

To: Chemical Safety Topical Committee (CSTC)

From: Co-Chairs of (CSTC)

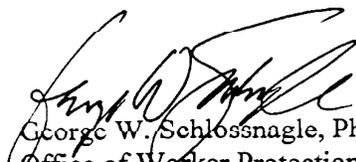
Subject: Draft Chemical Management Program (CMP) Handbook for Review

Within the Department of Energy (DOE) complex, there exist myriad operations with different missions, complexity and associated hazards. All of these operations, to some extent, involve the acquisition, use, storage, transportation and final disposition of chemicals. The attached draft handbook identifies the essential parts of a Chemical Management Program (CMP). The authors intend the handbook to help all operating programs include adequate chemical safety within Integrated Safety Management (ISM). For sites having more mature CMPs, the intent of the handbook is to help augment their site programs, making use of the existing infrastructure and management system to the greatest extent.

In this handbook, you can find the functional requirements for CMP from acquisition to final disposition of chemicals and for implementation of a "graded approach" based on the complexity of operations and associated hazards. The handbook makes extensive use of "best management practices" from DOE and private industry and provides a "benchmark" for evaluating the adequacy of existing CMPs.

The attached Draft CMP Handbook is the joint effort of the DOE Office of Worker Health and Safety and the Chemical Safety Topical Committee (CSTC). The CSTC was formerly the Chemical Safety Interest Group (CSIG) established in coordination with the Energy Facility Contractors Group/Safety Analysis Working Group. We are enthusiastic that this handbook will prove helpful to those in the field trying to include their chemical programs in the ISM processes.

We appreciate the efforts of the CSTC to develop this handbook. We need your thoughtful review to finalize this handbook. Please provide your comments on the Draft CMP Handbook to our point of contact, Mr. Billy Lee, no later than October 8, 1999. You may refer your questions to Mr. Lee at [billy.lee@eh.doe.gov](mailto:billy.lee@eh.doe.gov) or 301-903-4884.

  
George W. Schlossnagle, Ph.D., P.E., DEE  
Office of Worker Protection Programs  
and Hazards Management  
19901 Germantown Road  
Germantown, MD 20874-1290

  
Douglas Heal  
Westinghouse Safety Management Solutions  
138 Mitchell Road  
Oak Ridge, TN 37830

Attachment