



# SECTION

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- **HAZARDOUS MATERIALS**

**IMPAC VISA POLICY**  
**For Fort Leonard Wood, Missouri**  
**Directorate of Logistics**  
**PURCHASES OF HAZARDOUS MATERIALS**

1. **PURPOSE.** This establishes procedures to be used by IMPAC procurement personnel when buying hazardous materials. Procurement of hazardous materials with the IMPAC card is sometimes necessary if the required item is non-stocked in the Authorized Stockage List and cannot be requisitioned using standard MILSTRIP procedures. Procurement personnel should always be conscious of their requirement to minimize subject purchases and always insure purchases are truly necessary prior to procurement.
2. **PROCEDURES.**
  - a. Fort Leonard Wood centrally controls hazardous materials for redistribution and purchase/usage information at Building 2308, the Hazardous Materials Control Center (HMCC); Personnel operating this activity and environmental personnel need to be informed of purchases and usage of all nonstandard/commercial materials identifiable as hazardous. Information is maintained in a centralized database and reported to appropriate agencies.
  - b. Prior to making any purchase of hazardous material, the buyer must call The HMCC (573-596-1162) to determine if excess stocks are held (free issue for bona fide requirements). HMCC personnel will also advise the purchaser of any special requirements or restrictions on the proposed purchase.
  - c. After the material is received, it is essential that all hazardous materials information be reported to the HMCC in person or via telephone (573-596-1162). Information required is:
    - (1) Nomenclature
    - (2) Location on post
    - (3) Part/manufacture number
    - (4) Quantity purchased
    - (5) Usage purpose

HMCC personnel will log this data and prepare HAZMAT labels and either forward them to you for application to the material or apply the HAZMAT labels in person.

3. **GENERAL.** Normally, hazardous materials shipped from a vendor contain a Materials Safety Data sheet (MSDS) to aide the customer with identification. Information will also be contained on the item label, i.e., caustic, corrosive, toxic, etc. Some items may be ordered and then determined to be hazardous when they arrive. When in doubt, always report the information to the HMCC.