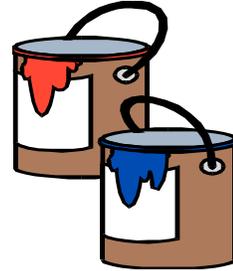


HAZARDOUS MATERIALS (HAZMAT) DIRECT TRAINING

All Atlantic Division employees must receive approved Hazardous Materials Training. This training not only helps you to comply with Navy Safety instructions, but also provides you with guidance on how to safely store, handle, and use hazardous materials at work and at home. Home hazardous materials may include paints, cleaners, varnishes, solvents, thinners, batteries, gasoline, bleach, drain cleaner, glues, pesticides, and a lot of other products.



As part of this training, please take a few minutes to access and read Atlantic Division Instruction 5100.16, "Hazardous Material Control and Management". This is available on your computer by accessing the Atlantic Division Intranet, then clicking on "Publications". This Instruction covers:

- * **The Definition of a Hazardous Material**
- * **Personal Protective Equipment**
- * **Program Requirements**
- * **Material Safety Data Sheets**
- * **Required Periodic Inventories**
- * **Authorized Use Lists**
- * **Container Labeling**

Hazardous materials are materials with concentration or properties such that they may pose a hazard to human health or to the environment if released. Any material which would require emergency first aid procedures as the result of accidental inhalation or contact with the eyes or skin, or whose container bears a "Caution", "Warning", or "Danger" label meets the definition of a hazardous material. These labels signify:

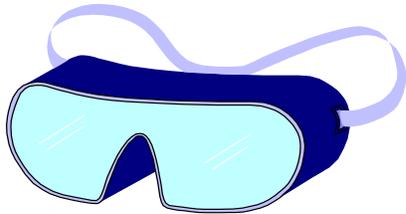
CAUTION: Lower degree of hazard if used improperly. (i.e. Detergents, toners)

WARNING: Moderate hazard. Using improperly may result in illness/injury. (i.e. - Adhesives, insecticides)

DANGER: High hazard. Improper use is likely to result in illness/injury. (i.e. Drain cleaner, ethers, battery acid)

It is important to remember that when a liquid is classified as hazardous, its container also must be considered as hazardous.

Most Atlantic Division employees will use a greater variety of hazardous materials at home than at work. Please take the time to read the container labels carefully and follow all instructions. In many cases, personal protective equipment will be recommended while using or handling chemicals. This may include:



- * Protective Eyewear
- * Rubber Gloves
- * Dust Mask
- * Apron
- * Long-Sleeved Shirt
- * Hat

Some ways to reduce the risks of using hazardous materials are:

- **Read the container label and instructions before using**
- **Follow directions carefully**
- **Only use a product for its intended purpose**
- **Provide good ventilation or use the product outdoors**
- **Practice good personal hygiene**
- **NEVER mix chemicals!**
- **Take time to think about what you're doing**
- **Spray outdoors with the prevailing wind**
- **Store gasoline outside**
- **Do not bring hazardous materials into the office from home. Procure any needed hazardous materials using the Navy Supply System.**

Disposal procedures for hazardous materials used at work are to call Shawne Owen, Code FM13 at 322-8130 to arrange for pickup and disposal

In the event of a hazardous material leak or spill, the general cleanup procedure is to absorb the material with sand or sawdust, etc., then scoop the absorbent into a sealed container. Remaining residue should be removed using soap and cold water. The Code indicated above for hazardous material disposal should be contacted for assistance.

A good phone number to keep handy is for CHEMTREC, a national chemical safety organization who can be reached at all times at 1 - (800) 424 - 9300.

