Request for Record Disposition Authority

(See Instructions on reverse)

To National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)
Defense Logistics Agency

2 Major Subdivision
Information Operations (J-6)

3 Minor Subdivision
Document Automation & Production Service (DAPS)

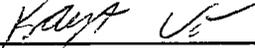| 4 Name of Person with whom to confer	5 Telephone (include area code)
Kayte Vo	717-605-2499

6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___3___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

[X] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Kayte Vo	Records Manager	09/30/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	240.40 Hazardous Material Information Resource System (HMIRS) - see attached.	NEW	

240.40 Hazardous Material Information Resource System (HMIRS).

The Hazardous Materials Information Resource System (HMIRS) is the central repository for information on hazardous materials used by DOD   HMIRS is an automated system containing Material Safety Data Sheet (MSDS) information and item-specific value-added data, which is Government unique, for example transportation data, logistics data, disposal data, and hazardous warning label information compliant with Occupational Safety and Health Administration (OSHA)   The MSDS information, which may contain both proprietary and non-proprietary information, is provided by product manufacturers and then entered into HMIRS   HMIRS data is accessed by authorized Federal employees and contractors   HMIRS was implemented in 2002 as a replacement to the Hazardous Material Information System (HMIS), HMIS data was migrated into HMIRS, so HMIRS contains data from January 1985

MSDS's are product hazard information sheets that must be available to an employee for the hazardous·materials to which they may be potentially exposed in the workplace   OSHA specifies the MSDS requirements in 29 CFR 1910 1200(g)   The Hazard Communication Standard is commonly known as "HAZCOM" or "Worker Right-to-Know " DOD implements this Federal regulation via its DOD Instruction 6050 05
http //www dtic mil/whs/directives/corres/pdf/605005p pdf

HMIRS includes MSDS, transportation, disposal, and label information accessible by national item identification number, local item identification number, trade name and/or part number, MSDS serial number, hazard characteristic code, hazardous ingredient(s), and manufacturer/distributor commercial and government entity code   MSDS's are usually scanned into the system, and other data may be manually entered.

The HMIRS database is available in two formats· 1) as a CD-ROM/DVD set (non-proprietary only), available only to U S military and Federal government facilities, or 2) Online web, available only to U S. military, Federal government employees, and government-sponsored contractors   In order to use the HMIRS online web, one must be a registered subscriber

a   Inputs/Source Records   G R S

   MSDS data is provided by manufacturers for products procured by the Government, GSA, and other Federal agencies and defines the hazardous characteristics of ingredients in their products   Authorized Services and Agency Focal Points enter Product record data directly into the HMIRS

   (Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records) GRS 20, Item 2a(4)

b   Master File

The following is a list of the main data fields in HMIRS

- General Information. National Stock Number (NSN), Material Safety Data Sheet (MSDS), Chemical Abstract Services (CAS) Number, Service Agency, Trade Name, Part Number, Manufacturer Information, Vendor Information, Document Language, Commercial and Government Entity (CAGE)

- Value Added Information Appearance and Odor, Physical State Code, Autoignition Temperature °F and °C, Flashpoint Temperature °F and °C, pH, Specific Gravity, Vapor Pressure, Evaporation Rate, Solubility in Water, Volatile Organic Compounds Grams per Liter, Volatile Organic Compounds Pounds per Gallon, Volatile Organic Compounds Weight Percentage, Vapor Density, % Volatiles by Volume, Carcinogen, Neutralizing Agent

- Transportation Information Department of Transportation (DOT) PSN Code, AFJM PSN Code, IATA PSN Code, IMO PSN Code, Competent Authority Approval (CAA), Certificate of Equivalency (COE), DOT Exemption Number, Air Force Military Management Aggregate Code (AF MMAC), Hazardous Characteristic Code (HCC), Accepted Explosive Number (EX), Magnetic Material, Magnetic Strength, Limited Quantity, Marine Pollutant, DOT Reportable Quantity, Net Explosive Weight (lbs/kg), Net Propellant Weight (lbs/kg), Flash Point Temperature °F and °C

- Logistics Information Federal Stock Class (FSC), National Item Identifier Number (NIIN), Local Item Identifier Number (LIIN), Hazardous Characteristic Code (HCC), Item Manager, Item Name, Specification Number, Type/Grade/Class, Quantitative Expression, Shelf Life Code, Unit of Issue, Universal Product Code (UPC)/Global Trade Identification Number (GTIN)/Batch Number/Lot Number, Unit of Issue container quantity, Type of container, Special Emphasis Code, Net Unit Weight

- Label Information Emergency Telephone Number, Signal Word, Procurement Year, Specific hazards

- Disposal Information Environmental Protection Agency (EPA) Hazardous Waste Indicator, EPA Hazardous Waste Code

- Radioisotopes Information Radioactive Form, Sealed, Nuclear Regulatory Commission (NRC) License/Permit Number, Radioisotope Name, Radioisotope Symbol, Radioisotope CAS, Operator, Radioactive Amount, Unit of Measure

~~(PERMANENT   On an annual basis, create two versions of the HMIRS database, one with proprietary data and the other non-proprietary only, and accession them to the~~

~~National Archives in accordance with 36 CFR 1228.270, placing appropriate restrictions on the data (proprietary information is not to be released, and other information is for Government use only.))~~ TEMPORARY. Destroy 50 years after discontuance of the program. DSw 8/10/2012

Justification *DODI 6050 05, dated Aug 15, 2006, requires that HMIRS records be permanent (para 5 3 1 3 states "Permanently retain MSDS records ") This requirement is driven by regulations and policy from both safety and health and environmental communities The government (as an employer) must be able to defend itself against potential lawsuits from past employees and also from the general public, by being able to retrieve chemical information on products purchased for use, stored, and disposed of decades after the material was purchased/used*

Restrictions on release of HMIRS data *HMIRS data is available only to authorized Federal employees and contractors Information about the HMIRS system or data contained in HMIRS requires following Freedom of Information Act (FOIA) guidelines In addition, HMIRS contains manufacturer's proprietary data in some records which is protected from public disclosure DODD 8500 01E defines "Proprietary" as "Information that is provided by a source or sources under the condition that it not be released to other sources " All users of HMIRS, whether viewing proprietary or non-proprietary data, are required to register in order to view the data Once registered, there are two levels of access, viewing proprietary data requires the use of a User ID and Password whereas non-proprietary data can be viewed using User ID only In the future, additional certificates will be required to view proprietary data [Public Key (PK)/CAC-enabled] The majority of HMIRS customers are registered to view non-proprietary data only HMIRS non-proprietary data is also provided in CD/DVD media for Government use only*

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c Outputs HMIRS produces ad hoc hazardous warning labels and value-added information reports

GRS

(Delete when no longer needed for administrative, legal, audit, or other operational purposes) GRS 20, Item 12(a)

d System Documentation Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records

~~(PERMANENT. Transfer to the National Archives with the permanent electronic records to which the documentation relates)~~ GRS 20, Item 11a(2) !
TEMPORARY: Destroy when no longer needed for administrative or operational purposes.

POC's are Amy Tatham, HMIRS Program Manager (PM), DLIS-LDE, 269-961-4996, and Linwood Gilman, Functional Manager/Data Owner (FM), DSCR-VBB, 804-279-3518