS STEEL DEEP LUSTER STAINLESS STEEL CLEANER	18 OZF	29803	20-Jan-2014	793000G105066	20E06C	SDS
B097-S010C	250.0	EHTYL ALCOHOL, ACS ISOPROPYL RUBBING ALCOHOL	32 OZF	29805	20-Jan-2014	650500G105249	4DF0475	SDS

Supervisors: Propose an extended data validation date (up to five (5) years) for highlighted HM if safely stored, in good condition, and still needed. Please attempt to locate missing materials and indicate the most likely disposition (e.g., used).

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	01/18/12	Initial Release
A	06/09/15	P.1 Purpose: Added procedures to validate the continued need for HM and maintain valid data. P.3 Deleted GPR 1700.2, Chemical Hygiene Program P.4 Deleted Department of Transportation, Title 49 of the Code of Federal Regulations (CFR) part 172. P.6 SAFETY: Deleted GPR 1700.8. P.7 TRAINING: Deleted 1700.8. P.8 Records – added Requests for Extension of data validation date. P.9 Measurement/Verification – changed to "NONE" 1.1 Added Supervisor responsibilities. 1.2 Added HM User responsibility. 1.2a: Changed the preferred compliance method from "order HM through the Stores Stock / Advanced Material Management System" to "request delivery of new HM to Central Receiving". 1.2d: Deleted requirement duplicated in GPR 8500.3 1.2e: Deleted requirement duplicated in GPR 8500.3 1.2f: Deleted requirement redundant with GPR 8500.3 1.3 Added MEMD (Code 250) responsibilities. 1.3a: Deleted requirement duplicated in GPR 8500.3 1.3b: Deleted requirement duplicated in GPR 8500.3 1.4 Added ILMD (Code 270) responsibilities. 1.4c: Deleted requirement duplicated in GPR 8500.3 2. Process: Added process for data validation.

		3. Unique self-contained activities: Added procedure to exclude operations from this GPR App. A: A.1 Deleted definition of AMMS A.4: Added definition of Data Validation Date. App B: Deleted AMMS and CFR App. C: Added Inventory Bar Code Sticker and explanation of fields. App. D: Added sample data validation report.