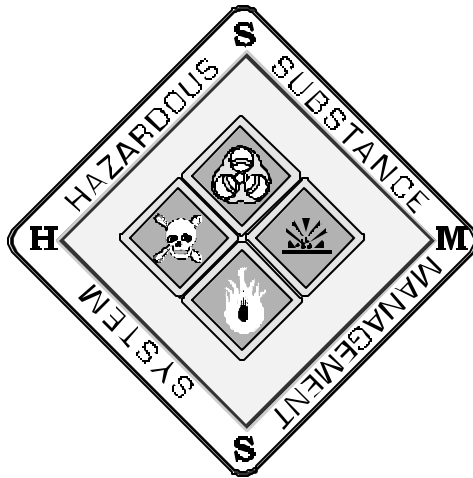


**Hazardous Material Management Program
(HMMP)
and
Hazardous Substance Management System
(HSMS)**



**Site Implementation Plan
(SIP)
(Version 2.3)**

27 August 1997

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HMMP/HSMS Site Implementation Plan

1.0 General.

This Site Implementation Plan (SIP) has been prepared to assist in the planning and implementation required to implement the Hazardous Material Management Program (HMMP) concept and the Hazardous Substance Management System (HSMS) at Army installations. It describes the activities which will be accomplished as the installation goes through the processes of developing and implementing plans for hazardous material and hazardous waste management business practices and subsequent fielding of HSMS to an Initial Operational Capability (IOC). The activities described in this document should be used as guidelines for planning a specific installation's HSMS implementation plan. The timeframes associated with each activity may be modified depending upon the maturity of the installation with respect to its hazardous material management business practices.

Hazardous Material Management Program

HMMP is a concept which calls for centralized management and control of hazardous materials on Army installations. There are several ways to implement the HMMP concept and this document does not try to describe any particular methodology. Generally, the HMMP concept calls for a management cell (Hazardous Material Management Control Group) and a centralized supply support activity (HAZMART) for receipt, storage and issue. The planning for and implementation of good hazardous material and hazardous waste management business practices is determined by each individual installation. The functional contractors funded by U.S. Army Environmental Center (USAEC) to assist in implementation of HMMP and HSMS will assist in developing the programs and plans for the HMMP. The ultimate objective of these programs should be to ensure that the installation has implemented a sound and workable program for control of hazardous materials and pollution prevention. HSMS, described in the next paragraph, is the automated tool which assists the installation in managing these programs and is not the driving force behind the establishment of these programs.

Hazardous Substance Management System

HSMS has been developed to work in concert with good hazardous material management business practices at Army installations. It tracks hazardous material from the time of request until it leaves an installation either through use, turn-in or as hazardous waste. HSMS does not drive the development and implementation of good hazardous material management business practices - it is an automated tool which assists the installation in the managing their hazardous material. Accordingly, the majority of the activities associated with implementing HSMS as described in this document are planning and implementation of hazardous material management business practices.

This document does not attempt to describe the business practices but rather details the specific activities which must be accomplished to achieve that end. The USAEC is developing two other documents which are designed to assist in the installation in developing and implementing good business practices and the HMMP concept. These documents are:

- **Minimum Requirements to Implement HMMP**
- **Business Practice Guide**

1.1 Organizational Responsibilities.

There are several organizations who have responsibility for the overall program to field HSMS in concert with the implementation of the HMMP concept. These organizations work closely together to ensure successful integration of the program at Army installations. The following paragraphs provide a brief summary of the specific responsibilities for these organizations.

1.1.1 HQDA ACSIM (ODEP). The HQDA Assistant Chief of Staff for Installation Management (ACSIM) serves as the functional proponent for HSMS. Staff oversight of the HSMS for the ACSIM has been delegated to the ACSIM Director for Environmental Programs (DEP). The DEP is responsible for policy, budget and oversight of the program. Additionally, the ACSIM serves as the joint subject area functional proponent for hazardous materiel management and the HMMP concept

1.1.2 HQDA ODCSLOG. The HQDA Office of the Deputy Chief of Staff for Logistics (ODCSLOG) serves as the joint subject area functional proponent for hazardous materiel management and the HMMP concept. ODCSLOG Supply and Maintenance Policy Division (SMP) develops logistics policy and business practices related to material management at Army installations and coordinates with the DEP for establishing and documenting functional business practice changes for installation and hazardous materiel management in support of HSMS implementation.

1.1.3 U.S. Army Environmental Center. USAEC serves as the Army's overall program manager for the fielding of HSMS. USAEC has established HSMS project teams to coordinate functional assessments and site visits including the development of individual installation functional fielding configurations; development, coordination and publication of training plans and conduct of training for HSMS users; identification of functional data requirements for HSMS processing; and assistance in the development of hazardous management business practices. USAEC has established working relationships with four Corps of Engineers Districts (Baltimore, Fort Worth, Norfolk and Sacramento) to provide functional support contractors to assist in the execution of the functional activities outlined in this document.

1.1.4 U.S. Army Corps of Engineers (USACE). USAEC has an agreement with USACE to provide overall project management support for executing the functional activities described

in this Site Implementation Plan (SIP). USACE will task their Corps of Engineer Districts (Baltimore, Fort Worth, Sacramento, Norfolk) to provide functional contractor support to the installations in the implementation of the HMMP concept and HSMS. These contractors work with the installation throughout the Functional Assistance Process and Functional Implementation Process.

1.1.5 U.S. Army Materiel Command Installation and Services Activity (AMC I&SA).

USAEC has an agreement with AMC to provide functional contractor support to the installations in the implementation of the HMMP concept and HSMS. These contractors work with the installation throughout the Functional Assistance Process and Functional Implementation Process.

1.1.6 Project Manager, Sustaining Base Automation (PM SBA).

PM SBA serves as the centralized manager and provides overall direction and guidance for life cycle management of HSMS including testing, acquisition, fielding and post deployment system support for HSMS as a system. PM SBA procures, installs, integrates HSMS infrastructure including hardware, communications, networks, data bases and application and executive software. PM SBA coordinates system engineering and technical assistance, coordinates system interface specifications/interface agreements (SIS/IA) and develops the automated system interface utilities/applications. PM SBA coordinates and participates in HSMS testing to ensure operational requirements and technical specifications are met and project hardware, software, and communications meet appropriate DoD and/or Army architecture requirements.

1.17 U.S. Army Information System Engineering Command (USAISEC).

USAISEC provides system engineering and technical assistance in support of PO HSMS for technical site surveys, site integration and implementation and centralized customer assistance and help desk capability to HSMS users. USAISEC also provides general system engineering support for system test and evaluation, technical documentation, system security, telecommunications and architecture review.

1.1.8 Installations.

Installations are responsible for committing to the program and for establishing an organization (process action team or working group) which leads the installation in the planning and implementation of the HMMP concept and HSMS. The overall Army program will work with the installation to achieve an Initial Operational Capability (IOC) which includes functional assistance and technical implementation support. The installation has the responsibility to migrate from IOC to Full Operational Capability (FOC) over time. Installations may also be responsible for functional and technical activities as detailed in the Memorandum of Agreement (MOA).

1.2 HMMP/HSMS Site Implementation Activities

The activities associated with HMMP/HSMS implementation can be categorized into twelve major categories of activities. While most of these activities are sequential, there are cases where technical and functional activities can be running concurrently (Figure 1).

- **Site Notification**
- **Initial Site Visit/Briefing**
- **Functional Kick-Off (FKO) Visit**
- **Functional Assistance Process (FAP) Technical Site Survey (TSS)**
- **Hardware/Software Procurement Process**
- **Functional Implementation Process (FIP)**
- **Site Implementation**
- **Functional HSMS Training**
- **Hazardous Materials Inventory**
- **On-Site Operational Support**
- **Post Deployment System Support**

The timeframes associated with each of these tasks is for guidance and reflects an estimate of the amount of time these activities may take for an installation. The following paragraphs describe each of these processes in more detail. The overall goal of this process is to achieve Initial Operational Capability (IOC) at the installation. IOC is defined as:

Initial Operational Capability (IOC). A single application of HSMS in which the full range of functions in HSMS (hazardous substance management, pollution prevention, environmental reporting, and hazardous waste management) are operational with a limited scope in terms of organizations participating and types and amounts of materials managed. IOC is a configuration of hardware, software and business practices defined by the installation which establishes their plan for achieving the management of hazardous materials at some level on the installation (one or more operational activities, one or more hazardous material categories of supply). It is the minimal configuration which is fielded to an installation which allows for management of a subset of all hazardous substances at a level defined by the installation that is achievable and manageable in the short term.

Generally, IOC will consist of the establishment of the HMMP concept and HSMS implementation at (1) Supply Activity (Director of Logistics or Director of Public Works); (2) Pollution Prevention Office; (3) Safety Office; (4) Industrial Hygiene Office; (5) Hazardous Waste Site; and (6) System Administrator. Details of the hardware and software are included in the HSMS System Technical Architecture Guide (STAG).

Full Operational Capability (FOC), FOC (also known as “fence to fence” implementation) is a configuration of hardware, software and business practices which encompasses all reportable organizations and hazardous materials within the fence line

of an installation. The responsibility for moving from IOC to FOC is the responsibility of the specific installation.

HSMS Site Implementation Master Schedule														
SIP Section	Implementation Activity	Duration Work Days	Working Days After Site Notification											
			0 - 15	16 - 30	31 - 45	46 - 60	61 - 75	76 - 90	91 - 105	106 - 120	121 - 135	136 - 150	151 - 165	165 - 180
1.2.1	Site Notification	15	█											
1.2.2	Initial Site Visit/Briefing	2		█										
1.2.3	Pre-Functional Kick-Off Planning	11		█										
1.2.4	Functional Kick-Off Visit	7			█									
1.2.5	Functional Assistance Process	37			█	█	█	█	█	█	█	█	█	█
1.2.6	Functional Implementation Process	70					█	█	█	█	█	█	█	█
1.2.7	Technical Site Survey	5					█	█	█	█	█	█	█	█
1.2.8	Hardware/Software Procurement	70						█	█	█	█	█	█	█
1.2.9	Site Implementation	5										█	█	█
1.2.10	Functional User Training	5											█	█
1.2.11	Hazardous Material Master Inventory	15											█	█
1.2.12	On-Site Post Implementation Support	10												█
1.2.13	Post Deployment System Support	Indef											→	→

Figure 1 - Site Implementation Schedule

1.2.1 Site Notification Process (15 Working Days)

Timeframe: 15 Working Days

Participants: U.S. Army Environmental Center
USACE/AMC Project Officer
Functional Contractor

Activity Description:

This activity occurs immediately after the selection and scheduling of an installation for HSMS implementation. During this process, the installation is advised on their selection for HMMP and HSMS implementation through a letter signed USAEC. This letter provides them the name and phone number of their USACE/AMC Project Officer, a draft schedule for the implementation process and a copy of the Site Implementation Plan, Business Practice Guide, Minimum Requirements to Implement HMMP, and a sample Memorandum of Agreement. Upon receipt of the letter of notification, the installation will begin the planning process by establishing a HMMP with cross functional representation. This HMMP will guide the installation through development of HMMP concepts for site implementation and hazardous material management business practices. The HMMP will designate an Installation HMMP Project Officer and working group for coordination of HMMP/HSMS implementation activities.

The installation then coordinates with the USACE/AMC Project Officer who will schedule the Initial Site Visit and Executive Briefing to the Garrison Commander and the Environmental Quality Control Committee (EQCC).

1.2.2 Initial Site Visit

Timeframe: 2 Working Days

Participants: U.S. Army Environmental Center
USACE/AMC Project Officer
Functional Contractor

Activity Description:

This activity is scheduled to occur as soon as possible after the Installation HSMS Project Officer has been appointed. During this visit, a USAEC project officer presents an Executive Briefing to the Garrison Commander and EQCC on the HMMP concept and HSMS implementation including an overview the total process for implementing at the installation. This includes HSMS implementation, the Functional Assistance Process and Functional Implementation Process which will lead to HMMP and HSMS implementation through the

construct of new hazardous material management business practices and the implementation of an HMMP. In some cases, an installation may be more mature than others with regard to business practices and the HMMP concept implementation and the overall HSMS implementation timeframe may be reduced.

Following the briefing, a working session will be held with the HSMS Working Group to provide basic information and answer questions. The Working Group will be advised that they will be contacted by the Functional Contractor to begin the HSMS implementation process and collection of general information about the installation.

Memorandum of Agreement

A Memorandum of Agreement (MOA) which details the known requirements and responsibilities of each organization participating in the implementation of HMMP/HSMS at the installation will be delivered to the Garrison Commander for review and approval. It will detail the activity responsibilities for the installation, Army Environmental Center, Corps of Engineer project officers and functional contractors and the Project Office, HSMS. After review and approval, the MOA will be signed by the Commander, U.S. Army Environmental Center and the Garrison Commander. The MOA is a living document that will be expanded during the implementation process as new requirements are identified and responsibility assigned. These separate agreements will be coordinated with appropriate staff elements and signed by the organizations making the agreement (e.g. USACE/AMC Project Officer, installation staff officers, PM SBA, USAEC). These separate agreements will be included as addenda to the basic MOA.

1.2.3 Pre-Functional Kick-Off Planning

Timeframe: 11 Working Days

Participants: Functional Contractor

Activity Description:

Pre-Functional Kick-Off Planning is a process which allows the Functional Contractor to make initial contact with the installation and begin collecting information and documentation with which to get a better understanding of the level and type of functional assistance planning required at the installation. This may or may not require a visit to the installation. The type of information and documentation to be collected from the installation includes:

- Hazardous Material Management Plan
- Hazardous Waste Management Plan

- Pollution Prevention Plan
- Installation specific Environmental Regulations or Supplements
- EPCRA Toxic Chemical Release Inventory and Tier II Reports (as required)
- Installation Master Plan
- Installation Organizational Directory
- Installation Maps

During discussions with the installation, the Functional Contractor will schedule the Functional Kick-Off Visit which will serve as the initial visit to the installation by the Functional Contractor and initiates the planning for the follow-on Functional Assistance Process.

1.2.4 Functional Kick-Off (FKO) Visit

Timeframe: 5 Working Days

Participants: USACE/AMC Project Officer
Functional Contractor

Activity Description:

The Functional Kick-Off Visit serves as the formal beginning to a process which includes providing Functional Assistance to the installation in the development of a Plan of Action and Milestones for implementation of HMMP concept including business practices and HSMS. (The overall process later transitions to the Functional Implementation Process where the HMMP concept and HSMS are implemented to achieve an Initial Operational Capability (IOC)) The Functional Kick-Off visit lays the groundwork for this process, establishes timelines and milestones and preparation of a Memorandum of Agreement between the Garrison Commander and USAEC on responsibilities for various activities leading to implementation.

To assist the installation in implementation planning, documentation will be provided to each installation during this visit. The Functional Contractor is responsible for collecting these documents for delivery to the installation. Several of these documents may have already been provided to the installation. These items include:

- HQDA Policy on Hazardous Material Management
- Site Implementation Plan (SIP)
- System Technical Architecture Guide (STAG)
- Business Practice Guide
- Minimum Requirements to Implement HMMP
- Sample Qualifications for HSMS System Administrator/Database Administrator

Specific activities which will occur during the visit are listed below. The Functional Contractor is responsible for coordinating these activities in concert with the USACE/AMC Project Officer.

- (May not be warranted if already done during the Initial Site Visit). In-brief to Garrison Commander, EQCC, HSMS Workgroup/Process Action Team and/or other key garrison staff members. This briefing will outline the plan for providing assistance to the installation in implementation of HMMP and HSMS.
- Working meetings with the installation HSMS Working Group to formulate the Memorandum of Agreement (MOA). This MOA will delineate the functional activities to be accomplished and the responsibilities for these activities for the installation to achieve Initial Operational Capability. It will also contain a draft implementation schedule.

Note
At the conclusion of the Technical Site Survey, the Site Survey Report will be sent to the installation by PM SBA including an addendum MOA. The purpose for this is to ensure that the installation understands their responsibilities associated with technical implementation of HSMS. The addendum MOA will be signed by the installation and returned to the USACE/AMC Project Officer for inclusion in the installation MOA.)

- Working meetings with the installation HSMS Working Group, key activities and organizations to begin work on data collection and HMMP/HSMS implementation planning.

The final activity of this visit is to conduct an out-briefing for the Garrison Commander, EQCC and other key staff.

1.2.5 Functional Assistance Process

Timeframe: 40 Working Days (Time On-Site Varies With Installation)

Participants: USACE/AMC Project Officer
Functional Contractor

Activity Description:

The Functional Contractor tasked to support the installation will assist in data collection and development of plans for the operational concept and HMMP/HSMS implementation. During this process, the installation is provided assistance in developing a plan of action and milestones which will allow them to implement the HMMP and HSMS. Specific tasks which will be accomplished during this process include:

- Develop/Refine the IOC Operational Concept and Business Practice Model which define the installation plan for the implementation of hazardous material management processes and procedures including IOC Users and Facilities.
- Identify and document hazardous material management industrial processes and flow.
- Determine locations and number of hazardous material issue points.
- Determine hazardous waste collection and storage points.
- Appoint/Procure HSMS System Administrator/Data Base Administrator.
- Develop a Plan of Action and Milestones/Implementation Plan which lays out the tasks to be performed in order to implement the HMMP concept, i.e. hazardous material management business practices and HSMS.
- Continue the data collection process.

The amount of time spent on site is dependent upon how prepared, mature and committed the installation is with regard to embarking on a course which will end with the implementation of their defined operational concepts for hazardous material management, as well as the fielding of HSMS to their defined IOC configuration.

The final step in the Functional Assistance Process is to certify that the installation has a plan for transition to their IOC configuration and confirm the date for the Technical Site Survey.

Data Collection
<p>The data collection process is critical to the successful implementation of HSMS. Therefore, it is absolutely mandatory that the installation understand the overall process for data collection particularly with regard to their requirements for data collection and input into HSMS. This must be imparted to the installation so that data collection takes place in a timely, efficient manner and that the data is validated and entered into the system correctly.</p>

1.2.6 Functional Implementation Process

Timeframe: 70 Working Days (Time On-Site Varies With Installation)

Participants: USACE/AMC Project Officer
Functional Contractor

Immediately following the completion of the Functional Assistance Process, the functional contractor will begin the set of activities (Functional Implementation Process) which will assist the installation in implementation of the plans which were developed in the Functional Assistance Process. The goal of this process is to assist the installation in establishing their HMMP and any new business practices, completion of the data collection effort including development of the HSMS Data Base and preparation for implementation/integration of the IOC hardware and software.

The Functional Implementation Process (FIP) at an installation starts the installation on the road towards good hazardous material management processes. The success of the FIP and of the program at the installation is directly related to the amount of buy-in that the installation has in the processes which are being implemented. The Functional Contractors must ensure that the installation HSMS Working Group is driving the requirements and is not being driven by the desires of the Functional Contractor. This is not to say that the Functional Contractor should ignore their responsibility to provide their knowledge and expertise to the installation. But again the plan to be implemented must be driven by the installation with guidance and information provided by the Functional Contractor. The amount of time which must be spent on-site with the installation will be determined by the maturity and commitment of the installation and how well they understand their plan.

Two weeks prior to the projected completion of the FIP, the installation needs to provide the functional contractor the listing of the National Stock Numbers they want pre-loaded into their HSMS database. Through the use of the HSMS Data Collection Tool (HDCT) and the Army HSMS database, all the related information, such as MSDS, CAS, and manufacturers for the installation's selected NSNs, will be loaded and validated in the HDCT. At the same point in time, the decision will be made confirming readiness to proceed to the conduct of the technical site survey..

1.2.7 Technical Site Survey

Timeframe: 5 Working Days

Participants: USACE/AMC Project Officer
PM SBA Site Manager
ISEC Engineer

The Technical Site Survey (TSS) is conducted at the conclusion of the Functional Assistance Process and runs concurrently with the Functional Implementation Process. Based on the maturity of the installation, it may be conducted earlier in the overall process. The early scheduling of the Technical Site Survey is based on the installation's identification and commitment to an Initial Operational Capability (IOC) at the user level of detail. It is scheduled based on an early projection by the Functional Contractor, in coordination with the installation HSMS Working Group, on the date for completion of the Functional Assistance Process. This date is confirmed a minimum of one week prior to the scheduled date for the TSS.

The purpose of the Technical Site Survey is to conduct an engineering analysis of the installation to determine the hardware, software and communications infrastructure requirements in order to achieve their IOC configuration. The TSS Team conducts the following specific tasks:

- Meet with the Director of Information Management (DOIM) to discuss technical implementation issues and identify specific automation/technical issues related to the installation.
- Coordinate with the installation HSMS Project Officer to obtain access to buildings and personnel and verify the IOC site locations and HSMS users.
- Survey the building and identify current hardware configurations, communications connectivity (local area network/phone lines) and power.
- Identify any other technical issues which need resolution to achieve IOC.

Based on the findings of the TSS, the survey team begins development of the Technical Site Survey Report and Bill of Materials (BOM).

1.2.8 Hardware/Software Procurement Process

Timeframe: 60 Working Days

Participants: PM SBA Site Manager
ISEC Engineer

The Hardware/Software Procurement Process includes four major activities.

- Development of the Site Survey Report/Bill of Materials (PM SBA)
- Procurement of Hardware and Software (PM SBA)
- Procurement of Additional Hardware and Expendable Supplies (Installation)
- Delivery/Acceptance of Hardware/Software at Installation (Installation)

1.2.8.1 Survey Engineering Report/Bill of Materials (20 Working Days)

After the conclusion of the TSS, the team develops the Survey Engineering Report (SER) and Bill of Materials (BOM) for the installation. The SER contains information on the current installation technical architecture, installation points of contact and a BOM. The BOM specifies the hardware and software to be procured and is broken out by installation total, contract vehicle and building. This document is validated and then is used as a basis for procurement of the hardware and software for the IOC configuration.

1.2.8.2 Hardware/Software Procurement (50 Working Days)

Based on the validated BOM, PM SBA initiates a procurement action to acquire the hardware and software for the installation. The hardware and software is procured from several sources and funded centrally using resources programmed for HSMS. This part of the overall process requires the longest amount of time because of the procurement lead time associated with the contract vehicles which are used.

1.2.8.3 Additional Hardware/Infrastructure/Expendable Supplies.

There are cases where additional communications lines and power drops are identified as a requirement during the TSS process. Additionally, installations may request additional equipment beyond what is in the standard IOC package. The standard IOC includes 6 workstations, 1 server, printers, surge protectors, and 1 set of bar code equipment. There are also other expendable supplies such as printer toner cartridges, bar code labels, DAT tapes, etc. which are required to operate HSMS. These requirements are identified during the TSS and the installation must initiate procurement actions to obtain these items.

1.2.8.4 Delivery/Acceptance of Hardware/Software at Installation

The hardware and software which is procured by PM SBA for the installation is marked for delivery to an Accountable Officer on the installation. In most cases, this is the Installation Property Book Officer (IPBO). Upon receipt of the equipment, the IPBO will receipt for the equipment using DD Form 250 and store the equipment in a controlled storage activity until the equipment is ready to be installed.

1.2.9 Site Implementation

Timeframe: 5 Working Days

Participants: USAEC
USACE/AMC Project Officer

PM SBA Site Manager
Functional Contractor
ISEC Engineers

Site Implementation is the process for actual fielding and integration of the hardware and software, loading of the data base and final system integration testing. At the conclusion of this process, the system is operational and ready to load the hazardous material inventory. This effort must be a cooperative effort between the Functional Contractor, ISEC Engineers and installation personnel. The USACE/AMC Project Officer has overall responsibility for coordinating this effort with support from the PM SBA.

The major activities to be accomplished during this process are:

- Installation of hardware and operating systems
- Installation of utility software applications (Crystal Reports/BarTender)
- Installation of HSMS System (Application and Data Base Management Software)
- Data Base Table Loading (minus Master Inventory Data)
- System Integration/Operational Testing
- System Acceptance

1.1.10 Functional User Training

Timeframe: 5 Working Days

Participants: USACE/AMC Project Officer
Functional Contractor

Functional User Training is provided to the installation for all potential users of HSMS. The training is focused on training the users in the operation of HSMS within the context of their installation implementation of the HMMP concept and HSMS.

The Functional Contractor will coordinate with the installation during the Pre-Functional Kick-Off Planning to identify the facility and workstations required for this training.

At the conclusion of the training, users should have sufficient knowledge to begin operating HSMS in their environment. In order to validate and reinforce this training, the users will be provided on-the-job training during the loading of their master inventories into the system.

1.2.11 Hazardous Material Master Inventory

Timeframe: 15 Working Days

Participants: USACE/AMC Project Officer

Functional Contractor
Installation Personnel

The inventory data for existing installation assets must be loaded into the data base. Experience has shown that the ideal time to load data is after users have been trained so that they can participate in the inventory data loading in their activity. This completes the activities required to establish a system which is ready for operation. Currently, this data must be entered through use of the HSMS system (Materials Module - Adjust Master Inventory Function).

1.2.12 On-Site Operational Support

Timeframe: 10 Working Days

Participants: Functional Contractor

At the conclusion of the site implementation and training activities the installation should be prepared to begin operation of HSMS within their HMMP concept implementation. The Functional Proponent recognized that there will be a period of time required to assist the installation through their initial operational problems. The Functional Contractor will remain on-site with the installation to provide them functional support as they transition to the HSMS environment.

1.2.13 Post Deployment System Support

Timeframe: Indefinite

Participants: Customer Assistance Office

PM SBA has established a HSMS Customer Assistance Office to provide both functional and technical help to installations after they have received HSMS. The CAO consists of both a functional response cell and a technical response cell so that the best possible support can be provided. Functional and technical contractor support may be available based on requests to PM SBA on a case by case basis. The phone number for the CAO is (520) 452-6679 or email: HSMS@saic.hqisec.army.mil. The CAO also maintains a HMPP library, which contains all the latest HSMS documents, as well as a good selection of reports from installations who have implemented a HAZMART. A catalog listing all the available documents can be obtained by contacting the CAO.

Appendix C - Terms and Abbreviations

ACSIM - Assistance Chief of Staff for Installation Management
AMC - Army Material Command
AMC I&SA - Army Material Command Installation and Services Activity
BOM - Bill of Material
BPG - Business Practice Guide
CAO - Customer Assistance Office
DAT - Digital Audio Tape
DESCIM - Defense Environmental Security Corporate Information Management.
DOD - Department of Defense
DOIM - Director of Information Management
DOL - Director of Logistics
DPW - Directorate of Public Works
DRMO - Defense Reutilization and Marketing Agency
EQCC - Environmental Quality Control Committee
FIP - Functional Implementation Process
FKO - Functional Kick-off
FOC - Full Operational Capability
HM - Hazardous Material
HMMCC - Hazardous Material Management Control Center (or HAZMART)
HMMP - Hazardous Material Management Program
HSMS - Hazardous Substance Management System
HW - Hazardous Waste
IPBO - Installation Property Book Officer
IOC - Initial Operational Capability
MACOM - Major Command
MOA - Memorandum of Agreement
MSDS - Material Safety Data Sheet
ODEP - Office of the Director of Environmental Programs
ODCSLOG - Deputy Chief of Staff for Logistics
PEO STAMIS - Program Executive Office Standard Army Management Information Systems
PM SBA - Program Manager - Sustaining Base Automation
POA&M - Program of Action and Milestones
POC - Point of Contact
SER - Survey Engineering Report
SIP - Site Implementation Plan
STAG - System Technical Architecture Guide
TSS - Technical Site Survey

USACE - US Army Corps of Engineers

USAEC - US Army Environmental Center

USAISEC - U.S. Army Information System Engineering Command