

INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT

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FOR IMMEDIATE RELEASE:

Management System Manual Revisions Approved by IHMM Board of Directors, Effective Date 1 September 2014

Rockville, Maryland (25 July 2014) - The IHMM Board of Directors has approved revisions to its Management System Manual (MSM) at the June 27th IHMM Board of Director's Meeting.

The purpose of the IHMM *Management System Manual* (MSM) is to document the policies and procedures of IHMM and to align them with the accreditation requirements of ANSI/ ISO/IEC 17024. The *Management System Manual* is a formal description of how work performed by the Institute is accomplished, and to assure consistency and accuracy among employees in the conduct of IHMM business. As the work of the IHMM is fluid, policies and procedures will require periodic updates. The MSM can be downloaded from IHMM's website at www.ihmm.org.

IHMM conducts on an annual basis an internal audit of its compliance with the implementation of its policies and procedures. Key operational and administrative functions are reviewed by an independent third party auditor who possesses sufficient knowledge of the procedures being reviewed to form an assessment about the accuracy and effectiveness of the policies and procedures implemented by IHMM personnel. (Institute of Hazardous Materials Management (IHMM) Management System Manual, P.1)

Several key revisions made to the MSM include:

- Addition of new section on security of remote item writing
- Addition of Certified Dangerous Good Professional credential designation and requirements
- Added new IHMM policy regarding Annual Certification Maintenance Fee and Recertification Fee
- IHMM staff responsibility changes
- Added new IHMM Recertification Policy allowing a "grace period" of six months to submit a late recertification application. After the six months "grace period", the individual shall be required to apply for and re-take the certification examination to bring their credential back into good standing. Other clarifications to existing requirements are made.
- Provided additional information on Inactive Status and Retired Statuses

"It is vital that the IHMM Management Systems Manual be current and consistent and that changes in policies and procedures be documented to meet ANSI standards," stated Matthew J. Redmann, Vice Chair of the IHMM Board of Directors.

About the Institute of Hazardous Materials Management

For thirty years the Institute of Hazardous Materials Management (IHMM), a not-for-profit organization founded in 1984, has been protecting the environment and the public's health, safety, and security through the administration of credentials recognizing professionals who have demonstrated a high level of knowledge, expertise, and excellence in the management of hazardous materials.

Over 16,000 homeland security, environmental protection, engineering, health sciences, transportation, and public safety professionals have earned IHMM's accredited Certified Hazardous Materials Manager (CHMM) credential. IHMM also administers the Certified Hazardous Materials Practitioner (CHMP) credential and the Certified Dangerous Goods Professional (CDGP) credentials.

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