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**PROCUREMENT AND PROCESSING OF
HAZARDOUS MATERIALS**

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The purpose of this instruction is to implement procedures for procurement and processing of hazardous material (HAZMAT) to reduce the accumulation of excess and expired HAZMAT, and to encourage users to order only what they need and use what is in stock. This publication outlines a management plan to assist Francis E. Warren Air Force Base in reducing purchases of HAZMAT, provide a mechanism for reissue of unused HAZMAT, and effectively track the use of HAZMAT from acquisition to disposal. It provides guidance for the installation focal point for HAZMAT management and includes responsibilities, customer enrollment, handling all HAZMAT requests, procurement, and collection of environmental data. This instruction provides policies and procedures for operating a centralized hazardous material (HAZMart) pharmacy. This instruction implements AFD 23-5, *Reusing and Disposing of Material*, AFI 32-7080, *Pollution Prevention Program*, AFI 32-7086, *Hazardous Materials Management*, and AFSPC Supplement 1. It is consistent with Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*. This instruction must be used with AFMAN 23-110, Vol. 2, Pt. 13, *Standard Base Supply Customer Procedures*. It applies to 90th Space Wing and subordinate units assigned, attached, or supported by Transtecs Corporation, Supply, Francis E. Warren Air Force Base, Wyoming. To standardize the organizational placement across Air Force Space Command, this function has been aligned under the 90th Logistics Group Commander. In accordance with AFI 33-360, Volume 1, 90 SW Sup 1, paragraph 1.9., the 90th Space Wing Commander authorizes the 90th Logistics Group Commander as approving authority official for this publication. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act Information. For Official Use Only information comply with DoDR 5400.7, *DOD Freedom of Information Act Program*, Air Force Supplement, Chapter 4.

1. HAZMart Objectives:

1.1. The HAZMart crosses the traditional functional boundaries of Bioenvironmental Engineering, Civil Engineering, Contracting, and Supply to offer centralized HAZMAT control and single point of contact for customers to purchase, issue, and track HAZMAT on the base and to track HAZMAT usage.

1.2. Hazardous Waste (HAZWASTE) Minimization will primarily be met by the reduction in size of HAZMAT inventories held by Base Supply HAZMart and its customers (HAZMart should be notified of all HAZWASTE turn-in issues concerning reportable bar-coded material transferring to waste). However, disposition and handling of HAZWASTE is the sole responsibility of the 90th Civil Engineer Squadron's Environmental Flight (90 CES/CEV), hazardous waste facility.

1.3. HAZMart philosophy involves life-cycle management of hazardous material. Individuals involved in management and use of hazardous material should strive to optimize efficiency in procurement, receipt, storage, issue, and disposal. This will ensure environmental regulations and pollution prevention goals are met, appropriate safeguards are taken concerning employee exposures, the community's "right to know" is maintained, and customers are efficiently supported in daily and emergency requirements.

2. HAZMart Responsibilities:

2.1. Inventory management.

2.2. Process all HAZMAT requests to authorized HAZMAT accounts. All issues require the prior submission and approval of an AF Form 3952, **Chemical/Hazardous Material Request/Authorization (AF-EMIS)**, for the specific National Stock Number. No issue will be processed without the approval of Bioenvironmental Engineer Flight (BES), Wing Safety (SEG), and Civil Engineer Environment Management.

2.3. Issue and deliver all HAZMAT priorities 04 and 05 to customers, unless customers wish to pick up the property and/or it meets the criteria of paragraph 4.4. for priority 02 and 03 issues. Issues to the Weapons Storage Area will be picked up by customers.

2.4. Manage and maintain integrity of inventory control systems.

2.5. Conduct customer enrollment as outlined in paragraph 15.

2.6. Perform various stock control and storage functions.

2.7. Processing serviceable turn-ins of HAZMAT. Serviceable turn-ins of HAZMAT are items that are unused and unopened. HAZMAT will not accept open containers.

2.8. Assist requesters in identifying alternative hazardous material within a specific national stock number (NSN) or Military Specification (Mil Spec).

2.9. HAZMart personnel will provide current bar code inventory data to all enrolled organizations every other month, unless otherwise agreed upon by HAZMAT monitors. HAZMAT monitors will review this information for accuracy and immediately report any discrepancies to the HAZMart. **NOTE:** A HAZMAT monitor is defined as any person appointed by a squadron commander to be responsible for ordering, handling, and storing hazardous materials.

3. Inventory Control:

3.1. The HAZMart will manage (store and issue) all HAZMAT entering the supply system.

3.2. The HAZMart will provide a bar code consisting of a serialized tracking number for each container of HAZMAT included in the following categories identified by 90 CES/CEV and BES:

3.2.1. Issue Exception (IEX) codes 8, 9, and M.

3.2.2. All items on Federal Standard 313D, Table I and on Table II, unless not identified as hazardous by BES, SEG, and Environmental Management during the hazardous material approval process.

3.2.3. Any material requiring special reporting under the Emergency Planning and Community Right-to-Know Act; those listed in 40 CFR, Part 355, Appendix A, Clean Air Act.

3.2.4. Any substance listed pursuant to Part 172 of Title 49 of the Code of Federal Regulations or the Department of Transportation Hazardous Material's List.

3.2.5. Exceptions may include medical chemicals used exclusively by the medical treatment facility, and mortuary chemicals used exclusively by the mortuary services. BES, SEG, and 90 CES/CEV will approve these exceptions and document them in the HAZMAT database.

3.3. To fulfill customer needs and minimize the HAZMAT stored on base, the following actions must occur:

3.3.1. Supply will assign a Requisition Code "4" to selected materials tracked by HAZMart. HAZMart staff will requisition these materials when requirements are needed.

3.4. HAZMart will track all bar-coded containers through the life of the container. Exceptions to this are retail sales such as the Self Help Store and Automotive Hobby Shop. The bar code will be deleted upon issue.

3.5. The HAZMart will not store HAZMAT required for Contractor Operated Civil Engineering Supply Store (COCESS) work orders. To limit the amount of HAZMAT stored for these work orders, the Material Controls within TRANS and CES will:

3.5.1. Order the minimum quantity of material necessary to complete the work order.

3.5.2. Request HAZMAT only after all other work order material is received, and no sooner than 3 work days prior to projected work order start date.

3.5.3. Order bar codes from the HAZMart for HAZMAT received from sources other than Base Supply. Requesters will need to provide the HAZMart with a Material Safety Data Sheet (MSDS) for the HAZMAT, the lot/batch number, date of manufacture, and quantity required to facilitate the production of the bar codes. **NOTE:** Requesters need to have prior approval to obtain the HAZMAT in accordance with AFI 32-7086.

3.5.4. Track HAZMAT and report the disposition of the HAZMAT bar-coded asset to the HAZMart.

3.6. The HAZMart will break down bulk issue items into smaller units of issue (e.g., cases to cans), assign dash-one (1) NSN suffix to item broken down for issue, and proportionately adjust the price for each new unit of issue. The HAZMart will not open containers and dispense HAZMAT products into smaller size containers.

3.7. Purchase material in container size needed to complete tasks. If preferred unit of issue (U/I) is unavailable, research to find an acceptable U/I prior to back ordering requested material.

3.8. HAZMart may authorize direct delivery for priority 02 and 03 issues to the customer if direct delivery has been arranged with HAZMart. Direct delivery may include bulk sole user items such as propane.

3.9. All shops receiving authorized direct deliveries must notify HAZmart upon receipt for bar coding and tracking purposes.

4. Issue and Delivery:

4.1. The HAZMart will review issue requests to ensure the organization and individuals have authorization to procure HAZMAT according to guidance in AFI 32-7086. Quantity requested may be challenged and adjusted as necessary to ensure it does not exceed a 30-day supply unless the customer is supporting a unique mission-related requirement and the quantity required is approved by BES or CEV.

4.2. Query sources such as Hazardous Material's Information System, or other available means necessary for a less hazardous product with the same NSN or Mil Spec.

4.3. Advise customers of the need to purchase non-stocked HAZMAT locally. This advice will be offered to customers when HAZMart does not have on-hand stock, replenishment time is not adequate to support the customer, and/or when the item is not centrally procured. The customer must have an approved AF Form 3952 to process a local 90 SW Form 43, **Government Purchase Card Request (GPC)**, purchase of HAZMAT. The HAZMart will coordinate on the 90 SW Form 43, prior to the customer purchasing the HAZMAT through local channels. When GPC action is taken by the customer, the HAZMart must be provided with a copy of the MSDS, the lot/batch number of the HAZMAT purchased, and the quantity purchased. This will enable the HAZMart to add the purchase to the requester HAZMAT account.

4.4. Priority issues 02 and 03 need to be picked up by the customer. All other issues will be delivered between 0900 and 1500.

5. Pickup and Disposition:

5.1. HAZMart will collect serviceable HAZMAT (see paragraph 8.).

5.2. HAZMart will process turn-ins into the environmental management information system (EMIS) approved inventory-tracking system only as free issue.

6. System Support:

6.1. The HAZMart will use two computer systems: The Standard Base Supply System (SBSS) and the EMIS approved HAZMAT tracking system.

6.2. HAZMAT personnel will update the SBSS to reflect changes in inventory balance, item condition changes, and so forth. An SBSS remote device will be placed in the HAZMart.

6.3. HAZMart will use the EMIS inventory tracking system as an internal material management and HAZMAT tracking and reporting system. The EMIS inventory tracking system will provide positive control of HAZMAT and enable 90 CES/CEV and BES to extract necessary data.

7. Staffing: Full-time staffing equates to one shift per duty day. The HAZMart will be staffed during the hours of 0730-1630, Monday through Friday.

8. Taking Control of HAZMAT: HAZMAT, serviceable and unused, can be turned into the HAZMart for free issue, if its shelf life is not due to expire within 2 months. HAZMAT that is no longer needed by the organization will be redistributed for reuse only to authorized work centers. Under no circumstances will HAZMAT assets be given to another organizational work center without the coordination of the HAZMart. When the material is categorized as HAZWASTE, the owning work center will prepare the HAZWASTE turn-in documentation as required by 90 CES/CEV and deliver it to the HAZWASTE station.

9. Bioenvironmental Engineer Responsibilities:

9.1. BES carries out its traditional role in occupational and environmental health surveillance and will:

9.1.1. Assign IEX codes 8, 9, M or HHI 1 to new material requests.

9.1.2. Coordinate on the AF Form 3952 to approve or disapprove the HAZMAT authorization for Issue Exception Codes 8, 9, or M.

9.1.3. Assist shops with Hazard Communication (HAZCOM), AFOSH Standard 161-21, *Hazard Communication*, requirements such as MSDS.

9.1.4. Conduct annual industrial hygiene evaluations to validate the adequacy of HAZCOM training, procedures, personal protective equipment, and engineering controls.

9.1.5. Recommend and/or approve non-hazardous substitute items (except when driven by technical orders) for IEX 9 items and provide proper HAZMAT handling procedures and 90 CES/CEV disposal methods to reduce health and environmental risk.

9.1.6. Extract information from the EMIS approved HAZMAT tracking system data base to meet Air Force, local, state, and federal reporting requirements, as outlined in Executive Order 12856, *Federal Compliance With Right-to-Know Laws and Pollution Prevention Requirements*, Aug 3, 1993.

10. Civil Engineer Environmental Flight Responsibilities:

10.1. Inspect HAZMAT use for compliance with environmental regulations.

10.2. Assist in identifying non-hazardous substitute items to customers.

10.2.1. Coordinate on the approval of AF Forms 3952, for all HAZMAT identified.

11. Wing Safety Responsibilities: Coordinate on the approval of AF Forms 3952, for all HAZMAT identified as one-time or recurring requirements by installation work centers.

12. Contracting Responsibilities:

12.1. Select the appropriate contracting instrument responsive to requirements, for example, decentralized Blanket Purchase Agreement, required contract, GPC, Purchase Order-Invoice Voucher, and so forth.

12.2. Contracting will establish contracts with local vendors to meet customer demand for non-stocked local purchase items. The principal advantage of the just-in-time inventory concept is that HAZMAT is kept on the vendor's shelf, not HAZMart, until the customer needs it. Under no cir-

cumstances will Supply or local vendors deliver HAZMAT directly to a customer without prior approval of the HAZMart supervisor.

12.3. Ensure contractors comply with base, state, and federal environmental directives and that contracts mandate contractors to disclose the nature and type of hazardous materials brought onto the base.

13. CE Project Managers' Responsibilities: Ensure the following language is included in all statements of work prior to submittal to 90 CONS: "Ensure contractors demonstrate the ability to properly store and use HAZMAT on Francis E. Warren Air Force Base. Contractors must report all HAZMAT use on Francis E. Warren Air Force Base including product name, quantity brought and used on base, quantity taken off base, and provide a MSDS for all hazardous materials brought on base to HAZMart. **NOTE:** HAZMAT storage and use will comply with current state and federal laws."

14. Environmental Leadership Council (ELC) Responsibilities: Formulate and provide oversight of the wing policy on hazardous material and hazardous waste management.

15. Customer Enrollment:

15.1. Executive Order 12856 requires HAZMAT users to track and account for all HAZMAT on the installation; therefore, all individuals using HAZMAT on Francis E. Warren Air Force Base, whether contractors or base units, must be enrolled in the HAZMart.

15.2. The HAZMart Supervisor Responsibilities:

15.2.1. Manage and direct customer enrollment as a phased process.

15.2.2. Coordinate the training of HAZMart operating procedures, HAZMAT ordering, and local purchase rules with affected organizations.

15.3. To complete the enrollment process, HAZMart personnel will:

15.3.1. Update inventory records in the EMIS approved tracking system to reflect the customer's on-hand balance.

15.3.2. Add the new customer to the HAZMart pickup and delivery route.

16. HAZMAT Requester Responsibilities:

16.1. All requests for HAZMAT will be coordinated and processed through the HAZMart.

16.1.1. Normal request procedures, NSNs that are loaded in SBSS, and requests phoned into HAZMart require no special forms after initial request has been approved, unless the HAZMart is out-of-stock and the urgency drives a need for the customer to process a local GPC purchase action. **NOTE:** All initial requests need prior approval (reference paragraph 2.2.).

16.1.2. For local purchases, the requesting shop must have an approved AF Form 3952, for the HAZMAT. The requester must provide the HAZMart with a 90 SW Form 43 prior to GPC purchase. After purchasing the HAZMAT, the requester must provide the HAZMart information outlined in paragraph 4.4.

16.1.2.1. All 90 SW GPC purchases of HAZMAT will be returned to the HAZMart for bar coding prior to use.

- 16.2. Obtain alternatives to HAZMAT using sources such as PRO-ACT, the HMIS computer database, or other available means, and submit appropriate forms to change technical data or procedures as required.
- 16.3. Correctly use and properly dispose of HAZMAT. Contact 90 CES/CEV, BES, for proper use and disposal of HAZMAT.
- 16.4. Order only the quantity of HAZMAT necessary to maintain a 30-day supply.
- 16.5. Report ALL disposition of HAZMAT bar-coded containers to HAZMart, whether item was "Used In Process" or sent to 90 CES/CEV as HAZWASTE, either directly or through their Material Control.
- 16.6. Properly dispose or recycle of all empty containers less than 5 gallons. Contact 90 CES/CEV for proper disposition instructions.
- 16.7. All acquisition methods on Francis E. Warren Air Force Base including, but not limited to, COCESS, Medical Logistics, non-appropriated funds, and tenant organizations will comply with the IEX code system for identifying HAZMAT.
- 16.8. Units will appoint HAZMAT monitors for their respective organization or unit.
- 16.9. Supervisors will review technical orders and operating instructions for HAZMAT requirements. If a substitute is identified, submit an AFTO Form 22, **Technical Order Improvement Report and Reply**, or other applicable form through the appropriate channels.
- 16.10. Only if a less hazardous material isn't identified, should a HAZMAT item be ordered.

17. Measuring Compliance and Policy:

- 17.1. Compliance data is available through the EMIS. HAZMart personnel will generate reports on request from 90 LG/CC or his or her designees. The following data is available through the HAZMAT database:
 - 17.1.1. HAZMAT inventory (line items/units/dollar value) maintained by the HAZMart.
 - 17.1.2. HAZMAT inventory (line items/units/dollar value) is maintained by the customer.
 - 17.1.3. Number of requisitions processed for HAZMAT.
 - 17.1.4. Total units/cost of HAZMAT acquisition.
 - 17.1.5. Total units/cost/weight/volume of unused HAZMAT turned over for disposal.
 - 17.1.6. HAZWASTE generated (units/cost/weight/volume) by the HAZMart (failed shelf life or non-extendible shelf life).

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