

**JSP 886**  
**THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 3**  
**SUPPLY CHAIN MANAGEMENT**

**PART 4**  
**HAZARDOUS MATERIEL - SAFETY DATA SHEETS AND**  
**THE HAZARDOUS STORES INFORMATION SYSTEM**



MINISTRY OF DEFENCE

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## TABLE OF CONTENTS

Chapter 1 - Introduction to Hazardous Materiel – The Legal Requirement to Provide Safety Data Sheets and the Role of the Hazardous Stores Information System .....	3
Purpose .....	3
Points of Contact .....	3
Glossary of Defence Logistics Support Chain Terms and Definitions .....	4
Linked Publications .....	4
Annex A - HSIS Contact Details.....	<b>Error! Bookmark not defined.</b>
Chapter 2 - Provision and Storage of Safety Data Sheets for Hazardous Materiel Procured, Supplied and Used by Mod Personnel and Mod Contractors .....	5
Introduction.....	5
Requirement – Procurement Policy .....	5
The Hazardous Stores Information System and CD ROM Production .....	6

## **CHAPTER 1 - INTRODUCTION TO HAZARDOUS MATERIEL – THE LEGAL REQUIREMENT TO PROVIDE SAFETY DATA SHEETS AND THE ROLE OF THE HAZARDOUS STORES INFORMATION SYSTEM**

### **PURPOSE**

1. The purpose of this instruction is to direct all Ministry of Defence (MOD) procurement authorities, ranging from Integrated Project Teams (IPT) to unit level Government Procurement Card (GPC) users, to comply with legislation for the provision of safety information in the form of Safety Data Sheets (SDS) for the users of hazardous materiel. SDS detail the hazards and safety requirements for storage, handling, use, transportation and disposal of the material. SDS are essential as they enable MOD to meet their legal requirements covered in the Health and Safety at Work Act 1974 (HASAWA 74).
2. JSP 515 – Hazardous Stores Information System (HSIS) is a facility providing a repository of SDS for all MOD codified hazardous items. The system is owned and managed by the Defence Dangerous Goods and Hazardous Stores Group (DDGHSG). HSIS is based at DES SCM DMTP at MOD Abbey Wood, Bristol.
3. The system can only be as good as the quality of the information received from the procurement community. It is imperative therefore that all MOD procurement staffs, defined in Paragraph 1 above, are aware of and comply with this mandated legal requirement.

### **OWNERSHIP AND POINT OF CONTACT**

4. The policy, processes and procedures described in the Defence Logistics Support Chain Manual (JSP 886) is owned by Director Joint Support Chain (D-JSC). Head Supply Chain Management (SCM-Hd) is responsible for the management of JSC policy on behalf of D JSC.
5. This instruction is sponsored by DES SCM Defence Movements and Transport Policy (DMTP). In case of technical enquiries about the content, the following should be approached as appropriate:

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### **DEFENCE LOGISTIC SUPPORT CHAIN GLOSSARY**

7. A glossary of JSC terms is available at JSP 886 Volume 1 Part 1A: The Glossary.

### **LINKED PUBLICATIONS**

8. The following publications are linked to this JSP:

- a. The Health and Safety at Work Act 1974 (HASAWA 74).
- b. Chemical (Hazard Information and Packaging for Supply) Regulations (CHIP).
- c. CHIP Approved Code of Practice (ACOP) – The Compilation of Safety Datasheets (Third Edition).
- d. Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- e. JSP 375 Volume 2 Leaflet 5 – Substances Hazardous to Health.
- f. JSP 515 – The Hazardous Stores Information System.
- g. JSP 800 Volume 4a – Dangerous Goods by Air Regulations.
- h. JSP 800 Volume 4b – Dangerous Goods by Road, Rail and Sea Regulations.
- i. JSP 815 – Defence Environment and Safety Management.
- j. DEFCON 68 Commercial Managers Toolkit.
- k. COSHH 2002.
- l. Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) (EC 1709/2006)

## **CHAPTER 2 - PROVISION AND STORAGE OF SAFETY DATA SHEETS FOR HAZARDOUS MATERIEL PROCURED, SUPPLIED AND USED BY MOD PERSONNEL AND MOD CONTRACTORS**

### **INTRODUCTION**

1. Safety and Environmental policy which is derived from the Health and Safety at Work Act 1974 (HASAWA 74), informs the procurement community that they are to identify the relevant obligations, ensure compliance with legislation and meet all the requirements set therein.

### **REQUIREMENT – PROCUREMENT POLICY**

2. In all cases, irrespective of the national origin of the manufacturer or supplier, DEFCON 68 is to be used when purchasing hazardous materials. It is essential that any safety and environmental risks are identified at the start of contractual obligations. Those responsible for authorising contractual commitments are to comply with the legal requirements and ensure that Safety Data Sheets (SDS) or a suppliers confirmation that an item is non hazardous, in accordance with DEFCON 68, are included in contracts and governance arrangements.

3. The appropriate Technical Officers within Project Teams are to ensure that all SDS received, satisfy their own technical scrutiny and that the items perform to their intended purpose before they are introduced into the Supply Chain.

a. **Maintaining Up to Date Information.** In law, MOD procurers are seen as the 'Authority' and are responsible, in conjunction with their suppliers and manufacturers, for providing up to date safety information and for passing new and the latest versions of SDS to the HSIS Team.

b. **HSIS Team Audit.** Notwithstanding that, it is the MOD procurer's responsibility to keep HSIS updated, the HSIS Team conduct a programme of audit to find any SDS that is more than two years old. The resulting information, regarding any suspect SDS, will be advised to the procurer for 'REVIEW' so that they may obtain an up to date SDS from the supplier or manufacturer or confirm the SDS on the system is the latest available in order to fulfil their duties in sub-Paragraph 3a. above.

c. **Format.** SDS must be provided in accordance with all extant legislation. IPTs are to maintain their awareness of up and coming legislation (such as the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) and the Global Harmonisation System (GHS)) which may affect SDS for the products they have procured.

d. **Action by Commercial and Safety Staff on Receipt of Safety Information.** On receipt of safety information, SDS, are to be forwarded by Commercial Staff, to the HSIS Team annotated with the relevant NATO Stock Number for input on to HSIS. Commercial staff are also to forward a copy of the completed DEFFORM 68 to the HSIS team. In the case of reviewed SDS the words 'REVIEWED AND EXTANT' or 'REVIEWED AND REPLACES VERSION dated XX' are to be clearly annotated on the SDS.

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e. **Language.** Chemical (Hazard Information and Packaging for Supply) Regulations (CHIP) require that information contained in an SDS shall be in English. For those areas of business outside of the UK that employ Locally Recruited Workers (LRW) who are required to use SDS, the employing unit are to fund translations.

f. **Logistic Applications Integrated Project Team Observation Slip.** On receipt of hazardous products on Stores System 3, a Logistic Applications Integrated Project Team (LAIPT) Observation Slip is produced and sent to the HSIS team to warn of 'New to Service' items that require a hazard code and SDS. Where HSIS has not received a copy of the DEFFORM 68 or a SDS from the IPT, the LAIPT Observation Slip will be sent to the IPT and the hazard code will remain '??' on the inventory system. Where the IPT has received an LAIPT Observation Slip, it is to be returned with the print attached to a completed DEFFORM 68 and SDS to the HSIS department.

### **THE HAZARDOUS STORES INFORMATION SYSTEM AND CD ROM PRODUCTION**

4. HSIS (JSP 515) will be available on the Defence Intranet with effect from 01 Oct 08 and can also be found on the [www.transportsafety.dii.r.mil.uk](http://www.transportsafety.dii.r.mil.uk) website.

5. CD ROMs will not be produced as the website is too large. The only way to access the HSIS site is through the Defence Intranet.