

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 32-4002

**AIR FORCE RESERVE COMMAND
Supplement 1**

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Civil Engineer

**HAZARDOUS MATERIAL EMERGENCY
PLANNING AND RESPONSE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/CEXR (SMSgt Thomas M. Morris)

Certified by: HQ AFRC/CEX (Col Gordon G. Heinger)

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The OPR for this supplement is HQ AFRC/CEXR (SMSgt Thomas M. Morris). This supplement implements and extends the guidance for Air Force Instruction (AFI) 32-4002, 1 December 1997. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision supersedes AFRESI 32-4001. The text is substantially revised and must be completely reviewed.

1.4.3. HQ AFRC/CEXR. HQ AFRC/CEXR leads HAZMAT emergency planning and response program management with coordination from CEXF, and CEV, through the HAZMAT committee. The HAZMAT committee reviews HAZMAT related problems, training issues, and provides solutions. It is responsible to CEXR for readiness matters, CEXF for fire protection matters, and CEV for environmental matters. The committee is composed of thirteen members: ten from installation level (four fire protection, four readiness, two environmental) and one each from CEXF, CEXR, and CEV. The committee chairperson is elected by the committee from base level members and presides over all meetings. Meetings are convened as required based on the issues or problems needing attention. All AFRC installations are encouraged to send inputs to HQ AFRC/CEXR/CEXF/CEV who forwards them to the committee chairperson. The committee makes recommendations to CEXR/CEXF/CEV for final decision. The committee chairperson serves as liaison with HQ AFRC/CEXR/CEXF/CEV.

1.4.4. (Added) AFRC Installation Responsibilities:

1.4.4.1. (Added) Installation Commander:

1.4.4.1.1. (Added) Provides the necessary resources to conduct planning actions and maintains a competent emergency response and cleanup capability.

1.4.4.1.2. (Added) Forms, as a subcommittee of the Environmental Protection Committee (EPC), a HAZMAT planning team as discussed in chapter 2 of this instruction.

1.4.4.1.3. (Added) Provides a HAZMAT response team and a post-emergency response team as discussed in chapter 4 of this instruction.

1.4.4.1.4. (Added) Provides HAZMAT emergency response training according to chapter 4 of this instruction.

1.4.4.1.5. (Added) Responds to incidents involving Air Force highly toxic substances.

1.4.4.1.6. (Added) Ensures compliance with 29 CFR 1910.120 and associated DoD directives.

1.4.4.1.7. (Added) Appoints, in writing, the installation HAZMAT program manager. The manager is normally the SPTG Readiness flight (CEX) chief (see paragraph 3.1.1.).

1.4.4.2. (Added) Base Civil Engineer (BCE). The BCE is the focal point for all HAZMAT emergency response activities and is responsible for implementing all phases of hazardous material spill response. To meet these requirements, the BCE provides fire protection and HAZMAT services; maintains operational control of the emergency response team; and ensures that team members are organized, trained, equipped, and supplied according to this AFI, 29 CFR 1910.120, and state and local regulations. The BCE is responsible for initiating purchase requests to hire contractors to respond to chemical spill incidents and restore spill sites. Records all response and site restoration costs and submits the appropriate information to the accounting and finance office if collection action is required.

1.4.4.3. (Added) Fire Chief (CEF):

1.4.4.3.1. (Added) Maintains the "core" (that is, response equipment and assigned fire department personnel) for the HAZMAT response team and responds as described in chapter 4 of this instruction (see paragraph 4.2.1).

1.4.4.3.2. (Added) Budgets for training, equipment, and supplies with environmental flight.

1.4.4.3.3. (Added) Ensures at least one person capable of training response personnel to the technician level.

1.4.4.3.4. (Added) Serves as a member of the HAZMAT planning team.

1.4.4.3.5. (Added) Performs "gross" decontamination (that is, water washdown) of HAZMAT casualties.

1.4.4.4. (Added) SPTG Readiness Flight Chief (CEX):

1.4.4.4.1. (Added) Serves as the installation HAZMAT emergency planning and response program manager.

1.4.4.4.1.1. (Added) Oversees the installation HAZMAT emergency response program and ensures HAZMAT emergency planning and response activities are integrated into the installation readiness program.

1.4.4.4.1.2. (Added) Serves as chairperson of the HAZMAT planning team.

1.4.4.4.2. (Added) Monitors training status of all installation emergency response personnel through the planning team and briefs the EPC on the status.

- 1.4.4.4.3. (Added) Budgets for HAZMAT training, equipment, and supplies with the environmental flight.
- 1.4.4.4.4. (Added) Coordinates local area planning with the Local Emergency Planning Committee (LEPC) and State Emergency Response Committee (SERC) and provides them with copies of the installation HAZMAT emergency response (HAZMAT plan) and the base disaster preparedness operations plan (OPlan 32-1).
- 1.4.4.4.5. (Added) When included, provides the HAZMAT response appendix to Annex A of base OPlan 32-1.
- 1.4.4.4.6. (Added) Ensures HAZMAT releases are reported as required by Emergency Planning and Community Right-to-Know Act (EPCRA) 311 and 312.
- 1.4.4.5. (Added) Environmental Management Flight (CEV):
- 1.4.4.5.1. (Added) Serves as an advisor to the on-scene control group during response periods for technical advice regarding recovery methods for HAZMAT operations.
- 1.4.4.5.2. (Added) Maintains the budget for training, equipment and supplies needed for HAZMAT response. Program emergency response teams indirect (overhead) costs in the ECP, including spill response equipment, supplies, and training.
- 1.4.4.5.3. (Added) Is the office of primary responsibility (OPR) for the installation HAZMAT plan. Through the planning team and shop supervisors, consolidates site specific contingency plans for emergency response.
- 1.4.4.5.4. (Added) Ensures HAZMAT releases are reported as required by EPCRA sections 304 and 313. Preparation of the 313 report must be a combined effort of all applicable planning team members.
- 1.4.4.5.5. (Added) Serves as the alternate chairperson of the HAZMAT planning team.
- 1.4.4.5.6. (Added) Ensures spill sites are remediated to applicable environmental standards.
- 1.4.4.6. (Added) Bioenvironmental Engineer (SGPB):
- 1.4.4.6.1. (Added) Maintains an inventory of all HAZMAT stored, used, or created by the installation.
- 1.4.4.6.2. (Added) Maintains the master set of MSDSs for all HAZMAT on the installation.
- 1.4.4.6.3. (Added) Compiles information and prepares reports required under EPCRA sections 311 and 312. Provides these reports to the CEX flight for coordination and submission to the appropriate agencies.
- 1.4.4.6.4. (Added) Serves as the base focal point for information on the physiological effects of HAZMAT.
- 1.4.4.6.5. (Added) Budgets for training, equipment, and supplies with environmental flight.
- 1.4.4.6.6. (Added) Serves as a member of the HAZMAT planning team.
- 1.4.4.6.7. (Added) Serves as a technical advisor to the on-scene commander (OSC) during response periods.
- 1.4.4.6.8. (Added) Collects, prepares, and ships environmental samples to an approved analytical laboratory for analysis.

1.4.4.6.9. (Added) Advises on health aspects of HAZMAT incidents (for example, identifies potential health hazards, provides information on the physiological effects of HAZMAT and evaluates adequacy of HAZMAT personal protective equipment).

1.4.4.6.10. (Added) Works directly with the installation safety office for all visits by state and federal OSHA inspectors.

1.4.4.6.11. (Added) Performs surveillance of hazardous material issues and uses base wide. Maintains a computer database of supply issues of hazardous materials and shares this data with other planning team members. (**NOTE:** At installations that have implemented the HAZMAT pharmacy, this paragraph does not apply.)

1.4.4.6.12. (Added) Once the new bioenvironmental engineer (BEE) computer program for HAZMAT control is fielded, compiles and maintains the installation master list of EHS users. Initially this is done using the base supply M15 hazardous materials computer "issues" report. Eventually, the other supply systems (that is, CEMAS, MEDLOG, COPARS, etc.) will be incorporated into the surveillance program. The HAZMAT control program tracks supply "issues" by workplace and building (that is, several work places may be within a building). The program analyzes each "issue" for chemical composition.

1.4.4.6.13. (Added) Analyzes EHS "issue" data and compiles summation reports for use by other base agencies.

1.4.4.6.14. (Added) Provides quarterly report to the EPC, CEX flight chief, fire chief, and the Environmental Management Branch concerning EHS use across the base. The report provides a master listing of who is using EHS, how much they were "issued", threshold planning quantities (TPQ), reportable quantities (RQ) and an overall summation of the base EHS usage.

1.4.4.6.15. (Added) Updates the EHS database monthly upon receipt of the M15 "issue" report.

1.4.4.7. (Added) Hazardous Material/Waste Users, Storers, or Generators. All units, which use, store, or create HAZMAT or hazardous waste, including accumulation point managers may initiate emergency and evacuation procedures.

1.4.4.8. (Added) Safety (SE):

1.4.4.8.1. (Added) The ground safety craftsman, while conducting safety inspections, checks all users and generators of HAZMAT or wastes to ensure they:

1.4.4.8.1.1. (Added) Are properly trained in site-specific procedures. Ensures that this training is properly documented.

1.4.4.8.1.2. (Added) Are aware of the emergency response notification procedures in case of a spill.

1.4.4.8.1.3. (Added) Have a copy of the installation HAZMAT plan available.

1.4.4.8.1.4. (Added) Review site specific contingency plans during facility inspections as determined by the planning team.

1.4.4.8.2. (Added) Coordinates on all plans and directives related to HAZMAT or wastes.

1.4.4.8.3. (Added) Along with bioenvironmental engineering, is POC for all visits by the Department of Labor, OSHA, and state agencies. Contacts CEV for assistance with emergency response visits.

1.4.4.8.4. (Added) Serves as a member of the HAZMAT planning team.

1.4.4.9. (Added) Legal. Staff Judge Advocate (JA). Provides legal advice and serves as a member of the HAZMAT planning team. The JA is also to be notified any time there is a reportable release, a regulatory inspection or enforcement action, a spill that has the potential for claims being filed against the Air Force, or any other event or circumstance that raises the possibility of litigation or public interest.

1.4.4.10. (Added) HAZMAT Pharmacy: Provide representation to the HAZMAT planning team.

1.4.4.11. (Added) The fuels functional manner is responsible for providing guidance and equipage to unit personnel who respond to Hydrazine incidents.

2.2.5. All references to CE Readiness Flight refer to the SPTG Readiness Flight at AFRC installations. SPTG Readiness Flight meets with SEC and LEPC at least annually.

2.2.5.1. (Added) SPTG Readiness Flight will be responsible for:

2.2.5.1.1. (Added) Complying with the reporting requirements of Sections 302, 303, 304, 311 and 312.

2.2.5.1.2. (Added) Providing technical assistance to CEV and SGPB as requested in complying with all Sections of EPCRA.

2.2.5.2. (Added) SGPB will be responsible for:

2.2.5.2.1. (Added) Providing the applicable Material Safety Data Sheets or list of MSDS materials as required by Section 311 to SPTG Readiness Flight for submission to applicable agencies.

2.2.5.2.2. (Added) SGPB and CEV shall be responsible for preparing the applicable reports and associated documentation for complying with the requirements of Section 313.

2.2.5.3. (Added) CEV shall be responsible for:

2.2.5.3.1. (Added) The overall responsibility of complying with Section 313, to include submission of reports.

2.2.5.3.2. (Added) Providing the necessary technical assistance to SPTG Readiness Flight and SGPB as requested for complying with Sections 302, 303, 304, 311 and 312.

2.2.5.4. (Added) The SPTG Readiness Flight Chief is the OPR for EPCRA Sections 301-304 and the LEPC/SERC reporting requirements of Sections 311 and 312.

2.2.6. The Base Bioenvironmental Engineer and Hazardous Materials Pharmacy provide inventory and data support for execution of EPCRA to the Support Group Readiness Flight.

3.2.1.4. (Added) The SPTG Readiness Flight Chief is a member of the SEPC and briefs the EPC on HAZMAT emergency planning issues semiannually.

4.2.1. Team Composition. The core of the HAZMAT response team is the fire department which provides immediate resources and staffing for command and control, rescue, fire fighting, and possible containment of hazardous substances. The response team incorporates HAZMAT emergency activities into the existing initial response element (IRE) and follow-on element (FOE) of the installation DRF. The HAZMAT response team is not responsible for post-emergency response activities.

4.2.6.8.1. (Added) Decontamination consists of removing the contaminants by chemical or physical processes. The conservative action is always to assume contamination has occurred and to implement a thorough, technically sound decontamination procedure until it is determined or judged to be unnecessary.

4.2.6.8.2. (Added) Incident responders must have an established procedure to minimize contamination or contact, to limit migration of contaminants, and to properly dispose of contaminated materials. Decontamination procedures begin upon arrival at the scene, provide for an adequate number of decontamination personnel, and continue until the HAZMAT group supervisor determines that decontamination procedures are no longer required.

4.3. Post-Emergency Response Team. Each USAFR installation that responds to a HAZMAT emergency has a post-emergency response team. The purpose of the team is to evaluate and recommend post-emergency action that may include cleanup operations and or remediation upon termination of the emergency portion of the incident. The post-emergency response team consists of advisory support and clean-up elements.

4.3.1. (Added) Advisory Support. An advisory support element of the post-emergency response team is required to oversee spill cleanup activities. Purpose of this support element is to ensure spill cleanup and remediation is performed in a safe manner and complies with all applicable environmental compliance requirements. The advisory support element is the typical onscene disaster control group used for all emergencies. Team members should be from bioenvironmental engineering, environmental management, readiness, legal office, fire department, ground safety, and security police.

4.3.2. (Added) Cleanup. Purpose of cleanup is to return the incident site to pre-emergency condition. Table 4.1. NOTE 3 (Added) Awareness training for Designated OSC and alternates, Readiness Personnel, and security police should be completed within 12 months of assignment. Training for security force personnel, to include DoD security forces, should be a condition of employment.

DONALD J. MEISTER, Col, USAF
The Civil Engineer