

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instruction on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	71-AZ-00-39
1. FROM (Agency or establishment) U.S. ARMY		DATE RECEIVED	9-11-06
2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Luz D. Ortiz	(703) 806-3710	7-6-01	<i>[Signature]</i>
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 <u>3</u> page(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
1 Sep 00	<i>[Signature]</i> HOWARD N. GREENHALGH	DIRECTOR, RECORDS MANAGEMENT DIVISION	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>Hazardous Substance Management System (HSMS) Files</u> BACKGROUND AND ADDITIONAL INFORMATION: The Hazardous Substance Management System (HSMS) is a Department of Defense developed automated hazardous materials tracking system designed to enable Army installations in the management of hazardous material, as well as the chemical constituents of those materials. The system provided full functionality and legal reporting requirements to satisfy Executive Order (EO) 12856, "Federal Compliance with Right-to-know Laws and Pollution Requirements." In addition to meeting requirements set forth by EO 13148, "Greening the Government through Leadership in Environmental Management." Hazardous chemicals are tracked from their requisition, to its storage, handling, and use, enabling the return, and subsequent destruction, redistribution and recycling of excess hazardous materials. In addition, the system tracks the accumulation and disposition of hazardous waste associated with the material, to include lab analysis and pollution prevention information. The system produces two annual paper reports the Emergency Planning and Community Right-to-Know Act (EPCRA) Report - the Toxic Release Inventory (TRI) - and either the Tier I or II Reports. The office of record for these reports is each individual Army installation. These reports are released to Local Emergency Planning Committees, State Emergency Response Commissions (SERC), regional Environmental Protection Agency (EPA) offices, and local fire departments with jurisdiction over Army facilities, to the extent permitted by law (Executive Order 13148, section 504). The reports		

115-109
4/4 c/11/01
by W. Greening - NARA

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>are intended to inform the public about hazards at a facility in order to assist those who respond to emergencies in controlling releases and exposure. Reports are also submitted to the DoD through the Secretariat by the Assistant Chief of Staff for Installation Management (ACSIM). The EPA is considered the federal repository for the reports mandated by this order (the outputs produced by HSMS.) The records are maintained by EPA's Toxic Chemical Release Inventory System (Tier I/II and Form R reports), NARA Authority N1-412-88-3/19 and within the Toxic Chemical Release Files (EPCRA and Form R reports), NARA Authority N1-412-95-7/3, both are scheduled as permanent.</p> <p>FN: 200-1i Title: Hazardous Substance Management System (HSMS) Master File Authority: TBD PA: N/A</p> <p>Description: This system is designed to serve as a management tool by providing "cradle-to-grave" tracking of hazardous materials, and its chemical constituents, stored at an installation. Information collected and processed by this system is used to track hazardous substances that are requisitioned/ordered, received, stored, issued, used, recycled or spilled, since 1996. It also contains information within its database that may be useful in meeting the reporting requirements of Federal, State, or local regulatory agencies including Tier I, Tier II and Toxic Release Inventory (TRI) reports. HSMS maintains the following information regarding hazardous substances: Material Safety Data Sheets (MSDS); material chemical constituent information: chemical hazard information; Authorized Use List (AUL) for hazardous substances; information about all processes that use hazardous substances or generate hazardous waste; hazardous substance and chemical inventory.</p> <p>Disposition: Code KE6: Event: Discontinuance of the program HSMS supports or removal of all hazardous materials from an installation or facility. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years, then destroy.</p> <p>Note: Use FN 25-1kkk, for source/input records, FN 25-1lll for system administrative reports, FN 25-1mmm for system documentation and specifications, and FN 25-1nnn for backups.</p>		<p><i>Disposition: Code TESO: Event: Removal of all hazardous materials from an installation or facility. Keep until event occurs, then delete individual records 50 years after the event.</i></p> <p><i>Changes made with concurrence of PDC Luz Ortiz 5/7/01 e-mail TT</i></p>
2.	<p>FN: 200-1j Title: Hazardous Substance Management System (HSMS) Outputs and Reports Authority: TBD PA: NA</p> <p>Description: Outputs generated by the HSMS include the Emergency Planning and Community Right-to-Know Act (EPCRA) report and the Toxic Release Inventory (TRI), Tier I and Tier II reports, required by AR 200-1, Environmental Protection and Enhancement, and Executive Order 13148. The Tier I or Tier II EPCRA reports consist of estimates of maximum and average daily amounts of hazardous chemicals and their location and/or detailed information concerning hazardous chemicals and their storage.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The TRI report contains information about each toxic chemical manufactured, processed or otherwise used at the facility that exceed annual threshold quantities. Reports also cover on site releases (to air, water, land or underground injection) and off site transfers (to publicly owned treatment works and to disposal, recycling, energy recovery, or treatment facilities) of toxic chemicals.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not more than 6 years, then destroy.</p>	<p><i>Disposition: Code KEL; Event: 3 years after submission of report. Keep until event occurs and then until no longer needed for conducting business, but not more than 6 years, then destroy.</i></p>	<p><i>changes made with commencement of PDC Luz Ortiz.</i></p> <p><i>5/7/01 e-mail</i></p> <p style="text-align: right;"><i>TT</i></p>