



HAZARDOUS MATERIALS MANAGEMENT

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This supplement implements and extends the guidance of the Air Force Instruction (AFI) 32-7086, *Hazardous Materials Management*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. This supplement applies to HQ AFSPC, its' subordinate units, Air Force Reserve Command, and to all organizations and personnel who authorize, procure, issue, use, or dispose of Hazardous Material (HAZMAT); and to those who manage, monitor, or track any of the preceding activities. This supplement applies to Air National Guard units that are tenants on AFSPC installations. The reporting requirements in this directive are exempt from report control symbol (RCS) licensing in accordance with AFI 37-124, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections. Upon receipt of this integrated supplement, discard the Air Force basic publication.

1.2.4. Throughout this AFSPC Supplement, ENTRACK and EMIS are the AFSPC interim HAZMAT tracking programs until the DESCIM system is adopted.

1.9.6. The functional area of SE includes tenant units that have full-time safety personnel assigned (1S0 or GS-018/803). The tenant unit's safety manager will be an active member of the HMMP with the authority to sign AF Form 3952, for the unit.

2.2.3. Purchase and issue HAZMAT in smallest quantities required to support authorized mission requirements.

2.3.3. Terminals will be located in HAZMART, CE, SG, SE and other supporting offices.

2.3.4.1. The AF Form 3952 will be used for: First time use of the HAZMAT in a Work Area Process; Change of Work Area Process; Increase in Draw Amount or Draw Frequency; or Non-Recurring Processes.

2.3.4.5. The AUL may be used in lieu of the installation file(s) of completed AF Forms 3952.

2.3.4.7. (Added) Each installation will establish a tracking and control procedure to ensure timely completion of the AF Form 3952.

2.6.2.1. CE leadership of HMMP may not be delegated below the Environmental Flight Chief.

2.6.4.9. Validate that all requests for HAZMAT not on the AUL are authorized according to paragraph 2.3.4 before issue. Since the DESCIM-approved HAZMAT system creates the AUL from authorized requests; requests for HAZMAT on the AUL will already be authorized according to paragraph 2.3.4.

2.6.4.10. Perform quality control functions to ensure items enrolled in the Standard Base Supply System or the DESCIM approved HAZMAT tracking system 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.

2.6.7.6. Review AF Form 3952 for contractor operations to ensure that Air Force personnel are not exposed to the hazard and annotate the form: "Contractor Operation - Safety review conducted to consider exposure of AF personnel and equipment." When exposure exists, the affected supervisor must provide appropriate hazard communication training to affected personnel.

2.6.8.4. Ensure completed AF Form 3952 is maintained with associated Material Safety Data Sheet.

2.6.8.5. Work area supervisors will provide SE all materials indicated in paragraph 2.6.7.6 with the submittal of their AF Form 3952.

2.6.9.2. Each contract involving the use of HAZMAT on an installation must include a requirement for the contractor to identify and report HAZMAT usage to the HAZMART. The level of reporting should be commensurate with the type and amount of hazardous material being used. The requiring activity, with the assistance of the HMMP team, will determine the appropriate level of reporting.

2.6.9.2.1. (Added) The requiring activity has the option of enrolling a contractor in the HAZMART if HAZMAT is to be used by the contractor in a contract and detailed accountability of the HAZMAT is necessary. The contractor may be enrolled for issue, enrolled for tracking/registration, or a combination of issue and tracking. However, the contractor need not be enrolled at all if periodic reporting is adequate.

2.6.9.2.1.1. Enrollment for issue: Contractor is enrolled in the HAZMART for issue of HAZMAT. The contractor requests and acquires HAZMAT (Government Furnished Property) from the HAZMART. The HAZMART then records the HAZMAT usage of the contractor.

2.6.9.2.1.2. Enrollment for tracking/registration: Contractor registers HAZMAT with the HAZMART as it is brought on base by the contractor. The HAZMART then records the HAZMAT usage of the contractor.

2.6.9.2.1.3. At a minimum, HAZMAT usage must be reported to the HAZMART on a quarterly basis and at contract completion.

2.6.9.2.2. (Added) If HAZMAT is to be used in a contract on the installation, an estimate of HAZMAT to be used in the contract must be provided to the contracting office when the requirement is identified. In addition, specific HAZMART enrollment requirements or other reporting requirements should be included in the Statement of Work or Performance Work Statement.

2.7.2.2. *Note:* AFSPC has responsibility for ENTRACK.

4.8.2.2. The HAZMART will compile an annual base wide forecast of Class I ODS by Weapon System, Organization, National Stock Number, and Quantity by weight. This forecast will be sent to HQ AFSPC/LGS by the fifteenth of September.

4.8.2.3. The HAZMART will provide a report of Weapon System Class I ODS usage at the end of each quarter to HQ AFSPC/LGS. This report will include all Weapon System Class I ODS items issued or tracked through the HAZMART. Include whether the item was obtained from stock, Defense Reserve or local purchase. Also included in this report will be the using organization, national stock number, and quantity issued/purchased by unit of issue and weight.

4.8.3.2. Provide an annual forecast of Weapon System Class I ODS requirements to the HAZMART by the first of September. This forecast will require organization commander approval.

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