

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 32-7086**

**1 AUGUST 1997**

**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**24 DECEMBER 1997**

**8TH FIGHTER WING  
Supplement 1**

**11 FEBRUARY 2004**

**Civil Engineering**

**HAZARDOUS MATERIALS MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ USAF/ILEVQ  
(Maj James W. Mills)  
Supersedes PACAFI 23-205, 21 December 1995

Certified by: HQ USAF/ILE  
(Maj Gen Eugene A. Lupia)  
Pages: 71  
Distribution: F

---

This instruction implements Air Force policy directive (AFPD) 32-70, *Environmental Quality*, July 1994; AFPD 23-2, *Supplies and Materiel Management*; June 1993; and AFPD 91-3, *Occupational Safety and Health*, September 1993. It establishes procedures and standards that govern management of hazardous materials (HAZMAT) throughout the Air Force. It applies to all Air Force personnel (at classified and unclassified operations) who authorize, procure, issue, use, or dispose of HAZMAT; and to those who manage, monitor, or track any of the preceding activities. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to Headquarters United States Air Force (HQ USAF), Deputy Chief of Staff for Installations and Logistics, Environmental Division (HQ USAF/ILEV), 1260 Air Force Pentagon, Washington DC 20330-1260. Any organization may supplement this instruction. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of each supplement to HQ USAF/ILEV; other commands send one copy of each supplement to the next higher headquarters. This instruction is consistent with Air Force Occupational Safety and Health (AFOSH) standards. It prescribes AF Form 3952, **Chemical/Hazardous Material Request/Authorization**. See **Attachment 1** for a list of references and supporting information.

---

**(PACAF) This supplement implements Air Force Instruction 32-7086, Hazardous Material Management. It establishes procedures and standards that govern management of hazardous materials (HAZMAT) throughout the Pacific Air Forces (PACAF). It applies to all Air Force personnel (at**

**classified and unclassified operations) who authorize, procure, issue, use, or dispose of HAZMAT; and to those who manage, monitor, or track any of the preceding activities.**

**(8FW)** This supplement establishes procedures and standards that govern management of Hazardous Materials (HAZMAT) for the 8th Fighter Wing, Kunsan Air Base, Korea. It applies to all personnel who authorize, procure, issue, use, or dispose of HAZMAT in the course of their official duties; and to those who manage, monitor, or track any of the preceding activities, whether the activities are performed by government or contractor personnel. Kunsan AB must send a copy of their proposed supplement to HQ PACAF HMMP team for approval.

**(8FW) AFI 32-7086, 1 August 1997 and PACAF Supplement 1, 24 December 1997 are supplemented as follows:**

***SUMMARY OF REVISIONS***

**(PACAF)** This revision incorporates new requirements contained in Air Force Instruction (AFI) 32-7086, as well as feedback and comments recommended by hazardous material management functional areas. The PACAF Supplement has been organized by functional areas in order to better parallel AFI 32-7086.

**(PACAF) AFI 32-7086, 1 August 1997, is supplemented as follows:**

<b>Chapter 1—AIR FORCE HAZARDOUS MATERIALS (HAZMAT)</b>	
<b>MANAGEMENT PROCESS</b>	<b>5</b>
Section 1A HAZMAT Management Process (HMMP) Purpose and Objectives	5
1.1. HMMP Purpose. ....	5
1.2. HMMP Objectives. ....	6
Section 1B HMMP Organization	6
1.3. HMMP Organization. ....	6
Section 1C HMMP Responsibilities	7
1.4. HQ USAF EPC or ESOHC Co-Chairs. ....	7
1.5. HQ USAF HMMP Team. ....	7
1.6. Secretary of the Air Force (SAF). ....	7
1.7. HQ USAF. ....	7
1.8. MAJCOMs, FOAs, and DRUs. ....	8
1.9. Installations. ....	9
1.10. Other Specialized Responsibilities. ....	10

<b>Chapter 2—AIR FORCE HAZMAT PHARMACY PROGRAM (HPP)</b>	<b>12</b>
Section 2A HPP Purpose and Objectives	12
2.1. HPP Purpose. ....	12
2.2. HPP Objectives. ....	12
Section 2B HPP Organization	12
2.3. HAZMAT Pharmacy Organization. ....	12
Section 2C Responsibilities	19
2.4. HQ USAF HMMP Team. ....	19
2.5. MAJCOMs, FOAs, and DRUs. ....	19
2.6. Installations. ....	19
2.7. Other Specialized Responsibilities. ....	29
<b>Chapter 3—AIR FORCE WEAPON SYSTEM HAZARDOUS MATERIALS REDUCTION PRIORITIZATION PROCESS (HMRPP)</b>	<b>30</b>
Section 3A Weapon System HMRPP Purpose and Objectives	30
3.1. Weapon System HMRPP Purpose. ....	30
3.2. Weapon System HMRPP Objectives. ....	30
Section 3B Weapon System HMRPP Organization	30
3.3. Weapon System HMRPP Organization. ....	30
Section 3C Weapon System HMRPP Responsibilities	32
3.4. HQ USAF HMMP Team. ....	32
3.5. Assistant Secretary for Acquisition (SAF/AQ). ....	32
3.6. HQ USAF/IL. ....	32
3.7. MAJCOMs, FOAs, and DRUs. ....	32
3.8. Installations: ....	33
3.9. Other Specialized Responsibilities. ....	34
<b>Chapter 4—AIR FORCE OZONE DEPLETING SUBSTANCE (ODS) MANAGEMENT PROGRAM</b>	<b>36</b>
Section 4A ODS Management Program Purpose and Objectives	36
4.1. ODS Management Program Purpose. ....	36
4.2. ODS Management Program Objectives. ....	36

Table 4.1.	CLASS I Ozone Depleting Substances. ....	36
Table 4.2.	CLASS II Ozone Depleting Substances. ....	37
Section 4B	ODS Management Program Organization	38
4.3.	Class I ODS Management Program Organization .....	38
4.4.	Class II ODS Management Program Organization .....	40
Section 4C	ODS Management Program Responsibilities	41
4.5.	SAF/AQ. ....	41
4.6.	HQ USAF/IL. ....	41
4.7.	MAJCOMs, FOAs, and DRUs: .....	42
4.8.	Installations. ....	43
4.9.	Other Specialized Responsibilities. ....	45
<b>Attachment 1—GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS</b>		<b>47</b>
<b>Attachment 1 (8FW)—GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS</b>		<b>55</b>
<b>Attachment 1 (Added-PACAF)—HAZMART FUNDING ELIGIBILITY CRITERIA</b>		<b>57</b>
<b>Attachment 2—AIR FORCE (AF) FORM 3952, CHEMICAL/HAZARDOUS MATERIAL REQUEST/AUTHORIZATION FORM</b>		<b>59</b>
<b>Attachment 2 (Added-PACAF)—HAZMAT CODE AND BARCODE CRITERIA</b>		<b>64</b>
<b>Attachment 2 (8FW)—LETTER OF KUNSAN AB HMMP TEAM CHARTER</b>		<b>66</b>
<b>Attachment 3 (8FW)—MATERIALS EXCLUDED FROM AF FORM 3952 PROCESS, PER HMMP TEAM GUIDANCE</b>		<b>67</b>

## Chapter 1

### AIR FORCE HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PROCESS

#### *Section 1A—HAZMAT Management Process (HMMP) Purpose and Objectives*

**1.1. HMMP Purpose.** The purpose of the HMMP is to manage the procurement and use of HAZMAT to support Air Force missions, ensure the safety and health of personnel and surrounding communities, and minimize Air Force dependence on HAZMAT. The HMMP includes the activities and infrastructure required for ongoing identification, management, tracking, and minimization of HAZMAT.

**1.1. (8FW) HMMP Purpose.** The HMMP includes the activities and infrastructure required for ongoing identification, management, tracking, and minimization of HAZMAT. The purpose of the HMMP is to manage the procurement and use of HAZMAT to: (1) Support the 8th FW mission; (2) To protect the safety and health of personnel and the local community surrounding the installation from misuse of HAZMAT; (3) To minimize use of HAZMAT consistent with mission requirements; (4) And to maintain compliance with environmental requirements for HAZMAT usage.

1.1.1. HMMP Scope. For purposes of this Air Force instruction (AFI), the term HAZMAT includes those substances identified in Federal Standard 313D paragraph 3.2, and all Class I and Class II Ozone Depleting Substances (ODS). Please refer to the HAZMAT definition in [Attachment 1](#). It does not include munitions, medical supply items and hazardous waste (HAZWASTE). **NOTE:** Munitions, medical supply items (please refer to the medical supply item definition in [Attachment 1](#)), and HAZWASTE have mature control processes that are run by the logistics group (LG), medical group, and civil engineering (CE), respectively.

1.1.2. HMMP Execution. This AFI assigns specific functional area responsibilities for HMMP execution at all levels. The key to effective HAZMAT management is cross-functional cooperation to be achieved through the establishment of HMMP teams at all levels.

1.1.2.1. HMMP Team. At each level (HQ USAF, MAJCOM, and installation), the Environmental Protection Committee (EPC) or Environmental, Safety, and Occupational Health Committee (ESOHC) chair will establish a cross-functional HMMP team. The HMMP team will be led by CE and will report to the EPC or ESOHC chair.

1.1.2.2. HMMP Team Composition. The HMMP team will include, but is not limited to, representatives from CE, Surgeon General (SG), safety (SE), and LG (representing supply, maintenance, transportation, and contracting). Other functional representatives such as legal, finance, requirements, public affairs, communications (SC), and tenant organizations may also be members of the HMMP team.

1.1.2.3. HMMP Team Functions. The HMMP team will provide oversight for the three major areas covered in the HMMP: the HAZMAT Pharmacy Program (HPP), the weapon system Hazardous Materials Reduction Prioritization Process (HMRPP), and the ODS Management Program. The HMMP team will provide the necessary teamwork, coordination, and crossfeed between various functions. The HMMP team will identify and resolve issues, particularly in policy and resource guidance; crossfeed smart business practices; evaluate performance; incorporate HAZMAT management initiatives into existing business practices; and validate and prioritize

strategies that support and enhance the HAZMAT management program. The team shall communicate policy goals and objectives and develop efficient HAZMAT management plans.

1.1.2.3.1. (8FW) (PACAF Sup 1)(Added). Regularly schedule and hold meetings at least quarterly to address HMMP issues.

1.1.2.3.2. (8FW) (PACAF Sup 1)(Added). Ensure, as a minimum, that the HAZMART supervisors, 8th Civil Engineering Squadron, 8th Maintenance Group, 8th Fighter Wing, Safety, and 8th Medical Group, Bio-Environmental Engineering members of the team attend the HMMP and ESOHCAMP training.

1.1.3. (8FW) (PACAF Sup 1)(Added). **HAZMAT Definition.** For purposes of this supplement, the term HAZMAT includes all items (including medical supply items) covered under the Emergency Planning and Community Right-to-Know Act (EPCRA), USFK Pamphlet 200-1, *Environmental Governing Standards*, Occupational Safety and Health Administration (OSHA) Hazard Communication (HAZCOM) Standard, and all Class I and Class II Ozone Depleting Substances (ODS). It does not include munitions or Hazardous Waste (HW).

## 1.2. HMMP Objectives.

The following are the objectives of the HMMP:

1.2.1. Support accomplishment of the Air Force mission by minimizing dependence on HAZMAT and reducing associated HAZMAT life cycle costs.

1.2.2. Protect the safety and health of Air Force personnel and surrounding communities.

1.2.3. Protect and preserve natural resources and the environment.

1.2.4. Collect and maintain HAZMAT data on standardized automated data processing equipment through a Defense Environmental Security Corporate Information Management (DESCIM) Program, or a DESCIM-approved interim program (i.e. Air Force Environment Management Information System).

1.2.5. Integrate weapon system HAZMAT reduction needs into the weapon system requirements generation, prioritization, funding, and execution processes.

1.2.6. Manage mission critical requirements for Class I ODS.

### *Section 1B—HMMP Organization*

**1.3. HMMP Organization.** The HMMP is divided into three major areas: the HPP, weapon system HMRPP, and the ODS Management Program. The weapon system HMRPP and the ODS Management Program are dependent on the HPP for data collection and allocation control, respectively.

1.3.1. HPP. **Chapter 2** describes the Pharmacy Program requirements for authorizing, procuring, issuing, and monitoring HAZMAT at Air Force installations. The Pharmacy Program provides the necessary data and controls to support the weapon system HMRPP and ODS Management Program.

1.3.2. Weapon System HMRPP. **Chapter 3** describes the weapon system HMRPP requirements to link HAZMAT reduction efforts to installation and MAJCOM priorities. The weapon system HMRPP relies on Pharmacy Program data to link HAZMAT usage to weapon systems.

1.3.3. ODS Management Program. **Chapter 4** describes the requirements for managing ODS. The ODS Management Program relies on the Pharmacy Program to control the allocation of mission-critical supplies of ODS.

### ***Section 1C—HMMP Responsibilities***

**1.4. HQ USAF EPC or ESOHC Co-Chairs.** The EPC or ESOHC co-chairs will establish a cross-functional HMMP team led by CE. The HMMP team will include, but is not limited to, representatives from CE, supply, maintenance, SG, SE, and acquisition. The EPC or ESOHC co-chairs will provide oversight for the HMMP and periodically assess the HMMP.

**1.5. HQ USAF HMMP Team.** The HMMP team will:

- 1.5.1. Establish policies and procedures for the HMMP.
- 1.5.2. Ensure all functional areas provide resource advocacy in their respective areas for an effective interface between their functional area programs and the HMMP.
- 1.5.3. Review and validate HMMP-related funding requirements.

**1.6. Secretary of the Air Force (SAF).**

1.6.1. Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI). SAF/MI will:

- 1.6.1.1. Establish Air Force environment, safety, and occupational health (ESOH) policy.
- 1.6.1.2. Participate in the HMMP team.
- 1.6.1.3. Represent the Air Force with DESCIM at the policy level for HAZMAT issues.

1.6.2. SAF/AQ. SAF/AQ will:

- 1.6.2.1. Provide systems engineering and contracting participation in the HMMP team.
- 1.6.2.2. Provide Single Manager (SM) guidance on implementing the HAZMAT management requirements of DoD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs, Hazardous Materials, paragraph 4.3.7.4.
- 1.6.2.3. Define SM weapon system HMRPP responsibilities according to **Chapter 3** of this AFI.
- 1.6.2.4. Generate the MAJCOM Class I ODS allocations according to **Chapter 4** of this AFI.
- 1.6.2.5. Incorporate HMMP requirements into acquisition processes through policies, procedures, and training.

**1.7. HQ USAF.**

1.7.1. HQ USAF/IL. HQ USAF/IL has overall responsibility for the HMMP.

1.7.2. HQ USAF/ILE. HQ USAF/ILE will:

- 1.7.2.1. Lead the HQ USAF HMMP team with participation from all required functional areas to develop policy, advocate for resources, and oversee execution of the HMMP.

- 1.7.2.2. Incorporate HMMP requirements into CE processes through policies, procedures, and training.
- 1.7.2.3. Advocate for MAJCOM functional areas and acquisition funding required to execute HMMP responsibilities.
- 1.7.2.4. Represent the Air Force with DESCIM at the functional level to establish configuration management requirements to ensure that projected DESCIM modules for HAZMAT management meet Air Force functional requirements and interface with other information systems.
- 1.7.3. Director of Supply (HQ USAF/ILS). HQ USAF/ILS will:
  - 1.7.3.1. Participate in the HMMP team.
  - 1.7.3.2. Incorporate HMMP requirements into supply processes through policies, procedures, and training.
  - 1.7.3.3. Advocate for funding required to execute supply HMMP responsibilities.
- 1.7.4. Director of Maintenance (HQ USAF/ILM). HQ USAF/ILM will:
  - 1.7.4.1. Participate in the HMMP team.
  - 1.7.4.2. Incorporate HMMP requirements into maintenance processes through policies, procedures, and training.
  - 1.7.4.3. Advocate for funding required to execute maintenance HMMP responsibilities.
- 1.7.5. Air Force Surgeon General (HQ USAF/SG). HQ USAF/SG will:
  - 1.7.5.1. Provide bioenvironmental engineering (BE) participation in the HMMP team.
  - 1.7.5.2. Incorporate HMMP requirements into SG processes through policies, procedures, and training.
  - 1.7.5.3. Advocate for funding required to execute SG HMMP responsibilities.
- 1.7.6. Air Force Chief of Safety (HQ USAF/SE). HQ USAF/SE will:
  - 1.7.6.1. Participate in the HMMP team.
  - 1.7.6.2. Incorporate HMMP requirements into SE processes through policies, procedures, and training.
  - 1.7.6.3. Advocate for funding requirements to execute SE HMMP responsibilities.
- 1.7.7. Deputy Chief of Staff for Plans and Programs (HQ USAF/XP). HQ USAF/XP will:
  - 1.7.7.1. Provide guidance to the MAJCOM's through the Program Objective Memorandum (POM) Preparation Instruction to consider weapon system HMRPP needs along with other weapon system needs in their POM submittals.

## **1.8. MAJCOMs, FOAs, and DRUs.**

- 1.8.1. MAJCOM EPC or ESOHC chair. The EPC or ESOHC chair will establish a cross-functional HMMP team led by CE. The HMMP team will include, but is not limited to, representatives from CE, LG, SG, and SE. The EPC or ESOHC chair will provide oversight for the HMMP.
- 1.8.2. MAJCOM HMMP team. The HMMP team will:

- 1.8.2.1. Establish supplemental policies and procedures for the HMMP as needed. **NOTE:** Include supplemental policies and procedures for laboratories as needed.
- 1.8.2.2. Ensure all functional areas provide resource advocacy in their respective areas for an effective interface between their functional area program and the HMMP.
- 1.8.2.3. Review and validate HMMP-related funding requirements.
- 1.8.2.4. Ensure HMMP requirements are integrated into host-tenant agreements according to AFI 25-201, *Support Agreement Procedures*.
- 1.8.2.5. Ensure HMMP training requirements are established according to AFI 32-7087, *Environmental Training and Awareness*, and applicable AFOSH and OSHA standards.
- 1.8.3. CE. CE will:
  - 1.8.3.1. Lead the HMMP team.
  - 1.8.3.2. Assist functional areas with resource advocacy in their respective areas for an effective interface between their functional area programs and the HMMP.
  - 1.8.3.3. Field a DESCIM-approved HAZMAT tracking system throughout the MAJCOM.
- 1.8.4. LG. LG will:
  - 1.8.4.1. Ensure appropriate LG personnel participate in the HMMP team.
  - 1.8.4.2. Incorporate HMMP requirements into contracting, maintenance, and supply processes through command policies, procedures, and training.
  - 1.8.4.3. Advocate for funding required to execute LG HMMP responsibilities.
  - 1.8.4.4. Generate installation and manage MAJCOM weapon system Class I ODS allocations in accordance with **Chapter 4** of this AFI.
- 1.8.5. Command Surgeon (SG). SG will:
  - 1.8.5.1. Ensure appropriate SG personnel participate in the HMMP team.
  - 1.8.5.2. Incorporate HMMP requirements into SG processes through command policies, procedures, and training.
  - 1.8.5.3. Advocate for funding required to execute SG HMMP responsibilities.
- 1.8.6. Chief of Safety (SE). SE will:
  - 1.8.6.1. Ensure appropriate SE personnel participate in the HMMP team.
  - 1.8.6.2. Incorporate HMMP requirements into SE processes through command policies, procedures, and training.
  - 1.8.6.3. Advocate for funding required to execute SE HMMP responsibilities.

## 1.9. Installations.

- 1.9.1. Installation EPC or ESOHC chair. The EPC or ESOHC chair will establish a cross-functional HMMP team led by CE. The HMMP team will include, but is not limited to, representatives from CE, LG, SG, SE, and contracting. The EPC or ESOHC chair will provide oversight for the HMMP.

1.9.1. (PACAF) **The installation EPC or ESOH chair may elect to designate the Support Group Deputy (or 18 CEG Deputy at Kadena only) as the HMMP Team leader. The intent is for the CE squadron commander or Deputy who has environmental quality responsibilities to lead the HMMP team. Based on local conditions, the installation EPC or ESOH chair may elevate the leadership to the next higher level within the CE chain of command.**

1.9.2. Installation HMMP team. The HMMP team will:

1.9.2.1. Provide the necessary teamwork, oversight, coordination, and crossfeed to implement the HMMP.

1.9.2.1. (8FW) Provide the necessary teamwork, oversight, coordination, and cross-feed to implement the HMMP, standardized Air Force HAZMAT tracking system, and associated interfaces.

1.9.2.2. Ensure all functional areas provide resource advocacy in their respective areas for an effective interface between their functional area program and the HMMP.

1.9.2.3. Review and validate HMMP-related funding requirements.

1.9.2.3. (PACAF) **The HMMP team will review and validate HMMP-related funding requirements, in accordance with PACAF HMMP funding policy in Attachment 1, Table A1.1. General Office Supplies are a unit responsibility. TDYs listed are P2 funds eligible but actual funding will be based on conference/workshop agenda.**

1.9.2.4. Integrate HMMP requirements into host-tenant agreements as needed according to AFI 25-201.

1.9.2.5. Ensure HMMP training requirements are met according to AFI 32-7087, applicable AFOSH and OSHA standards, and local requirements to maximize training efficiency.

1.9.2.6. (8FW) (PACAF Sup 1)(Added). Track funded HMMP projects to completion.

1.9.2.7. (8FW) (PACAF Sup 1)(Added). Ensure that any contracting initiatives involving any aspect of the HMMP specifically define responsibilities for executing the affected HMMP elements.

1.9.2.8. (8FW) (PACAF Sup 1)(Added). Establish and maintain a management effort to ensure the quality of the installation's HMMP data.

1.9.3. CE will lead the HMMP team, with participation by all affected functional areas including customer representatives and tenant units.

1.9.3. (PACAF) **The HMMP Team will consolidate all unauthorized usage of HAZMAT and report findings to the EPC.**

1.9.4. LG Commander will ensure appropriate LG personnel participate in the HMMP team.

1.9.5. SG will provide BE participation in the HMMP team.

1.9.6. SE will participate in the HMMP team.

**1.10. Other Specialized Responsibilities.** The following agencies have specialized HMMP responsibilities:

1.10.1. Headquarters, Air Force Materiel Command (HQ AFMC). HQ AFMC will:

- 1.10.1.1. Administer the weapon system HMRPP according to **Chapter 3** of this AFI.
- 1.10.1.2. Provide Air Force Class I ODS Defense Reserve support, to include development and issuance of administrative procedures according to **Chapter 4**.
- 1.10.1.3. Ensure supplemental HMMP policies, procedures, and training are developed for laboratories within AFMC.
- 1.10.2. SM. SMs will support the weapon system HMRPP according to **Chapter 3** of this AFI.
- 1.10.3. Air Force Center for Quality and Management Innovation (AFCQMI). AFCQMI will develop protocols for documenting the productivity impact of the HMMP.
- 1.10.4. Air Force Civil Engineering Support Agency (AFCESA). AFCESA will provide semi-annual halon reports according to **Chapter 4** of this AFI.
- 1.10.5. Air Force Center for Environmental Excellence (AFCEE). AFCEE will provide technical expertise (in house and by contract), guidance, and crossfeed to assist base-level, MAJCOM-level, or Air Staff-level organizations in carrying out the requirements of this directive.

## Chapter 2

### AIR FORCE HAZMAT PHARMACY PROGRAM (HPP)

#### *Section 2A—HPP Purpose and Objectives*

**2.1. HPP Purpose.** The purpose of the HPP is to provide Air Force installations with a standard way to manage HAZMAT procurement and use and comply with ESOH requirements. **NOTE:** Although the primary focus is on HAZMATs, the broader objective is to protect the environment, safety and health of potentially affected workers and communities.

2.1.1. The HPP provides for process-based authorizing, procuring, issuing, tracking, and disposing of HAZMAT. It is a repository for data required to meet reporting requirements, assess Air Force processes for pollution prevention opportunities, and measure success in minimizing HAZMAT use.

2.1.2. The HPP ensures HAZMAT users obtain the material required to perform their Air Force mission. However, until the appropriate ESOH precautions as specified in this chapter are understood and in place, HAZMAT is not issued to users.

2.1.3. The HPP ensures that only the smallest quantities of HAZMAT necessary to accomplish the mission, consistent with the “Pharmacy” concept of operations, are purchased and used. This will be accomplished by eliminating HAZMAT usage not essential to mission accomplishment, substituting reduced-risk HAZMAT whenever possible, and minimizing HAZMAT usage when the mission dictates their use. Decision making on minimization and substitution should take into account reducing overall ESOH risks.

#### **2.2. HPP Objectives.**

2.2.1. Support accomplishment of Air Force missions while minimizing HAZMAT usage.

2.2.2. Provide standardized HAZMAT service to the customer.

2.2.3. Issue HAZMAT in smallest quantities required to support authorized mission requirements.

2.2.4. Ensure HAZMAT issue and usage conform to all appropriate ESOH requirements.

2.2.5. Track HAZMAT by process and facility location.

2.2.5. (PACAF) **The host HAZMART will track all HAZMAT by process and facility location, to include satellite locations and sister-service tenants.**

2.2.5. (8FW) {substitute for present 2.2.5}. Track HAZMAT by task, facility location and where applicable, weapon system, and T.O. or manual.

2.2.6. Enter all required HAZMAT data into a DESCIM-approved HAZMAT tracking system.

2.2.7. Provide HAZMAT data to support Air Force requirements.

#### *Section 2B—HPP Organization*

**2.3. HAZMAT Pharmacy Organization.** The standard Air Force HPP will be run as a partially decentralized operation. The EPC or ESOHC chair will utilize the HMMP team to provide oversight and coordination of the HPP. The HPP evolved from the 31 May 1995 Organizational Change Package, but retains

the pharmacy office, now to be known as the HAZMART, in the LG at Air Force installations. This standard Air Force HPP consists of the following:

**2.3. (PACAF) The HAZMART office will be aligned under the Chief of Supply at PACAF installations.**

2.3.1. The HMMP Team. A cross-functional team as described in paragraphs 1.1.2.1. and 1.1.2.2. at the installation level with oversight responsibilities for Pharmacy Program implementation. For issues relating to the HPP, SC will be a member of the HMMP team at both MAJCOM and installation levels.

2.3.1.1. (8FW) (PACAF Sup 1)(Added). HAZMART. A HAZMART is the “customer service desk” for the HPP, and is the only entity on an installation authorized to issue government-owned HAZMAT, and is the only approved source for Class I ODS.

2.3.2. A facility, identified as the HAZMART, where LG personnel stock, store, issue, and distribute HAZMAT using the standard base supply system.

2.3.3. A DESCIM-approved HAZMAT tracking system, with terminals in the HAZMART and supporting offices.

2.3.3. (8FW) (PACAF Sup 1). **HAZMART Functions.**

2.3.3.1. (8FW) (PACAF Sup 1)(Added). Immediately forward to the HMMP team information on any requested material that is not currently loaded in EMIS or equivalent program and is potentially hazardous. The HMMP team will determine whether the material meets the HAZMAT definition in paragraph 1.1.1.(Kunsan supplement)

2.3.3.2. (8FW) (PACAF Sup 1)(Added). Serve as the first stop for submittal of AF Form 3952 request information.

2.3.3.2.1. (8FW) (PACAF Sup 1)(Added). Review submitted AF Form 3952 information and supporting materials for accuracy and completeness.

2.3.3.2.2. (8FW) (PACAF Sup 1)(Added). Ensure that the AF Form 3952 information has been entered into EMIS or equivalent program.

2.3.3.2.3. (8FW) (PACAF Sup 1)(Added). Route the AF Form 3952 information to the three authorizing offices in accordance with guidance from the HMMP team.

2.3.3.3. (8FW) (PACAF Sup 1)(Added). Ensure that all requests for HAZMAT managed by the HAZMART have prior authorization before issue.

2.3.3.4. (8FW) (PACAF Sup 1)(Added). Enter HAZMAT transactions into EMIS or equivalent program.

2.3.3.4.1. (8FW) (PACAF Sup 1)(Added). This includes, but is not limited to, GPC, and supply system transactions.

2.3.3.4.2. (8FW) (PACAF Sup 1)(Added). It is the responsibility of the unit environmental coordinators to report GPC HAZMAT purchases for their unit to HAZMART to ensure proper authorization and tracking.

2.3.3.5. (8FW) (PACAF Sup 1)(Added). Maximize efficiency of HAZMAT usage by reusing/redistributing excess HAZMAT on base. Before ordering or purchasing HAZMAT, determine if it is possible to obtain the HAZMAT from the installation free-issue program.

2.3.3.6. (8FW) (PACAF Sup 1)(Added). Work with customers and suppliers to ensure they purchase HAZMATs in practical quantities to minimize waste, handling, and storage costs.

2.3.3.7. (8FW) (PACAF Sup 1)(Added). Use the Class I ODS Requisition SAO Approval process to requisition Class I ODS.

2.3.3.8. (8FW) (PACAF Sup 1)(Added). Use bar coding on all materials determined to be HAZMAT.

2.3.3.9. (8FW) (PACAF Sup 1)(Added). Perform quality control functions to properly identify items as possible HAZMATs to prevent inadvertent procurement or issue transactions for unauthorized materials. Immediately notify the HMMP team of any suspected or potential HAZMAT that has not been properly coded as a HAZMAT.

2.3.3.10. (8FW) (PACAF Sup 1)(Added). Assist users in identifying HAZMAT stock numbers and/or part numbers, and finding appropriate MSDS.

2.3.3.11. (8FW) (PACAF Sup 1)(Added). The AF EMIS HAZMAT tracking system or equivalent program. EMIS or equivalent program will be used to track and manage HAZMAT, including WRM, on the installation. The HMMP team will provide appropriate user access to EMIS or equivalent program. Bar coding is the current method for tracking HAZMAT at Kunsan.

2.3.4. HAZMAT Authorization Process. This process, as documented on AF Form 3952, **Chemical/Hazardous Material Request/Authorization**, establishes a standardized procedure for requesting and authorizing HAZMAT through all sources of supply (SOS) (see [Attachment 2](#) for detailed instructions).

2.3.4. (8FW) **HAZMAT Determination and Authorization Process.**

Sections [2.3.4.7.](#) through [2.3.4.13.](#) (added)

2.3.4.1. Work area supervisors use AF Form 3952 to initiate a request for HAZMAT. This detailed request provides information required to support the Air Force HMMP.

2.3.4.1. (PACAF) **The AF Form 3952 will be coordinated with appropriate CE, SE, and SG office for authorization by the work area supervisor.**

2.3.4.2. The SG, SE, and CE offices must review Part I of each AF Form 3952 and complete Part II.

2.3.4.3. The HAZMART, or other appropriate SOS, may issue the requested HAZMAT only after SG, SE, and CE authorization.

2.3.4.4. Authorized requests are entered into the DESCIM-approved HAZMAT tracking system, which creates an Authorized User List (AUL). Procurement and issue actions shall not occur for HAZMAT unless the authorization appears on the AUL. **NOTE:** The AUL may be used in lieu of the health hazard approval listing.

2.3.4.4. (PACAF) **The SG will forward an updated Authorized Users List (AUL) to the HAZMART as soon as changes are processed.**

2.3.4.5. Requestors must maintain copies of their completed AF Forms 3952 and installations must maintain a file(s) of all completed AF Forms 3952.

2.3.4.5. (PACAF) **The HAZMART will maintain all completed AF Forms 3952 for a minimum of two years.**

2.3.4.6. This authorization process does not apply to contractors using HAZMAT while operating on Air Force installations with HAZMAT obtained from non-Air Force Sources of Supply. However, contractors operating as Air Force Sources of Supply must comply with the requirements in paragraph 2.6.5. In addition, contractors must report HAZMAT usage on an AF installation to the installation HAZMART (see paragraph 2.6.9.2.).

2.3.4.7. (8FW) (PACAF Sup 1)(Added). No AF personnel may bring a HAZMAT onto the installation, or use a HAZMAT on the installation until receiving all required authorizations via the process described in this section. The HPP will only track items determined to be a HAZMAT via this process.

2.3.4.8. (8FW) The AF Form 3952 establishes a standardized procedure for requesting and authorizing HAZMAT. The requestor and the HMMP team may utilize the AF Form 3952 either as a hard copy or as an electronic worksheet. **NOTE:** See **Attachment 2** for detailed instructions on filling out the AF Form 3952.

2.3.4.9. (8FW) (PACAF Sup 1)(Added). General Determination and Authorization Procedures.

2.3.4.9.1. (8FW) (PACAF Sup 1)(Added). Work area supervisors shall use an AF Form 3952 to initiate a request for HAZMAT, and submit it to the HAZMART. This form is used for the first time use of a HAZMAT in a work area; for the renewal of an AF Form 3952 authorization that is expiring; to submit revisions to an existing AF Form 3952 because of changes to the requiring document, procedures, HAZMAT, draw amount or draw frequency; and for use in a different task. (Block #1 of Figure 2.1)

2.3.4.9.1.1. (8FW) (PACAF Sup 1)(Added). Work area supervisors should first check with the HAZMART to see if the item is already loaded into EMIS or equivalent program and authorized by **all** three AF Form 3952 authorizing offices (8 CES, 8 FW/SE, and 8 MDG/SGOAB).

2.3.4.9.1.1.1. (8FW) (PACAF Sup 1)(Added). For any requested material that is not currently loaded in the standardized Air Force HAZMAT tracking system the HAZMART will obtain a determination from the HMMP team on whether it meets the HAZMAT definition in paragraph 1.1.1.

2.3.4.9.1.1.1.1. (8FW) (PACAF Sup 1)(Added). If the HMMP team determines that the material does not meet the HAZMAT definition, the work area supervisor does not need an AF Form 3952 authorization to obtain the material.

2.3.4.9.1.1.1.2. (8FW) (PACAF Sup 1)(Added). If the HMMP determines that the material does meet the HAZMAT definition, the HAZMART will load the material information into EMIS or equivalent program.

2.3.4.9.1.1.2. (8FW) (PACAF Sup 1)(Added). For a material that is loaded in the standardized Air Force HAZMAT tracking system and has blanket authorizations from **all** three AF Form 3952 authorizing offices, the supervisor only has to complete sections

I, II, and VI on the AF Form 3952, and does not need to obtain separate 8 CES, 8 FW/SE, and 8 MDG/SGOAB authorization. (Blocks #2, #3, and 4 of Figure 2.1).

2.3.4.9.1.2. (8FW) (PACAF Sup 1)(Added). For HAZMAT that requires task-specific authorization by one or more of the authorizing offices, the work area supervisors must provide a copy of the one or more documents that require the use of the requested HAZMAT in the work area task where the supervisors intend to use the requested HAZMAT. The requiring document will be a T.O., owner/operator manual, work specification, or drawing (Part I, Section III of the AF Form 3952). Provide a copy of the requiring document or pertinent page for first time requests. For T.O.s, provide the T.O. number, figure, index, relevant paragraph, page, change number, and change date. For other requiring documents, provide the equivalent information. (Block #5 and #9 of Figure 2.1)

2.3.4.9.1.2.1. (8FW) In the absence of a requiring document, the AF Form 3952 authorizing offices (8 CES, 8 FW/SE, and 8 MDG/SGOAB), operating on behalf of the HMMP team, will require the use of the least hazardous available material. The HAZMART will assist the requestor and the authorizing offices to identify materials that may be less hazardous.

2.3.4.9.1.2.2. (8FW) (PACAF Sup 1)(Added). When a task-specific authorization is required, the HMMP team may only authorize the use of that HAZMAT if a suitable material reduction or substitution is not feasible and appropriate risk control measures are in place.

2.3.4.9.1.2.3. (8FW) (PACAF Sup 1)(Added). The HMMP team will use the AF Form 3952 T.O. information to connect HAZMAT usage to specific weapon system activities for the purposes of the WSHP described in **Chapter 3**.

2.3.4.9.1.3. (8FW) (PACAF Sup 1)(Added). Once the authorizing offices have agreed on the least hazardous (from an integrated ESOH perspective) of the available materials under the NSN, the HAZMART will advise the requestor of the recommended selection.

2.3.4.9.1.3.1. (8FW) (PACAF Sup 1)(Added). For NSN items, the AF Form 3952 must specify the least HAZMAT using the CAGE code to identify the manufacturer of the least hazardous material.

2.3.4.9.1.3.2. (8FW) (PACAF Sup 1)(Added). For non-NSN items, the AF Form 3952 must specify the least HAZMAT by manufacturer name and part number/trade name.

2.3.4.9.1.4. (8FW) (PACAF Sup 1)(Added). Work area supervisors shall provide copies of their completed AF Forms 3952 to their unit Safety representative and their Unit Environmental Coordinator (UEC) for informational purposes.

2.3.4.9.2. (8FW) (PACAF Sup 1)(Added). Each of the AF Form 3952 authorizing offices (8 CES, 8 FW/SE, and 8 MDG/SGOAB) will make an independent determination of whether to authorize without conditions, authorize with conditions or not authorize the request to use a HAZMAT. If any one authorizing office does not authorize, then the request is denied. The requestor must comply with all conditions specified by the authorizing offices.

2.3.4.9.2.1. (8FW) (PACAF Sup 1)(Added). When an authorizing office decides to authorize without conditions, it must then determine whether to issue a task-specific or blanket authorization.

2.3.4.9.2.1.1. (8FW) (PACAF Sup 1)(Added). The task-specific authorizations approve the use of a particular HAZMAT in a given task in specified amounts.

2.3.4.9.2.1.2. (8FW) (PACAF Sup 1)(Added). The blanket authorization approves the use of a particular unit of issue of a HAZMAT independent of task.

2.3.4.9.2.1.2.1. (8FW) (PACAF Sup 1)(Added). Each of the AF Form 3952 authorizing offices (8 CES, 8 FW/SE, and 8 MDG/SGOAB) will make an independent determination of whether or not to provide a blanket authorization for a specific HAZMAT and HAZMAT container size. Each of the offices providing a blanket authorization must also specify a maximum draw amount for the HAZMAT and HAZMAT container size.

2.3.4.9.2.1.2.2. (8FW) (PACAF Sup 1)(Added). Blanket authorizations are specific to a given NSN and CAGE or specific material and container size. In addition, users must stay within the maximum draw amounts specified on their AF Form 3952 for the blanket authorization to remain valid.

2.3.4.9.2.1.2.3. (8FW) (PACAF Sup 1)(Added). If all three AF Form 3952 authorizing offices (8 CES, 8 FW/SE, and 8 MDG/SGOAB) have provided blanket authorization for a material, the HAZMART shall issue the material to subsequent requestors that have completed sections I, II, and VI of AF Form 3952, without routing the AF Form 3952 to the authorizing offices.

2.3.4.9.2.1.3. (8FW) (PACAF Sup 1)(Added). If an authorizing office declines to issue a blanket authorization, that office must provide task-specific approval for all subsequent AF Form 3952 requests to use that HAZMAT.

2.3.4.9.2.2. (8FW) (PACAF Sup 1)(Added). It is not necessary for all three (8 CES, 8 FW/SE, and 8 MDG/SGOAB) authorizations to be of the same type (blanket or task-specific). However, all three offices must authorize the request before the user can obtain the requested HAZMAT. (Blocks #4 and #9 of Figure 2.1)

2.3.4.9.3. (8FW) (PACAF Sup 1)(Added). Once the requestor has obtained all three authorizations, the HAZMART adds the authorization to the Authorized Users List (AUL) in the standardized Air Force HAZMAT tracking system. (Block #10 of Figure 2.1)

2.3.4.9.4. (8FW) (PACAF Sup 1)(Added). The HAZMART may not procure or issue HAZMAT to a requestor unless the requestor is on the AUL for that HAZMAT.

2.3.4.9.5. (8FW) (PACAF Sup 1)(Added). Requestors must maintain copies of their completed AF Forms 3952 or electronic equivalents for active authorizations, to include supporting documentation.

2.3.4.9.6. (8FW) (PACAF Sup 1)(Added). AF Forms 3952 will automatically expire after a period to be determined by the installation HMMP team. Re-authorizations will be staggered depending on class of material and scheduled to coincide with annual shop visits.

2.3.4.10. (8FW) (PACAF Sup 1)(Added). Work area supervisors must notify the HAZMART of any changes to the information on an approved AF Form 3952. **NOTE:** Changes to the HAZMAT composition (as reflected in the MSDS) or to the conditions of use or activities described in AF Form 3952 invalidates the authorization.

2.3.4.11. (8FW) (PACAF Sup 1)(Added). AF 3952 submission approval timeframe depends on the Urgency of Need and are as follows:

2.3.4.11.1. (8FW) (PACAF Sup 1)(Added). Routine Requests, 1-2 weeks.

2.3.4.11.2. (8FW) (PACAF Sup 1)(Added). Emergency Requests, 1-2 days. Along with the request submit a mission impact letter to the HAZMART office.

2.3.4.12. (8FW) (PACAF Sup 1)(Added). HAZMAT Determination and Authorization Procedures for Contractors.

2.3.4.12.1. (8FW) (PACAF Sup 1)(Added). Contractors operating a HAZMART must comply with the requirements in paragraph 2.3.2. to participate in and enforce the HAZMART authorization procedures. Contractors operating a HAZMART do not require AF Form 3952 authorizations for stocking, storing and issuing HAZMAT.

2.3.4.12.2. (8FW) (PACAF Sup 1)(Added). Contractors using HAZMAT on Air Force installations must comply with the authorization procedures in paragraph 2.3.4.3., as modified below.

2.3.4.12.2.1. (8FW) (PACAF Sup 1)(Added). If a contract is expected to require a contractor to bring or to use HAZMAT on an installation, he must:

2.3.4.12.2.1.1. (8FW) (PACAF Sup 1)(Added). Report to 8 CES Environmental Flight (8 CES/CEV) any “significant quantities” (see below) of HAZMAT brought onto the base so that it may be tracked by the HAZMART. 8 CES/CEV will coordinate the registry of the HAZMAT with the HAZMART.

2.3.4.12.2.1.2. (8FW) (PACAF Sup 1)(Added). Properly store significant quantities of HAZMAT and hazardous waste (secondary containment, lockers, segregation).

2.3.4.12.2.1.3. (8FW) (PACAF Sup 1)(Added). Properly dispose of hazardous waste off-base IAW Korean law.

2.3.4.12.2.1.4. (8FW) (PACAF Sup 1)(Added). Report final disposition of HAZMAT/HAZWASTE to HAZMART.

2.3.4.12.2.1.5. (8FW) (PACAF Sup 1)(Added). For the purposes of regulating contractor activity, “significant” quantities of HAZMATs or waste will include the following:

2.3.4.12.2.1.5.1. (8FW) (PACAF Sup 1)(Added). A quantity equal to or greater than the Reportable Quantity (RQ) for substances found in Table B-3 in USFK Pam 200-1 (USFK-EGS).

2.3.4.12.2.1.5.2. (8FW) (PACAF Sup 1)(Added). 110 gallons (415 liters) or more of POL. (See USFK-EGS 18-2.i)

2.3.4.12.2.1.5.3. (8FW) (PACAF Sup 1)(Added). 500 pounds (225 Kg) or more of solid HAZMAT. (See USFK-EGS 18-2.i)

2.3.4.12.2.1.5.4. (8FW) (PACAF Sup 1)(Added). 750 pounds (340 Kg) or more of combinations of POL, liquid, semi-liquid, and solid HAZMAT, hazardous waste or hazardous substance. (See USFK-EGS 18-2.i)

2.3.4.12.2.2. (8FW) (PACAF Sup 1)(Added). CCK will:

2.3.4.12.2.2.1. (8FW) (PACAF Sup 1)(Added). Provide contractor with copy of USFK-EGS (USFK Pam 200-1).

2.3.4.12.2.2. (8FW) (PACAF Sup 1)(Added). Provide contractor with information on any known HAZMATs or hazardous wastes on the contract site.

2.3.4.13. (8FW) (PACAF Sup 1)(Added). GPC Authorization Procedures.

2.3.4.13.1. (8FW) (PACAF Sup 1)(Added). As required in AFI 64-117, individual cardholders must obtain prior authorization before using the GPC to purchase HAZMAT.

2.3.4.13.2. (8FW) (PACAF Sup 1)(Added). The individual cardholders must process, at the time of receipt, each authorized HAZMAT purchase -- initial and recurring -- through the HAZMART for the material to be reviewed for consistency with the authorization (amounts, MSDS, draw frequency, etc.), for bar coding (or approved equivalent, IAW 2.9.1.8.), and for recording of "receipt and issue" in the EMIS system or equivalent program. HAZMART personnel are not required to deliver any GPC-purchased HAZMAT items.

2.3.4.14. (8FW) (PACAF Sup 1)(Added). UEC responsibilities and consequences

2.3.4.14.1. (8FW) (PACAF Sup 1)(Added). UECs will review impact card statements monthly and report all unauthorized HAZMAT purchases to HAZMART and their unit commander. GPC holders will have their cards suspended until they are retrained at the next GPC class. After two violations GPC holders will not be authorized a card.

## ***Section 2C—Responsibilities***

**2.4. HQ USAF HMMP Team.** The HQ USAF HMMP team as described in paragraphs [1.1.2.1.](#) and [1.1.2.2.](#) will provide oversight, coordination, and advocacy for the HPP.

**2.5. MAJCOMs, FOAs, and DRUs.** MAJCOM HMMP team as described in paragraphs [1.1.2.1.](#) and [1.1.2.2.](#) will:

2.5.1. Establish supplemental policies and procedures for the HPP including definition of HAZMAT roles and responsibilities.

2.5.2. Ensure that all MAJCOM-level responsibilities for executing the HPP are met.

2.5.3. Supplement this AFI to include guidance for HAZMAT management in support of MAJCOM contingency deployment plans.

2.5.4. Validate requirements and advocate resources for the HPP according to AFI 32-7001, *Environmental Budgeting*.

2.5.5. Integrate HPP requirements into host-tenant agreements as needed according to AFI 25-201.

2.5.6. Ensure HPP training requirements are established according to AFI 32-7087 and applicable AFOSH and OSHA standards.

## **2.6. Installations.**

2.6.1. The installation HMMP team, as described in paragraph [1.1.2.1.](#) and [1.1.2.2.](#), will:

2.6.1.1. Ensure that all installation-level responsibilities for executing the HPP are met according to paragraph **1.1.2.3**.

2.6.1.2. Validate environment-related funding requirements for the HPP according to AFI 32-7001.

2.6.1.2. (PACAF) **The HMMP team will validate funding requirements. HAZMAT Pharmacy Program (HPP) environmentally-related requirements will be prioritized and forwarded to the installation EPC Pollution Prevention Subcommittee for consolidation and prioritization with other pollution prevention funding requirements. The installation EPC will validate and prioritize all environmentally related funding requirements prior to forwarding to HQ PACAF Environmental Quality Division.**

2.6.1.3. Review and revise the list of HPP controlled items as needed.

2.6.1.4. Ensure that HAZMAT authorizations are only issued if a suitable material reduction or substitution is not feasible and appropriate risk control measures are in place.

2.6.1.5. Establish and implement procedures to minimize, to the maximum extent possible, HAZMAT disposal through recycling, reuse, shelf-life control, etc.

2.6.1.6. Identify HPP training requirements according to AFI 32-7087, applicable AFOSH and OSHA standards, and local training requirements to maximize training efficiency.

2.6.1.7. Consolidate all DESCIM-approved HAZMAT tracking system requirements.

2.6.1.8. (8FW) (PACAF Sup 1)(Added). Determine and document the procedures for effective tracking of HAZMAT from cradle to grave, for facilitating work center inspections for unauthorized HAZMAT, and for supporting the free-issue of unused HAZMAT.

2.6.1.9. (8FW) (PACAF Sup 1)(Added). Execute procedures to ensure HAZMATs brought onto the installation by all contractors are properly managed. The HMMP team will work with the Contracting Office to develop and implement procedures.

2.6.1.10. (8FW) (PACAF Sup 1)(Added). Review the installation Self-Help program to ensure that the HPP tracks and reports HAZMAT issued through the Self-Help store. Self-Help Customers do not require an AF Form 3952 to use a HAZMAT on Self-Help Projects, unless that HAZMAT requires a task-specific authorization.

2.6.2. CE. CE will:

2.6.2. (8FW) **8th Civil Engineer Squadron, 8 CES will:**

2.6.2.1. Participate in and lead the HMMP team.

2.6.2.1. (PACAF) **The CE squadron commander or Deputy with environmental quality responsibilities will chair the HMMP team meetings. At the discretion of the installation EPC or ESOH chair, the HMMP team chair may be elevated to the Support Group Deputy (18 CEG Deputy at Kadena only).**

2.6.2.2. Ensure HAZMART facilities are adequate to support the Pharmacy Program.

2.6.2.2. (8FW) Ensure HAZMART facilities meet applicable ESOH requirements to support the HPP.

2.6.2.3. Manage the DESCIM-approved HAZMAT tracking system.

2.6.2.3. (PACAF) **Air Force - Environmental Management Information System (AF-EMIS) is a DESCIM-approved HAZMAT tracking system. CE will provide management oversight to the DESCIM-approved HAZMAT tracking system. CE will be the system administrator, with the HAZMART providing assistance by performing daily backup and day-to-day operations. Should a problem with the DESCIM-approved HAZMAT tracking system arise that cannot be fixed by HAZMART personnel or the CE system administrator, CE will engage DESCIM and AFCEE for assistance in correcting the problem. The DESCIM-approved HAZMAT tracking system server will reside in the HAZMART.**

2.6.2.3. (8FW) Manage the Data Base Administration (DBA)/System Administration (SA)/Information System Security Officer (ISSO) responsibilities for the EMIS system or equivalent program.

2.6.2.3.1. Provide LG, SG, SE, and other personnel, as appropriate, with training on and access to the DESCIM-approved HAZMAT tracking system.

2.6.2.3.2. Submit changes and problems with the DESCIM-approved HAZMAT data tracking system through appropriate channels.

2.6.2.4. Maintain and update CE-related HAZMAT data fields in the DESCIM-approved HAZMAT data tracking system.

2.6.2.5. Evaluate AF Forms 3952 for environmental requirements and control options and authorize requested HAZMAT use as appropriate.

2.6.2.5. (PACAF) **CE will review AF Form 3952 to identify HAZMAT that may generate hazardous waste (HAZWASTE), special waste or require recycling using the Standardized List of Issue Exception (SLIX) codes at [Attachment 2, Table A2.1](#).**

2.6.2.5. (8FW) For task-specific authorizations, evaluate each AF Form 3952. Decide whether to authorize without conditions, authorize with conditions or not authorize the request to use a HAZMAT.

2.6.2.6. Ensure HAZMAT movements on the installation are tracked by facility, quantity, and process to support fire safety, disaster response, and environmental reporting requirements.

2.6.2.7. Consolidate and submit HMMP team-validated, environment-related HPP funding requirements into the A-106 system.

2.6.2.7. (PACAF) **CE will provide feedback to customers on the status of funding requirements to include, but not limited to, additional information required, acceptance or rejection.**

2.6.2.7.1. (Added-PACAF) **CE will manage the HAZWASTE program.**

2.6.2.8. Submit metric information as required by its MAJCOM.

2.6.2.9. (Added-PACAF) **CE will evaluate with SG all issues of HAZMAT declared mission essential by the work center supervisor. If HAZMAT was inappropriately used, it will be reported to the work area unit commander.**

2.6.2.9. (8FW) (PACAF Sup 1). Submit requested changes for the standardized Air Force HAZMAT tracking system to the installation HMMP team for review and possible validation.

2.6.2.10. (8FW) (PACAF Sup 1)(Added). Assess, at a minimum, environmental, fire protection, and emergency response risks of, and control options for, materials.

2.6.2.11. (8FW) (PACAF Sup 1)(Added). Participate in the HMMP team evaluation of materials that are potentially hazardous, but are not loaded in EMIS or equivalent program.

2.6.2.12. (8FW) (PACAF Sup 1)(Added). Ensure HAZMAT on the installation is tracked by facility, quantity, and task to support fire protection, ESOH, disaster response, and environmental reporting requirements.

2.6.2.13. (8FW) (PACAF Sup 1)(Added). Submit environmentally eligible HPP funding requirements through the environmental programming/budgeting system.

2.6.2.14. (8FW) (PACAF Sup 1)(Added). Decide whether CE blanket or task-specific authorization is appropriate for material that the HMMP team determines meets the definition of a HAZMAT.

2.6.3. LG. LG will:

2.6.3. (8FW) **8th Logistics Readiness Squadron.** LRS will:

2.6.3.1. Designate appropriate LG personnel to participate in the HMMP team.

2.6.3.2. Establish, manage, and supervise the HAZMART.

2.6.3.2. (PACAF) **The HAZMART Office will be aligned under the Chief of Supply.**

2.6.3.3. (8FW) (PACAF Sup 1)(Added). Maintain and update the HAZMAT-specific fields in the SBSS (e.g.; IEX Code 9 and requisition exception (REX) codes).

2.6.3.4. (8FW) (PACAF Sup 1)(Added). Conduct data queries as directed by the installation HMMP team.

2.6.4. The HAZMART. The HAZMART supervisor will:

2.6.4.1. Participate in the HMMP team.

2.6.4.1. (PACAF) **The HazMart Supervisor will attend HMMP team meetings.**

2.6.4.2. Provide a safe and healthful work area.

2.6.4.3. Ensure HAZMART facilities are adequate to support the Pharmacy Program.

2.6.4.4. Ensure the DESCIM-approved HAZMAT tracking system is available for use in the HAZMART.

2.6.4.4. (PACAF) **The HazMart will assist the CE DESCIM-approved HAZMAT tracking system administrator in providing daily backup and day-to-day operations. Should a problem arise that cannot be fixed by HAZMART personnel, the CE system administrator will be notified and assistance requested.**

2.6.4.5. Ensure HAZMART personnel are trained on the DESCIM-approved HAZMAT tracking system.

2.6.4.5. (PACAF) **The HAZMART supervisor will submit any DESCIM-approved HAZMAT tracking training requirements to CE and SG and forward a copy to HQ PACAF Supply Procedures.**

2.6.4.6. Submit required changes for the DESCIM-approved HAZMAT tracking system to HMMP team.

2.6.4.7. Ensure all HAZMART personnel receive occupational safety and health training appropriate for their HAZMAT-related duties.

2.6.4.8. Manage the receipt, storage, issue, inspection, and distribution of HAZMAT purchased/obtained through base supply.

2.6.4.8. (PACAF) **The HAZMART will prepare and affix standard bar-code labels to track each HAZMAT prior to issue (reference Attachment 2, Table A2.1.). Radioactive material is a HAZMAT under Federal Standard 313D.**

2.6.4.9. Validate that all requests for HAZMAT on the AUL are authorized according to paragraph 2.3.4. before issue.

2.6.4.9. (PACAF) **If a customer request is not on the authorized user list (AUL), work center supervisor will initiate an AF Form 3952. To avoid mission degradation, a priority hazardous material initial issue request will be honored immediately upon confirmation by the work area supervisor that the item is mission essential. SE, CE, SG will validate the priority hazardous material initial request as soon as possible.**

2.6.4.10. Perform quality control functions to ensure items are properly identified as HAZMAT to prevent inadvertent procurement or issue transactions for unauthorized materials. Immediately identify any suspect or potential HAZMAT to the HMMP team.

2.6.4.10. (PACAF) **The HAZMART supervisor will ensure supply requisition exception (REX) and SLIX codes pertaining to HAZMAT are appropriately loaded. The Chief of Supply may place the HAZMAT stock control and receiving responsibilities within the HAZMART.**

2.6.4.11. Work with local contracting office to ensure HAZMAT are purchased in practical quantities to minimize waste, handling, and storage costs.

2.6.4.11. (PACAF) **The HAZMART will provide an adjunct (-1) record on NSNs received in bulk that will be issued in smaller units of issue. HAZMART personnel will not recontainerize bulk materials for issue.**

2.6.4.12. Process all Base Supply/HAZMART HAZMAT transactions (to include IMPAC card and AF Form 9, **Request for Purchase**) through the tracking system to provide HAZMAT order, receipt, and issue data.

2.6.4.13. Assist users in identifying HAZMAT stock numbers and/or part numbers.

2.6.4.14. Establish a free-issue, reuse, and redistribution program for HAZMAT.

2.6.4.14. (PACAF) The HAZMART will ensure customers review the availability of free issue materials prior to placing an order. Residue and free issue materials should be issued prior to filling orders with new materials, whenever possible and feasible.

2.6.4.14.1. (Added-PACAF) **The HAZMART will only process and accept HAZWASTE generated by Supply (i.e., expired shelf life, damaged material at receipt, etc). Customers having empty containers will clear barcode labels through the HAZMART and CE will determine final disposition of the containers. Any units generating HAZWASTE**

**will be referred to CE for disposal in accordance with the installation's approved Hazardous Waste Management Plan.**

2.6.4.15. Maintain and update all supply-related HAZMAT data fields on the DESCIM-approved HAZMAT tracking system.

2.6.4.16. Prepare and submit appropriate HAZMART environment-related HPP funding requirements through HMMP team to CE for inclusion in the A-106 system.

2.6.4.16. (PACAF) **The HAZMART will provide a copy of all HAZMART funding requirements to HQ PACAF Supply Procedures for validation and track requirements with project numbers provided from CE. Consolidate SE and SG DESCIM computer requirements for input into the A-106 system.**

2.6.4.17. (Added-PACAF) **Non-environmental requirements will be funded with unit O&M procedures.**

2.6.5. SOS. SOS include all Air Force-controlled supply organizations and other SOS operating on an installation. Other SOS include, but are not limited to, contractor-operated civil engineer supply store, government-operated civil engineer supply store, base maintenance contractors, contractor-operated parts store, and nonappropriated funds. **NOTE:** Base supply (HAZMART) is covered in paragraph 2.6.4.. All SOS operating on an installation will:

2.6.5.1. Participate in the HMMP team as required.

2.6.5.2. Ensure personnel are trained on the DESCIM-approved HAZMAT tracking system as required.

2.6.5.3. Ensure personnel have and receive occupational safety and health training appropriate for their HAZMAT-related duties.

2.6.5.4. Manage the receipt, storage, issue, inspection, and distribution of HAZMAT as required.

2.6.5.5. Validate that all requests for HAZMAT have been authorized according to paragraph 2.3.4. before issue.

2.6.5.6. At intervals to be set by the installation HMMP team, maintain and update the SOS-related HAZMAT data fields on the DESCIM-approved HAZMAT tracking system.

2.6.6. SG. SG will:

2.6.6. (8FW) **8th Medical Operation Squadron Bio Environmental Engineering (BE).** BE will:

2.6.6.1. Provide BE participation in the HMMP team as required.

2.6.6.1. (PACAF) **SG will ensure Bioenvironmental Engineer attends HMMP Team meetings.**

2.6.6.2. Utilize the DESCIM-approved HAZMAT tracking system for tracking and authorization purposes.

2.6.6.3. Ensure BE personnel receive training on the DESCIM-approved HAZMAT tracking system.

2.6.6.4. Submit required changes for the DESCIM-approved HAZMAT tracking system to HMMP team.

2.6.6.5. Provide BE evaluation of AF Forms 3952 for health risks to Air Force personnel and control options and authorize requested HAZMAT use as appropriate. **NOTE:** Review will include HAZMAT-related work area surveys and the identification of conditions of use.

2.6.4.8. (PACAF) **SG will be the installation manager for Attachment 2, Table Table A2.1., to assign code from the Standardized List of Issue Exception (SLIX) for each item tracked by the HMMP. Industrial processes will be assigned with the DESCIM-approved HAZMAT tracking system-coding system. AF-EMIS process codes will be used.**

2.6.6.6. Maintain and update BE-related HAZMAT data fields on the DESCIM-approved HAZMAT tracking system.

2.6.6.7. Review HAZMART AUL and usage information to help define requirements for BE process evaluations.

2.6.6.7. (PACAF) **In conjunction with work-area supervisors, SG will establish the maximum allowable quantities (quantity per day, week, etc.) for each hazardous material within the work place.**

2.6.6.8. Prepare and submit appropriate BE environment-related HPP funding requirements through the HMMP team to CE for inclusion in the A-106 system.

2.6.6.9. (Added-PACAF) **SG will maintain Command Core System (CCS) server as system administrator and assign codes to facilitate HMMP team use.**

2.6.6.9. (8FW) (PACAF Sup 1). Review the Cage list of the material; main areas of concern are found on *Page 1 Material Hazard Data*, *Page 2 Material Information*, and *Constituents page*. Attention should be paid to the *NSN Info* and *Shop Info*.

2.6.6.10. (Added-PACAF) **SG will evaluate with CE all issues of HAZMAT declared mission essential by the work center supervisor. If HAZMAT was inappropriately used, it will be reported to the work area unit commander. The BE will consolidate and report all recommendations of any unauthorized HAZMAT issue to the unit commander and quarterly to the EPC.**

2.6.6.10. (8FW) (PACAF Sup 1). Review constituents to make informed decisions on authorized/not authorized and control recommendations for occupational health purposes. Significant health hazards shall include materials containing more than 1% by weight of an ingredient with an OSHA-specific standard that is a confirmed carcinogen, teratogen, tumorigen, mutigen or sensitizer. Moderate health hazards include materials, which are acidic, alkali, asphixiant, compressed gas, cryogenic, explosive, flammable, irritant, reactive or toxic. 8 MDG/SOAB will evaluate shop's process where material will be used and ensure use of appropriate procedures, PPE and engineering controls.

2.6.6.11. (Added-PACAF) **BE is the point of contact for radioactive material (RAM) on the installation. SG will maintain an inventory of items containing RAM. At the option of the Chief of Supply the process for RAM storage will either be in Storage and Issue Section or HAZMART.**

2.6.6.11. (8FW) (PACAF Sup 1). File AF Form 2761 *Hazardous Material Data* in shop case file. BE will review work area inventories at least annually.

2.6.7. SE. SE will:

2.6.7. (8FW) **8th Fighter Wing Safety.** 8 FW/SE will:

2.6.7.1. Participate in the HMMP Team.

2.6.7.1. (PACAF) **The Ground Safety Manager or designated (ISOX1) will attend meetings. Other safety disciplines will attend as required.**

2.6.7.2. Utilize the DESCIM-approved HAZMAT tracking system for tracking and authorization purposes.

2.6.7.3. Ensure SE personnel receive training on the DESCIM-approved HAZMAT tracking system.

2.6.7.3. (PACAF) **SE will submit any DESCIM-approved HAZMAT tracking system training requirements to CE and SG and forward a copy to HQ PACAF/SEG.**

2.6.7.4. Submit required changes for the DESCIM-approved HAZMAT tracking system to HMMP team.

2.6.7.5. Advise HAZMART facilities on compliance with all applicable OSHA, AFOSH, and local standards.

2.6.7.5. (PACAF) **SE will brief inspection/assessment results at HMMP Team meetings.**

2.6.7.6. Evaluate AF Forms 3952 for occupational safety risk and control options and authorize requested HAZMAT use as appropriate. **NOTE:** Included in reviews will be HAZMAT-related work area safety surveys, the identification of conditions of use and worker occupational safety training, and the identification of processes that require occupational safety analysis according to AFOSH standard 91-19, *Process Safety Management (PSM) of Highly Hazardous Chemicals*.

2.6.7.7. Maintain and update SE-related HAZMAT data fields on the DESCIM-approved HAZMAT tracking system.

2.6.7.8. Prepare and submit appropriate SE environment-related HAZMAT Pharmacy Program funding requirements through the HMMP team to CE for inclusion in the A-106 system.

2.6.7.8. (PACAF) **SE will provide a copy of all HAZMART funding requirements to the HAZMART supervisor and forward to HQ PACAF/SEG for validation.**

2.6.7.9. (8FW) (PACAF Sup 1)(Added). Participate in the HMMP team evaluation of materials that are potentially hazardous, but are not loaded in the EMIS system or equivalent program.

2.6.7.10. (8FW) (PACAF Sup 1)(Added). Decide whether 8 FW/SE blanket or task-specific authorization is appropriate for material that the HMMP team determines meets the definition of a HAZMAT.

2.6.8. Work-Area Supervisors. Work-area supervisors will:

2.6.8.1. Participate in the installation HAZMAT Pharmacy Program.

2.6.8.2. Participate in the HMMP team as required.

2.6.8.3. Provide safe and healthful work areas.

2.6.8.4. Use AF Form 3952 to submit HAZMAT requirements to the HAZMART, or other SOS organizations as appropriate.

2.6.8.4. (PACAF) **Work area supervisor will give coordinated AF Form 3952 to HAZMART.**

2.6.8.5. Provide additional information to authorizing offices as requested to complete AF Forms 3952 (such as application methods, transfer methods, etc). **NOTE:** See [Attachment 2](#), AF Form 3952 instructions.

2.6.8.5. (PACAF) **The completed AF Form 3952 will be routed such that SG will be the final approval for the SLIX codes.**

2.6.8.6. Comply with all conditions of use identified on approved AF Forms 3952.

2.6.8.7. Notify the HAZMART, or other SOS, of any changes to the conditions or processes as described on AF Form 3952. **NOTE:** Any changes to the conditions or processes described in AF Form 3952 invalidates the authorization.

2.6.8.8. Procure all HAZMAT through the HAZMART, or other SOS as appropriate, using the process defined in paragraph [2.3.4](#). for tracking, regardless of payment method, e.g. standard base supply system; International Merchant Purchase Authorization Card (IMPAC); AF Form 9, **Request for Purchase**; etc.

2.6.8.9. Provide work area personnel appropriate HAZMAT training. Document all appropriate training on AF Form 55, **Employee Safety and Health Record**.

2.6.8.10. Ensure compliance with Air Force Technical Order (AFTO) requirements for use of HAZMAT until formally notified of a technical order (T.O.) change to the requirements. Submit requests to eliminate a HAZMAT T.O. requirement on an AFTO Form 22, **Technical Order Improvement Report and Reply**, to the T.O. owner.

2.6.8.11. Maintain an inventory listing of all HAZMAT used or stored in the work area.

2.6.8.11. (8FW) (PACAF Sup 1). Maintain an inventory listing of all HAZMAT used or stored in the work area and ensure that all HAZMAT containers have appropriate labeling, to include the HPP bar code.

2.6.8.12. Maintain only limited quantities of HAZMAT in the work area and turn in excess HAZMAT to the HAZMART or other SOS, as appropriate, as soon as possible for reuse or redistribution.

2.6.8.12. (PACAF) **Only serviceable material will be accepted by the HAZMART. Any unserviceable material will be processed through CE as HAZWASTE. If the material's serviceability is questionable, the customer will contact the HAZMART for further instructions.**

2.6.8.12. (8FW) (PACAF Sup 1). Maintain only minimal quantities of HAZMAT in the work area and turn in excess HAZMAT to the HAZMART as soon as possible for reuse or redistribution. Supervisors must avoid storing excess or expired products at the job site or in the work-area.

2.6.8.13. (8FW) (PACAF Sup 1)(Added). Certify on AF Forms 3952 that the HAZMAT is required for use in the work area task described in the AF Form 3952 and IAW the requiring document specified in the AF Form 3952, in order to validate the requirement and to ensure the appropriate workers have the proper training and equipment to safely use the requested HAZMAT in the task identified in the AF Form 3952.

2.6.9. The Contracting Squadron (LGC). LGC will:

2.6.9. (8FW) **US Army Contracting Command Korea.** The US ACCK will:

2.6.9.1. Participate in the HMMP team.

2.6.9.2. For each contract vehicle (contract, purchase order, blanket purchase agreement (BPA), etc.) involving the use of HAZMAT on an installation, include a requirement for the contractor to identify and report HAZMAT usage to the HAZMART according to local procedures. For contractors operating as a SOS as defined in paragraph 2.6.5., ensure that contract vehicles include proper guidance to comply with the requirements of paragraph 2.6.5., tailored to local needs.

2.6.9.3. Implement procurement methods such as direct delivery contracts, BPAs etc., as needed to support the HAZMART.

2.6.9.4. Ensure that local IMPAC procedures include the requirement that all purchases of HAZMAT using IMPAC require the prior approval using the process described in paragraph 2.3.4. and the reporting to the HAZMART (see paragraph 2.6.4.12.).

2.6.9.5. (8FW) (PACAF Sup 1)(Added). Obtain guidance on contractor HAZMAT determination, authorization, and tracking from the HMMP team.

2.6.9.6. (8FW) (PACAF Sup 1)(Added). Any aspect of the installation HPP responsibilities, including the HAZMAT authorization responsibilities, can be performed by contractors, provided the contract complies with applicable federal and military procurement policies, and supports HPP deployment requirements.

2.6.9.7. (8FW) (PACAF Sup 1)(Added). Ensure that the requirements for GPC purchases of HAZMAT are included in local GPC guidance and training. Ensure HMMP team members participate in GPC training sessions to address these requirements.

2.6.10. Communication Squadron (CS). CS will:

2.6.10.1. Participate in the HMMP team as necessary.

2.6.10.2. Validate HAZMAT Communications and Information requirements, in compliance with the Global Combat Support System (GCSS)-AF strategy

2.6.10.3. According to AF 33 series publications, provide assistance to DESCIM HAZMAT personnel in the performance of their Data Base Administration (DBA)/System Administration (SA)/Information System Security Officer (ISSO) duties.

2.6.11. (8FW) (PACAF Sup 1)(Added). **Unit Commanders.** Unit Commanders will:

2.6.11.1. (8FW) (PACAF Sup 1)(Added). Ensure there is unit guidance for preparing and submitting AF Form 3952 requests for HAZMAT.

2.6.12. (8FW) (PACAF Sup 1)(Added). **TDY Unit Responsibilities:** Units TDY to Kunsan who bring HAZMAT will ensure the following:

2.6.12.1. (8FW) (PACAF Sup 1)(Added). Report to 8 CES/CEV any significant quantities of HAZMAT (as described in para 2.3.4.4.2.1.5. of this Supplement) brought onto the installation so that the HAZMART may track it.

2.6.12.2. (8FW) (PACAF Sup 1)(Added). Provide HAZMART a list of all HAZMAT to include MSDS.

2.6.11.3. (8FW) (PACAF Sup 1)(Added). Coordinate any purchase of HAZMAT with the HAZMART office (IAW para 2.3.4.9. of this Supplement)

## **2.7. Other Specialized Responsibilities.**

2.7.1. SM. SMs will require contractors who use HAZMAT on an Air Force installation to identify and report any HAZMAT usage to the installation's HAZMART.

2.7.2. AFCEE. AFCEE will:

2.7.2.1. Consolidate field recommendations for AF Form 3952 modifications and send to HQ USAF/ILEVQ for review and approval. AFCEE will update AF Form 3952 as directed by HQ USAF/ILEVQ.

2.7.2.2. Serve as management office for the approved DESCIM HAZMAT tracking system (except for depot maintenance hazardous material management system (DM-HMMS)) and maintain the DESCIM-approved HAZMAT computer support system to enhance Air Force operations. **NOTE:** The Joint Logistic Service Center has responsibility for the DM-HMMS.

2.7.2.3. Provide contract execution assistance to base, MAJCOM, or Air Staff personnel in the performance of actions required as a result of this AFI.

## **2.8. (8FW) (PACAF Sup 1)(Added). HAZMAT Turn-In/Stock Validation Procedures.**

2.8.1. (8FW) (PACAF Sup 1)(Added). **HAZMAT Turn-In.**

2.8.1.1. (8FW) (PACAF Sup 1)(Added). Work center supervisors must coordinate turn-ins of spent bar-coded containers with HAZMART.

2.8.1.2. (8FW) (PACAF Sup 1)(Added). The HAZMART supervisor must ensure all spent bar-coded containers are deleted from AF-EMIS or equivalent program.

2.8.2. (8FW) (PACAF Sup 1)(Added). **Stock Validation Procedures.**

2.8.2.1. (8FW) (PACAF Sup 1)(Added). HAZMART will provide a quarterly AF-EMIS or equivalent program authorizations and stock inventory to the shops.

2.8.2.2. (8FW) (PACAF Sup 1)(Added). Shop supervisors will ensure HAZMAT are inventoried and reconciled with the AF-EMIS or equivalent program tracking system.

## Chapter 3

### AIR FORCE WEAPON SYSTEM HAZARDOUS MATERIALS REDUCTION PRIORITIZATION PROCESS (HMRPP)

#### *Section 3A—Weapon System HMRPP Purpose and Objectives*

**3.1. Weapon System HMRPP Purpose.** The weapon system HMRPP provides a formalized way for installation HMMP teams to identify weapon system-driven HAZMAT reduction needs. This enables MAJCOM and installation priorities to drive weapon system HAZMAT reduction efforts. The weapon system HMRPP is not a separate requirements process. Rather, it integrates HAZMAT reduction requirements into the existing weapon system requirements, identification, prioritization, funding, and execution processes described in AFPD 16-5, *Planning, Programming, and Budgeting System*, and AFI 16-501, *Control and Documentation of Air Force Programs*.

**3.1. (8FW) WSHP Purpose.** The WSHP describes how Kunsan AB's HMMP team can work with the PACAF HMMP to use the existing weapon system management structure to identify, prioritize, validate, advocate for, and fund weapon system-driven HAZMAT reduction needs. This enables installation and MAJCOM priorities to drive weapon system HAZMAT reduction efforts, just as installation and MAJCOM priorities drive all non-ESOH weapon system requirements.

3.1.1. Weapons systems and their maintenance processes drive the majority of HAZMAT use on Air Force installations. SMs are responsible for modifying Air Force weapons systems and have engineering control over weapons systems and maintenance processes.

3.1.2. The weapon system HMRPP links MAJCOMs, installations, and SMs in an integrated process which seeks to reduce weapon system HAZMAT dependence. Installation data are essential in identifying the weapon system-driven HAZMAT costs and impacts used in the weapon system HMRPP.

3.1.3. The weapon system HMRPP provides the structure for installations and MAJCOMs to prioritize reduction requirements and assess return-on-investment. This supports MAJCOM and HQ USAF decisions to fund weapon system HAZMAT reductions.

3.1.4. The ESOH Technology Needs Survey (ESOH TNS), as defined in AFI 63-118, *Civil Engineer Research, Development, and Acquisition*, is the vehicle for collecting HMRPP needs. The ESOH TNS also tracks the status of all HAZMAT reduction needs.

**3.2. Weapon System HMRPP Objectives.** The objective of the weapon system HMRPP is to identify HAZMAT reduction needs to the weapon system SM and facilitate development of prioritized, cost-based justifications for funding weapons systems changes through the PPBS.

#### *Section 3B—Weapon System HMRPP Organization*

**3.3. Weapon System HMRPP Organization.** The weapon system HMRPP is an integrated process to identify weapon system HAZMAT reduction requirements. The process is organized as follows:

3.3.1. Installation HMMP teams identify candidate weapon system-driven HAZMAT usage for reduction or elimination based on local conditions and priorities or MAJCOM guidance. In the absence of MAJCOM guidance, installation HMMP teams may select as many or as few weapon sys-

tem-driven HAZMAT for potential elimination or reduction as they deem necessary. Installations should balance the desire to eliminate weapon system HAZMAT usage against the effort required to collect the necessary supporting data. These supporting data are critical to justify funding. **NOTE:** For the purpose of this AFI, these weapon system HAZMAT uses will be referred to as candidate processes.

3.3.2. The installation HMMP team will coordinate efforts to collect the necessary supporting data needed to justify MAJCOM and Air Force funding of the elimination or reduction efforts. These data should represent the installation HMMP team's estimates of annual usage and associated costs by specific process, as defined by the T.O. reference or other SM-controlled technical data. Thus, the team may have to collect data on several different weapon system processes that drive the usage of the selected HAZMAT at that installation. The process specific data should include, but is not limited to, estimates of the following:

3.3.2.1. Annual HAZMAT usage for each candidate process.

3.3.2.2. Annual HAZMAT procurement costs for each candidate process.

3.3.2.3. Annual environmental control equipment costs associated with the HAZMAT usage in each candidate process, to include amortized costs of equipment and operational and maintenance costs.

3.3.2.4. Annual HAZMAT disposal costs associated with each candidate process.

3.3.2.5. Annual personal protective equipment costs associated with each candidate process.

3.3.2.6. Annual occupational health and safety (surveillance and compliance) costs associated with each candidate process.

3.3.3. Each installation HMMP team will provide its MAJCOM HMMP team with these data. The MAJCOM HMMP team will coordinate the consolidation of the data MAJCOM-wide and validate and prioritize the installation inputs for further analysis.

3.3.4. The MAJCOM HMMP teams will provide the HQ AFMC HMMP team with their prioritized lists of candidate weapon system processes. The HQ AFMC HMMP team will coordinate the consolidation of all MAJCOM inputs and identification of the SMs that control each of the MAJCOM candidate processes.

3.3.4.1. The HQ AFMC HMMP team will identify the appropriate SMs and in turn provide feedback to the appropriate MAJCOM.

3.3.4.2. The HQ AFMC HMMP team will provide the appropriate SMs with the data collected by the MAJCOM HMMP teams. The HQ AFMC HMMP team will monitor and report on the status of the efforts to reduce or eliminate weapon system-driven HAZMAT usage to the HQ USAF and MAJCOM HMMP teams.

3.3.5. The SMs that control the candidate processes will evaluate alternative solutions and costs. This will include, but is not limited to, the following:

3.3.5.1. Identification of alternative materials, equipment, or procedures that can reduce or eliminate the HAZMAT usage.

3.3.5.2. Estimation of the modification costs of each alternative solution and resulting life-cycle costs.

- 3.3.5.3. Projections of the life-cycle costs of the existing HAZMAT usage for each candidate process, based on the annual cost data provided by the MAJCOMs and the SM's official assessment of the expected life of the process.
- 3.3.5.4. Evaluations of the ESOH risks and costs associated with each alternative, with the requirement that no alternative create new ESOH risks and costs that exceed the current situation.
- 3.3.5.5. Prioritized recommendations to the MAJCOM HMMP teams on the alternatives.
- 3.3.6. The MAJCOM HMMP teams then will decide which, if any, of the SM alternatives to pursue.
  - 3.3.6.1. For those process changes the MAJCOM HMMP team decides to pursue, the HMMP team works with their respective MAJCOM requirements and budget offices to advocate for funding. At this point, the process becomes part of the normal weapon system PPBS.
  - 3.3.6.2. The MAJCOM HMMP teams work with the HQ USAF HMMP team to support and advocate funding through the HQ USAF corporate board.
- 3.3.7. For those process changes that the MAJCOM and HQ USAF ultimately decide not to fund, the SM will include those process changes in later system modification projects whenever technically and economically feasible.
- 3.3.8. For those process changes for which there are no engineering solutions and new technology development is necessary, SMs identify through the ESOH TNS those technology development needs for candidate processes.
- 3.3.9. SMs will update the ESOH TNS on the status of the HMRPP needs for which engineering solutions exist. These updates will indicate funding and implementation status.
- 3.3.10. HQ AFMC HMMP team manages the overall collection of weapon system HMRPP needs from installations and MAJCOMs as described in paragraph [3.9.1](#).

### ***Section 3C—Weapon System HMRPP Responsibilities***

#### **3.4. HQ USAF HMMP Team.** The HQ USAF HMMP team will:

- 3.4.1. Include representatives identified in paragraph [1.1.2.2](#) and representatives from the HQ USAF requirements and financial management offices.
- 3.4.2. Advocate for funding as needed.

#### **3.5. Assistant Secretary for Acquisition (SAF/AQ).** SAF/AQ will incorporate weapon system HMRPP considerations into guidance, as appropriate.

#### **3.6. HQ USAF/IL.** HQ USAF/IL will:

- 3.6.1. Incorporate weapon system HRMP consideration into appropriate MAJCOM guidance.
- 3.6.2. Ensure that ILE incorporates the HAZMAT usage data required to support the weapon system HMRPP in the DESCIM-approved HAZMAT tracking system requirements.

#### **3.7. MAJCOMs, FOAs, and DRUs.** For the purposes of the HMRPP, the MAJCOM HMMP team will:

- 3.7.1. Include representatives identified in paragraph 1.1.2.2. and representatives from the MAJCOM requirements and financial management offices.
- 3.7.2. Have LG serve as the HMMP team point-of-contact (POC).
- 3.7.3. Provide installations with guidance for identifying and prioritizing candidate weapon system HAZMAT reduction needs.
- 3.7.4. Review and prioritize the consolidated installation candidate weapon system HAZMAT reduction needs.
- 3.7.5. Send validated candidate HAZMAT reduction needs to the office designated in the HMRPP data collection guidance.
- 3.7.6. Use SM cost data to prepare candidate weapon system HAZMAT reduction funding requests.
- 3.7.7. Advocate for including these funding requests in the MAJCOM weapon system program objective memorandum process.

### 3.8. Installations:

- 3.8.1. Installation HMMP Team. For the purposes of the weapon system HMRPP, the HMMP team will:
  - 3.8.1.1. Include representatives identified in paragraph 1.1.2.2. and representatives from the installation financial management office.
  - 3.8.1.2. Ensure that LG serves as the HMMP team POC.
  - 3.8.1.2. (8FW) Ensure that 8th Maintenance Group, Weapons Standardization Flight (8 MXG/MXW) serves as the HMMP team lead.
  - 3.8.1.3. Use the ESOH TNS to submit weapon system HMRPP need data.
  - 3.8.1.4. Select the installation's candidate weapon system HAZMAT reduction needs.
  - 3.8.1.5. Provide cost data for emission control, permit, and HAZWASTE disposal requirements associated with using the candidate weapon system HAZMAT selected by the HMMP team for reduction.
  - 3.8.1.6. Coordinate the installation inputs to the weapon system HMRPP data collection.
  - 3.8.1.7. (8FW) (PACAF Sup 1)(Added). Ensure that the HAZMART provides a weapon system process usage list with technical data and associated procurement costs as required.
  - 3.8.1.8. (8FW) (PACAF Sup 1)(Added). Identify candidate processes to target for HAZMAT reduction or elimination.
- 3.8.2. CE. CE will provide environmental permit and control cost data in support of candidate weapon system HMRPP needs.
  - 3.8.2. (8FW) **8 CES.** 8 CES will provide an estimate of costs for environmental permits, emission controls, and HW disposal; and an estimate of fire protection and emergency response risks driven by the HAZMAT usage in the candidate weapon system processes.
- 3.8.3. LG. LG will:

- 3.8.3.1. Ensure that the HAZMART provides a weapon system process usage list with technical data and associated procurement costs as required.
- 3.8.3.2. Validate the weapon system process usage list provided by the HAZMART.
- 3.8.4. SG. SG will:
  - 3.8.4.1. Provide BE participation in the HMMP team.
  - 3.8.4.2. Provide consolidated occupational health costs tied to the candidate weapon system process usage list.
- 3.8.5. SE. SE will:
  - 3.8.5.1. Participate in the HMMP team.
  - 3.8.5.2. Identify safety and mishap-related costs tied to the candidate weapon system process usage list.
- 3.8.6. Work Area Supervisors. Work area supervisors will support the weapon system HMRPP data collection effort by providing T.O. and process usage estimates for each HAZMAT, as requested for candidate needs.
- 3.8.7. (8FW) (PACAF Sup 1)(Added). **8 MXG/MXW. Maintenance will:**
  - 3.8.7.1. (8FW) (PACAF Sup 1)(Added). Serve as the HMMP team lead for the WSHP.
  - 3.8.7.2. (8FW) (PACAF Sup 1)(Added). Validate the weapon system process usage list provided by the HAZMART.
  - 3.8.7.3. (8FW) (PACAF Sup 1)(Added). Provide appropriate supporting process data from the maintenance tracking systems, such as the Core Automated Maintenance System (CAMS).

### 3.9. Other Specialized Responsibilities.

- 3.9.1. HQ AFMC HMMP Team, Director of Requirements (DR) POC. The HQ AFMC HMMP team, DR POC will:
  - 3.9.1.1. Facilitate and coordinate the collection of weapon system HMRPP needs utilizing the ESOH TNS.
  - 3.9.1.2. Provide each MAJCOM HMMP team (LG POC) with weapon system HMRPP data collection guidance through the ESOH TNS.
  - 3.9.1.3. Identify the appropriate weapon system SM for each MAJCOM-submitted candidate need, and connect the submitting MAJCOM with the responsible SM.
  - 3.9.1.4. Provide each responsible SM with the appropriate HAZMAT cost and usage data for each candidate need.
  - 3.9.1.5. Identify the responsible SMs to the appropriate MAJCOM need submitter.
  - 3.9.1.6. Track the progress of the resolution of HMRPP needs by SM and report to HQ USAF and MAJCOMs via appropriate quality performance indicators on the numbers of candidate processes, funded process changes, and completed changes.

3.9.1.7. Initiate a formal survey of HMRPP needs. However, MAJCOMs may submit candidate needs at any time.

3.9.2. SM. SMs will:

3.9.2.1. Provide recommendations for addressing each candidate HAZMAT reduction need, specifying investment cost, life-cycle cost, schedule, and performance impacts.

3.9.2.2. Work with other SMs who have similar problems.

3.9.2.3. Execute HAZMAT reduction projects funded by MAJCOMs. SMs will be accountable for projects funded by MAJCOMs.

3.9.2.4. Catalogue unfunded HAZMAT needs, and, whenever feasible, seek to incorporate them into future weapon system modification and/or upgrade projects.

3.9.2.5. Seek MAJCOM advocacy for funding of any self-initiated HAZMAT reduction project that results from the SM's internal HAZMAT management program.

3.9.2.6. Report progress in resolving identified weapon system HMRPP needs to HQ AFMC/DR.

## Chapter 4

### AIR FORCE OZONE DEPLETING SUBSTANCE (ODS) MANAGEMENT PROGRAM

#### *Section 4A—ODS Management Program Purpose and Objectives*

**4.1. ODS Management Program Purpose.** In this AFI, the term ODS refers to Class I and Class II ODS listed in **Table 4.1.** and **Table 4.2.**, respectively. By international agreement (i.e. The Montreal Protocol on Substances that Deplete the Ozone Layer), all ODS production is to cease. Consumption, transportation, use, and disposal of ODS are governed by the Clean Air Act 601-618; 42 U.S.C.A. 7671-7671q; 40 CFR 82.1-82.184; and E. O. 12843 Procurement Requirements and Policies for Federal Agencies for Ozone Depleting Substances, Apr 21, 1993. The ODS Management Program mitigates the risks to Air Force capability and costs associated with continued reliance on ODS usage.

4.1.1. Class I ODS. By international agreement, all Class I ODS production effectively ended on 31 December 1995. Continued reliance on Class I ODS usage presents a current and increasing risk to Air Force mission capability and costs.

4.1.2. Class II ODS. By international agreement, all Class II ODS production levels, as of 01 January 1996, became the "base levels" from which incremental reductions will occur until all Class II production has ceased by the year 2030. Dependence on Class II ODS usage beyond the year 2015 will create further risks to Air Force mission capability and costs. The incremental phase out of all Class II ODS production will occur according to the following schedule:

4.1.2.1. 01 January 2004--all Class II ODS production must be reduced by 35 percent from base levels.

4.1.2.2. 01 January 2010--all Class II ODS production must be reduced by 65 percent from base levels.

4.1.2.3. 01 January 2015--all Class II ODS production must be reduced by 90 percent from base levels.

4.1.2.4. 01 January 2020--all Class II ODS production must be reduced by 99.5 percent from base levels.

4.1.2.5. 01 January 2030--all Class II ODS production must cease.

**4.2. ODS Management Program Objectives.** The ODS Management Program objectives include:

4.2.1. Eliminating ODS usage wherever economically and technically feasible.

4.2.2. Managing the allocation of mission critical Air Force supplies of Class I ODS.

4.2.3. Minimizing the release of ODS into the environment.

**Table 4.1. CLASS I Ozone Depleting Substances.**

Halocarbon Number	Molecular Formula	Name
CFC-11	CCl <sub>3</sub> F	Trichlorofluoromethane
CFC-12	CCl <sub>2</sub> F <sub>2</sub>	Dichlorodifluoromethane

Halocarbon Number	Molecular Formula	Name
CFC-113	C2C13F3	Trichlorotrifluoroethane
CFC-114	C2C12F4	Dichlorotetrafluoroethane
CFC-115	C2C1F5	Chloropentafluoroethane
Halon 1011	CH2BrCl	Bromochloromethane
Halon 1202	CBr2F2	Dibromodifluoromethane
Halon 1211	CF2C1Br	Bromochlorodifluoromethane
Halon 1301	CF3Br	Bromotrifluoromethane
Halon 2402	C2F4Br2	Dibromotetrafluoroethane
CFC-13	CC1F3	Chlorotrifluoromethane
CFC-111	C2C15F	Pentachlorofluoroethane
CFC-112	C2C14F2	Tetrachlorodifluoroethane
CFC-211	C3C17F3	Heptachlorofluoropropane
CFC-212	C3C16F2	Hexachlorodifluoropropane
CFC-213	C3C15F3	Pentachlorotrifluoropropane
CFC-214	C3C14F4	Tetrachlorotetrafluoropropane
CFC-215	C3C13F5	Trichloropentafluoropropane
CFC-216	C3C12F6	Dichlorohexafluoropropane
CFC-217	C3C1F7	Chloroheptafluoropropane
Carbon Tetrachloride	CCl4	Tetrachloroethane
Methyl Chloroform	CHCl3	Trichloroethane (all isomers)
Methyl Bromide	CH3Br	Bromomethane

Table 4.2. CLASS II Ozone Depleting Substances.

HCFC Number	Molecular Formula
HCFC-21	CHFC12
HCFC-22	CHF2Cl
HCFC-31	CH2FC1
HCFC-121	C2HFC14
HCFC-122	C2HF2Cl3
HCFC-123	C2HF3Cl2
HCFC-123b	CHCl2CF3
HCFC-124	C2HF4Cl
HCFC-124b	CHFC1CF3

HCFC Number	Molecular Formula
HCFC-224	C3HF4Cl3
HCFC-225	C3HF5Cl2
HCFC-225ca	CF3CF2CHCl2
HCFC-225cb	CF2ClCF2CHClF
HCFC-226	C3HF6Cl
HCFC-231	C3H2Cl5
HCFC-232	C3H2F2Cl4
HCFC-233	C3H2F3Cl3
HCFC-234	C3H2F4Cl2

HCFC Number	Molecular Formula
HCFC-131	C2H2FCI3
HCFC-132	C2H2F2CI2
HCFC-133	C2H2F3CI
HCFC-141	C2H3FCI2
HCFC-141b	CH3CFCI2
HCFC-142	C2H3F2CI
HCFC-142b	CH3CF2CI
HCFC-151	C2H4FCI
HCFC-221	C3HFCI6
HCFC-222	C3HF2CI5
HCFC-223	C3HF3CI4

HCFC Number	Molecular Formula
HCFC-235	C3H2F5CI
HCFC-241	C3H3FCI4
HCFC-242	C3H3F2CI3
HCFC-243	C3H3F3CI2
HCFC-244	C3H3F4CI
HCFC-251	C3H4FCI3
HCFC-252	C3H4F2CI2
HCFC-253	C3H4F3CI
HCFC-261	C3H5FCI2
HCFC-262	C3H5F2CI
HCFC-271	C3H6FCI

### **Section 4B—ODS Management Program Organization**

**4.3. Class I ODS Management Program Organization (Table 4.1).** The three organizational components are as follows:

**4.3. (8FW) Class I ODS Program.** The Class I ODS Program has five key elements: The AF Form 3952 Authorization Process, the DLA Class I ODS Defense Reserve Management Process, the Prohibition on Requirements for Contractors to use Class I ODS, the SAO Approval Process, and the Metrics.

4.3.1. Defense Logistics Agency (DLA) Class I ODS Defense Reserve Management Process. In 1992, the US Congress authorized the establishment of the DLA Class I ODS Defense Reserve stockpile to bridge the gap between the end of Class I ODS production and the elimination of mission critical weapon system Class I ODS requirements. The Defense Reserve is intended to provide time for the Air Force to implement economically and technically feasible substitutes for existing Class I ODS requirements. The Air Force will only use these stockpiled supplies of Class I ODS to meet mission critical Air Force (or other Service) requirements. Only the three Air Force Senior Acquisition Official (SAO) approval authorities, as described in paragraph 4.3.2.4., may authorize these mission critical uses of the stockpiled Class I ODS or approve DLA recommendations on the disposition of Air Force assets in the DLA Class I ODS Reserve.

4.3.1.1. (8FW) (PACAF Sup 1)(Added). Kunsan AB is prohibited from purchasing Class I ODS on the commercial market.

4.3.1.2. (8FW) (PACAF Sup 1)(Added). Kunsan must return any excess amounts of reclaimed Class I ODS to the DLA Class I ODS Defense Reserve for recovery, reclamation, and redistribution. Units must responsibly dispose of used Class I ODS solvents in a manner that minimizes release to the environment.

4.3.2. Class I ODS SAO Approval Process. Section 326 of the Fiscal Year 1993 National Defense Authorization Act requires approval of all contracts requiring a Class I ODS or requiring a contractor to use Class I ODS.

4.3.2.1. The Air Force established the Class I ODS SAO approval process to meet the requirements of Section 326 and to enable effective management of the Defense Reserve stockpile. All Air Force organizations must have valid Class I ODS SAO Approval before:

4.3.2.1.1. Awarding a contract which requires the use, or can only be met by the use, of a Class I ODS.

4.3.2.1.2. Requisitioning Class I ODS from any SOS.

4.3.2.1.3. Requisitioning Class I ODS from the DLA Class I ODS Defense Reserve.

4.3.2.1.4. Procuring Class I ODS locally through a purchase request.

4.3.2.2. SAO approvals granted under this process are intended to allow time to develop and implement economically and technically feasible Class I ODS alternatives, and not to allow business as usual. Therefore, each SAO approval must include the certification of at least one Appropriate Technical Representative (ATR) stating no economically and technically feasible substitute exists for the Class I ODS requirement.

4.3.2.3. The Air Force has three kinds of Class I ODS SAO approvals, as follows:

4.3.2.3.1. Weapon System Contract Class I ODS SAO Approvals. Weapon system or support system contracts which require the use of, or can only be met by, the use of Class I ODS, or which deliver an item containing Class I ODS, must have SAO approval. These SAO approvals grant access to the DLA Class I ODS Defense Reserve on a case-by-case basis.

4.3.2.3.2. MAJCOM-Wide Facility Halon and Class I ODS Refrigerant SAO Approvals. These SAO approvals grant authorization for all organic and contractor uses of Class I ODS in support of Air Force facilities. However, MAJCOM-wide facility halon and Class I ODS refrigerant SAO approvals prohibit access to the DLA Class I ODS Defense Reserve and the purchase of Class I ODS.

4.3.2.3.3. Air Force-Wide Class I ODS Allocation SAO Approvals. This approval allocates to each MAJCOM amounts of each Class I ODS from the Defense Reserve stockpile. It provides Class I ODS for contractor or organic Air Force personnel to operate and maintain Air Force weapons systems and support systems. Authorized quantities are based on MAJCOM requirements identified by Air Force-wide Class I ODS requirements data calls.

4.3.2.4. Air Force SAO approval authority is limited to Deputy Assistant Secretary for Science, Technology, and Engineering (SAF/AQR), HQ USAF/ILE, and HQ USAF/ILM general officers or civilian equivalents. All three offices must coordinate each SAO approval application before any one of the three offices can issue the final approval.

4.3.3. Class I ODS Requirements Data Calls. These Air Force-wide Class I ODS data calls provide the basis for allocation management of Class I ODS from the Defense Reserve. They also provide the basis for Air Force corporate decisions to eliminate Class I ODS requirements from existing weapons systems to reduce long-term requirements below available supplies in the Defense Reserve.

4.3.4. (8FW) (PACAF Sup 1)(Added). **Class I ODC Procurement Procedures:**

4.3.4.1. (8FW) (PACAF Sup 1)(Added). Supervisors of a shop requiring Class I ODS must first complete the HAZMAT Authorization Process described at paragraph [2.5.3](#). Contractors submit-

ting a requisition for a Class I ODS must also have completed the HAZMAT authorization process, and there must a current SAO approval for the contract requirement to use the Class I ODS.

4.3.4.2. (8FW) (PACAF Sup 1)(Added). Before submitting a requisition for a locally authorized Class I ODS to the DLA Class I ODS Defense Reserve, HAZMART personnel will contact the MAJCOM HMMP team LG representative to initiate the Class I ODS Requisition process. HAZMART personnel will transmit to the MAJCOM HMMP team LG representative a copy of the relevant AF Form 3952 that authorizes the proposed requisition. The AF Form 3952 for a Contractor requisition must specify the applicable and current contract SAO approval number.

4.3.4.3. (8FW) (PACAF Sup 1)(Added). The MAJCOM HMMP team LG representative will coordinate the MAJCOM HMMP team review of the proposed Class I ODS requisition. The MAJCOM HMMP team will base its review upon the completed installation-level AF Form 3952, and additional information requested by the MAJCOM or HQ USAF teams. The MAJCOM HMMP team LG representative will transmit to the HQ USAF HMMP team SAF/AQR representative a copy of the MAJCOM-approved request for SAO approval; a Class I ODS requisition; and the relevant AF Form 3952 that authorizes the proposed requisition.

4.3.4.4. (8FW) (PACAF Sup 1)(Added). The HQ USAF HMMP team SAF/AQR representative will coordinate the HQ USAF HMMP team review of the proposed Class I ODS requisition. The HQ USAF HMMP team will base each individual SAO approval determination on the completed installation-level AF Form 3952; the recommendation of the MAJCOM HMMP team; additional information requested by the team; and an analysis of the projected Air Force Class I ODS usage rate.

4.3.4.5. (8FW) (PACAF Sup 1)(Added). The HQ USAF HMMP team SAF/AQR representative will transmit the SAO approval directly to DLA Class I ODS Defense Reserve, the MAJCOM HMMP team LG representative, and the installation HAZMART.

4.3.4.6. (8FW) (PACAF Sup 1)(Added). The installation HAZMART can then submit the formal requisition to the DLA Class I ODS Defense Reserve.

**4.4. Class II ODS Management Program Organization (Table 4.2.).** The Air Force will not develop or procure any new weapon or facility systems scheduled to remain in the Air Force inventory beyond 01 January 2020 that require Class II ODS in their operations or maintenance. The Air Force will not modify any existing weapon or facility systems scheduled to remain in the Air Force inventory beyond 01 January 2020 in any manner that adds requirements for Class II ODS in their operations or maintenance. Any one of the three Air Force SAO approval authorities may grant an exception to these prohibitions. The SAO approval process for granting such an exception will be the same as described in paragraph 4.3.2. of this AFI.

**4.4. (8FW) Class II ODS Program.** The Class II ODS Program has two key elements: the AF Form 3952 Authorization Process and the Prohibition on New Class II ODS Requirements.

4.4.1. (8FW) (PACAF Sup 1)(Added). AF Form 3952 Authorization Process. As a HAZMAT, Class II ODS usage requires prior approval through the AF Form 3952 Authorization Process.

4.4.2. (8FW) (PACAF Sup 1)(Added). Prohibition on New Class II ODS Requirements. The Air Force will not centrally stockpile Class II ODS to support continuing requirements after the phase-out of Class II ODS production in the United States. Therefore, the Air Force will not develop or procure

any new weapon or facility systems scheduled to remain in the Air Force inventory beyond 01 January 2020 that require Class II ODS in their operations or maintenance.

4.4.2.1. (8FW) (PACAF Sup 1)(Added). The 8 CES has approval authority for exceptions to this Class II ODS policy for installation Real Property air conditioning and refrigeration equipment. 8 CES approval of an exception for installation Real Property air conditioning and refrigeration will require the following:

4.4.2.1.1. (8FW) (PACAF Sup 1)(Added). Incorporation in the installation Refrigerant Management Plan of detailed descriptions of the 8 CES plans to support Class II ODS usage requirements throughout the life of the new or modified air conditioning or refrigeration equipment, without HQ USAF-supplied Class II ODS.

4.4.2.1.2. (8FW) (PACAF Sup 1)(Added). Submission of the revised Refrigerant Management Plan, with changes highlighted, to the MAJCOM Refrigerant Manager and AFCESA for their review and comment. Review and approval by AFCESA of the proposed 8 CES exception to this Class II ODS policy for installation Real Property air conditioning and refrigeration equipment.

4.4.2.1.3. (8FW) (PACAF Sup 1)(Added). Annual review and certification by the 8 CES of the installation Refrigerant Management Plan, incorporating equipment and refrigerant changes during the previous year. **NOTE:** The Refrigerant Management Plan must comply with the AFCESA Refrigerant Management Handbook.

#### ***Section 4C—ODS Management Program Responsibilities***

**4.5. SAF/AQ.** SAF/AQR is the primary SAO approval authority within SAF/AQ. When necessary, SAF/AQR may delegate this responsibility to another general officer or civilian equivalent within SAF/AQ. In addition, SAF/AQR will:

- 4.5.1. Provide guidance defining SM responsibilities under the ODS Management Program.
- 4.5.2. Provide contract SAO approval application procedures.
- 4.5.3. Provide policy and guidance concerning Air Force-wide Class I ODS SAO approvals.
- 4.5.4. Serve as the office of primary responsibility for conducting Air Force-wide Class I ODS requirements data calls.
- 4.5.5. Serve as the Class I ODS SAO approval focal point for processing and staffing all Air Force SAO approvals and maintain historical SAO approval records.
- 4.5.6. Produce Air Force Class I ODS SAO approval reports as required by the Fiscal Year 1993 National Defense Authorization Act and DoD policy.

**4.6. HQ USAF/IL.** HQ USAF/ILE and HQ USAF/ILM are the primary SAO approval authorities within HQ USAF/IL. In addition, HQ USAF/IL will:

- 4.6.1. Integrate ODS management and conservation into installation and LG processes through policies, procedures, and training.
- 4.6.2. Develop MAJCOM-wide facility halon and Class I ODS refrigerant SAO approval procedures.

#### 4.7. MAJCOMs, FOAs, and DRUs:

4.7.1. MAJCOM. MAJCOMs will use their HMMP teams to provide command ODS oversight in order to minimize release of ODS. LG is primarily responsible for ODS in support of weapons systems, and CE is primarily responsible for ODS in support of Air Force facilities. The MAJCOM HMMP team will:

- 4.7.1.1. Ensure MAJCOMs do not exceed their yearly SAO-approved Class I ODS allocation.
- 4.7.1.2. Prohibit purchase of any Class I ODS unless authorized by a valid SAO approval.
- 4.7.1.3. Prohibit use of any Class I ODS not required by a formal technical document (e.g., T.O. or commercial technical manual).
- 4.7.1.4. Prohibit purchase of halon fire extinguishing equipment, and Class I ODS air conditioning and refrigeration equipment for ground applications.
- 4.7.1.5. Reduce atmospheric discharges by modifying operating, training, and testing practices and implementing conservation measures such as recovery, recycling, and reuse.
- 4.7.1.6. Work with Air Force SMs to identify weapon system ODS elimination opportunities and fund, where economically and technically feasible, weapon system ODS elimination projects.
- 4.7.1.7. Identify existing Class I ODS supplies that could be reallocated within the MAJCOM.
- 4.7.1.8. Ensure all MAJCOM excess Class I ODS is turned-in to the DLA Class I ODS Defense Reserve according to approved Air Force turn-in procedures. In addition, MAJCOMs shall ensure that no excess Class I ODS is transferred outside the Air Force, except to the DLA Class I ODS Defense Reserve.

4.7.2. MAJCOM LGs. MAJCOM LGs will manage weapon system dependence on ODS and minimize release of ODS. LG will:

- 4.7.2.1. Manage and track their MAJCOMs Class I ODS SAO allocations through their installations' HAZMARTs to ensure their MAJCOMs do not exceed their yearly SAO-approved ODS allocation.
- 4.7.2.2. Provide their installations' HAZMARTs with Class I ODS allocations.
- 4.7.2.3. Identify existing Class I ODS supplies that could be reallocated within the MAJCOM or Air Force.
- 4.7.2.4. Ensure all MAJCOM excess Class I ODS are turned-in to the DLA Class I ODS Defense Reserve according to approved Air Force turn-in procedures.

4.7.3. MAJCOM CEs. MAJCOM CEs will manage facility dependence on ODS and minimize release of ODS. CE will:

- 4.7.3.1. Provide a quarterly Class I ODS purchase report. The ODS Purchase Report, RCS: HAF-ILEV(Q)9424, will be released through the DESCIM-approved HAZMAT tracking system, to HQ USAF/ILEV within 45 days after the end of each quarter. These reports are designated Emergency Status Code D. Discontinue reporting during emergency conditions.
- 4.7.3.2. Prohibit the purchase of halon fire extinguishing equipment and Class I ODS air conditioning and refrigeration equipment for ground applications.

4.7.3.3. Ensure that each installation has a facility halon management and Class I ODS refrigeration management plan.

4.7.3.4. Identify existing Class I ODS supplies that could be reallocated within the MAJCOM or Air Force.

4.7.3.5. Ensure all MAJCOM excess Class I ODS supplies are turned-in to the DLA Class I ODS Defense Reserve according to approved Air Force turn-in procedures.

4.7.4. AFCESA. AFCESA is responsible for producing semiannual halon reports. AF Form 3521, **Halon 1301 Semiannual Report**, RCS: HAF-ILEV(SA) 9101, and AF Form 3522, **Halon 1211 Semiannual Report**, RCS: HAF-ILEV(SA) 9102, will be sent by each MAJCOM to AFCESA, Fire Protection Directorate by 1 February and 1 August of each year. AFCESA will collect data on halons 1211 and 1301 uses and inventories and send a consolidated report to HQ USAF/ILEVQ by 15 February and 15 August of each year. These reports are designated Emergency Status Code C-2. Continue reporting during emergency conditions, Precedence Normal. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Continue reporting during MINIMIZE.

**4.8. Installations.** All personnel using ODS must minimize loss and conduct recovery, recycling, and reuse of ODS to the maximum extent practicable.

4.8.1. CE. CE will:

4.8.1.1. Participate in and lead the HMMP team to provide oversight and coordination of the ODS Management Program.

4.8.1.2. Manage facility air conditioning, refrigeration, and fire suppression equipment using existing CE Class I ODS stocks. Facility Class I ODS requirements may not be met by requisitions from the DLA Class I ODS Defense Reserve or purchase of Class I ODS.

4.8.1.3. Identify all excess facility halons and Class I ODS refrigerants to the MAJCOM and ensure they are reallocated within the MAJCOM or turned-in to the DLA Class I ODS Defense Reserve according to established procedures.

4.8.1.4. (8FW) (PACAF Sup 1)(Added). Advise 8 FW/SE of any inadvertent releases of Class I ODS from installation CE facilities, equipment, or processes for possible reporting as a mishap.

4.8.1.5. (8FW) (PACAF Sup 1)(Added). Ensure procedures are in place for the proper reporting of inadvertent installation releases of Class I ODS, IAW USFK Pamphlet 200-1.

4.8.1.6. (8FW) (PACAF Sup 1)(Added). Issue an environmental Notice to Airman (NOTAM) within 30 work days of an inadvertent release of a Class I ODS that requires mishap reporting.

4.8.1.6.1. (8FW) (PACAF Sup 1)(Added). The NOTAM shall include information on the release (date of occurrence, location and amounts of Class I ODS released), the identification of causes, and recommended corrective actions.

4.8.1.6.2. (8FW) (PACAF Sup 1)(Added). Include MAJCOM/CEV and SAF/AQRE as addressees on each Class I ODS inadvertent release NOTAM, regardless of mishap category. These offices will provide the NOTAMs to their respective HMMP teams.

4.8.1.7. (8FW) (PACAF Sup 1)(Added). Ensure the preparation and maintenance of current Halon and Refrigerant Management Plans.

4.8.1.8. (8FW) (PACAF Sup 1)(Added). Obtain prior MAJCOM Refrigerant Manager and AFC-ESA review and comment on approval of proposed revisions to the installation Refrigerant Management Plan that incorporate 8 CES exceptions to the Class II ODS policy for installation Real Property air conditioning and refrigeration equipment.

4.8.2. LG. LG will:

4.8.2.1. Participate in the HMMP team.

4.8.2.2. Ensure that the HAZMART tracks Class I ODS requisitions according to Air Force SAO approvals, and ensure the installation does not exceed its annual SAO-approved Class I ODS allocation.

4.8.2.3. Manage weapon system Class I ODS according to SAO approvals, and ensure Class I ODS are used only according to formal technical documents (e.g., T.O.s or commercial technical manuals).

4.8.2.4. Identify all excess weapon system halons and Class I ODS refrigerants to the MAJCOM and ensure they are reallocated within the MAJCOM or turned-in to the DLA Class I ODS Defense Reserve according to established procedures.

4.8.2.5. (8FW) (PACAF Sup 1)(Added). Ensure the Logistics Readiness HAZMART supervisor assigns appropriate USAF REX code to all Class I ODS NSNs.

4.8.3. Work Area Supervisor. Work area supervisors will:

4.8.3.1. Participate in the HMMP team as necessary.

4.8.3.2. Manage Class I ODS allocations and ensure Class I ODS are used only according to formal technical documents (e.g., T.O.s or commercial technical manuals).

4.8.3.3. (8FW) (PACAF Sup 1)(Added). Ensure that Class I ODS supplies are obtained only from an installation HAZMART, IAW the Class I ODS Requisition SAO approval procedures described in paragraph 4.4.

4.8.3.4. (8FW) (PACAF Sup 1)(Added). Ensure that there is a requiring document for each Class I ODS use that specifies the exclusive use of that Class I ODS.

4.8.3.5. (8FW) (PACAF Sup 1)(Added). Advise 8 FW/SE of any inadvertent releases of Class I ODS in their work area for possible reporting as a mishap.

4.8.3.6. (8FW) (PACAF Sup 1)(Added). Advise 8 CES of any inadvertent releases of Class I ODS from work area facilities, equipment, or processes, and comply with applicable federal, state, and local reporting requirements.

4.8.4. (8FW) **(PACAF Sup 1)(Added). HMMP Team.** Installation HMMP teams will:

4.8.4.1. (8FW) (PACAF Sup 1)(Added). Ensure that installation personnel using ODS are involved in a responsible use program to prevent losses and to conduct recovery, recycling, and reuse of ODS to the maximum extent practicable.

4.8.4.2. (8FW) (PACAF Sup 1)(Added). Prohibit the use and discharges of Class I ODS halons during both facility and weapon system training.

4.8.4.3. (8FW) (PACAF Sup 1)(Added). Prohibit the discharge of Class I and Class II ODS refrigerants during both facility and weapon system training.

4.8.4.4. (8FW) (PACAF Sup 1)(Added). Ensure the turn in of installation excess refrigerants and halons (including halon bottles with the contents intact) to the DLA Class I ODS Defense Reserve according to approved Air Force turn-in procedures. In addition, installations shall prohibit the transfer of excess installation Class I ODS outside the Air Force, except to the DLA Class I ODS Defense Reserve.

4.8.5. (8FW) **(PACAF Sup 1)(Added). 8 MXG/MXW.** Maintenance will:

4.8.5.1. (8FW) (PACAF Sup 1)(Added). Participate in the HMMP team.

4.8.5.2. (8FW) (PACAF Sup 1)(Added). Manage weapon system Class I ODS according to SAO approvals, and ensure that there is a formal technical document (e.g., T.O. or commercial technical manual) requirement for each Class I ODS use.

4.8.5.3. (8FW) (PACAF Sup 1)(Added). Identify all excess weapon system halons and Class I ODS refrigerants to the MAJCOM and ensure they are reallocated within the MAJCOM, the Air Force, or turned-in to the DLA Class I ODS Defense Reserve according to established procedures.

4.8.5.4. (8FW) (PACAF Sup 1)(Added). Advise 8 FW/SE of any inadvertent releases of Class I ODS from installation LG facilities, equipment, or processes for possible reporting as a mishap.

4.8.5.5. (8FW) (PACAF Sup 1)(Added). Advise 8 CES of any inadvertent releases of Class I ODS from installation LG facilities, equipment, or processes, and comply with applicable federal, state, and local reporting requirements.

4.8.6. (8FW) **(PACAF Sup 1)(Added). 8th Logistics Readiness Squadron(8 LSS).** Logistics Readiness will:

4.8.6.1. (8FW) (PACAF Sup 1)(Added). Ensure that the HAZMART obtains Class I ODS Requisition SAO approvals, IAW the procedures described at [4.6.](#), prior to requisitioning Class I ODS from the DLA Class I ODS Defense Reserve.

4.8.6.2. (8FW) (PACAF Sup 1)(Added). Ensure that the standardized Air Force HAZMAT tracking system tracks Class I ODS requisitions.

4.8.7. (8FW) **(PACAF Sup 1)(Added). 8 FW/SE.** 8 FW/SE will:

4.8.7.1. (8FW) (PACAF Sup 1)(Added). Investigate all inadvertent releases of Class I ODS to determine reportable IAW AFI 91-204, *Safety Investigations and Reports*.

4.8.8. (8FW) **(PACAF Sup 1)(Added). The Contracting Office.** The Contracting Office will, in addition to the responsibilities in paragraph 1.3.8., include the AFFARS Clause 5352.223-9000, *Elimination of the Use of Class I ODS*, current edition, in all solicitations and contracts where the requiring activity has not certified that there are no Class I ODS requirements (AFFARS 5323.804).

#### 4.9. Other Specialized Responsibilities.

4.9.1. HQ AFMC Logistics Environmental (HQ AFMC/LG-EV) Office. HQ AFMC/LG-EV is the Air Force liaison with DLA for Class I ODS Defense Reserve administrative issues. LG-EV will:

4.9.1.1. Develop and maintain Class I ODS Defense Reserve turn-in and requisition procedures and distributing those procedures to all MAJCOMs, DRUs, and FOAs.

4.9.1.2. Track Air Force-wide requisitions from and turn-ins to the DLA Class I ODS Defense Reserve.

4.9.1.3. Maintain the Air Force AUL of organizations with SAO approval for access to the Class I ODS Defense Reserve.

4.9.2. SM. SMs will reduce their systems' reliance on ODS to as near zero as feasible. SMs must evaluate the ESOH aspects of any ODS replacement process or material. SMs will not implement ODS alternative processes and materials that pose greater risks to ESOH than the ODS being replaced.

4.9.2.1. In existing systems, SMs will eliminate all ODS requirements for which there are technically and economically feasible alternative processes or materials. MAJCOM system users will provide the final determinations of economic feasibility through the PPBS process.

4.9.2.2. SMs will not bring new (pre-Milestone III as of 1993, defined in DoD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs) systems into the Air Force inventory with any Class I ODS or Class II requirements without SAF/AQ SAO approval.

4.9.2.3. SMs will not add any new Class I or Class II ODS requirements during modification or up-grade programs associated with fielded systems. SMs will evaluate the cost effectiveness of eliminating ODS requirements during any planned modification or upgrade program.

4.9.2.4. In the SAO approval process, SMs provide ATR certification for weapon system Class I ODS requirements.

4.9.2.5. Form Prescribed. AF Form 3952, **Chemical/Hazardous Material Request/Authorization**.

WILLIAM P. HALLIN, Lt General, USAF  
DCS/Installation and Logistics

**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

AFPD 16-5, *Planning, Programming, and Budgeting System*

AFPD 23-2, *Supplies and Materiel Management*

AFPD 23-5, *Reusing and Disposing of Material*

AFPD 32-70, *Environmental Quality*

AFPD 91-3, *Occupational Safety and Health*

AF Form 9, **Request for Purchase**

AF Form 55, **Employee Safety and Health Record**

AF Form 847, **Recommendation for Change of Publication**

AF Form 3521, **Halon 1301 Semiannual Report, RCS: HAF-ILEV(SA)9101**

AF Form 3522, **Halon 1211 Semiannual Report, RCS: HAF-ILEV(SA)9102**

AF Form 3952, **Chemical/Hazardous Material Request/Authorization**

AFI 16-501, *Control and Documentation of Air Force Programs*

AFI 25-201, *Support Agreement Procedures*

AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*

AFI 32-7001, *Environmental Budgeting*

AFI 32-7005, *Environmental Protection Committees*

AFI 32-7006, *Environmental Programs in Foreign Countries*

AFI 32-7042, *Solid and Hazardous Waste Compliance*

AFI 32-7087, *Environmental Training and Awareness*

AFI 48-119, *Medical Service Environmental Quality Programs*

AFI 63-118, *Civil Engineering, Research, Development, and Acquisition*

AFI 91-213, *Operational Risk Management (ORM) Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, Health Program*

AFMAN 23-110, *Standard Base Supply Customer's Service*

AFMAN 23-110, Chapter 21, Section X, *Disposal of Hazardous Waste*

AFMAN 23-210, *Joint Service Manual for Storage and Materials Handling*

AFMAN 23-210, *Storage and Material Handling*

AFOOSH Standard 91-31, *Personnel Protective Equipment*

AFOOSH Standard 91-19, *Process Safety Management (PSM) of Highly Hazardous Chemicals*

AFOSH Standard 127-32, *Emergency Showers and Eyewash Units*

AFOSH 48-21, *Hazard Communication*

AFTO Form 22, *Technical Order Improvement Report and Reply*

AFR 69-9, *Storage and Handling of Hazardous Material*

DoD 5000.2-R, *Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs*

DoDI 1000.3, *Safety and Occupational Health Policy for the Department of Defense*

DoDI 4165.60, *Solid Waste Management, Collection, Disposal, Resource Recovery, and Recycling Program*

DoDI 4210.15, *Hazardous Material Pollution Prevention*

DoDI 6050.1, *Environmental Effects in the United States of DoD Actions*

DoDI 6050.5, *DoD Hazard Communication Program*

DoDI 6055.01, *DoD Occupational Safety and Health Program*

Federal Standard 313D, *Material Safety Data, Transportation Data, and Disposal Data For Hazardous Materials Furnished to Government Activities*

10 CFR, *Nuclear Regulatory Commission*

29 CFR, *Occupational Safety and Health Administration*

29 CFR 1910, *Occupational Safety and Health Administration*

29 CFR 1910 Subpart Z, *Toxic and Hazardous Substances*

29 CFR 1910.119, *Process Safety Management*

29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*

29 CFR 1910.132, *Personal Protective Equipment--General Requirements*

29 CFR 1910.1200, *Hazard Communication*

40 CFR, *Environment*

49 CFR, *Transportation*

### ***Abbreviations and Acronyms***

**AF**—Air Force

**AFCEE**—Air Force Center for Environmental Excellence

**AFCESA**—Air Force Civil Engineering Support Agency

**AFCQMI**—Air Force Center for Quality and Management Innovation

**AFI**—Air Force instruction

**AFJMAN**—Air Force joint manual

**AFOSH**—Air Force Occupational Safety and Health

**AFTO**—Air Force technical order  
**AQ**—Air Force Assistant Secretary for Acquisition  
**AQR**—Deputy Assistant Secretary for Science, Technology, and Engineering  
**ATR**—Appropriate technical representative  
**AUL**—Authorized users list  
**BE**—Bioenvironmental engineering  
**BPA**—Blanket purchase agreement  
**CE**—Civil engineer  
**CFR**—Code of Federal Regulations  
**CPE**—Chemical protection equipment  
**CS**—Communication squadron  
**DESCIM**—Defense Environmental Security Corporate Information Management  
**DLA**—Defense Logistics Agencies  
**DoD**—Department of Defense  
**DR**—Director of requirements  
**DRMO**—Defense re-utilization and marketing office  
**DRU**—Direct reporting unit  
**EM**—Environmental manager  
**EPC**—Environmental protection committee  
**ESOH**—Environmental, Safety, and Occupational Health  
**ESOHC**—Environmental, Safety, and Occupational Health Committee  
**ESOH TNS**—Environmental, Safety, and Occupational Health Technology Needs Survey  
**FOA**—Field operating agency  
**HAZMAT**—Hazardous materials  
**HAZWASTE**—Hazardous waste  
**HMMP**—Hazardous materials management process  
**HMRPP**—Hazardous materials reduction prioritization process  
**HPP**—HAZMAT Pharmacy Program  
**HQ AFMC**—Headquarters, Air Force Materiel Command, Wright-Patterson AFB OH  
**HQ USAF**—Headquarters, United States Air Force, Washington DC  
**HQ USAF/SG**—Surgeon general  
**IL**—Deputy Chief of Staff for Installations and Logistics

**ILE**—Headquarters, United States Air Force Civil Engineer

**HQ USAF ILEVQ**—Headquarters, United States Air Force Civil Engineer Environmental Quality Branch

**ILM**—Director of maintenance

**ILS**—Director of supply

**IMPAC**—International merchant purchase authorization card

**LG**—Logistics group

**LGC**—Contracting squadron

**LG-EV**—Logistics environmental

**MAJCOM**—Major command

**MSDS**—Material safety data sheet

**ODS**—Ozone depleting substance

**OSHA**—Occupational Safety and Health Administration

**POC**—Point of contact

**PPBS**—Planning, programming, and budgeting system

**SAF**—Secretary of the Air Force

**SAO**—Senior acquisition official

**SE**—Safety or chief of safety

**SG**—Command surgeon

**SM**—Single manager

**SOS**—Sources of supply

**SPO**—Systems program office

**T.O.**—Technical order

**XP**—Plans and operations

### *Terms*

**Appropriate Technical Representative (ATR)**—The individual responsible for certifying that there are no technically and economically feasible alternatives for an existing ozone depleting substance (ODS) requirement. It must be the person who has the authority to change the process or design that requires the use of the ODS, e.g., the single manager (SM) of a weapon system.

**Authorized Users List (AUL)**—A list maintained by the hazardous materials pharmacy office (HAZMART) showing all installation-level work areas authorized to use hazardous materials (HAZMAT).

**Data Field**—The smallest element (numeric or alpha-numeric) of data in the Defense Environmental Security Corporate Information Management (DESCIM) Program-approved HAZMAT tracking system.

It has a finite length and number of characters.

**DLA Defense Reserve**—Source of Supply for future DOD mission critical ODS requirements. Requires senior acquisition official approval before use.

**Hazardous Material (HAZMAT)**—Any item or class of items referenced in Federal Standard 313D, paragraph 3.2 and all Class I and Class II ODS. Federal Standard 313D paragraph 3.2 reads as follows:

3.2.1. 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:

- 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;
- chemicals which are combustible liquids, compressed gases, explosives, flammable liquids, flammable solids, organic peroxides, oxidizers, pyrophorics, unstable (reactive) or water reactive; and
- chemicals which in the course of normal handling, use, or storage operations may produce or release dusts, gases, fumes, vapors, mists, or smoke which may have any of the above characteristics.

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

- 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).

3.2.3. 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:

- Department of Transportation HAZMAT Regulations (49 C.F.R. Parts 100-180);
- International Maritime Dangerous Goods Code of International Maritime Organization (IMO);
- Dangerous Goods Regulations of the International Air Transport Association (IATA);
- Technical Instructions of the International Civil Aviation Organization (ICAO); and
- US Air Force Joint Manual, Preparing HAZMAT for Military Shipments (AFJMAN 24-2204).

3.2.4. The item or chemical is a special nuclear source, or by-product material defined in 10 CFR or is regulated or referred to as radioactive under one or more of the documents referenced above.

**Hazardous Material Management Process (HMMP)**—A standard methodology used to manage the procurement and use of HAZMAT to support Air Force missions, ensure the safety and health of personnel and surrounding communities, and minimize Air Force dependence on HAZMAT. The HMMP is composed of three co-dependent areas: the HAZMAT Pharmacy Program, the Weapon Systems Hazardous Materials Reduction Prioritization Process and the ODS Management Program.

**Hazardous Material Management Process (HMMP) Teams**—At each level (HQ USAF, MAJCOM, and installations) the Environmental Protection Committee (EPC) or Environmental, Safety, and Occupational Health Committee (ESOHC) chair will establish a cross-functional HMMP team. The

HMMP team will be led by civil engineering (CE) and will report to the EPC or ESOHC chair. The HMMP team will include, but is not limited to, representatives from CE, LG (representing supply, maintenance, transportation, and contracting), surgeon general (SG), and safety (SE). Other functional representatives such as legal, finance, requirements, public affairs, and tenant organizations are encouraged to be members of the HMMP team.

**Hazardous Waste (HAZWASTE)**—Any material subject to the hazardous waste manifest requirements of Environmental Protection Agency specified in 40 C.F.R. Part 262 and meets the definition in 40 C.F.R. § 261.3 according to AFI 32-7042, *Solid and Hazardous Waste Compliance*.

**HAZMART**—The facility on an Air Force installation where LG personnel stock, store, issue, and distribute HAZMAT using the standard base supply system.

**HAZMART (PACAF)**—The facility on an Air Force installation where LGS personnel stock, store, issue, and distribute HAZMAT using the standard base supply system.

**Life-Cycle Cost**—Direct life cycle costs include purchase, handling, and disposal. Indirect life cycle costs include reduced work area productivity, worker compensation and lost time, medical surveillance, training, environmental permitting and reporting, cleanup, and inspection and auditing.

**Medical Supply Items**—Those items purchased through the Medical Dental Division of the Air Force Working Capital Fund as required in AFMAN 23-110, *Air Force Medical Material Management System-General*. **NOTE:** AFMAN 23-110, Volume 5, paragraph 25.4.3.6 requires medical logistics to provide a monthly report of hazardous material purchases.

**Owner of Requirement to use HAZMAT**—The person or office establishing the requirement to use HAZMAT or ODS in a process, e.g., a weapon system SM responsible for a Technical Order calling for the use of HAZMAT is the owner of the requirement.

**Ozone Depleting Substance (ODS)**—Refers to Class I and Class II ODS as defined by the Montreal Protocol on Substances that Deplete the Ozone Layer.

**Partially Decentralized Option**—Consists of a separate facility (known as HAZMART) where supply personnel stock, store, issue, distribute, and track hazardous materials. The HAZMART is a physical structure that serves as the focal point for the HAZMAT Pharmacy Program. Other specialties such as bioenvironmental engineering, civil engineering, safety, contracting, and maintenance manage their portion of the operation from their own organization.

**Process**—As used when filling out AF Form 3952, refers to a task broken down in order to identify how a particular HAZMAT is used. For example, a painting task may include a series of processes such as cleaning, priming, and then painting. Because each of these processes requires a separate HAZMAT, three AF Forms 3952 are required. Cleaning a turbine blade may be a process that requires only one HAZMAT, therefore only one AF Form 3952 would be required. All uses of HAZMAT on installations must be related to a defined process.

**Report Owner**—Any organization requiring data from the HAZMAT data system to complete required reports.

**Recovered Material**—Partially used, waste materials, and by-products recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within, an original manufacturing process.

**Recycle**—The process by which recovered materials are transformed into new or usable products.

**Senior Acquisition Official (SAO)**—The SAF/AQR, HQ USAF/ILE, or HQ USAF/ILM General Officer or civilian equivalent for approving an ODS requirement based on an ATR certification that there are no technically and economically feasible alternatives.

**Serviceable (Added-PACAF)**—New, used material which is issuable to all customers for its intended purpose without limitations. Material must have at least 6 months of shelf life remaining.

**Single Manager (SM)**—The Air Force acquisition program manager is defined in DODD 5000.1, Defense Acquisition. SMs are responsible for all aspects of planning, development, sustainment, and evolution of the systems or products their program offices acquire and support. The Air Force has approximately 70 SMs, although this number will vary as the Air Force continues to reorganize to improve efficiency and effectiveness. Program Management Directives (PMDs) identify the SMs and funding sources and amounts for individual programs. SMs do not advocate for funding; that is the responsibility of the MAJCOMs that employ the systems or products provided and supported by the SMs. These MAJCOMs also define the cost, schedule, and performance requirements that the SMs must meet.

There are two types of Air Force SM. The first is the System Program Director (SPD). The SPD directs Air Force System Program Offices (SPOs), and is ultimately responsible and accountable for decisions and most resources in overall program execution of a military system. The SPD is accountable for the cost, schedule, and performance (to include sustainment) of the program.

The second type of SM is the Product Group Manager (PGM). The PGM directs the acquisition activities (to include sustainment) for a specific product group that supports one or more SPDs. The PGM is responsible for decisions and resources and is accountable for the cost, schedule, and performance (to include sustainment) of a specific product group.

A single Air Force weapon system may have multiple SMs who have responsibility for the cost, schedule, performance (to include sustainment) of various components of the overall system. For instance, a typical Air Force aircraft has a single SPD responsible for the airframe and overall integration of the aircraft systems. In addition, a typical Air Force aircraft will have several PGMs that provide "products" such as avionics, engines, armaments, electronic counter measures, etc.

**Sources of Supply (SOS)**—SOS include all Air Force-controlled supply organizations and other SOS operating on an installation. Other SOS include, but are not limited to, contractor-operated civil engineer supply store, government-operated civil engineer supply store, base maintenance contractors, contractor-operated parts store, and nonappropriated funds.

**Unserviceable (Added-PACAF)**—Contaminated material with expired shelf life which cannot be extended or has failed test.

**User**—Anyone or any organization utilizing hazardous material in the performance of their Air Force mission.

**Weapon System Hazardous Materials Reduction Prioritization Process—(HMRPP)**--The weapon system HMRPP is the Air Force's methodology for institutionalizing the integration of weapon system hazardous material reduction requirements into the weapon system requirements identification, prioritization, funding and execution processes.

**Weapon System Process Usage List**—The quantity of HAZMAT used in each weapon system process.

**Work Area**—A definable location where work is performed. This can be outdoors (e.g., an aircraft trim pad) or indoors (e.g., a welding shop). Work areas may be administrative or industrial. Synonymous with

work center.

**Attachment 1 (8FW)****GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS*****References***

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*

AFI 91-204, *Safety Investigations and Reports*

USFK Pamphlet 200-1, *Environmental Governing Standards*

AF Form 2761, *Hazardous Material Data*

AF Form 3952, *Chemical/Hazardous Material Request Authorization*

***Abbreviations and Acronyms***

**AFFARS**—

**AUL**—Authorized Users List

**AFCESA**—

**CAGE**—Commercial and Government Entity

**CAMS**—Core Automated Maintenance System

**DBA**—Data Base Administration

**EMIS**—

**EPCRA**—Emergency Planning and Community Right-to-Know Act

**ESOHCAMP**—

**ESOH**—

**GPC**—Government-wide Purchase Card

**HAZCOM**—Hazard Communication

**HAZMAT**—Hazardous Materials

**HAZMART**—

**HMEL**—HAZMAT Exclusion List

**HMMP**—HAZMAT Management Process

**HMRPP**—Hazardous Materials Reduction Prioritization Process

**HPP**—Hazmat Pharmacy Program

**HW**—Hazardous Waste

**ISSO**—Information System Security Officer

**MSDS**—

**NOTAM**—Notice to Airman

**NSN**—National Stock Number

**ODS**—Ozone Depleting Substances

**OSHA**—Occupational Safety and Health Administration

**PPE**—

**RQ**—Reportable Quantity

**SA** —System Administration (SA)

**SAO**—

**UEC**—Unit Environmental Coordinator

**WRM**—War Reserve Materiel

**WSHP**—

## Attachment 1 (Added-PACAF)

## HAZMART FUNDING ELIGIBILITY CRITERIA

Table A1.1. (Added-PACAF) PACAF HAZMART Requirements Funding Policy

REQUIREMENTS	ITEM DESCRIPTION	FUNDING	
		INITIAL	RECURRING
Equipment - Computer	Barcode - Labeler (1)	CEV	CEV
	Barcode - Reader (1)	CEV	CEV
	Desktop Computers/Upgrades (2)	CEV	CEV
	EMIS/HSMS Server	CEV	CEV
	Laptop Computer - HAZMART Deployment	CEV	LGS
	Printers	CEV	CEV
	Software	CEV	LGS
Equipment - Individual	Coveralls	LGS	LGS
	Ear Protection	LGS	LGS
	Steel-Toe Shoes	LGS	LGS
	Work Gloves	LGS	LGS
Equipment - Office	Cabinets - File	LGS	LGS
	Copier	CEV	LGS
	FAX	CEV	LGS
	Furniture	LGS	LGS
Equipment - Warehouse	Drum De-Header	CEV	LGS
	Emergency Shower	CEV	LGS
	Emergency Eye Wash Stations	CEV	LGS
	Equipment Fuel	LGS	LGS
	Fire Extinguishers	CEF	CEF
	Forklift	LGS	LGS
	Material Handling Equipment	CEV	LGS
	Material Storage Aids	CEV	LGS
	Pallets - Regular	LGS	LGS

		<b>FUNDING</b>	
<b>REQUIREMENTS</b>	<b>ITEM DESCRIPTION</b>	<b>INITIAL</b>	<b>RECURRING</b>
	Pallets - Secondary Containment	CEV	LGS
	Scales	CEV	LGS
	Shelving	CEV	LGS
	Spill Kits	LGS	LGS
	Tarps	LGS	LGS
	Explosion Proof Electrical	CEV	LGS
	Fire Detection	CEV	LGS
	Fire Suppression	CEV	LGS
Supplies	Labels - Barcode (1)	CEV	CEV
		<b>FUNDING</b>	
<b>REQUIREMENTS</b>	<b>ITEM DESCRIPTION</b>	<b>INITIAL</b>	<b>RECURRING</b>
	All Other Supplies	LG/SE/SG	LG/SE/SG
TDY (3)	HM Management Workshops	CEV	CEV
	Joint Service P2 Conference	CEV	CEV
	PACAF HAZMART Workshops (4)	CEV	CEV
	PACAF CEV Workshops	CEV	CEV
	Tiger Team Meetings - EMIS/HSMS	CEV	CEV
Training	EMIS/HSMS	CEV/SG	CEV/SG

## NOTES:

1. Barcode Equipment and Labels are P2 eligible until barcoding becomes a standard practice within Base Supply.
2. Include one each every four years, if required, for SE and SG as required to communicate with the DESCIM-approved tracking system.
3. Eligible P2 TDYs. Actual funding will be based on conference/workshop agendas.
4. PACAF HAZMART Workshop will be held every three years.

**Attachment 2****AIR FORCE (AF) FORM 3952, CHEMICAL/HAZARDOUS MATERIAL REQUEST/AUTHORIZATION FORM**

**A2.1. Instructions.** AF Form 3952, **Chemical/Hazardous Material Request/Authorization Form** documents the hazardous material (HAZMAT) authorization process and establishes a standardized procedure for requesting and authorizing HAZMAT through all sources of supply (SOS). Work area supervisors use AF Form 3952 to initiate a request for HAZMAT. This request provides information required to support the Air Force HAZMAT Management Process.

**A. Part I—Material Request:** After completing Part I, work area supervisors send AF Form 3952 to the HAZMART or other appropriate SOS.

**SECTION I. REQUESTOR INFORMATION—**Complete items 1 through 7.

1. TYPE OF REQUEST—Initial or recurring.
2. PROCESS CODE—EMIS process code that can be obtained from either the HAZMART or the bioenvironmental engineer.
3. COMMAND/ORGANIZATION/OFFICE SYMBOL--Self explanatory.
4. WORKCENTER TITLEæSelf explanatory.
5. SUPPLY ACCOUNT CODE(S) æSelf explanatory.
6. BUILDING NUMBER—Building where HAZMAT will be used.
7. LOCATION—Specific location in building identified in box 6, where HAZMAT will be used.

**SECTION II. MATERIAL INFORMATION—**Complete items 8 through 15.

8. MATERIAL NAME—Common name or description of the HAZMAT requested.
9. NSN/LSMN—National or local stock number of the HAZMAT.
10. UNIT OF ISSUEæSelf explanatory.
11. MATERIAL SPECIFICATION—Military or commercial specification of the HAZMAT.
12. DRAW AMOUNT—Quantity and unit amount of HAZMAT taken by user. Example: 14 ounces, or 10 pounds, or one quart.
13. DRAW FREQUENCY—How often the HAZMAT will be needed.
14. SOLE SOURCE MANUFACTURER NAME/CAGE—Self explanatory.
15. SOLE SOURCE PART NUMBER/TRADE NAME—Self explanatory.

**SECTION III. REQUIRING DOCUMENT(S)—**Complete items 16a through 16e. Identify the justification document(s) that require the use of the requested HAZMAT such as a technical order (TO), owner/operator manual, work specification, or drawing. Attach a copy of the document or pertinent page for first

time requests. Enter the TO or document number, the relevant paragraph, page, and revision change number. Also, provide the document revision date.

**(PACAF) MSDS will be attached to the AF Form 3952, unless HMIS is already available at CE, SE, and SG offices. MSDS must be attached to the AF Form 3952 for all local purchase HAZMAT items.**

16a. DOCUMENT NUMBER—Self explanatory.

16b. PARAGRAPH NUMBER—Relevant paragraph requiring use of HAZMAT.

16c. PAGE NUMBER—Relevant page number requiring use of HAZMAT.

16d. REVISION/CHANGE—Document revision/change number.

16e. REVISION/CHANGE DATE—Self explanatory.

**SECTION IV. PROCESS INFORMATION—Complete items 17 through 23.**

17. IS THIS REQUEST FOR A NEW WORKLOAD OR PROCESS IN THIS SHOP? Self explanatory.

18. TASK--A full description of the work activity and process in which the HAZMAT in question is used. If necessary, provide the following information:

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.

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.

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.

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.).

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. FREQUENCY OF TASK—Self explanatory.

22. DESCRIBE ANY ENGINEERING CONTROLS IN USE DURING THE PROCESS—Such as exhaust/ventilation systems, enclosures, covered tanks, cooling coils, etc.

23. INDICATE ANY PERSONAL PROTECTIVE EQUIPMENT (PPE) CURRENTLY BEING USED IN CONJUNCTION WITH THIS PROCESS—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.

24. DESCRIBE THE METHOD OF DISPOSAL FOR THE WASTE THAT IS GENERATED—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.

**SECTION V. REMARKS**

25. PROVIDE ADDITIONAL INFORMATION—Self explanatory.

**SECTION VI. CERTIFICATION—Complete items 24 through 29**

26a. REQUESTOR'S NAME, ORGN SYMBOL, AND PHONE—For the individual performing the task.

26b. SIGNATURE—Self explanatory.

26c. DATE—Self explanatory.

27a. CERTIFYING OFFICIAL'S NAME, ORGN SYMBOL, AND PHONE—Workcenter supervisor who certifies that the material is required as stated.

27b. SIGNATURE—Self explanatory.

27c. DATE—Self explanatory.

**B. Part II—Material Authorization:** Bioenvironmental engineering (BE), safety (SE), and civil engineering (CE) offices must review Part I of each AF Form 3952 and complete part II.

**Section I. HEALTH REVIEW.** BE will evaluate Part I of AF Form 3952 and document in Part II, Section I of AF Form 3952 HAZMAT request-associated health risks and control options and authorize requested HAZMAT use as appropriate. Reviews will include HAZMAT-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 HAZMAT use as appropriate. Reviews will include HAZMAT-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 HAZMAT-related work area surveys such as environmental controls, environmental permits, disposal restrictions, and ozone depleting substance approvals.

Figure A2.1. Sample AF Form 3952.

CHEMICAL/HAZARDOUS MATERIAL REQUEST/AUTHORIZATION FORM PART I: MATERIAL REQUEST			1. TYPE OF REQUEST	2. PROCESS CODE
<b>SECTION I. REQUESTOR INFORMATION</b>				
3. COMMAND/ORGANIZATION/OFFICE SYMBOL:			4. WORKCENTER TITLE:	
<b>SECTION II. MATERIAL INFORMATION</b>				
5. SUPPLY ACCOUNT CODE(S)		6. BUILDING NUMBER	7. LOCATION ( <i>Be specific</i> )	
8. MATERIAL NAME		9. NSN/LSN		10. UNIT OF ISSUE
11. MATERIAL SPECIFICATION		12. DRAW AMOUNT	13. DRAW FREQUENCY	
14. SOLE SOURCE MANUFACTURER NAME/CAGE			15. SOLE SOURCE PART NUMBER/TRADE NAME	
<b>SECTION III. REQUIRING DOCUMENT(S)</b>				
16a. DOCUMENT NUMBER	16b. PARAGRAPH NUMBER	16c. PAGE NUMBER	16d. REVISION/CHANGE NUMBER	16e. REVISION/CHANGE DATE
<b>SECTION IV. PROCESS INFORMATION</b>				
17. IS THIS REQUEST FOR A NEW WORKLOAD OR PROCESS IN THIS SHOP? ( <i>Circle one</i> ):      Y      N				
18. TASK (Fully describe work activity and process in which this material is used).				
19. AMOUNT OF MATERIAL USED PER TASK		20. FREQUENCY OF TASK	21. DURATION OF TASK	
22. DESCRIBE ANY ENGINEERING CONTROLS IN USE DURING THE PROCESS ( <i>such as exhaust/ventilation systems, enclosures, covered tanks, cooling coils, etc.</i> )				
23. INDICATE ANY PERSONAL PROTECTIVE EQUIPMENT (PPE) CURRENTLY BEING USED IN CONJUNCTION WITH THIS PROCESS				
24. DESCRIBE THE METHOD OF DISPOSAL FOR THE WASTE THAT IS GENERATED				
<b>SECTION V. REMARKS</b>				
25. PROVIDE ADDITIONAL INFORMATION				
<b>SECTION VI. CERTIFICATION</b>				
26a. REQUESTOR'S NAME, ORGN SYMBOL, AND PHONE		26b. SIGNATURE "I certify that the material will be used as stated above."		26c. DATE
27a. CERTIFYING OFFICIAL'S NAME, ORGN SYMBOL, AND PHONE		27b. SIGNATURE "I certify that the material is required as stated above."		27c. DATE

AF FORM 3952, PART I

Figure A2.1. Continued.

CHEMICAL/HAZARDOUS MATERIAL REQUEST/AUTHORIZATION FORM			
PART II: MATERIAL AUTHORIZATION			
SECTION I. HEALTH REVIEW (To be filled in by Bioenvironmental Engineering)			
<input type="checkbox"/> AUTHORIZED	<input type="checkbox"/> AUTHORIZED WITH CONDITION	<input type="checkbox"/> NOT AUTHORIZED	
REMARKS:			
<small>For information on specific health hazards or precautions for use, consult the manufacturer's MATERIAL SAFETY DATA SHEET (MSDS) or your BIOENVIRONMENTAL ENGINEERING REVIEWER</small>			
BIOENVIRONMENTAL ENGINEERING REVIEWER'S NAME, TITLE, ORGANIZATION, OFFICE SYMBOL, AND PHONE No.			DATE
SIGNATURE			
SECTION II. OCCUPATIONAL SAFETY REVIEW (To be filled in by Safety)			
<input type="checkbox"/> AUTHORIZED	<input type="checkbox"/> AUTHORIZED WITH CONDITION	<input type="checkbox"/> NOT AUTHORIZED	
REMARKS:			
SAFETY OFFICE REVIEWER'S NAME, TITLE, ORGANIZATION, OFFICE SYMBOL, AND PHONE No.			DATE
SIGNATURE			
SECTION III. ENVIRONMENTAL MANAGEMENT REVIEW (To be filled in by Environmental Management)			
<input type="checkbox"/> AUTHORIZED	<input type="checkbox"/> AUTHORIZED WITH CONDITION	<input type="checkbox"/> NOT AUTHORIZED	ODS Approval Number
REMARKS:			
ENVIRONMENTAL REVIEWER'S NAME, TITLE, ORGANIZATION, OFFICE SYMBOL, AND PHONE No.			DATE
SIGNATURE			
<p><b>ANY changes to the conditions or process stated on the AF Form 3952 invalidate this authorization. Notify the HAZMART of any changes or resubmit your AF Form 3952. The information on this form is superseded by the next Authorized User List (AUL) provided by the HAZMART. This authorization is also condition on applicable Environmental, Occupational Health, and Safety requirements (if any).</b></p>			

## Attachment 2 (Added-PACAF)

## HAZMAT CODE AND BARCODE CRITERIA

Table A2.1. (Added-PACAF) PACAF Standardized List of Issue Exception Codes

CATEGORY OF ITEM	PACAF SLIX CODES	BAR CODES
Radioactive	<b>R</b>	<b>Yes</b>
Ozone-Depleting Substance	<b>M</b>	<b>Yes</b>
Significant Health Hazard * with Emissions #	<b>S</b>	<b>Yes</b>
Significant Health Hazard No Emissions	<b>9</b>	<b>Yes</b>
Moderate Health Hazard with Emissions	<b>T</b>	<b>Yes</b>
Moderate Health Hazard No Emissions	<b>8</b>	<b>No</b>
Insignificant Health Hazard with Emissions	<b>7</b>	<b>No</b>
Recyclable	<b>P</b>	<b>No</b>
Other Health & Safety (i.e., respirator, PPE, etc.)	<b>K</b>	<b>No</b>
Reviewed, No Special Tracking Required	<b>H</b>	<b>No</b>

\* Health hazards imply a worker exposure concern.

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

## Definitions:

R -- Material or equipment items that contain radioactive components to include as applicable: smoke detectors, compasses, electron tubes, radiacs with check sources.

M -- Class I, Ozone Depleting Chemicals or Substances.

S -- Potential significant health hazards to workers which also generate hazardous waste. Significant health hazards 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, or mutigen, or sensitizer. If exposed to the hazardous ingredient(s) is extremely unlikely during normal use (such as NiCd batteries and fluorescent lights) see SLIX 7.

9 -- Potential significant health hazard to workers (see S above) that are used up in process, rendered non-hazardous by the process, or generate non-regulated wastes.

T -- Moderate health hazard to workers which also generate hazardous waste. Moderate health hazards includes materials which are acidic, alkali, asphixiant, compressed gas, cryogenic, explosive, flammable, irritant, reactive, or toxic.

8 -- Moderate health hazard to workers (see T above) that are used up in process, rendered non-hazardous by the process, or generate non-regulated wastes.

7 -- Material of insignificant hazard to workers which generate a hazardous waste due to contamination during a process (such as walnut shells or spent plastic bead media) or is a regulated waste.

P -- Recyclable material indicates that this item has been identified for reuse or turn-in for recycling. Local markets and DRMOs may influence the application of this code.

K -- Other health and safety items are any that require tracking or special controls. For example, workers are not authorized to have respirators without meeting requirements of the base Respiratory Protection Program.

H -- Review complete and no special tracking required.

## Attachment 2 (8FW)

## LETTER OF KUNSAN AB HMMP TEAM CHARTER

## A2.1. (Added-8FW) HMMP Team Charter.



DEPARTMENT OF THE AIR FORCE  
8TH FIGHTER WING (PACAF)  
APO AP 96264-2090

1 OCT 2003

MEMORANDUM FOR SEE DISTRIBUTION

FROM: 8 FW/CV

SUBJECT: Hazardous Materials Management Process (HMMP) Team Charter

1. This serves as the formal charter for the 8 FW HMMP team as required by paragraph 1.1.2.1 of AFI 32-7086, Hazardous Materials Management.
2. The cross-functional HMMP team develops and directs 8 FW policy and program requirements associated with Hazardous Materials as described in AFI 32-7086. The Weapon System Hazardous Materials Reduction Prioritization Process, and the Ozone Depleting Substance Management Program.
3. CE will lead the core HMMP team, which includes representatives from 8 MDG/SGOAB (Bioenvironmental Engineering), 8 FW/SE (Ground Safety), 8 LRS/LGRDMH (Hazmat Pharmacy) and 8 MXS. As noted in paragraph 1.1.2.2 of AFI 32-7086, other functional representatives may serve as members of the team on an as-required basis.
4. The HMMP team reports directly to the Environmental Protection Committee chair. It has the authority and responsibility to elevate unresolved HMMP issues or concerns to ensure senior leadership involvement when problems or obstacles hinder the effectiveness of the HMMP. The HMMP team will also function as an ESOHC Integrated Process Team (IPT).

  
WILLIAM C. COUTTS, Col, USAF  
Vice Commander

DISTRIBUTION  
8 MDG/SGOAB, 8 FW/SE,  
8 LRS/LGRDMH, 8 MXS/MXM  
8 CES/CC, 8 CES/CEV, CCK

**Attachment 3 (8FW)****MATERIALS EXCLUDED FROM AF FORM 3952 PROCESS, PER HMMP TEAM GUIDANCE**

MEMORANDUM FOR HAZARDOUS MATERIALS USERS23 Oct 2003

FROM: 8 CES/CEV

SUBJECT: Hazardous Materials (HAZMAT) Exclusion List

1. There are some items and products that we all use day-to-day, which may contain a HAZMAT, but require no tracking due to the nature of the chemicals and their intended use. It is for this reason that the Kunsan AB Hazardous Material Management Process Team (HMMPT) has developed the HAZMAT Exclusion List (HMEL) to exclude tracking of certain HAZMAT items commonly used by base personnel. The intent is to speed the purchase of commonly found items used at Kunsan AB that would be used in a capacity, and frequency normally found if used by a consumer.
2. The HMEL lists consumer available products, unit of issue, maximum quantities to be issued and approved manufacturer. Since manufacturers use different combination of chemicals when making items or products, it is important to assure you only use the approved manufacturer when ordering items on the HMEL and up to but not exceeding the quantities allowed. An example of an ingredient that can't be placed on the list no matter how it is used would be isopropyl alcohol. Any materials with this ingredient are required to be tracked and cannot be exempt. Items or products not on the HMEL or the amount of material needed is greater than the maximum quantity as identified on the HMEL require an AF Form 3952, which is filled out by the customer.
3. The Occupational Safety and Health Administration (OSHA) does not require a Hazardous Communication (HAZCOM) Program, which includes Material Safety Data Sheets (MSDS), for household consumer products used in the workplace in the same manner that a consumer would use them at home. As stated below.

***In accordance with Title 29 Code of Federal Regulation (CFR), Part 1910, Standard Number 1910.1200, Titled "Hazard Communication", Paragraph (b) (6) (ix), states "Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;"***

4. OSHA does state that employees who are required to work with hazardous chemicals in a manner that results in a duration and frequency of exposure greater than what a normal consumer would experience has a right-to-know about the properties of those hazardous chemicals, hence the need for a HAZCOM Program, which includes the availability of MSDS. In this case the AF Form 3952 will need to be filled out and submitted to request approval of the item or product for use.

5. Your HMMPT team reviews each item before putting it on the HMEL. You are encouraged to use items off this list, as long as it is not part of an industrial process. If an item or product is not on the HMEL and you think it should be, ask the HMMPT to review it for placement on the list. This does not relieve the user from ensuring proper storage, labeling, and disposing of the product.

6. If you have any questions or concerns regarding this list, please contact Mr. Yim, Chae Yong or Mr. Peter Nebel at 7-6239/3702, 8 CES/CEV, Building 705.

//signed//

JONATHAN L. GRAY, Captain, USAF  
Commander, Environmental Flight

//signed//

Mr. Yim, Chae Yong, KGS-07  
Hazardous Materials Manager, Environmental Flight  
HMMPT Team Lead

**Table A3.1. (8FW) HAZMAT Exclusion List -**

<b>Hand Cleaner/Lotions</b>	<b>Unit of Issue</b>	<b>Max Qty</b>	<b>Manufacturer</b>
Any Alcohol-Free Hand Cleaners		5 quarts	Consumer use, household items
All lotions		5 quarts	Consumer use, household items
<b>Office Supplies</b>	<b>Unit of Issue</b>	<b>Max Qty</b>	<b>Manufacturer</b>
Pen, Correction, All-Purpose	0.2 oz	10 each	Sanford Expo/ <a href="http://www.sandfordcorp.com">www.sandfordcorp.com</a>
Glue-stick, semi-solid	Each	10 each	American Glue Corp
Correction Marker A-A-2965	Each	3 each	San Antonio Lighthouse

Correction Marker Refills	Each	3 each	San Antonio Lighthouse
Quicktite Super Glue Pen	0.07 oz	5 each	San Antonio Lighthouse
Sparco Brand Correction Fluid	0.75 oz	10 each	Consumer use, household items
Redo Correction Fluid	0.6 oz	10 each	LHB Industries, Berkeley, MO
Roll-On Stamp Pad Inker (all colors)	2.0 oz	3 ea color	Sanford Expo/ <a href="http://www.sandfordcorp.com">www.sandfordcorp.com</a>
Ink, stamp pad (black)	2.0 oz	4 bottles	American Writing Ink Company
Correction Marker with refills	Each	10 each	San Antonio Lighthouse
<b>Waxes/Compounds</b>	<b>Unit of Issue</b>	<b>Max Qty</b>	<b>Manufacturer</b>
Turtle Wax (T-222)	14 oz	2 cans	<a href="http://www.turtlewax.com">http://www.turtlewax.com</a>
Sweeping Compound	100 lb	100 lb	Consumer use, household items
*New Coat 2001	Gallon	1 gallon	Cleaning Ideas Inc. (210) 227-9161
Floor Wax		1 gallon	Consumer use, household items
*Windshield Cleaning Compound	16 oz	3 bottles	Rite Kem Inc. Tupelo, MS 38801
<b>Lubricants/Protectants/Polish</b>	<b>Unit of Issue</b>	<b>Max Qty</b>	<b>Manufacturer</b>
*HIL-Sheen # 509	Gallon	1 gallon	Hillyard Industries/ <a href="http://www.hillyard.com">www.hillyard.com</a>
Armor All	10 oz	3 bottles	Consumer use, household items
*Auto Magic Dressing & Protectant		1 gallon	<a href="http://www.automagic.com">http://www.automagic.com</a>
Brasso Polish	16 oz	2 cans	Brasso
Polish, metal, pad, aluminum	Can	1 can	Consumer use, household items
Pledge furniture polish	17.7 oz	2 cans	<a href="http://www.drackett.com">http://www.drackett.com</a>
<b>Batteries</b>	<b>Unit of Issue</b>	<b>Max Qty</b>	<b>Manufacturer</b>
All ALKALINE Batteries	Package	10 packages	Consumer use, household items
<b>Toner &amp; Ink Cartridges</b>	<b>Unit of Issue</b>	<b>Max Qty</b>	<b>Manufacturer</b>
All cartridges	Each	10 each	Consumer use, household items
<b>Fuels</b>	<b>Unit of Issue</b>	<b>Max Qty</b>	<b>Manufacturer</b>
Charcoal Lighter Fluid	32 oz	2 bottles	Consumer use, household items
Sterno	24 count	2 boxes	Consumer use, household items
Propane	1 tank	1 tank/ BBQ grill	Consumer commodity

\*Denotes Base Service Store Item.

Table A3.2. (8FW) HAZMAT Exclusion List -

Disinfectants/Detergents/ Cleaners	Unit of Issue	Max Qty	Manufacturer
*Clean All-Purpose Cleaner	1 gallon	1 gallon	LHB, Houston, TX 77019
*Cleaner, General Purpose	22 oz	3 bottles	Consumer use, household items
*Cleaner, Glass	16 oz	3 bottles	Consumer use, household items
*Cleaner, Glass All-Surface		1 gallon	Consumer use, household items
*Cleaner, Multi-Purpose	0.5 gallon	3 bottles	Consumer use, household items
*Cleaner, Multi-Purpose Biodegradable		1 gallon	Consumer use, household items
*Cleaner, Powergreen Formula 104	1 gallon	1 gallon	Consumer use, household items
*Whistle All Purpose Cleaner	32 oz	2 bottles	<a href="http://www.drackett.com">http://www.drackett.com</a>
*Towellettes, White Board Cleaner		5 boxes	Household items or shelf items
*Super Duty Cleanser w/Grit	270 oz	1 container	Kimberly-Clark Tissue Company
*Skillcraft Anti-Fogging Glass Cleaner	1 gallon	1 gallon	LHB, Houston, TX 77019
*Skillcraft Glass & Surface Cleaner	Packets	2 boxes	LHB, Houston, TX 77019
*Cleaner, White Board	8 oz	2 bottles	Sanford Expo/ <a href="http://www.sanfordcorp.com">www.sanfordcorp.com</a>
Deodizer, Disinfectant	15 oz	2 cans	Consumer use, household items
Powder Cleanser (Ajax, etc)	21 oz	2 cans	Consumer use, household items
Concentrate Car Wash		1 gallon	Blue Coral
Bleach		1 gallon	Clorox
*General Purpose Detergent	1 gallon	1 gallon	LHB
Windex Glass Cleaner w/Ammonia D	1 gallon	1 gallon	<a href="http://www.drackett.com">http://www.drackett.com</a>
*Wipes, White Board		5 boxes	Skillcraft
*Rug & Upholstery Shampoo	64 oz	2 bottles	HY-Test Industries 1-973-467-4607
*Shampoo Tex	1 gallon	1 gallon	Ecolabs Inc., St. Paul, MN
Laundry Detergent		1 gallon	Consumer use, household items
Disinfectant, Detergent		1 gallon	Consumer use, household items
Deodorizing Cakes (Urinal Blocks)	Each	2 boxes	Health Gard 1-216-361-1230
*Multi-Purpose Germicidal	19 oz	3 cans	United Facility Supply Corporation
Ultra Ivory Liquid	12.6 oz	2 bottles	Proctor & Gamble 1-800-253-2756
*Kitchen Mate Dishwashing Detergent		1 gallon	LHB, Houston, TX 77019
Simple Green		1 gallon	Consumer use, household items

Formula 409		1 gallon	Consumer use, household items
<b>Miscellaneous</b>	<b>Unit of Issue</b>	<b>Max Qty</b>	<b>Manufacturer</b>
*Refresh Air Freshener	14 oz	3 cans	LAB Industries
*Sherlock Leak Detector	8 oz	10 bottles	Use only from Winton Products
*Power Duster	12 oz	4 cans	SkilCraft
*Time Mist Air Spray (All)	12 oz	2 cans	Waterbury Companies, Inc
*Alcohol-Free Refresher Towelettes	Box	2 boxes	Consumer use, household items
*Wood Glue	8 oz	5 bottles	Elmer's Glue

\*Denotes Base Service Store Item.