

## 4. MICROFICHE FORMAT

## INFORMATION AVAILABLE

There are three general types of data in HMIS -- safety and health data, transportation data, and disposal data. The information is organized under eight major sections:

- o Hazardous Item
- 0 Hazardous Components
- 0 Transportation Data
- 0 Additional Data
- 0 Health and Physical Property Data
- 0 Safety, Storage, Handling, and Fire Fighting Procedures
- 0 Spill and Leak Procedures
- 0 Disposal Information\*

Figure 4-1 is a copy of an empty HMIS microfiche record. A completed HMIS microfiche record is found in Appendix E.

## HMIS MICROFICHE FORMAT

When looking at Figure 4-1 you should notice that each major category is surrounded by asterisks (\*). For example:

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* * * * * HAZARDOUS COMPONENTS * * * * *

RADIOACTIVITY      FORM      TR GP      NRC LIC NUMBER      CHEMICAL NAME      CHEMICAL FAMILY      FORMULA
NA                 NA        NA         NA                  NA                 ALKALI               NA

                * * * * * HAZARDOUS COMPONENTS * * * * *
                CHEMICAL NAME
NIOSH NO
IT2 00000          POTASSIUM HYDROXIDE      30          2MG CUM
WB4905000         SODIUM HYDROXIDE        10          2MG CUM
VZ4050000         SODIUM CARBONATE        10          UNKNOWN
VZ2275000         SODIUM METABORATE       10          UNKNOWN
BO0875000         AMMONIA                  20          25PPM
                . . . . . TRANSPORTATION DATA . . . . .

```

Empty HMIS record showing Hazardous Components major heading.

\*See "HMIS Disposal Publication" on page 4-5 of this guide for a copy of an empty microfiche record for disposal information.

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*** HAZARDOUS ITEM ***
NSN          FSCH   MGR   FP IND  PN IND  PART NUMBER/TRADE NAME  ACT CD  DATE  PAGE NR
PROPRIETARY  MANUFACTURER  EMERGENCY TELE NO  SPECIFICATION  MAG/MIL GAUSS
*** GENERAL INFORMATION ***
ITEM NAME  UI  UI CONTAINER QTY  TYPE OF CONT  NET UNIT WT  LTD QTY-DOT  EMP  NO
RELATED LOCAL STOCK NO
RADIOACTIVITY  FORM  NRC LIC NUMBER  CHEMICAL NAME  CHEMICAL FAMILY  FORMULA
***** HAZARDOUS COMPONENTS *****
NIOSH NO  NAME  TLV
***** TRANSPORTATION DATA *****
DOT SHIPPING NAME:  LABEL:  MODE:  ID NO:  RQ:
CLASS:
FOR INDIVIDUAL AIRLINE CARRIER EXCEPTIONS REFER TO TARIFF 6-D/CIRCULAR 6-D
IMO SHIPPING NAME:  UN NO:  UN CLASS:  SUBSIDIARY RISK LABEL:  COMP GP:
IMDG PAGE NO:
IATA SHIPPING NAME:  LABEL:  UN OR ID NO:
CLASS OR DIV:  SUBSIDIARY RISK CLASS:  LABEL:
APR 71-4 SHIPPING NAME:  LABEL:  D NO:  MMAC:
CLASS:  ***** TECHNICAL ENTRY FOR N.O.S. SHIPPING NAME *****
***** ADDITIONAL DATA *****

```

Figure 4-1. Layout of HMIS microfiche record.

Figure 4-1. Layout of HMIS microfiche record continued.

4-3

NSN	HEALTH AND PHYSICAL PROPERTY DATA							ACT CD DATE	PAGE NR
BOILING POINT	VAP DEN/AIR = 1/	SOL IN H <sub>2</sub> O	FLASH POINT	V A P	PRESS/MM HG/70 F/	TLV MIXTURE	STORAGE CODE		
APPEARANCE AND ODOR	LEL/PCT/	UEL/PCT/	SP GR	PCT VOLT BY VOL	EVAP RATE	PER REFERENCE			
	EFFECTS OF OVEREXPOSURE						NET PROP WT AMMO	NET EXP WT	
STABLE	CONDITIONS TO AVOID				MATERIALS TO AVOID				
HAZ POLYMERIZATION OCCUR	CONDITIONS TO AVOID				AUTO IGN TEMP	VISCOSITY	CG AMMO CO		
HAZARDOUS DECOMPOSITION PRODUCTS									
SAFETY STORAGE HANDLING AND FIRE FIGHTING PROCEDURES									
EXTINGUISHING MEDIA				SPECIAL FIRE FIGHTING PROCEDURES					
UNUSUAL FIRE   EXPLOSION HAZARDS						PROTECTIVE GLOVES			
EMERGENCY FIRST AID PROCEDURES									
TYPE OF RESPIRATORY PROTECTION				VENTILATION					
EYE PROTECTION	OTHER PROTECTIVE EQUIPMENT			HANDLING / STORAGE PRECAUTIONS					
SPILL AND LEAK PROCEDURES									
WASTE ELIMINATION									
OTHER PRECAUTIONS				SUPPLEMENTAL DATA					

As you examined Figure 4-1, you probably noticed that each major heading contains several subheadings calling for specific information.

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* *** **TRANSPORTATION DATA*** * *
DOT SHIPPING NAME:
CLASS :                LABEL :                MODE :      IO  NO :      RQ :

IMO SHIPPING NAME:
IMDG PAGE NO:         UN NO:         UN CLASS:         SUB RISK LAB :  \          COM GP :

IATA SHIPPING NAME:
CLASS OR DIV:         SUBSIDIARY RISK CLASS :      LABEL :                UN OR ID NO:

```

Empty HMIS record showing data element subheadings.

These secondary headings are called data elements. Each HMIS record has the potential for containing more than 100 data elements. **All** of these elements are defined in Appendix B. The location of each data element is included as part of the Appendix B definitions.

The HMIS user should be aware that the database is still growing. Every day additional items of hazardous materials are being added to the database by the focal points listed in Appendix A. Significant efforts are made to acquire and develop data on items recently inventoried as well as items previously identified. In some data fields (e.g., **transportation**), the dynamics of regulatory changes and new technical data on chemicals makes change and update a continuing process. Given this continuous update process, the user must keep two thoughts in mind when using the HMIS database.

First, the HMIS has a limited number of data elements that must contain an entry (mandatory data elements). This is because the data required to merely identify an item as **hazardous** are minimal. Also, very few HMIS data elements would apply to every item in the system. An example is a license-exempt quantity of radioactive material that only presents a cause for precaution when large quantities of the item are stored together. Therefore, a number of data elements might be blank.

Second, by allowing space for future entries, all available information (even if only minimal data are entered) can be placed in the system as it becomes known. By providing at least some information on the items in the database, **HMIS** users have a starting point and can pursue additional information about an item of interest if needed.

Let'S stop here and review what we've said so far.

- o The information on the HMIS microfiche is organized under major headings set off by asterisks.
- o The specific information you need to do your job can be found under subheadings called data elements.
- o The specific information you require may be incomplete and thus require additional research.

Disposal data are contained in the secondhand newest HMIS publication (DOD 6050.5-L-1). This publication repeats some of the general information in the other two publications (e.g., **NSN/LSN**, Part Number Indicator, Part Number/Trade Name). The information also includes a reference to the number of records in the HMIS that correspond to the particular stock number, an indication of whether the Defense Reutilization and Marketing Office (**DRMO**) accepts accountability for the item; whether the **DRMO** will provide disposal assistance service, and whether an environmental impact statement or environmental assessment is available for the item. More specific information relating to disposal activities, including instruction sheets describing various disposal procedures, is also included in the publication. The microfiche layout showing the information contained in the publication is illustrated in Figure 4-2.

\*\*\*\*\*DISPOSAL FILE BASIC PUBLICATION\*\*\*\*\*

NSN	FSCM	ENTRIES	FP IND	PN IND	PART NUMBER/TRADE NAME	ACT CO	OATE	PAGE No
PROPRIETARY	MANUFACTURER				ITEM NAME	UI	UI	CONTAINER QTY

\*\*\*\*\*  
\*\*\*\*\*DRMS DISPOSAL CYCLE INFORMATION\*\*\*\*\*  
\*\*\*\*\*

ACCOUNTABILITY ACCEPTED BY DRMO:	DRMO DISPOSAL ASSISTANCE:	EIS/EA AVAILABLE:	REUTILIZATION:	TRANSFER:	SALES:	DRMS 01 SPOSAL CYCLE BYPASS	NEW CONDITION	USED CONDITION

\*\*\*\*\*  
\*\*\*\*\*SAFETY PROCEDURES\*\*\*\*\*  
\*\*\*\*\*

HANDLING STORAGE PRECAUTIONS	MATERIALS TO AVOID	STORAGE CODE
SPILL/LEAK CONTROL		SUPPLEMENTAL DATA

\*\*\*\*\*  
\*\*\*\*\*EPA HAZARDOUS WASTE CLASSIFICATIONS - NEW AND USED CONDITION\*\*\*\*\*  
\*\*\*\*\*

HW CODE (NEW)	HW NAME (NEW)	HW CHARACTERISTICS (NEW)	MUTE ( N W)
(USED)	(USED)	(USED)	(USED)
DOD 6050. 5-L-1			

Figure 4-2. Layout of MMS Disposal File.



NSN

ACT CO

DATE

PAGE NO

\*\*\*\*\*  
\*\*\*\*\*HAZARDOUS COMPONENTS\*\*\*\*\*  
\*\*\*\*\*

NIOSH NO

CHEMICAL NAME

PCT

\*\*\*\*\*  
\*\*\*\*\*DISPOSAL GUIDELINES\*\*\*\*\*  
\*\*\*\*\*

\*\*\*DISPOSAL METHODS - SMALL QUANTITIES\*\*\*

\*\*\*DISPOSAL METHODS - LARGE QUANTITIES\*\*\*

\*\*\*DISPOSAL RESTRICTIONS\*\*\*

\*\*\*\*\*  
\*\*\*\*\*HAZARDOUS WASTE MANIFEST DATA\*\*\*\*\*  
\*\*\*\*\*

DOT PROPER SHIPPING NAME:

DOT HAZARD CLASS:

WASTE SHIPPING NAME:

DOT LABEL:

UN/NA NO:

RQ:

EPA HASTE LABEL :

DOD 6050. 5-L-1

Figure 4-2. Layout of HMIS Disposal File (continued).