

MARINE CORPS INSTALLATIONS EAST  
MARINE CORPS BASE CAMP LEJEUNE  
AUL ADJUSTMENT FORM

Section 1: Unit Identification

Request Date: \_\_\_\_\_

1. Major Command: \_\_\_\_\_ 2. Requestors Name: \_\_\_\_\_  
3. Unit/Tenant Name: \_\_\_\_\_ 4. Requestors E-mail: \_\_\_\_\_  
5. Work Center Name: \_\_\_\_\_ 6. Requestors Phone Number: \_\_\_\_\_  
7. Building: \_\_\_\_\_

Section 2: Product Identification

8. Product Name: \_\_\_\_\_  
9. Manufacture: \_\_\_\_\_  
10. HM Part Number: \_\_\_\_\_ 11. Container Size: \_\_\_\_\_  
12. NSN/LSN: \_\_\_\_\_ 13. Container Type: \_\_\_\_\_  
14. Product State: \_\_\_\_\_ 15. Container Pressure: \_\_\_\_\_  
16. Unit of Issue: \_\_\_\_\_ 17. Estimated MOHQ: \_\_\_\_\_  
18. Kit Identification: Y  N   
19. Justification (i.e. technical Order, Owner's Manual, ESOP, Base Order, or Special Authorization)

Section 3: Commanders Special Authorization (CSA)

Commanders Name: \_\_\_\_\_  
(Or by direction) \_\_\_\_\_ Signature: \_\_\_\_\_

Section 4: Certification of Unit/Work Center AUL

ECO/AECO: I have reviewed the above AUL Add/Change request and it has been determined that the requested material is justified for use.

Print Name/ Rank: \_\_\_\_\_ Signature: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Section 5: Environmentally Preferred Product Review (Completed by Environmental Office)

EPP Available: Y N Tracking Information Complete: Y N

Comments

## Authorized Use List (AUL) Adjustment Form Instructions

### SECTION I: UNIT IDENTIFICATION

REQUEST DATE: Date submitted

1. MAJOR COMMAND: from the drop down list, select the command your unit falls under or other for contractors.
2. REQUESTORS NAME: Provide the name of person requesting hazardous material (HM).
3. UNIT/TENANT NAME: Provide the name of the unit/tenant where the material will be stored.
4. REQUESTORS EMAIL: Provide the email address for the person requesting the HM.
5. WORK CENTER NAME: Should be the section (armory, maintenance, supply, boats, etc.) that will be using the HM.
6. REQUESTORS PHONE NUMBER: Provide the contact number of the requestor.
7. BUILDING NUMBER: Enter the building number where the Work Center is located.

### SECTION II: PRODUCT IDENTIFICATION

8. PRODUCT NAME: Enter the name as it appears on the Material Safety Data Sheet (MSDS) from the manufacturer. If appropriate, a common or brand name (i.e. WD-40, Castrol motor oil) may be entered in parentheses.
9. MANUFACTURE: Enter as listed on the MSDS.
10. HM PART NUMBER: Enter the part number that is on the HM, if applicable.
11. CONTAINER SIZE: Enter the size of the container and use the drop down list to select the volume or weight of the HM. For example, type in 8 and then select ounces from the drop down menu to indicate the product size is 8 ounces.
12. NSN/LSN: Enter the National Stock Number (NSN) (9150-00-111-6255) or Local Stock Number (LSN) (8010-MC-000-0863), using standard formatting.
13. CONTAINER TYPE: Select the type of container the HM is in from the drop down list.
14. PRODUCT STATE: Select the appropriate product state (gas, liquid, solid, paste) from the drop down list.
15. CONTAINER PRESSURE: Select the appropriate pressure (ambient, pressure, vacuum) from the drop down list.
16. UNIT OF ISSUE: Identify the unit of issue (EA, BX, PG, KT, BG, TU, CN, etc.) from the drop down list.
17. ESTIMATED MOHQ: Enter how much of the HM you will need for no more than a 90-day supply based on standard operations, not on "worst case", surge, or emergency operations. Example: entering 12 would mean 12 of the Unit of issue previously identified in block 16 are required. Care must be taken to ensure the MOHQ is not exceeded when ordering HM in a unit of issue (UI) other than each (EA).
18. KIT IDENTIFICATION: Is the HM purchased as a kit?
19. JUSTIFICATION: Provide the proper reference that requires the use of the material. EXAMPLE: Technical Manual/ Order (TM 9-2320-280-10), Owner's Manual (Johnson Operation/Maintenance Manual), Base Order (B.O. 11014.1K Facilities Maintenance) etc. Use "Special Authorization" for HMs that are deemed mission essential and may not have a guiding reference. Commanders Special Authorization (CSA) may be used on a case-by-case basis.

Complete Section III if block 19 is marked special authorization, if it is not forward to your ECO/AECO for final signature.

### SECTION III: COMMANDERS SPECIAL AUTHORIZATION (CSA)

Commanders (or by direction) printed name and signature are required for all HM with a justification of special authorization, forward to your ECO/AECO for final signature.

### SECTION IV: CERTIFICATION OF UNIT/WORK CENTER AUL

ECO/AECO will complete once all appropriate sections are complete and submit it to [Lejeune\\_AUL@usmc.mil](mailto:Lejeune_AUL@usmc.mil)

### SECTION V: ENVIRONMENTAL PREFERRED PRODUCT (EPP) REVIEW (Completed by Environmental Office)

The Environmental office will review all HM for availability of environmental preferred products. If an EPP exist for the requested HM, a recommendation to use the EPP in place of the requested HM. MSDS will be verified in the Tracking system for all HM.