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Civil Engineering

HAZARDOUS MATERIALS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-70, *Environmental Quality*. It prescribes customer guidelines for storage, handling, transfer, issue, receipt, turn-in, and disposal of hazardous material in a manner that protects personnel, the surrounding community, and the environment. It establishes a hazardous material management program at Eielson Air Force Base. The program will reduce and prevent pollution by controlling and tracking the acquisition, use, handling, and disposition of hazardous substances base wide. Additionally, the program provides data for reports required by Executive Order (E.O.) 12856. Based on current guidance from HQ PACAF, it provides information to assist Eielson Air Force Base in complying with the Pollution Prevention Act of 1990 and the Emergency Planning and Community Right-to-Know Act of 1986. It implements Department of Defense Directive 4210.15, E.O. 12856, *Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements*, AFI 32-7080, *Pollution Prevention Program*, AFI 32-7086, *Hazardous Material Management*, and HQ USAF/LG Hazardous Material Pharmacy Implementation Plan. This instruction applies to all personnel assigned, attached, or associated with the 354th Fighter Wing (354 FW), its tenant units, and contractors. This publication also applies to US Air Force Reserve and Air National Guard units and other organizations/tenants associated with or residing on Eielson AFB.

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1. Definitions:

1.1. Hazardous Material. Any item or class of items referenced in Federal Standard 313D, paragraph 3.2 and all Class I and Class II ODCs. Federal Standard 313D paragraph 3.2 reads as follows:

1.1.1. Any item or chemical which is a “health hazard” or “physical hazard” as defined by OSHA in 29 CFR 1910.1200, which includes the following:

1.1.1.1. Chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes;

1.1.1.2. Chemicals which are combustible liquids, compressed gases, explosives, flammable liquids, flammable solids, organic peroxides, oxidizers, pyrophorics, unstable (reactive) or water-reactive;

1.1.1.3. Chemicals which in the course of normal handling, use, or storage operations may produce or release dusts, gases, fumes, vapors, mists, or smoke which have any of the above characteristics.

1.1.2. Any item or chemical which is reportable or potentially reportable or notifiable as inventory under the reporting requirements of the Hazardous Chemical Reporting (40 CFR Part 370), or as an environmental release under the reporting requirements of the Toxic Chemical Release reporting: Community Right-to-Know (40 CFR Part 372), which includes the following:

1.1.2.1. Chemicals with special characteristics which in the opinion of the manufacturer can cause harm to people, plants, or animals when released by spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other receptacles).

1.1.3. Any item or chemical which, when being transported or moved, is a risk to public safety or an environmental hazard and is regulated as such by one or more of the following:

1.1.3.1. Department of Transportation Hazardous Materials Regulations (49 CFR 100-180);

1.1.3.2. International Maritime Dangerous Goods Code of the International Maritime Organization (IMO);

1.1.3.3. Dangerous Goods Regulations of the International Air Transport Association (IATA);

1.1.3.4. Technical Instructions of International Civil Aviation Organization (ICAO);

1.1.3.5. US Air Force Joint Manual, Preparing Hazardous Material for Military Air Shipments (AFJMAN 24-204).

1.1.4. Radioactive materials including any item or chemical that is a special nuclear source, or by-product material as defined in 10 CFR.

1.1.5. Items containing radioactive material and/or Type Cargo Code A assets.

1.1.6. Hazardous stock classes identified in Federal Standard 313D.

Table 1. Hazardous Stock Classes Identified in Federal Standard 313D

FSC	Title
6810	Chemicals
6820	Dyes
6830	Gases: Compressed and Liquefied
6840	Pest Control Agents and Disinfectants
6850	Miscellaneous Chemical Specialties
7930	Cleaning and Polishing Compounds and Preparations
8010	Paints, Dopes, Varnishes, and Related Products
8030	Preservatives and Sealing Compounds
8040	Adhesives
9110	Fuels, Solid
9130	Liquid Propellants and Fuels, Petroleum Base
9135	Liquid Propellant Fuels and Oxidizers, Chemical Base
9140	Fuel Oils
9150	Oils and Greases: Cutting, Lubricating, and Hydraulic
9160	Miscellaneous Waxes, Oils, and Fats

1.2. Hazmart Exempt Materials.

1.2.1. Items identified as exempt by AFI 32-7086.

1.2.2. Products that have negligible environmental or health hazards in quantities less than indicated on the Hazmart Exempt Materials list are not subject to this standard. Bioenvironmental Engineering (BE) maintains the list at the Hazmart and updates it as they review materials. The Hazmart posts the current list on their website monthly. These materials do not need to be processed through the Hazmart, and therefore, no AF Form 3952 is required.

1.2.3. Consult AFOSH Standard 161-21 and 354 FWI 48-101 to determine whether or not Hazard Communication requirements apply to exempt items.

1.2.4. Call BE at 377-1117 x278 for any questions concerning Hazmart Exempt Materials.

1.3. Mission Essential for Hazardous Material (HAZMAT):

1.3.1. Aircraft Mission Essential

1.3.1.1. Any aircraft that is considered grounded due to lack of hazardous material

1.3.2. Other Mission Essential

1.3.2.1. Any support organization that directly affects the aircraft flying mission due to lack of hazardous material

1.3.2.2. Any Eielson AFB emergency or national security issue.

1.4. Tracking Systems:

1.4.1. Air Force-Environmental Management Information System (AF-EMIS)

1.4.2. Defense Environmental Security Corporate Information Management (DESCIM) Program

1.4.3. Contractors Hazardous Material Database

1.5. Chemical Staging Area (CSA):

1.5.1. The AF-EMIS controls inventories of hazardous material between CSAs and shops. AF-EMIS designates Hazmart as CSA99 and allows for bases to designate up to 95 additional CSAs. The CSAs order and receive hazardous material into inventory, then issue and receive the material to and from the shops designated under the CSA control. The CSAs only maintain an inventory of hazardous materials. Shops use hazardous materials. Eielson AFB has a total of 6 authorized CSAs: Hazmart, fighter squadron COSO, Transportation COTSO, CES CEMAS, and contractors.

2. Exemptions. Certain hazardous materials are exempt from bar coding and database entry.

2.1. Any pesticide as defined in the Federal Insecticide, Fungicide, and Rodenticide Act. 354 CES Environmental Control (Pest Management) controls and tracks these items in accordance with AFI 32-1053.

2.2. Hazmart Exempt Materials identified by BE, as defined above.

2.3. Those items identified in AFI 32-7086, paragraph 1.1.1.

2.4. All petroleum fuels. 354 SUPS POL tracks these items.

2.5. Laser Transmitter Receiver (LTRs) for the LANTIRN targeting pods. 354 MXS Sensor section and 354 MDOS Bioenvironmental Engineering track these items.

3. The Enrollment Process:

3.1. Applicability. All wing and tenant organizations on Eielson AFB that use hazardous materials must be enrolled in the Hazardous Material Pharmacy Program (HPP). Contractors must have their hazardous material usage tracked by the Hazmart.

3.2. Shop Responsibilities.

3.2.1. Organizations must submit a HAZMAT Pharmacy Program Representatives Letter (**Attachment 1**) to Hazmart listing the Shop Supervisor, a Hazardous Material Point of Contact (POC) and/or HAZARDOUS WASTE (HAZWASTE) POC for each shop and the Unit Environmental Coordinator.

3.2.2. Submit Shop Profile Worksheet (**Attachment 2**) to Hazmart. If shop is aligned under a CSA other than Hazmart, then circle the appropriate CSA on Shop Profile Worksheet.

3.2.3. Submit AF Form 3952 for hazardous material currently on hand and not specifically exempted by this standard.

4. Authorizations:

4.1. Determination of Authorization.

4.1.1. The authorization for the shop will be annotated on the AF Form 3952. All AF Forms 3952 must be routed through Hazmart regardless if the shop is controlled by a CSA other than Hazmart. Electronic signatures through AF-EMIS will be valid for authorizations.

4.1.2. Authorization amounts for Hazmart Exempt Materials will be for the minimum amount necessary to perform the task.

4.2. Change in Authorization.

4.2.1. Once that authorization is established, it can only be changed with a Request for Change to Authorization Letter (**Attachment 3**), signed by the shop supervisor, and sent to Hazmart for approval.

4.2.2. If the shop no longer requires an item, submit a request for change to authorization letter changing the authorization from APPROVED to DELETED and turn-in all remaining stock to the Hazmart.

5. Ordering:

5.1. Applicability. All organizations will place all hazardous material orders through Hazmart or designated CSA. This includes all IMPAC and Non-Appropriated Fund (NAF) purchases regardless of its intended use.

5.1.1. Requisitions for hazardous materials through use of AF Form 9, Request for Purchase, must state "This purchase contains hazardous materials and has been coordinated through the Hazmart and the purchaser is authorized the hazardous material."

5.2. First Time Orders: All new items will be ordered by filling out an AF Form 3952 (**Attachment 4**) and forwarding it to Hazmart for approval. Bioenvironmental will assign a SLIX Code of H, K, P, 7, 8, T, 9, S, M, or R. The approved or disapproved material will be added to the shop AF-EMIS authorization inventory list.

5.3. Standardized Base Supply System (SBSS). Ordering/Issuing Items Currently Loaded in the SBSS:

5.3.1. The customer will contact Hazmart at 377-1585/1590 or in person at Bldg. 3446 daily during normal duty hours to place orders..

5.3.1.1. The customer will provide as a minimum, the following information to Hazmart Customer Service Representative:

5.3.1.1.1. Delivery Destination

5.3.1.1.2. Requester name and Phone number

5.3.1.1.3. Stock Number

5.3.1.1.4. Unit of Issue

5.3.1.1.5. Quantity

5.3.1.1.6. Organization and shop

5.3.1.1.7. Priority

5.3.1.1.8. Urgency Justification Code (UJC)

5.3.1.1.9. Job Control Number (Needed for ALL Priorities)

5.3.1.1.10. MARKFOR (Needed for ALL Priorities)

5.3.1.1.11. EMIS Code

5.3.2. The Hazmart will verify the authorization of the shop by AF-EMIS code.

5.3.3. The Hazmart will also verify that the organization has not exceeded its authorized issue quantity by the following method:

5.3.3.1. Using AF-EMIS, check the shop's authorized draw amount and the remaining draw balance.

5.3.3.2. Check the shop's bar code sequential tracking report for issued bar codes to ensure sufficient bar codes have been cleared to allow for issue.

5.4. Free Issue. The Hazmart will check item for any free issue balances. Customers will be issued available free items, unless they can justify the need for a new product. Free issue items will be provided on a first come, first served basis and will not be held for any organization. Opened free issue products will not be issued for safety or safety of flight requirements.

5.5. Shelf Life Expiration. The Hazmart will verify the shelf life expiration date prior to issuing all hazardous material.

5.6. Backordering.

5.6.1. If the requested item is not in stock, the item may be backordered.

5.6.2. When the backordered item is received, the Hazmart will verify the shelf life expiration date and then deliver the hazardous material to the customer.

5.6.3. If customer does not wish to backorder, then IMPAC may be used (paragraph 6.2.).

6. Other Ordering Avenues:

6.1. Tracking System. All hazardous materials entering Eielson AFB must be reported and tracked using the Air Force Environmental Management Information System (AF-EMIS), Defense Environmental Security Corporate Information Management (DESCIM) or Contractor Hazardous Material Database.

6.1.1. International Merchant Purchase Authorization Card (IMPAC) and NAF purchases must be approved through Hazmart.

6.2. IMPAC:

6.2.1. The Hazmart is the focal point for all IMPAC card purchases of hazardous and/or non-hazardous chemicals. The IMPAC credit card program is not designed to be a first source method to procure hazardous materials. The Hazmart will be the first stop before considering credit card purchases of hazardous materials. All applicable IMPAC program directives must be complied with, including maximum spending thresholds.

6.2.2. Call vendor and request a copy of the item specific MSDS.

6.2.3. Submit to Hazmart a completed Chemical/Hazardous Material Request Authorization (AF Form 3952) and attach the item specific MSDS ([Attachment 4](#)).

6.2.4. Shop supervisors must verify that this purchase will not exceed the hazardous material authorization amount before authorizing the use of the IMPAC card.

6.2.5. If an AF Form 3952 is approved, then fill out IMPAC Request Letter ([Attachment 5](#)) and fax to Hazmart. Hazmart will verify authorization, sign, and fax back to customer. This letter must be attached to the IMPAC Purchase Log, which is subject to surveillance by 354 CONS.

6.2.6. If a vendor will not deliver the material to Hazmart, the customer must pick up and deliver the material to Hazmart for bar coding, if required.

6.2.7. The Hazmart will receive, bar code, and issue the HAZMAT from the AF-EMIS.

6.2.8. If the shop is authorized to purchase a hazardous material item and the vendor does not have that specific item available and the lack of the item will cause a work stoppage/emergency, then the shop must deliver the AF Form 3952 for the substitute to the Hazmart. Hazmart will contact BE by phone. After concurrence, Hazmart will issue the material, and BE, CEV, and Safety will approve the AF Form 3952 retroactively.

6.3. General Services Administration (GSA) Ordering:

6.3.1. If the requested hazardous material is in a GSA Catalog and is assigned a National Stock Number (NSN), the customer may IMPAC the material only if they are approved in AF-EMIS for the NSN.

6.3.2. If not approved, the customer must fill out an AF-Form 3952 ([Attachment 4](#)).

7. Customer Support:

7.1. HAZMART Hours. The Hazmart is open from 0700 to 1600 on duty days and will accept all routine and expedited requests during those hours. The only after hours support provided will be for MICAP requirements (See paragraph [7.2.](#) below). If hours of operation change, there will be notification given to customers.

7.1.1. If during duty hours a shop requires a hazardous material item stocked by the Hazmart and the lack of that item will cause a severe work stoppage/emergency, the shop must deliver the AF Form 3952 for the substitute to the Hazmart. Hazmart will contact BE by phone. After concurrence, Hazmart will issue the material, and BE, CEV, and Safety will approve the 3952 retroactively.

7.2. The Mission Support Section (MICAP). MICAP will accept after hours requests for mission essential requests only (paragraph [1.3.](#)). All other after hours requirements (non-mission essential) will be called in the following duty day to HAZMART Customer Service for processing.

7.2.1. Customer Responsibilities.

7.2.1.1. Ensure request is mission essential.

7.2.1.2. Complete Hazardous Material Mission Essential Request ([Attachment 6](#)) signed by shop supervisor.

7.2.1.3. Contact MICAP to initiate request

7.2.1.4. Ensure Storage and Issue (after-hours support) driver picks up the signed Hazardous Material Mission Essential Request.

7.2.2. MICAP Responsibilities.

7.2.2.1. The MICAP will verify that the request is a mission essential request.

7.2.2.2. Issue material regardless of authorization.

7.2.3. Supply Squadron Storage and Issue Responsibilities.

7.2.3.1. Pull property from Building 3446 and/or 3439.

7.2.3.2. Fill out a recap sheet of all material pulled from stock.

7.2.3.3. Deliver property to customer and pick up the signed Mission Essential Request Form.

7.2.4. Hazmart Responsibilities.

7.2.4.1. Pick up Mission Essential Request Form from Storage and Issue.

7.2.4.2. Verify shop's authorization list the following duty day.

7.2.4.3. If shop is authorized, process AF-EMIS issue transaction and assign bar codes to the shop.

7.2.4.4. If not authorized, Hazmart will contact shop and notify shop supervisor to initiate authorization process (paragraph 4.1.).

8. Tracking:

8.1. Hazardous Material Database. All hazardous materials will be tracked in the AF-EMIS database. The database will contain information on container location, user, amount used/dispensed of and/or released, date of issue, shelf-life, as well as information on chemical and physical properties.

8.2. Bar Coded Containers. All items with SLIX Code T, 9, S, M, and R require bar-coding. The Hazmart will ensure material is properly bar coded using these SLIX Codes. Once material is properly bar coded, the material is ready to be issued/delivered to the customer. Tracking bar coded materials is a closed-loop process. Once the material is entered into the tracking system, it remains a "loose end" in the system until one of the following transactions occur:

8.2.1. Product has been consumed in the process and the empty containers have been turned into CE HAZWASTE after the bar code has been cleared by submission of a Clearing Used Bar Code letter ([Attachment 12](#)).

8.2.2. Turned in as hazardous material to Hazmart for free issue.

8.2.3. Residual products turned in as waste to CE HAZWASTE after the bar code has been cleared by submission of a Clearing Used Bar Code letter ([Attachment 12](#)).

8.2.4. All items with SLIX Codes K, P, 7, and 8 do not require bar-coding, but must be processed through Hazmart for reporting purposes.

8.3. Hazmart Storage. Containers not immediately issued to a user will remain in a hazardous materials storage area under the control of Hazmart. All hazardous materials will be stored in accordance with procedures in AFMAN 23-110, *USAF Supply Manual*, and AFMAN 23-210, *Joint Service Manual for Materiel Storage and Handling*.

8.4. Installation Hazardous Materials. All hazardous materials within the installation boundaries, except those listed in exemptions (paragraph 2.), will be accounted for and tracked. This includes

assets owned and used by the wing, tenant organizations, contractors, and all units deployed to Eielson AFB.

8.4.1. Managers of the base hazardous substance purchasing systems: Standard Base Supply Systems (SBSS), CES Self-Help Store, Non-Appropriated Fund, Combat Oriented Transportation System (COTSO), 168th Air Refueling Wing, Contracting, IMPAC purchaser, or any other avenues available for procuring hazardous material will be responsible for ensuring all hazardous material are routed through Hazmart.

8.5. Data Requirements. The tracking system(s) database will capture information regarding quantity of hazardous materials purchased, their location, quantity used in process, and quantity disposed. This database is required for analysis and reporting requirements. Civil Engineer Squadron (CES) and BE will use this information to run reports which analyze trends in hazardous material storage, usage, and disposal as required by E.O. 12856.

8.6. Deployments:

8.6.1. Eielson AFB Deploying Units:

8.6.1.1. Hazardous materials issued at Eielson AFB.

8.6.1.1.1. Hazardous materials designated for deployments will not be entered into the tracking system or cleared if already issued.

8.6.1.1.2. Units will request hazardous material for deployments by submitting a Deploying Unit Hazardous Material Request Letter ([Attachment 7](#)) to Hazmart.

8.6.1.1.3. Any hazardous material not used during the deployment must be returned to Hazmart for bar coding and/or reporting purposes.

8.6.1.1.4. Units deploying for not more than 15 days will be allowed to take tracked Eielson hazardous material items with them. If the items are consumed while deployed they must dispose of it IAW with the local standards set by the deployed location. No deployment letter is needed for these short term deployments.

8.6.1.2. Hazardous material issued from designated deployment locations.

8.6.1.2.1. Ensure compliance with host organization's hazardous material regulations.

8.6.1.2.2. Ensure that host organization can support hazardous material requests.

8.6.1.2.3. Ensure that organizations bring a signed copy of their AF Form 3952 to avoid delays in processing.

8.6.2. Units Deployed to Eielson AFB:

8.6.2.1. All information for hazardous materials on the installation in support of incoming deployments must be entered into the tracking system.

8.6.2.2. Do the following before arriving:

8.6.2.2.1. Prepare a complete inventory listing of all hazardous chemicals that will deploy with the unit to Eielson AFB.

8.6.2.2.1.1. The listing should include as a minimum:

stock number

part number

unit of issue

quantity

manufacture

MSDS serial number (located on the MSDS, i.e., BSFGS)

Justification: Technical Order (attach a copy of the page to the listing), manual, instruction, or commander's letter

8.6.2.2.2. Send the inventory list to Hazmart no later than one month prior to deployment. Exceptions can be made for unusual circumstances with prior coordination. This will allow sufficient time for Bioenvironmental Engineering (BE), Civil Engineer, and Wing Safety (SE), to completely review the listing and provide authorization before deployment.

8.6.2.2.3. Ensure the deployed units arrive on station with copies of all MSDS (Material Safety Data Sheet) that will be used during the deployment.

8.6.2.3. After arriving at Eielson AFB:

8.6.2.3.1. The unit may use any chemicals deployed with the unit that was previously authorized by Eielson AFB Hazmart.

8.6.2.3.2. Record usage of hazardous material on Deployed Unit HAZMAT Usage Report (**Table 2**). This is only for hazardous material that the unit has brought from home station.

Table 2. Deployed Unit HAZMAT Usage Report for Units Deployed to Eielson AFB.

	NSN	Nomenclature	U/I	Quantity Deployed	Quantity Used
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
*This list is used for HAZMAT previously approved by Hazmart and brought from home station (see 354 FWI 32-7005, paragraph 8.6.2.3.2.).					

8.6.2.3.3. For additional hazardous material requests (re-supply/initial issue), fill out AF Form 3952. Cope Thunder use will be tracked under 353 DEP, all other uses will be under host unit account.

8.6.2.4. Before leaving Eielson AFB:

8.6.2.4.1. All Eielson AFB Hazmart bar codes must be cleared prior to unit's departure.

8.6.2.4.2. Provide a copy of the Deployed Unit HAZMAT Usage Report showing all home station hazardous chemicals used on Eielson AFB.

8.6.2.4.3. Any remaining unused home station chemicals must be taken back to the unit's home station.

8.6.2.5. Host unit will ensure compliance with this wing operating instruction.

8.7. Army Air Force Exchange Service (AAFES) and Defense Commissary Agency (DeCA):

8.7.1. Hazardous materials for retail sale are exempt from tracking and reporting requirements.

8.7.2. Hazardous material intended for operations and maintenance of AAFES/DeCA facilities must be authorized through HPP (paragraph [3.](#)). The host tenant agreement with DeCA states they will follow policies and procedures for environmental compliance. AAFES overseas is governed by Joint AF-Army Instruction (AFJI).

8.8. Contractors:

8.8.1. Department of Defense (DoD) is required to include language in, or otherwise revise, all future contracts between DoD and its contractors in order to facilitate DOD compliance with all information collection and reporting provisions of E.O. 12856. This includes, but is not limited to, the Emergency Preparedness and Community Right-to-Know Act (EPCRA) and Pollution Prevention Act (PPA) requirements of the E.O.

8.8.2. Contractors will submit projected use quantities and MSDSs for all project materials containing SARA Title III chemicals to the Contracting Officer within 21 days from Notice to Proceed (NTP). Contractors will use the Contractors Hazardous Material Usage Report (**Table 3.**) or a contractor-generated report that contains the same information. This information will be consolidated by project/contract number and delivered to Hazmart by Contracting Officer. Information will be entered into AF-EMIS under the Contractor CSA.

Table 3. Contractor Hazardous Material Usage Report.

	Part Number	Product Name	Manufacturer	Initial Quantity	Quantity Used	Unit of Issue (gal, lb, qt, etc)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Air Force Contract Monitor: _____

Phone Number: _____

Contractor Point of Contact: _____

Phone Number: _____

8.8.3. BE representative will review MSDSs for health hazards that may affect AF employees.

8.8.4. Provide to Contracting Officer completed Contractors Hazardous Material Usage Report (or a contractor generated report that contains the same information) upon completion of contract.

8.8.5. If new hazardous materials (containing a SARA Title III chemical) are introduced during the contract period, submit the projected use quantities and the new MSDSs not later than seven days after the purchase date (copy of invoice with MSDS is acceptable).

8.8.6. If there is a 25 percent increase in projected use quantity of an already identified hazardous material (containing a SARA Title III chemical) over the initial or revised estimate, then the contractor must submit a revised projected use quantity estimate (no MSDS is required).

8.8.7. Contractors are responsible for disposal of their hazardous waste and hazardous material containers in accordance with applicable laws and regulations.

8.8.7.1. Contractors must submit to CE Hazardous Waste for signature all manifests and supporting documentation.

8.8.7.2. CE Hazardous Waste must receive the original of the manifest within 45 days from the ship date on the manifest. Copies of all certificates of disposal/recycle will be sent to CE Hazardous Waste.

8.8.8. The Quality Assurance Evaluator or construction inspector works with Hazmart to assure the submission of data for all hazardous materials entering and consumed on this facility are reported.

8.8.9. Other long-term contractors on base such as Simple Acquisition of Base Engineering Requirement (SABER) contractor and Housing Maintenance.

8.8.9.1. They must provide a Contractor Hazardous Materials Usage Report (or a contractor generated report that contains the same information) with MSDSs for products containing SARA Title III chemicals to Hazmart. The reports will be on a quarterly basis for projected use quantities for the next quarter and actual use the prior quarter.

8.8.9.2. If there is a 25 percent increase in projected use quantity of an already identified hazardous material (containing a SARA Title III chemical) over the initial or revised quarterly estimate, then the contractor must submit a revised projected use quantity estimate (no MSDS is required).

9. Inventory Control:

9.1. Stockage Philosophy. The Hazmart stockage philosophy is to meet customer requirements while minimizing the amount of hazardous material used and stored on Eielson AFB.

9.2. Authorization Quantity. The shop supervisor and BE determine the maximum allowable quantity of hazardous materials to be issued and stored in each shop. Units of issue will be determined using a two week supply as a guide for normal use chemicals and a one month supply for chemicals used on a seasonal basis. Those shops designated by Chief of Operations (CE), in conjunction with BE, as being in direct support of base infrastructure, may be authorized a 30-day supply.

9.2.1. Any quantity above this authorization will require one of the following actions:

9.2.1.1. Amount must be turned in to Hazmart.

9.2.1.2. Submit a Request for Change of Authorization Letter ([Attachment 3](#)). If only temporary in order to draw down quantity to authorization, state that in the letter.

9.3. Smaller Units of Issue. The Hazmart personnel will break down bulk items into smaller units of issue (i.e., case to can, box to each,). An adjunct (-1) national stock number for smaller units of issue will be assigned.

9.4. Volume Authorization. Smaller and larger units of issue are authorized as long as the total volume authorization is not exceeded. If a unit is authorized five one-gallon containers they are also authorized to be issued one five-gallon container or twenty one-quart containers without having to submit another AF Form 3952.

9.5. Material Transfer. The Hazmart will NOT transfer hazardous material from one container to another.

9.6. One-For-One Exchange

9.6.1. As materials are used, empty containers are disposed of through the appropriate manner.

9.6.2. The shop may then replace authorized materials to meet their requirements, not to exceed their authorization amount. Bar coded items are strictly tracked and will not be issued if there is no remaining authorization. If a contingency occurs that requires the shop to exceed its authorization, then a one time allowance will be requested by contacting BE at 377-1117 extension 278 and stating the circumstances. If BE is not available and it is a work stoppage or emergency, then the item will be issued by the Hazmart with a notification to BE.

9.6.3. Only the amount of hazardous material needed by the customer will be ordered for use.

9.6.4. Shop supervisor will contact BE if the shop will substantially exceed the annualized quantity of material specified in the AF Form 3952. BE will monitor hazardous material usage as required.

10. Delivery of Hazardous Materials:

10.1. Hazmart Deliveries. The Hazmart will deliver all valid routine and expedite hazardous material requests.

10.2. Delivery Requirements. Upon delivery, Hazmart will provide an itemized receipt (DD Form 1348-1) to the customer. Along with the receipt, will be the bar code number or numbers, and a copy of the MSDS (upon request).

10.3. Customer Responsibilities. The customer will sign the document and receive copies.

11. Turn In of Hazardous Material.

11.1. Serviceable Hazardous Materials:

11.1.1. The Hazmart personnel will only accept hazardous materials that are in serviceable condition from 0800 to 1100 on duty days. Unopened and partial containers of hazardous materials will not be credited to the customer's supply account and will be available to any authorized customer as free issue. Free issue items will be issued on a first come, first served basis. If hours of operation change, there will be notification given to customers.

11.1.2. Partially empty containers may be turned into the Hazmart if they meet the following requirements:

11.1.2.1. Item must be in its original container with at least 25 percent of its original content.

11.1.2.2. All identifying labels including the Hazmart bar code must be attached and legible.

11.1.2.3. The shelf life must not be within 180 days of expiration (exceptions may be made on a case-by-case basis by Hazmart).

11.1.2.4. The material must be accompanied by a manufacturer specific MSDS.

11.1.2.5. The container must not be damaged, leaking, or rusted.

11.1.2.6. The product must not be contaminated or mixed.

11.1.3. The customer must dispose of items that fail to meet the above criteria as hazardous waste.

11.2. Unserviceable Hazardous Material/Waste:

11.2.1. The Hazmart personnel will not accept hazardous waste or unserviceable items.

11.2.2. CE Hazardous Waste will accept empty hazardous material containers Wednesday between 0800 and 1100 for routine turn-ins. All aerosol containers must be turned-in to CE Hazardous Waste for depressurization. If hours of operation change, there will be notification given to customers.

11.2.3. To turn-in full or partially full unserviceable items, call CE Service Call at 377-2100 and request a miscellaneous hazardous material pickup appointment.

11.2.4. The material must be accompanied by a manufacturer specific MSDS.

11.2.5. Emergencies will be handled any time during normal duty hours (0700 to 1730).

11.3. Civil Engineer (CE) Hazardous Waste:

11.3.1. Hazardous waste generators must obtain necessary training. All hazardous waste must be disposed of through designated 90-day Hazardous Accumulation Sites on base. For more information consult the 354 FW Hazardous Waste Management Plan or call CE Hazardous Waste at 377-1668.

12. Storage of Hazardous Materials

12.1. References. Hazardous Materials will be stored in accordance with all applicable regulations.

12.1.1. AFOSH Standard 91-43, *Flammable and Combustible Liquids*.

12.1.2. AFOSH Standard 91-44, *Safety Color Coding, Labeling, and Marking for Piping Systems*.

12.1.3. 354 FW Instruction 32-2001, *Fire Prevention and Protection*

12.1.4. National Fire Protection Association (NFPA) 30, *Flammable and Combustible Liquids Code*.

12.2. Flammable and Combustible Liquids and Gases. Flammable and combustible liquids and gases, in other than facilities approved and designed for that purpose, will be stored in approved cabinets. These cabinets will meet the requirements listed in AFOSH Standard 127-43, *Flammable and Combustible Liquids*. All flammable liquid storage must be approved in writing by the Fire Chief. Flammable locker approval letter must have a floor plan as to where the locker is located, and a list as to what is intended to be stored in the locker. All written requests for flammable liquid storage will be submitted in two copies to the Fire Prevention Office with coordination through the functional manager concerned. Approval letter for flammable material locker will be attached to the exterior front of the locker. The color of the cabinets will be yellow to ensure uniformity and easy visibility by Fire Department personnel.

12.2.1. All materials with a flash point of 140 degrees Fahrenheit or lower must be stored in a flammable storage locker.

12.2.2. Containers used for the storage of flammable or combustible materials will be OSHA-approved. All containers containing flammable or combustible materials must meet applicable labeling requirements.

12.2.3. Flammable liquids will be kept in covered containers when not actually in use. (Reference 29 CFR 1910.106.)

12.2.4. Gasoline, thinners, or other highly flammable liquids will not be used for cleaning purposes. Only approved nonflammable high flash point solvents will be used.

12.2.5. At least one portable fire extinguisher having a rating of not less than 20-BC units shall be located outside of, but not more than 10 feet from the door opening into, any room used for storage of flammable or combustible liquids. (Reference NFPA 30.)

12.3. Storage Cabinets. Not more than 120 Gallons of Class I, Class II, and Class IIIA liquids may be stored in a storage cabinet. The combined total of Class I and Class II liquids may not exceed 60 gallons per storage cabinet. Not more than three such cabinets (120 gallons each) may be located in a single fire area except in an industrial area. Additional cabinets may be located in the same fire area of an industrial area if the additional cabinet, or group of more than three (120 gallons each) cabinets, is separated from other cabinets or group of cabinets by at least 100 feet. **NOTE:** The limit of three cabinets in a single area can be increased where smaller cabinets are used. However, the maximum amount of flammable storage cannot exceed that which could be stored in three 120 gallon capacity cabinets, (360 gallons total). (Reference NFPA 30.)

12.3.1. Cabinets will be labeled with conspicuous lettering, "Flammable — Keep Fire Away." Additional guidance for marking storage containers is contained in AFOSH Standard 91-44, *Safety Color Coding, Labeling, and Marking*.

12.3.2. The cabinet is not required to be vented for fire protection purposes; however, the following shall apply: (Reference NFPA 30.)

12.3.2.1. If the cabinet is vented for whatever reasons, the cabinet inlet shall be vented outdoors in such a manner that will not compromise the specified performance of the cabinet. (Reference NFPA 30.)

12.3.2.2. If the cabinet is not vented, the vent opening shall be sealed with the bungs supplied with the cabinet or with bungs specified by the manufacturer of the cabinet. (Reference NFPA 30.)

12.4. Definitions.

12.4.1. Flammable Liquids. A liquid with a closed cup flash point below 100 degrees Fahrenheit (F) (37.8 degrees Celsius [C]) and having a vapor pressure not exceeding 40 pounds per square inch, gauge (psig) (2068 millimeters [mm] mercury [Hg]) at 100 degrees F (37.8 degrees C). Flammable liquids are categorized as Class I liquids, and are further subdivided as follows: (Reference National Fire Protection Association [NFPA] 30, *Flammable and Combustible Liquids Code*.)

12.4.1.1. Class IA are those that have a flash point below 73 degrees F (22.8 degrees C) and have a boiling point below 100 degrees F (37.8 degrees C). (Reference NFPA 30.)

12.4.1.2. Class IB are those that have a flash point below 73 degrees F (22.8 degrees C) and have a boiling point at or above 100 degrees F (37.8 degrees C). (Reference NFPA 30.)

12.4.1.3. Class IC are those that have a flash point at or above 73 degrees F (22.8 degrees C) and below 100 degrees F (37.8 degrees C). (Reference NFPA 30.)

12.4.2. Combustible Liquid. A liquid having a closed cup flash point at or above 100 degrees F (37.8 degrees C). Combustible liquids are categorized as Class II or Class III liquids and they are further subdivided as follows): (Reference NFPA 30.)

12.4.2.1. Class II liquids are those having a flash point at or above 100 degrees F (37.8 degrees C) and below 140 degrees F (60 degrees C). (Reference NFPA 30.)

12.4.2.2. Class IIIA liquids are those having flash point at or above 140 degrees F (60 degrees C) and below 200 degrees F (93.35 degrees C), except any mixture having components with flash-points of 200.5 degrees F (93 degrees C). (Reference NFPA 30.)

12.4.2.3. Class IIIB liquids are those having flash points at or above 200 degrees F (93 degrees C).

NOTE: This standard does not cover Class IIIB liquids. Where the term Class III liquids is used in this standard, it shall mean only Class IIIA liquids. (Reference NFPA 30.)

12.4.3. Storage cabinets that meet at least one of the following sets of requirements shall be acceptable for the storage of liquids.

12.4.3.1. Storage cabinets that are designated and constructed to limit the internal temperature at the center of the cabinet and 1 inch (2.5 centimeter [cm]) from the top of the cabinet to not more than 325 degrees F (162.8 degrees C), when subjected to a 10-minute fire test that simulates the fire exposure of the standard time-temperature curve specified in NFPA 251, *Standard Methods of Tests of Fire Endurance of Building Construction and Materials*, shall be acceptable. All joints and seams shall remain tight and the door shall remain securely closed during the test.

12.4.3.2. Metal storage cabinets that are constructed in the following manner shall be acceptable. The bottom, top, door, and sides of the cabinet shall be at least No. 18 gauge sheet steel and shall be double-walled, with 1-1/2 inch (3.8 cm) air space. Joints shall be riveted, welded, or made tight by some equally effective means. The door shall be provided with a three-point latch arrangements and the door sill shall be raised at least 2 inches (5 cm) above the bottom of the cabinet to retain spilled liquid within the cabinet.

13. Movement of Hazardous Material Between Shops:

13.1. Customer Requested.

13.1.1. Periodically, organizations may have a need to move hazardous material from one shop to another. Submit a Hazardous Material Transfer Request (**Attachment 8**), signed by the shop supervisor, to the Hazmart.

13.1.2. If the shop is authorized the item, a transaction will be processed to relieve the original shop from accountability and issue the material to the new shop.

13.2. Hazmart Directed.

13.2.1. The Hazmart reserves the right to direct movement of hazardous material between shops when mission requirements dictate.

13.2.2. The Hazmart will notify the organization of the transfer.

13.2.3. The Hazmart personnel will pick up the item and deliver it to the receiving shop.

13.2.4. Organizations will be credited only for full units of issue on items taken under this policy and receiving organizations will be billed for the hazardous materials.

14. Validation:

14.1. Bioenvironmental Engineering Responsibilities. Bioenvironmental Engineering (354 MDOS/SGOAB) will routinely visit each industrial shop in which an industrial hygiene case file is maintained. The visit will validate the adequacy of hazardous material/waste training procedures and personal protective equipment.

14.2. Customer Responsibilities. Customers are responsible for disposing of any unserviceable excess hazardous material (paragraph [11.2.](#)).

15. Battery/Light Bulb Disposal Policy:

15.1. CE Hazardous Waste.

15.1.1. Spent magnesium, mercury, nickel-cadmium, silver, thermal, alkaline, carbon zinc, and lithium batteries may be disposed of through the CE Hazardous Waste 90-day accumulation site. Customers need only ensure the terminals are taped and sign the waste battery container log.

15.1.2. CE Hazardous Waste will not accept batteries for which they do not have an MSDS, unless an manufacturer's specific MSDS is provided.

15.2. Turn-In Times. Used batteries and light bulb can be turned-in to CE Hazardous Waste from 0800-1100 every Wednesday. Light bulbs requiring turn-in are fluorescent, mercury, high pressure sodium, and other similar types of bulbs. If hours of operation change, there will be notification given to customers.

15.3. Lead-Acid Batteries. Some lead-acid type batteries can be recycled and should be taken to the Maintenance Squadron (MXS) Battery Shop (Building 1141, 377-5255) or turned-in at CE Hazardous Waste.

16. Customers Responsibilities:

16.1. All users of hazardous material in an industrial process are required to enroll in the Hazardous Material Pharmacy Program (HPP).

16.2. All hazardous material requests must begin at the Hazmart.

16.3. Customers will identify and provide locations of all hazardous material within the organization to the Hazmart using the Shop Profile Worksheet ([Attachment 2](#)).

16.4. The organization is responsible for proper disposal of all hazardous material and clearing their account expeditiously.

16.5. Ensure the shop is authorized to use the hazardous material.

16.6. Not maintain more than their authorized quantity of hazardous material within the shop (paragraph [9.2.](#)). If shop exceeds its authorized quantity in AF-EMIS, no further hazardous material will be issued until these items have been cleared.

16.7. All hazardous material must be stored IAW all applicable regulations governing the storage of hazardous material.

16.8. Maintain copies of manufacturer specific MSDSs for items on hand in a shop.

16.9. Maintain a signed copy of each AF Form 3952, *Chemical/Hazardous Material Authorization Request*, within the shop.

16.10. Ensure all personnel understand the importance of returning the empty containers. Do not throw away any empty containers that have been bar coded. All users within an organization are responsible for the proper use and disposal of all hazardous material issued to or found within their squadron.

16.11. Submit to Hazmart a Lost or Misplaced Bar Coded Hazardous Material Letter ([Attachment 9](#)) for any bar codes lost, destroyed, improperly disposed of, or in anyway unaccounted for to HAZMART for clearing.

16.12. Monitor shelf life of all hazardous material within shop and maintain proper stock rotation.

17. AF Form 3952 Evaluation Criteria:

17.1. Approval/Disapproval. The approval/disapproval of chemicals is not based solely on the Standardized List of Issue Exception Codes (SLIX) but on a combination of mission, available Personal Protective Equipment (PPE), Technical Order (TO) requirements, and available substitutes. Some examples or reasons for disapproval are:

17.1.1. Shop does not have adequate PPE.

17.1.2. No TO requirement and there are less hazardous suitable substitutes (recommended substitutes will be coordinated by phone between BE and the shop).

17.1.3. Lead-Based Paint for facility use, including signs and interior concrete markings (AF policy for CE).

17.2. Customer Responsibilities. The burden of proof is on the shop; they must prove that they need the hazardous material.

17.3. Pesticides. Pesticides, insecticides, and herbicides are to be obtained through CE Pest Management Shop. Pest Management is required to track usage rate.

18. Standardized List of Issue Exception Codes (SLIX):

18.1. History. In March 1997, HQ PACAF Bioenvironmental Engineering requested a consolidated list of stock numbers used within the command and generated a "Standardized List of Issue Exception Codes" for them. The concept of creating the SLIX codes was to eliminate redundant work being performed throughout PACAF. Base bioenvironmental representatives still have the option of changing these codes if they conflict with local regulations.

18.2. Definitions. Previous to this effort there were only 4 IEX codes used by the Hazmart which were bar coded and tracked (7, 8, 9, and M). Upon the release of the PACAF Supplement to AFI 32-7086, there are now 10 acceptable SLIX codes. AF Forms 3952 are still required for all items except SLIX code "H". The following list and explanation describes the SLIX codes:

Table 4. SLIX Codes.

Category	SLIX Code	Barcode	Tracked
Radioactive Material	R	Yes	Yes
Ozone Depleting Substance	M	Yes	Yes
Significant Health Hazard * with Emissions #	S	Yes	Yes
Significant Health Hazard *, No Emissions	9	Yes	Yes
Moderate Health Hazard * with Emissions #	T	Yes	Yes
Moderate Health Hazard *, No Emissions	8	No	Yes
Insignificant Health Hazard * with Emissions #	7	No	Yes
Recyclable	P	No	Yes
Other Health and Safety Review (i.e., respirator, PPE)	K	No	Yes
Non-Hazardous, No tracking or authorization required	H	No	No

NOTES:

* Health hazards imply a worker exposure concern.

Emissions imply hazardous waste generators for now, with the possible inclusion of air emission generators in the future.

Definitions:

R: Radioactive material or equipment that contain radioactive components

M: Class 1, Ozone Depleting Chemicals or Substances. See Appendix A.

S: Potential significant health hazard to workers, which also generates hazardous waste. Shall include materials containing more than 1% by weight of an ingredient with an OSHA specific standard that is a confirmed human carcinogen, teratogen, tumorigen, mutigen, or sensitizer.

9: Potential significant health hazard to workers that is consumed in process, rendered non-hazardous by the process, or generates non-regulated waste.

T: Moderate health hazard to workers, which also generate hazardous waste. Includes materials which are acidic, alkali, asphyxiant, compressed gases, cryogenic, explosive, flammable, irritant, reactive, or toxic.

8: Moderate health hazard to workers that are consumed in process, rendered non-hazardous by the process, or generates non-regulated waste.

7: Material of insignificant hazard to workers which generates a hazardous waste due to contamination during a process (i.e., spent bead blast media).

P: Recyclable material indicates this item has been identified for reuse or recycling. Local markets and DRMO (Defense Reutilization and Marketing Office) may influence the application of this code.

K: Other health and safety items that require tracking or special controls.

H: Non Hazardous Material, has been reviewed and no tracking or authorization required.

19. Roles and Responsibilities:

19.1. Hazmart:

19.1.1. Maintain a copy of the Hazardous Material Pharmacy Program Representative Letter (**Attachment 1**) designating a representative to be responsible for monitoring hazardous material/waste within shop.

19.1.2. Maintain the original signed copy of the shop's AF Forms 3952.

19.1.3. Maintain Shop Profile Information in AF-EMIS.

19.1.4. Supply each unit with the required hazardous substances in a timely manner.

19.1.5. Operate on a 24-hour basis with after duty hours support provided by MICAP and Storage and Issue personnel.

19.1.6. Accept questions pertaining to hazardous material management by phone or in person.

19.1.7. Ensure all hazardous substances are properly bar coded and entered into the database prior to issue.

19.1.8. Issue sequential tracking list to units, upon request, to track container status in the database.

19.1.9. Store reusable hazardous materials as free issue.

19.1.10. Inform customers of free issue items by means of a distributed listing, e-mail, and/or through the Internet.

19.1.11. Properly manage any hazardous materials that are declared a waste at this facility.

19.1.12. Monitor shelf life of hazardous materials located at the Hazmart and ensure all expired items are properly turned-in for disposal.

19.1.13. Ensure database is updated concerning relocation of bar coded hazardous substance containers between shops.

19.1.14. Provide training to customers and to CSAs on hazardous material issues when needed.

19.2. Environmental Management:

19.2.1. Review products for potential emissions and/or hazardous waste production and assign SLIX codes according to the environmental risk associated with the product.

19.2.2. Approve/disapprove authorization requests.

19.2.3. Create and update shop specific hazardous materials approval listings and recommend less hazardous substitutes when possible with coordination of the shop supervisors and Unit Environmental Coordinator.

19.2.4. Accept questions pertaining to hazardous material management by phone or in person.

19.2.5. Comply with all state and local regulatory reporting requirements for hazardous substances.

19.2.6. Analyze data for accuracy and trends.

19.3. Bioenvironmental Engineering:

19.3.1. Determine health and environmental risk.

19.3.2. Review products for potential hazards and assign SLIX codes according to the health risk associated with the product.

19.3.3. Approve/disapprove authorization requests.

19.3.4. Validate the quantity of hazardous materials needed by the user by shop processes.

19.3.5. Create and update shop specific hazardous materials approval listings and recommend less hazardous substitutes when possible with coordination of the shop supervisors and Unit Environmental Coordinator.

19.3.6. Accept questions pertaining to hazardous material management by phone or in person.

19.3.7. Act as the Office of Primary Responsibility (OPR) for the base Hazard Communication (HAZCOM) program.

19.3.8. Will routinely review the hazardous material information in the Hazardous Material Binder maintained by each serviced shop.

19.3.9. Maintains the Hazmart Exempt Materials list at the Hazmart.

19.4. Safety:

19.4.1. Review products for potential hazards according to the safety risk associated with the product.

19.4.2. Approve/disapprove authorization requests.

19.4.3. Accept questions pertaining to hazardous material management by phone or in person.

19.4.4. During annual and periodic inspections, look at hazardous material management practices.

19.5. CE Hazardous Waste:

19.5.1. Will determine whether item(s) should be recycled or disposed of when material is returned.

19.5.2. Will receive aerosol containers from EAFB. Will declare unusable aerosol containers to be waste and will ensure these containers are depressurized and the contents managed appropriately.

19.5.3. Accept questions pertaining to hazardous waste management by phone or in person.

19.6. Chemical Staging Area:

19.6.1. Receive, store, and issue hazardous material to shops within their control.

19.6.2. Submit all AF Forms 3952 to Hazmart for approval.

19.6.3. Transfer hazardous material between shops using Hazardous Material Transfer Request Letter ([Attachment 8](#)).

19.6.4. Properly dispose of hazardous material.

19.6.5. Maintain a copy of all signed AF Forms 3952 for the shops within their control.

19.6.6. Seek training through Hazmart when needed.

19.6.7. Maintain access to AF-EMIS database through the base Local Area Network (LAN).

19.7. Communications Squadron.

19.7.1. Assist the hazardous material computer database system administrator on computer hardware and LAN issues.

19.7.2. Provide assistance to the AF-EMIS Hazardous Material personnel in the performance of their Data Base Administration (DBA)/System Administration (SA)/Information System Security Officer (ISSO) duties.

19.8. Contracting:

19.8.1. Will review and process all hazardous material purchase requests to ensure the organization has coordinated an authorization from the Hazmart for the item.

19.8.1.1. During IMPAC Surveillance Visits, review IMPAC Purchase Logs for possible hazardous material purchases to ensure an IMPAC Request Letter ([Attachment 5](#)) is attached.

19.8.1.2. Inform Hazmart of unauthorized hazardous material purchases.

19.8.2. Identify automated customer (i.e., base supply, medical supply, and civil engineer) hazardous materials purchases with a potentially hazardous material statement flag in the base contracting automated system (BCAS).

19.8.3. Identify alternative sources of supply acquisition of hazardous materials in smaller units of issue upon customer request.

19.8.4. Develop BPA and just-in-time indefinite delivery type contracts for hazardous materials used routinely, upon customer request.

19.8.5. Establish policy to control the use of the International Merchant Purchase Authorization Card (IMPAC) to purchase hazardous materials.

19.8.6. Ensure vendors and contractors provide Material Safety Data Sheets within a specified time as designated in the contract.

19.8.7. Enforce contract provisions and requirements.

19.9. Squadron Commanders:

19.9.1. Will establish a Hazardous Material Program using this instruction and the Hazardous Material Binder as guides.

19.9.2. Administer and monitor all Hazardous Material local purchase actions.

19.9.3. Provide Hazmart with the names of a primary and alternate representative to be the focal point for all hazardous material issues (Unit Environmental Coordinator).

19.9.4. Reduce dependence on Ozone Depleting Chemicals (ODCs) and EPA-17 Chemicals.

19.9.5. Ensure all hazardous materials used in performance of contracts on the installation are coordinated through Hazmart prior to approval.

19.10. Unit Environmental Coordinator (UEC)

19.10.1. Ensure that the Hazardous Material Binder in each serviced shop has as a minimum:

- 19.10.1.1. Unit Commander's Hazardous Material Policy Letter
- 19.10.1.2. Hazardous Material Pharmacy Program Representatives Letter designating a Unit Environmental Coordinator, Shop Hazardous Material and Hazardous Waste Representative, their DEROS (Date Eligible Return from Over Sea) and phone numbers
- 19.10.1.3. Environmental, Safety, and Occupational Health Compliance Assessment and Management Program (ESOH CAMP) Hazardous Material Checklist
- 19.10.1.4. Shop Profile Worksheet
- 19.10.1.5. Chemical/Hazardous Material Authorization Request (AF Form 3952) for each hazardous chemical used by the shop (may be cross referenced).
- 19.10.1.6. AF-EMIS "Chemical Authorizations in Shop Sequence" Report
- 19.10.1.7. AF-EMIS "Sequential Tracking Report"
- 19.10.1.8. FW Instruction 32-7005
- 19.10.2. Verify that the shop does not exceed their authorization of hazardous materials.
- 19.10.3. Validate the quantity of hazardous material used for shop processes.
- 19.10.4. Reduce dependence on ODCs and EPA-17 Chemicals.
- 19.11. Hazardous Material Users
 - 19.11.1. Maintain the Hazardous Material Binder in each serviced shop.
 - 19.11.2. The shop supervisor and BE determine the maximum allowable quantity of hazardous materials to be issued and stored in each shop. Units of issue will be determined using a two week supply as a guide for normal use chemicals and a one month supply for chemicals used on a seasonal basis. Those shops designated by Chief of Operations (CE), in conjunction with BE, as being in direct support of base infrastructure, may be authorized a 30 day supply.
 - 19.11.3. Bulk product purchases, i.e. POL, paint, may be authorized if it is determined to be cost effective and have no unreasonable health or environmental effect.
 - 19.11.4. Will consult the organization authorization listing prior to ordering to ensure they are authorized to purchase or use a specific hazardous material.
 - 19.11.5. Will provide the following information when ordering free issue hazardous substances and GSA purchases:
 - Name/Rank
 - Organization/Shop Code
 - Duty Phone
 - Name of Product
 - NSN/FSN/LSN/Part Number
 - Unit of Issue
 - Quantity
 - Delivery Location

- 19.11.6. Ensure accurate tracking of each container within the database and proper disposition of empty containers.
- 19.11.7. Bring all unserviceable and/or empty bar coded containers to CE Hazardous Waste once the item is no longer needed.
- 19.11.8. Bring all serviceable containers to Hazmart for possible free issue.
- 19.11.9. Ensure that the shop does not exceed their authorization of hazardous materials.
- 19.11.10. Ensure hazardous materials that are stored and have no potential for reuse/reissue be removed from the inventory. Call CE Service Call for miscellaneous pick-up.
- 19.11.11. Notify Hazmart by use of Hazardous Material Transfer Letter (**Attachment 8**) if the customer relocates a bar coded hazardous substance container.
- 19.11.12. Prior to receipt of hazardous substances, ensure all applicable containers are properly bar coded.
- 19.11.13. Validate the quantity of hazardous material used for shop processes.
- 19.11.14. Reduce dependence on ODCs and EPA-17 Chemicals.
- 19.11.15. All users will control, manage, and update their own shelf life. Users can access the Shelf Life Extension Data (SLED) via the Internet for extensions. Contact Hazmart for additional assistance.
- 19.11.16. Provide Hazmart with the documentation to support the requirements for hazardous materials (HM) or ODCs, i.e., a technical order (TO), owner/operator manual, work specification, or drawing. Shops that have a requirement not found in these references must have a Hazardous Material Request (**Attachment 10**) explaining the need for the item.
- 19.11.17. If an item needed for mission accomplishment is disapproved, a Commander's Override Letter (**Attachment 11**) stating the need for this item, signed by the squadron commander, must be turned in to the Hazmart for review by the HMMP.
- 19.11.18. When control over a bar code is lost, a Lost or Misplaced Bar Coded Hazardous Material Letter (**Attachment 9**), must be turned-in to the Hazmart.
- 19.11.19. Review Environmental, Safety, Occupational Health Compliance Assessment Management Program (ESOH CAMP) Hazardous Material Checklist at least quarterly.
- 19.12. Fire Department. The Fire Department Alarm Communication Center will be connected to the AF-EMIS database. Access to AF-EMIS will allow them to verify quantity and type of chemicals in each facility.

BOB D. DULANEY, Brigadier General, USAF
Commander

Attachment 1

HAZMAT PHARMACY PROGRAM REPRESENTATIVES

MEMORANDUM FOR 354 SUPS/LGSCH

FROM: (SQUADRON/OFFICE SYMBOL/AF-EMIS CODE)

SUBJECT: Hazardous Material Pharmacy Program Representatives Letter

1. The following individuals are Unit Environmental Coordinators for the (Squadron):

Primary: Rank, Name, Office Symbol, and Phone Number

Alternate: Rank, Name, Office Symbol, and Phone Number

2. The following individuals are appointed as Hazardous Material Point-of-Contacts (POC) for respective shops: (list all shops within the squadron that require/store hazardous material).

Primary: Rank, Name, Office Symbol, Phone Number, and AF-EMIS Code

Alternate: Rank, Name, Office Symbol, Phone Number, and AF-EMIS Code

3. The following individuals are Shop Supervisors: (list all shops within the squadron that require/store hazardous material)

Primary: Rank, Name, Office Symbol, Phone Number, and AF-EMIS Code

Alternate: Rank, Name, Office Symbol, Phone Number, and AF-EMIS Code

4. Any questions regarding the above, please contact (POC's name) at 377 -xxxx.

//SIGNED//

Squadron Commander

Attachment 2

SHOP PROFILE WORKSHEET

AF-EMIS CODE: E _____ BES WPID: 0686 ____ - ____

Filled out by HMP

Command: PACAF Organization: _____ Office Symbol: _____

Office Title: _____

Address 1: _____ City: Eielson AFB

Address 2: _____ State: AK

Bldg.: _____ Location/Room: _____

CSA: 99 or 01 02 03 04 05 (Assigned by Hazmart)

Supply Account Code(s): _____

Shop Process Codes: _____

HM POC: _____ Phone: _____

Shop Supervisor: _____ Phone: _____

HAZWASTE POC: _____ Phone: _____

Fax: _____

Shop Mission:

Remarks:

Attachment 3

REQUEST FOR CHANGE IN AUTHORIZATION

MEMORANDUM FOR 354 SUPS/LGSCH

FROM: (SQUADRON/OFFICE SYMBOL/AF-EMIS NUMBER)

SUBJECT: Request for Change to Authorization Letter

1. The following hazardous material authorizations are requested to be changed:

		Present	Requested
<u>Nomenclature</u>	<u>NSN</u>	<u>Authorization</u>	<u>Authorization</u>

2. State the reason for the change (must be a valid request).

3. Any questions regarding the above, please contact (POC's name) at 377 -xxxx.

//SIGNED//

Shop Supervisor

Attachment 4

AF FORM 3952 HELP/INSTRUCTIONS

Table A4.1. AF Form 3952/Help/Instructions.

AF Form 3952 Help/Instructions		
CHEMICAL/HAZARDOUS MATERIAL AUTHORIZATION		
BLOCK #	BLOCK TITLE	DESCRIPTION
1.	Type of Request	Initial or recurring
2.	Process Code	EMIS process code that can be obtained from the Hazmart
3.	Command/Org. Symbol	Self-explanatory
4.	Work Center Title	Self-explanatory
5.	Supply Account Codes	Self-explanatory
6.	Building Number	Building where HAZMAT will be used.
7.	Location	Specific location in building identified in Block 6 where HAZMAT will be used, i.e. room number.
8.	Material Name	Common name or description of the HAZMAT requested.
9.	NSN/LSN	National or Local Stock Number of the HAZMAT.
10.	Unit of Issue	Self-explanatory
11.	Material Specification	Military or commercial specification of the HAZMAT if available.
12.	Draw Amount	Quantity and unit amount of HAZMAT ordered by user, e.g., 14 ounces, or 10 pounds, or one quart.
13.	Draw Frequency	How often the HAZMAT will be needed
14.	Sole Source Manuf. Name/CAGE	Self-explanatory
15.	Sole Source Part Number/Trade Name	Self-explanatory
16a.	Document Number	TO Number, Manual, Regulation, Commanders Letter (see Attachment 11), etc.
16b.	Paragraph Number	Relevant paragraph requiring use of HAZMAT
16c.	Page Number	Relevant page number requiring use of HAZMAT

BLOCK #	BLOCK TITLE	DESCRIPTION
16d.	Revision/Change Number	Document revision/change number
16e.	Revision/Change Date	Self-explanatory
17.	Is this request....?	Self-explanatory
18.	Task	<p>A full description of the work activity and process in which the HAZMAT in question is used. If necessary, provide the following information:</p> <p>Application method, including but not limited to: hand, brush, spray, spatula/putty knife, cloth, roller, dipping, pouring, squeeze bottle, hose, spray gun/nozzle, and vapor condensation.</p> <p>Type of industrial equipment, such as open tanks, closed tanks, vapor degreaser, spray booth, mechanical equipment, or liquid-tight equipment (closed system) in which the HAZMAT will be used.</p> <p>If the HAZMAT is transferred to industrial equipment, list the equipment number and specify whether the transfer will occur by pouring, pumping, or another method.</p> <p>Method by which the HAZMAT will be or has been mixed (hand mixer, open container, mixer, closed container, etc.), heated (oven, soldering iron, torch, etc.), or abraded (wire brush, sander, grinder, etc.)</p>
19.	Amount of material used per task	Self-explanatory. (This amount is different from DRAW AMOUNT in box 12. For example, a user wishing to change the oil of four vehicles would draw 20 quarts of oil, but use five quarts per vehicle. The five quarts should be listed in this box.)
20.	Frequency of task	Self-explanatory
21.	Duration of task	Self-explanatory
22.	Engineering controls used	Such as exhaust/ventilation, enclosures, covered tanks, cooling coils, etc.
23.	Personal Protective Equipment (PPE)	List any PPE used while performing this task. Include eye, face, body, foot, and hand protection, and manufacturer and model number for both respirator and cartridge.

BLOCK #	BLOCK TITLE	DESCRIPTION
24.	Method of disposal for waste	Typical responses include, but are not limited to: totally consumed in process, partially consumed in process, recycled on-site, drummed/ containerized, sanitary sewer, storm sewer, industrial drain, bulk, recycled off-site, and air emission.
25.	Additional information	Self-explanatory
26a.	Requester's name, org. symbol, telephone	For individual performing the task.
26b.	Signature	Self-explanatory
26c.	Date	Self-explanatory
27a.	Certifying Official's name, org. symbol, telephone	Shop supervisor who certifies that the material is required as stated.
27b.	Signature	Self-explanatory
27c.	Date	Self-explanatory

Part II - MATERIAL AUTHORIZATION: Bioenvironmental Engineering (BE), safety (SE), and civil engineer (CE) offices must review Part I of each AF Form 3952 and complete Part II.

Section I. HEALTH REVIEW. The BE will evaluate Part I of AF Form 3952 and document in Part II, Section I of AF Form 3952 hazardous material request-associated health risks and control options and authorize requested hazardous material use as appropriate. Reviews will include hazardous material-related work area surveys. The authorization will identify any conditions of use such as engineering controls and mandatory health measures. The authorization also may serve as a certification of the appropriate personal protective equipment (PPE).

Section II. OCCUPATIONAL SAFETY REVIEW. SE will evaluate Part I of AF Form 3952 and document in Part II, Section II of AF Form 3952 safety risks and control options and authorize requested hazardous material use as appropriate. Reviews will include hazardous material-related work area safety surveys. The authorization will identify conditions of use such as administrative and engineering controls and PPE.

Section III. ENVIRONMENTAL MANAGEMENT REVIEW. CE will evaluate Part I of AF Form 3952 and document in Part II, Section III of AF Form 3952 environmental requirements and control options. Reviews will include hazardous material-related work area surveys, such as environmental controls, environmental permits, disposal restrictions, and ozone depleting substance approvals.

Attachment 5

IMPAC REQUEST

MEMORANDUM FOR 354 SUPS/LGSCH

FROM: (SQUADRON/OFFICE SYMBOL/AF-EMIS CODE)

SUBJECT: IMPAC Request

1. I, _____ certify that I have an approved AF Form 3952 and am authorized to purchase this specific hazardous material on my squadron IMPAC card.

2. The following vender and material information is below:

AF-EMIS Code:	_____
Vendor:	_____
Part Number:	_____
Quantity:	_____
Unit of Issue:	_____

3. If there are any questions, please contact (name and phone number).

//SIGNED//
Shop Supervisor

cc:

1st Ind, 354 SUPS/LGSDH

MEMORANDUM FOR RECORD

I, _____ certify that the requested material has been authorized for purchase on IMPAC and it DOES/DOES NOT require bar coding.

Hazmart Representative

Attachment 6

HAZARDOUS MATERIAL MISSION ESSENTIAL REQUEST

MEMORANDUM FOR 354 SUPS/LGSCH

FROM: (SQUADRON/OFFICE SYMBOL/AF-EMIS CODE)

SUBJECT: Hazardous Material Mission Essential Request

- 1. I, _____ certify that I have reviewed this request and that it is a Mission Essential requirement, as stated in 354 FW Instruction 32-7005, paragraph 1.3.
- 2. I will inform the appropriate personnel of this hazardous material use. If my shop is not authorized this hazardous material, an AF Form 3952 will be submitted to the Hazmart the next duty day for authorization.
- 3. The following material information is below:

AF-EMIS Code: _____
 Nomenclature: _____
 NSN/Part Number: _____
 Quantity: _____
 Unit of Issue: _____

- 4. If there are any questions, please contact (Name and Phone Number).

//SIGNED//
Shop Supervisor

cc:

1st Ind, 354 SUPS/LGSDH

MEMORANDUM FOR RECORD

I, _____ certify that the above hazardous material is authorized for the shop or an AF Form 3952 has been submitted for authorization.

Hazmart Representative

Attachment 7**DEPLOYING UNIT HAZARDOUS MATERIAL REQUEST**

MEMORANDUM FOR 354 SUPS/LGSCH

FROM: (SQUADRON/OFFICE SYMBOL/AF-EMIS CODE)

SUBJECT: Deploying Unit Hazardous Material Request

1. The following hazardous materials will deploy with the unit from Eielson AFB on *(dates)* and will not be used at Eielson AFB:

<u>Nomenclature</u>	<u>NSN</u>	<u>EMIS Number</u>	<u>Quantity</u>
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2. If any hazardous material is not used during the deployment and returned to Eielson AFB then I will ensure that the material is returned to Hazmart for bar-coding and reporting purposes. All hazardous materials not needed in the future will be turned in for free issue. I will also ensure that all opened material be properly disposed of prior to returning to Eielson AFB. (NO OPENED MATERIAL WILL BE BROUGHT BACK TO EIELSON AFB).

3. Any questions regarding the above, please contact (POC's name) at 377 -xxxx.

//SIGNED//

Unit Environmental Coordinator

Attachment 8

HAZARDOUS MATERIAL TRANSFER REQUEST

MEMORANDUM FOR 354 SUPS/LGSCH

FROM: (SQUADRON/OFFICE SYMBOL/AF-EMIS CODE)

SUBJECT: Hazardous Material Transfer Request

1. The following material is needed in gaining (shop)

NSN: _____

Manufacture: _____

Bar code Number(s): _____

From: (AF-EMIS Code)

To: (AF-EMIS Code)

2. This material will not be given to the shop until confirmation of this request. If there are any questions or concerns please call me at 377-xxxx..

//SIGNED>

Shop Supervisor

Attachment 9**LOST OR MISPLACED BAR CODED HAZARDOUS MATERIAL**

MEMORANDUM FOR 354 SUPS/LGSCH

FROM: (SQUADRON/OFFICE SYMBOL/AF-EMIS CODE)

SUBJECT: Lost or Misplaced Bar Coded Hazardous Material

1. The following bar-codes issued to (SHOP NAME AND AF-EMIS SHOP CODE) have been lost or misplaced. A thorough search has been conducted to locate these bar-codes. If these bar-codes are located at any time in the future, we will notify Hazmart immediately.

<u>Bar code #</u>	<u>NSN</u>	<u>Noun</u>
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2. Any questions or concerns please call (POC and Phone #).

//SIGNED//

Squadron Commander

Attachment 10

HAZARDOUS MATERIAL REQUEST

MEMORANDUM FOR 354 SUPS/LGSCH

FROM: (SQUADRON/OFFICE SYMBOL/AF-EMIS CODE)

Subject: Hazardous Material Request

1. Request issue of the hazardous material listed below. I certify this is a valid requirement.

2. NSN: 9999Pxxxxxxx
Noun: Sulfuric Acid
Manufacturer: ACE HARDWARE

3. Explain the requirement.

4. Request research by Hazmart team to ensure that this is the safest product to accomplish the mission.

5. The Hazardous Material POC for Elector-Environmental shop is (POC's name) at 377-xxxx.

//SIGNED//

Unit Environmental Coordinator

Attachment 11**COMMANDER'S OVERRIDE**

MEMORANDUM FOR 354 SUPS/LGSCH

FROM: (SQUADRON/OFFICE SYMBOL)

SUBJECT: Commander's Override Letter

1. The following hazardous material was disapproved for issue:

<u>Nomenclature</u>	<u>NSN/Part Number</u>
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2. State the mission requirement for the material and request its approval for use.

3. Any questions regarding the above, please contact (POC's name) at 377 -xxxx.

//SIGNED//

Squadron Commander

Attachment 12

CLEARING USED BAR CODES

MEMORANDUM FOR 354 SUPS/LGSCH

FROM: (SQUADRON/OFFICE SYMBOL/AF-EMIS CODE)

SUBJECT: Clearing Used Bar Codes

1. Please clear the bar codes marked on the attached sequential tracking list. I _____ (HM POC for the shop) take full responsibility in ensuring that these items have been/will be disposed of in the proper manner IAW all local standards and policies. This shop no longer has these items in storage. Fax information to Hazmart at 377-1569.

See Attached Sequential Tracking Report Reflecting Deletes

2. If you have any questions please contact _____ at the following phone number and fax me a new sequential tracking report when these have been completed (FAX 377-_____).

(Shop HM POC Signs Here)

The requested bar codes have been cleared from your account and a new sequential tracking report has been provided.

HAZMART POC Signs Here