DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO:
4200
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From: Commander, Naval Supply Systems Command

Subj: USE OF THE GOVERNMENTWIDE PURCHASE CARD TO PURCHASE HAZARDOUS MATERIALS

Ref: (a) NAVSUPINST 4200.94

1. Reference (a) prohibits Department of Navy (DON) purchase cardholders from purchasing hazardous materials except for those materials defined as commonly used hazardous materials. This policy letter revises the previous guidance and provides procedures for authorized and properly trained **government** personnel assigned to DON Hazardous Material Centers to purchase hazardous materials.

2. Except for those hazardous materials defined as commonly used hazardous materials in reference (a) (definitions), only purchase cardholders assigned to properly established DON Hazardous Material Centers who have been trained in receipt, inspection, acceptance and disposal of hazardous materials are authorized to use their purchase card to procure hazardous materials. The following procedures must be followed by those purchase cardholders at DON Hazardous Material Centers authorized to purchase hazardous materials:

(a) Prior to placing a purchase card order for hazardous materials, the purchase cardholder shall verbally request the hazardous material supplier or contractor to provide a current Material Safety Data Sheet (MSDS) prior to the delivery of the materials to the DON Hazardous Material Center for each item requested in the purchase card order.

(b) Prior to placing a purchase card order for hazardous materials, the purchase cardholder shall verbally request the hazardous material supplier or contractor to label the item packaged (unit container) of any hazardous material delivered in response to the purchase card order in accordance with 29CFR1910.1200 and other applicable regulations/statutes.

(c) If the hazardous material supplier or contractor delivers non-conforming supplies (i.e. does not provide an MSDS in advance or improperly labels the items) the purchase cardholder or individual responsible for receipt and acceptance shall delay receipt and acceptance of the item until corrective action is taken by the supplier or contractor.

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3. Agency program coordinators and approving officials should continue to review cardholder purchases to ensure that only those cardholders authorized by this policy and reference (a) use their purchase card to procure hazardous materials.

4. This policy is effective upon release. These changes will be incorporated into the next formal revision of reference (a). My point of contact for questions regarding this policy is Mr. Clay Welker, 717-605-7502, DSN 430-7502 or e-mail clay_w_welker@navsup.navy.mil.

EVA M. ROBINSON
By direction