HAZARDOUS MATERIAL INVENTORY

IMLM-PWE

Procedures for Hazardous Material Inventory

EO/HMT:	OFFICE SYMBOL:		BLDG #:	RM #:
EESOH-MIS SHOP CODE:	PHONE NUMBER:	FAX:	BLDG DESC:	
UNIT/ORG:	EMAIL:		ENRD #:	
UIC: DODAAC:	CY QTR: ☐ Jan-Mar ☐ Apr-Jun ☐ Jul-Sep ☐ Oct-Dec		DATE:	

Due NLT the 15th following the last day of each quarter to Public Works-ED. Pollution Prevention // PH: 967-4786 // EMAIL: usarmy.jblm.id-readiness.list.dpw-hm-inventory1@mail.mil

#	SDS	ITEM NAME	MSN	MANUFACTURER	Unit of Measure (16 OZ CN)			Begin Balance	Received (+)	Used (-)	Turn-In (-)	End Balance
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												

COMMENTS:	SIGNATURE

HAZARDOUS MATERIAL INVENTORY

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#	MSDS	ITEM NAME	NSN	MANUFACTURER	Unit of Measure (16 OZ CN)			Begin Balance	Received (+)	Used (-)	Turn-In (-)	End Balance
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
36												
37												
38												
39												
40												

HJB FORM 953, SEP 2020
DPW

HJB 953 INSTRUCTION

For organizations managing hazardous materials on JBLM.	
EO/HMT:	Enter the name of Environmental Officer (EO) or Hazardous Materials Technician (HMT) overseeing the management of the HM being reported.
EESOH-MIS SHOP CODE:	Enter the EESOH-MIS shop code for the accountable section that is reporting. This code will begin with 'JBLM' and be followed by 4 digits. It should be indicated somewhere on your Authorized Use List (AUL). If you do not know your shop code, you can look it up in EESOH-MIS or contact the Pollution Prevention Program (253-967-4786).
UNIT/ORG:	Provide complete unit/organization name, including Major Subordinate Command or Directorate as applicable.
DODAAC:	For Military and Civilian organizations, enter the DOD Activity Address Code **(W # # # #)** of the accountable section that is reporting**.**
UIC:	For Military and Civilian organizations, enter the Unit Identification Code **(W # # # #)** of the accountable section that is reporting**.**
OFC SYMBOL:	As applicable, enter the Unit/Organization Office Symbol, with the mail stop number. (For example: **IMNW-LEW-PWE, MS 17**).
PHONE:	Enter the phone number for the EO or HMT listed on the form.
FAX:	Enter fax number for the EO or HMT listed on the form, as applicable.
EMAIL:	Enter the government or other official email address of the EO or HMT. If not available, enter the government or other official email address where questions may be directed.
CY QTR:	Mark the box with the Calendar Year quarter for which hazardous material use and storage are being reported.
BLDG #:	Enter the building number in which the hazardous material is stored. If HM is stored in an ENRD shed, enter the closest building number.
RM #:	Enter the room number in the building in which the hazardous material is stored.
BLDG DESC:	Describe the building or structure in which the hazardous material is stored, e.g., motor pool, Admin, C-shed, White Shed, etc.
ENRD #:	Enter the number that is stenciled on the white ENRD shed, if applicable (for example: ENRD 100).
DATE:	Enter the date the inventory is submitted to Public Works-Environmental Division (PW-ED) Pollution Prevention-HM Section.
SDS:	Enter the DPW ED assigned SDS # (5 numbers and a letter), if known. If not known, leave blank and provide a copy of the product SDS with the inventory form.
ITEM NAME:	Provide a detailed description of the item, including a product number if available. If multiple variants, specify the color, sheen, fragrance, etc.
MSN:	Enter the Material Stock Number (MSN) only. (e.g. **9150014386049 or 8010PHM00012585**)
MANUFACTURER:	Manufacturer's name or vendor/distributor.
UNIT OF MEASURE:	Enter the Unit of Measure in terms of weight or volume (i.e. 16 OZ CN or 55 GL DR) if appropriate. Insert appropriate codes from the tables below.

Container Size Codes				
Code	**Name**		**Code**	**Name**
CF	CUBIC FEET		LI	LITER
FL	FLUID OUNCE		MG	MILLIGRAM
FT	FOOT		ML	MILILITER
GM	GRAM		OZ	OUNCE
GL	GALLON		PT	PINT
KG	KILOGRAM		QT	QUART
LB	POUND		TN	TON

Container Size Codes				
Code	**Name**		**Code**	**Name**
AM	AMPOULE		CY	CYLINDER
BG	BAG		DR	DRUM
BL	BARREL		EA	EACH
BT	BOTTLE		KT	KIT
BX	BOX		PG	PACKAGE
CA	CARTRIDGE		TK	TANK
CN	CAN		TU	TUBE

BEGIN BAL: Number of containers at the beginning of the reporting period.

RECEIVED (+): Number of containers added to inventory (received) during the reporting period.

USED (-): Number of containers used during the reporting period.

TURN-IN (-): Number of containers down-graded to waste or removed from JBLM during the reporting period. Include material that has been disposed of for expired shelf life, damaged containers, contamination, etc.

END BAL: Number of containers on JBLM at the end of the reporting period. To check accuracy, ensure row balances mathematically as in the following example.

Begin Balance + Received – Issued – Waste = End Balance

BEGIN BALANCE	RECEIVED (+)	ISSUED (-)	TURN-IN (-)	END BALANCE
10	2	4	2	6

COMMENTS: Any clarifying comments necessary.

SIGNATURE: Legible signature of the individual completing the form.

Refer questions to the JBLM Pollution Prevention Program: 253-966-6469 Email: *usarmy.jblm.id-readiness.list.dpw-hm-inventory1 @mail.mil.*

If submitting in person, turn in to Pollution Prevention at Bldg. 1210, JBLM Lewis-Main.