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Civil Engineering

HAZARDOUS MATERIAL MANAGEMENT



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This instruction establishes Andrews AFB procedures for centralized management of hazardous materials (HAZMAT) to include authorization, tracking and reporting and the decentralized execution of HAZMAT storage, issue and handling. This instruction applies to all 89th Airlift Wing organizations, tenant units, geographically separated units (GSUs), civilian contractors, and other personnel who use HAZMAT and are granted access to Andrews AFB. This instruction provides direction for the Hazardous Material Pharmacy (HAZMART), Hazardous Material Management Process (HMMP) Team, and all participating organizations as outlined in Air Force Instruction 32-7086 and AMC supplements.

1. HMMP Purpose.

1.1. The purpose of the HMMP is to manage the procurement and use of HAZMAT to support the Andrews AFB mission, ensure the safety and health of personnel, protect the environment on and around Andrews AFB, and minimize Air Force dependence on HAZMAT. The HMMP includes the activities and infrastructure required for ongoing identification, management, tracking, and minimization of HAZMAT.

1.2. The HMMP Team. The HMMP Team is a cross-functional team with oversight responsibilities for the HMMP, providing teamwork, coordination, and cross feed among various organizations and functions. The HMMP Team will meet no less than quarterly and will report to the Environmental Protection Committee (EPC) chair at quarterly EPC meetings. The HMMP Charter at [Attachment 2](#) identifies the Team members and outlines broad goals and objectives.

1.3. The HMMP Team has oversight authority for all HAZMAT procured for use by host and associate units on Andrews AFB and GSUs with the following exceptions:

1.3.1. Pharmaceutical drugs and laboratory chemicals used on and/or in live human bodies during patient medical procedures.

1.3.2. AAFES and DeCA HAZMAT received for sale.

1.3.3. Aircraft fuel, motor vehicle fuel and other fuels used for heating purposes.

1.3.4. Radioactive materials.

1.3.5. Household type HAZMAT used in a consumer capacity and approved by Bioenvironmental Engineering.

2. Authorized Sources of Supply (SOS).

2.1. SOS includes all Air Force-controlled supply organizations and other supply like activities operating on Andrews AFB.

2.1.1. HAZMART. The HAZMART is the primary SOS for all HAZMAT used on the base and by GSUs. A contractor operates the HAZMART at Andrews AFB.

2.1.2. Government Operated CE Supply Store (GOCESS). HAZMAT required for CES work orders will be stored in a satellite location within the CES complex. CES will order the minimum amount of material to complete work orders. The satellite location will order, store, track and report HAZMAT information using procedures outlined in this instruction to include input into Air Force Environmental Management Information System (AF-EMIS).

2.1.3. Medical Supply. Non-drug HAZMAT used at the medical facility will be ordered, stored, tracked and reported using appropriate procedures outlined in this instruction to include input into AF-EMIS.

2.1.4. Contractor Operated and Maintained Base Supply (COMBS). COMBS shall order, track and report HAZMAT information using procedures outlined in this instruction to include input into AF-EMIS.

2.1.5. Naval Air Facility (NAF) Supply. The NAF shall order, store, track, and report HAZMAT information using procedures outlined in this instruction to include input into AF-EMIS.

2.2. Out sourced contractor operations. See Section **9.2.5.** regarding procedures for proper tracking and reporting procedures for “outsourced” contract HAZMAT use.

3. Supply HAZMART Responsibilities.

3.1. Provide centralized management to ensure all HAZMAT ordered by all SOS (HAZMART, COMBS, GOCESS, NAF, and any other approved procurement method) is properly authorized. Acts as the single point of control to ensure all HAZMAT purchased by all Andrews AFB organizations is effectively controlled via the AF-EMIS or other approved HAZMAT tracking system.

3.1.1. Ensure all HAZMAT is authorized as outlined in this instruction via approved AF Form 3952, **Chemical/Hazardous Material Request/Authorization** in AF-EMIS.

3.1.2. Ensure all HAZMAT is tracked in AF-EMIS via bar-coded labels. Provide AF-EMIS bar-coded labels to other SOS and customers for HAZMAT procured in accordance with (IAW) instructions identified herein.

3.1.3. Ensure tracking bar-code labels are properly closed out (returned, called in, annotated, etc.) in AF-EMIS prior to issue of additional HAZMAT as required.

3.1.4. Maintain all supply-related HAZMAT data fields in AF-EMIS.

3.1.5. Coordinate with the base Bioenvironmental Engineer (BEE) to maintain issue exception code (IEX) listing for Andrews AFB. Includes all assets assigned IEX code 8 (Health Hazard-Medical Notification Required), IEX code 9 (Health Hazard-Medical Certification Required), and IEX code M items containing ozone depleting substances (ODSs) as determined by the BEE.

3.2. Operate and manage the centralized storage area and facility for HAZMAT on Andrews AFB. Provide services to include accepting call-ins for ordering HAZMAT between the hours of 0700-1600, Monday-Friday.

NOTE: Non-duty-hours emergency requirements to support contingency and/or emergency operations will be supported using supply MICAP procedures. In addition, see section **10.3.** for additional emergency procurement procedures.

3.3. Develop standard operating procedures (SOPs) that delineate specific actions necessary to effectively and efficiently operate the HAZMART.

3.4. Operate the free-issue program for all Andrews AFB HAZMAT. Advertise the free issue program in an effective manner to all Andrews AFB organizations to ensure maximum use.

3.4.1. HAZMART personnel shall make use of the free issue inventory prior to procuring new HAZMAT to support a customer's request. All free issue HAZMAT shall be made available to all customers and other SOS at no cost. In addition, free issue HAZMAT shall be made available to other DOD customers via Defense Reutilization and Marketing Office (DRMO) processes.

3.4.2. All authorized SOS on Andrews AFB shall be authorized to use the HAZMART free issue program to market unused and unopened HAZMAT.

3.4.3. Free issue area shall be established in the HAZMART to store free issue HAZMAT. HAZMAT within shelf life shall be kept separate from HAZMAT past shelf life (past shelf life HAZMAT available for non-weapon use only).

3.5. Ensure all HAZMART personnel are properly trained in the operation of AF-EMIS. In addition, ensure HAZMART personnel receive necessary hazard communication training specific for their job.

3.6. Participate as a member of the HMMP Team.

3.7. Execute the requisition of base supply orders for HAZMAT to support customer requirements.

3.7.1. Requisition non-stocked HAZMAT only when requested by a customer.

3.7.2. Requisition all HAZMAT in the lowest quantities required to support customer requests.

3.7.3. Ensure "approved" AF Form 3952 are in AF-EMIS for all orders prior to processing the request.

3.7.4. Ensure approved authorizations are in place prior to ordering any ODSs or Environmental Protection Agency (EPA) Toxic 17 HAZMAT.

3.7.5. Ensure all customers' HAZMAT requests are met in a timely and efficient manner.

3.8. Execute the storage of base supply HAZMAT to support customer requirements.

3.8.1. Stock HAZMAT with usable shelf life and extend the shelf life of HAZMAT IAW applicable supply regulations, item manager information, and other governing directives.

- 3.8.2. Ensure all stored containers in the HAZMART are labeled IAW 29 CFR 1910.1200, Hazard Communication (HAZCOM).
- 3.8.3. Maintain copies of all Material Safety Data Sheets (MSDSs) for all items stored.
- 3.8.4. Maintain a HAZMART continuity book that includes the following:
 - 3.8.4.1. A specific spill response plan for the HAZMART. The response plan will be coordinated with and provided to the fire department for their use in case of a spill response.
 - 3.8.4.2. A response map layout of the HAZMART that is prominently displayed. A copy of the layout shall be forwarded to the fire department for their use in case of a spill response.
- 3.9. Issue base supply HAZMAT to support customer requirements.
 - 3.9.1. Ensure MSDSs are provided with issued HAZMAT as required.
 - 3.9.2. Ensure tracking bar code labels affixed to all issued HAZMAT.
 - 3.9.3. Ensure a copy of the approved AF-EMIS 3952 is provided for new HAZMAT requests.

4. Other SOS Responsibilities.

- 4.1. All SOS to include GOCESS, COMBS, medical supply, shall comply with all applicable requirements regarding purchase, storage, issue, tracking, and reporting for HAZMAT to include:
 - 4.1.1. Coordinate with the HAZMART prior to the purchase of any HAZMAT.
 - 4.1.2. Verify only customers with approved AF Form 3952 in AF-EMIS are provided requested HAZMAT. Ensure approved authorizations are in place prior to ordering any ODSs or EPA Toxic 17 HAZMAT.
 - 4.1.3. Update all required supply related fields in AF-EMIS for HAZMAT purchased, stored and issued. This shall be accomplished directly in AF-EMIS via an access terminal.
 - 4.1.4. Issue HAZMAT with bar coded labels and ensure closeout (returned, called in, annotated, etc.) in AF-EMIS prior to issue of additional HAZMAT as required.
 - 4.1.5. Develop SOPs that delineate specific actions necessary to effectively and efficiently manage HAZMAT.
 - 4.1.6. Maintain HAZMAT at minimum levels necessary to meet mission needs. Practice just-in-time supply concept to the greatest extent possible.
 - 4.1.7. Provide customers with MSDSs for issued HAZMAT and AF-EMIS 3952 for new HAZMAT requests. Ensure proper labeling for all stocked and issued HAZMAT.
 - 4.1.8. Ensure their personnel obtain necessary AF-EMIS and hazard communication training.
 - 4.1.9. Extend shelf life of HAZMAT and ensure all unneeded HAZMAT is made available to organizations via the HAZMART free issue program. Ensure unopened/unused HAZMAT is made available to DRMO redistribution channels prior disposing of as waste.
 - 4.1.10. Participate as an advisor to the HMMP Team.
 - 4.1.11. NAF supply shall comply with all applicable requirements regarding purchase, issue, storage, tracking, and reporting for HAZMAT to include those identified in Sections **4.1.1.**

4.2. Upon the request of the NAF commanding officer, and recommendation of the HMMP Team, the 89 AW/CC may authorize equivalent means for the NAF to demonstrate compliance with the intent of the requirements identified herein.

5. Customer Responsibilities.

5.1. Submit all new HAZMAT authorization requests to the HAZMART. Requests shall be made by completing, in its entirety, an AF-EMIS Authorization Request Worksheet (AF-EMIS worksheet) and signing the certifying official's block on the worksheet.

5.1.1. Government HAZMAT requests shall be certified by the authorized section supervisor or appointed individual.

5.1.2. Contractor HAZMAT requests shall be certified by the authorized section supervisor or other authorized personnel. The contractor shall ensure the appropriate health, safety and environmental review is accomplished by contractor staff prior to submission of the HAZMAT request to the HAZMART.

5.1.3. Supporting documentation, including an MSDS and supporting technical data when required for "EPA 17" containing chemicals and ODS shall be submitted with the worksheet.

5.1.4. Customers shall not procure HAZMAT outside the HAZMART without proper coordination through the HAZMART. The HAZMART is the centralized management point for all HAZMAT requisitioned on Andrews AFB. No organization on Andrews AFB has authorization to locally procure, use, or store HAZMAT without a fully authorized AF Form 3952.

5.2. Order HAZMAT in the minimum amounts required for the mission and properly use materials for their intended purpose. 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 on a free-issue basis to other authorized users of the material. Make use of free issue HAZMAT whenever possible.

5.2.1. Review the HAZMAT authorization list annually, in conjunction with the industrial hygiene survey, or as workload changes. Keep the BEE informed of changing HAZMAT requirements regarding new types or process modifications by submitting changes to the BEE.

5.2.2. Notify the HAZMART of any process changes affecting the type, quantities or deletions of HAZMAT that may affect their inventory. Provide organizational updates to CEV AF-EMIS point of contact (POC) in order to maintain shop files.

5.3. Maintain control over all HAZMAT in their work area.

5.3.1. Ensure only authorized and properly bar coded HAZMAT is stored and used.

5.3.2. Maintain HAZMAT quantities in the smallest amount needed to support the mission. As general rules of guidance maintain a shop stock with no more than a 15-day supply of the HAZMAT most frequently used. HAZMAT used on a less frequent basis shall be maintained at no more than a 5-day supply. HAZMAT used infrequently shall be ordered only when needed.

5.3.3. Return all unused portions of serviceable HAZMAT, which are no longer needed to the SOS for redistribution on a free-issue basis to other authorized customers. In instances where SOS are not authorized to receive used HAZMAT (e.g. COMBS), customers shall work through the

HAZMART to identify other organizations on base that are authorized to use and have a need for the excess HAZMAT.

5.3.4. Ensure all HAZMAT consumed have the tracking bar-code label properly closed out (returned, called in, annotated, etc.) through the HAZMART or applicable SOS.

5.3.5. Return all empty containers to their applicable organization initial hazardous waste accumulation point for proper disposal.

5.3.6. Maintain an approval letter from the fire department for storage of HAZMAT.

5.3.7. Inventory and document HAZMAT on hand every 30 days.

5.4. Forecast all overnight, weekend or surge HAZMAT requirements to the HAZMART or applicable SOS. This will allow the SOS to provide requirements prior to daily closure.

5.4.1. Identify surge requirements in advance to allow the HAZMART or applicable SOS ample time to place demands with procurement sources to meet customer requirements.

5.4.2. Identify mission-critical HAZMAT in required amounts to ensure proper stocks are available to prevent mission failure.

NOTE: Non-duty-hours emergency requirements to support contingency and/or emergency operations will be supported using supply MICAP procedures. In addition, see section 10.3. for additional emergency procurement procedure.

5.5. Maintain shop Workplace Written HAZCOM IAW AFOSH 161-21 procedures.

5.6. Ensure all unserviceable or waste materials are processed for proper disposal. If unsure of the proper method of disposal, contact their Unit Environmental Coordinator (UEC) or organization initial accumulation point manager for guidance. In addition, the Environmental Management Flight Hazardous Waste Manager may be contacted for assistance.

5.7. Ensure all HAZMAT requested is properly accepted. Customers who cancel a due out for HAZMAT will be charged for the cost of the requisitioned asset if the asset is in ship status and en route to Andrews AFB.

5.8. Assist in identifying potential non-hazardous substitute items with respect to safety and occupational considerations and environmental protection.

5.9. Maintain a current MSDS file for authorized HAZMAT in their possession and ensure all containers properly labeled.

5.10. Maintain copies of approved and completed AF Forms 3952 for all HAZMAT items used and listed on their chemical authorization list.

6. Civil Engineer Responsibilities.

6.1. Environmental Flight (89 CES/CEV):

6.1.1. Provide coordination and logistics support for HMMP team meetings.

6.1.2. Manage the AF-EMIS tracking system and provide developmental systems administration.

6.1.3. Input data from AF-EMIS worksheets into the base AF-EMIS database. Input must be completed within 3 business days of receipt of complete and accurate worksheet.

- 6.1.4. Maintain environmental related HAZMAT data fields in AF-EMIS.
 - 6.1.5. Make AF-EMIS training available to MXG, BEE, SE, and other personnel as appropriate and load AF-EMIS application on authorized users computers.
 - 6.1.6. Review and electronically coordinate all AF Form 3952 for environmental requirements in AF-EMIS. Review and authorization action must be completed within 3 business days of entry into the CEV queue in the AF-EMIS database. Reviews will include HAZMAT-related requirements such as environmental controls, environmental permits, disposal restrictions, and ODS technical justification. Contact the customer directly for any questions or problems with requests that prevent environmental approval.
 - 6.1.7. Assist in identifying potential non-hazardous substitute items with respect to environmental protection.
 - 6.1.8. Use AF-EMIS to develop required regulatory reports that relate to HAZMAT use and storage.
 - 6.1.9. Provide guidance on environmental HAZMAT policies, laws, regulations and training.
 - 6.1.10. Program valid requests for HMMP requirements into the Automated Civil Engineering System (ACES).
 - 6.1.11. Participate as a member of the HMMP team.
- 6.2. Fire Department (89 CES/CEF).
- 6.2.1. Provide support for HAZMAT inspections and guidance on fire regulations affecting storage of HAZMAT.
 - 6.2.2. Participate as an advisor to the HMMP Team.
 - 6.2.3. Approve in writing, the storage of all HAZMAT at any location on Andrews AFB.
 - 6.2.4. Manage base ODS resources that support fire fighting requirements.
- 6.3. Civil Engineering Resources (89 CES/CER).
- 6.3.1. Provide core systems administration support for AF-EMIS.
 - 6.3.2. Assist with developmental systems administration and desktop configuration for AF-EMIS.

7. Bioenvironmental Engineering (89 MDG/SGPB).

- 7.1. Review and electronically coordinate all AF Form 3952 for health risk to personnel and control options using the base AF-EMIS. Review and authorization action must be completed within 3 business days of entry into the SGPB queue in the AF-EMIS database. For government requests, the reviews shall include HAZMAT-related work area assessments, engineering controls recommendations, and personnel protection equipment (PPE). In the case of contractor requests, reviews shall only include identification of health hazards to government personnel and resources (contractor Environmental, Safety and Occupational Health (ESOH) staff is responsible for health review for contractor personnel and resources).
- 7.2. Contact the customer directly for any questions or problems with requests that prevent bioenvironmental approval. Take action to remedy issues in coordination with the customer, which will allow approval of the request.

- 7.3. Evaluate less toxic substitute items with respect to health and provide proper HAZMAT-handling procedures to reduce health risks.
- 7.4. Maintain all BEE-related HAZMAT data fields in AF-EMIS.
- 7.5. Assist shops with HAZCOM requirements and provide assistance to users in obtaining new MSDSs.
- 7.6. Review shop HAZMAT authorizations and processes during industrial hygiene surveys.
- 7.7. Maintain the installation's master file of MSDSs, completed AF-EMIS authorization request worksheets and supporting documents.
- 7.8. Review and update Andrews AFB IEX Listing. Assign IEX 8, 9, and M and health hazard flags as appropriate. Provide updated versions to the HAZMART on a quarterly or as needed basis.
- 7.9. Maintain access to AF-EMIS via the MDG and 89 AW network interface.
- 7.10. Participate as a member of the HMMP team.

8. Base Safety Responsibilities (89 AW/SE).

- 8.1. Review and electronically coordinate all AF Form 3952 for occupational safety and control options using the base AF-EMIS. Review and authorization action must be completed within 3 business days of entry into the safety queue in the AF-EMIS database. For government requests, the review shall include HAZMAT-related work area surveys, the identification of conditions of use and worker occupational safety training and the identification of processes requiring occupational safety analysis, according to AFOSH Standard 91-119, *Process Safety Management (PSM)* of Highly Hazardous Chemicals. In the case of contractor requests, reviews shall only include identification of safety hazards to government personnel and resources (contractor ESOH staff is responsible for safety review for contractor personnel and resources). Contact the customer directly for any questions or problems with requests that prevent safety approval.
- 8.2. Ensure all HAZMAT POCs who use or store HAZMAT on Andrews AFB are provided safety information and guidance as to how to meet requirements set forth in all Air Force, DOD, local, state, and federal regulations, publications and protocols covering HAZMAT usage and storage.
- 8.3. As part of standard safety operations, conduct inspections of installation shops and areas storing and using HAZMAT.
- 8.4. Participate as a member of the HMMP Team.

9. Maintenance Group Responsibilities.

- 9.1. Maintenance Group Unit Environmental Coordinator (89 MXG):
 - 9.1.1. Participate as a member of the HMMP Team.
 - 9.1.2. Assist MXG personnel in complying with pharmacy requirements. Oversee MXG program for weapon system EPA Toxic 17 and ODS requirements. Ensure MXG requests for Toxic 17 HAZMAT and ODS include proper technical justification. Ensure ODS requests for weapon systems use are properly coordinated with AMC/MXG.
- 9.2. Contracting Responsibilities (89 CONS):

- 9.2.1. Participate as a member of the HMMP team. Attend quarterly HMMP Team meetings. (Includes all existing contracts).
- 9.2.2. Purchase card manager shall, as part of the normal surveillance program, review HAZMAT purchases made to identify purchases of HAZMAT that have not been coordinated with the HAZMART. Suspected violations will be brought to attention of the HMMP team.
- 9.2.3. Develop and implement procedures to limit authorized number of International Merchant Purchase Authorization Cards (IMPAC) for use to purchase HAZMAT.
- 9.2.3.1. Procedures shall include authorization letters signed by group commanders or organization equivalent, identifying limited personnel and card numbers authorized to purchase HAZMAT using IMPACs.
- 9.2.3.2. Procedures shall include necessary training to ensure authorized personnel fully understand procedures and limitations for purchasing HAZMAT via the IMPAC.
- 9.2.4. Include applicable federal acquisition regulations, defense federal acquisition regulations, Air Force federal acquisition regulations and AMC clauses in all contracts requiring the delivery/use of HAZMAT on Andrews AFB.
- 9.2.5. Ensure each contract involving the use of HAZMAT on the base includes a requirement for the contractor to identify and report HAZMAT delivery/use to 89 CONS.
- 9.2.5.1. Ensure the contractor provides notification to 89 CONS of all HAZMAT brought on the base to meet regulatory requirements for tracking HAZMAT storage and use. Notification must include the following information: Quantities brought and used on the base; storage and use location; and all MSDS. The contractor will use the HAZMAT notification form at **Attachment 3** and will submit information via AF Form 3000, **Material Approval Submittal**. Information shall be submitted at the end of the contract or, at a minimum annually by 1 February, for the previous calendar year.
- 9.2.5.2. Ensure the contractor's HAZMAT information is submitted to CEV prior to the start of the activity and upon contract completion or, at a minimum, annually by 15 February for the previous calendar year.
- 9.2.6. Upon contract completion, ensure the contractor properly removes all unused HAZMAT, hazardous waste or other waste products. The HAZMART will not accept the contractor's unused HAZMAT; it is the sole responsibility of the contractor. Ensure the contractor notifies 89 CONS of all quantities of HAZMAT that are leaving the base and provides information to CEV.
- 9.2.7. Contracts Outside 89 CONS: HAZMAT requirements for any contract not administered through 89 CONS will be the responsibility of the requiring activity. The requiring activity must ensure that HAZMAT tracking IAW Sections **9.2.4.** through **9.2.6.** of this instruction is accomplished.

10. Hazardous Material Processes.

- 10.1. See **Attachment 4** flow chart that documents the standard process to obtain HAZMAT.
- 10.1.1. Government (military/civilian) HAZMAT worksheet requests shall be signed by the authorized section supervisor or other approved representative.

10.1.2. Contractor (in-house) HAZMAT worksheet requests shall be signed by the authorized section supervisor or other approved representative. The contractor shall ensure the appropriate health, safety and environmental review is accomplished by contractor staff prior to submission of the HAZMAT request to the HAZMART.

10.1.3. AF Form 3952 requests for ODS must be coordinated with the applicable HQ AMC organization (AMC Maintenance Group(AMC/MXG) for weapons systems and AMC/CE for facilities) prior to the ODS being issued.

10.2. Blanket AF Form 3952 for HAZMAT is authorized as approved by Bioenvironmental Engineering, Environmental, and Safety. Blanket all AF Forms 3952 are generally for routine HAZMAT request to the HAZMART.

10.3. Emergency requirements for HAZMAT: During times when mission requirements dictate the need for obtaining HAZMAT outside of standard processes (see [10.1.](#) and [10.2.](#)) and HAZMART coordination is not possible (i.e. HAZMART closed) the following process shall apply:

10.3.1. Authorized organizational representative (e.g. maintenance superintendent) shall make the determination that situation warrants use of emergency procedures for obtaining HAZMAT.

10.3.2. HAZMAT shall be obtained via approved alternative purchase procedure (e.g. authorized IMPAC – see [9.2.3.](#) above).

10.3.3. As soon as possible after HAZMAT purchase (i.e. first thing next HAZMART business day) personnel shall execute procedures outlined in [10.1.](#)

10.4. The disposal of HAZMAT as hazardous waste shall follow all applicable environmental and supply procedures.

10.4.1. All HAZMAT shall have the shelf life extended IAW applicable supply procedures.

10.4.2. All unused/serviceable HAZMAT shall be made available to Andrews AFB organizations via the free issue process. HAZMAT past shelf life that cannot be extended shall be made available to Andrews AFB customers for non-weapon use for a minimum of 60 days prior to processing HAZMAT to DRMO.

10.4.3. All unused/unopened HAZMAT shall be made available to other DOD organizations or private organizations via the appropriate DRMO process IAW applicable regulations and directives.

10.4.4. Only after all other required avenues have been exhausted, shall unused HAZMAT be disposed of as hazardous waste.

GLENN F. SPEARS, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

29 CFR 1910.1200, *Hazard Communication*

AFOOSH Standard 91-119, *Process Safety Management (PSM) of Highly Hazardous Chemicals*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

ACES—Automated Civil Engineer System

AFB—Air Force Base

AF EMIS—Air Force Environmental Management Information System

AFM—Air Force Manual

AFOOSH—Air Force Occupational Safety and Health

AMC—Air Mobility Command

ANG—Air National Guard

AW—Airlift Wing

BEE—Bioenvironmental Engineering

CE—Civil Engineer

CEF—Fire Protection Flight

CEOM—Civil Engineer Material Acquisition

CER—Resources Flight

CES—Civil Engineer Squadron

CEV—Environmental Flight

COMBS—Contractor Operated and Maintained Base Supply

CONS—Contracting Squadron

CFR—Code of Federal Regulations

CLIN—Contract Line Item Number

DeCA—Defense Commissary Agency

DOD—Department of Defense

DRMO—Defense Reutilization and Marketing Office

EO—Executive Order

EPA—Environmental Protection Agency

EPA 17 (Toxic 17)—Environmental Protection Agency 17 Priority Chemicals

EPC—Environmental Protection Committee

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

ESOH—Environmental, Safety, and Occupational Health

GOCESS—Government Operated Civil Engineer Supply Store

GSA—General Services Administration

GSU—Geographically Separated Units

HAZCOM—Workplace Written Hazard Communication

HAZMART—Hazardous Material Pharmacy

HAZMAT—Hazardous Material

HMMP—Hazardous Material Management Process

IAW—In Accordance With

IEX—Issue Exception Code

IMPAC—International Merchant Purchase Authorization Card

MXG—Maintenance Group

MSDS—Material Safety Data Sheet

MDG—Medical Group

NAF—Naval Air Facility

NOV—Notice of Violation

NSN—National Stock Number

ODC—Ozone-depleting Chemical

OSHA—Occupational Safety and Health Administration

P2—Pollution Prevention

PCB—Polychlorinated Biphenyls

PPE—Personal Protection Equipment

POC—Point of Contact

SE—Wing Safety

SOP—Standard Operating Procedures

SOS—Sources of Supply

SUPS—Supply Squadron

TO—Technical Order

TRI—Toxic Reduction Inventory

UEC—Unit Environmental Coordinator

Terms

Air Force Environmental Management Information System (AF-EMIS)—An information management system used to track and control hazardous materials and waste from procurement through disposal. OPR for AF-EMIS is CE.

Empty Container—Containers with less than 3 percent residual materials, or 1 inch or less for a 55 gallon drum.

HAZMAT—All items on Federal Standard 313C, Table I, are reviewed by the HAZMART for management as HAZMAT. Those items on Table II, and all other materials, are reviewed only if the item is specifically identified as hazardous for environmental, health, or safety concerns. Items determined to require management as a HAZMAT will be identified for exception coding in the supply system. For the purposes of this operating instruction, the term "HAZMAT" is used to describe all chemical and HAZMAT managed at Andrews AFB.

MSDS—Document containing chemical hazard and safe handling information provided that after 25 Nov 85, "MSDS" means a document prepared in accordance with the requirements of the Occupational Safety and Health Administration (OSHA) standard for that document.

National Stock Number (NSN)—For the purposes of this operating instruction, the term "NSN" includes all local purchase numbers except where specifically noted.

Operation Codes—Each organization on Andrews AFB buying or using HAZMAT is assigned an "operation code" in AF-EMIS. An operation code is a unique designator in AF-EMIS. Shops are assigned operation codes when a group of employees share a common function, workplace, and potential HAZMAT exposure. A new operation code is assigned when any of these items are different. Operation codes are assigned to a workplace/mission and not to a supervisor.

Shelf-life Code—A code assigned to a shelf life item to identify the period of time beginning with the date of manufacture, cure, assembly, or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action.

Shelf-life Item—An item of supply possessing deteriorative or unstable characteristics to the degree that a shelf life code must be assigned to ensure that it will perform satisfactorily in service.

SOS—Includes all Air Force-controlled supply organizations and other SOS operating on an installation. Other SOS include, but are not limited to, contractor-operated CES supply store, government-operated CES supply store, base maintenance contractors, contractor-operated parts store, and NAF.

Attachment 2

ANDREWS AIR FORCE BASE HAZARDOUS MATERIALS MANAGEMENT PROCESS TEAM (HMMPT) CHARTER

Purpose: Pursuant to the requirements of AFI 32-7086, "Hazardous Materials Management," this charter establishes the HMMPT as the body responsible for providing leadership, direction, and policy on issues affecting the proper management of hazardous materials on Andrews Air Force Base (AAFB).

Authority: Air Force Instruction 32-7086, section 1.9, paragraph 1.9.1, requires each installation Environmental Protection Committee (EPC) to establish a cross-functional HMMPT. The AAFB EPC has established the HMMPT to carry out the responsibilities identified herein.

Membership: The HMMPT is chaired by the 89th Support Group Commander and includes representatives from the following organizations:

- 89th Logistics Group (LSS and CONS)
- 89th Communications Group
- 89th Medical Group (Bioenvironmental Eng.)
- 89th Airlift Wing Legal Office
- 89th Airlift Wing Safety Office (Ground Safety)
- 89th Civil Engineer Squadron (Env Flight)
- Maintenance Contractor (DynCorp)
- Supply Contractor (Trend Western)
- Naval Air Facility
- 113th Wing, Air National Guard
- 459th Airlift Wing

Additional technical representatives shall participate as deemed necessary by the HMMPT.

Objectives: To ensure the AAFB Hazardous Materials Pharmacy Program accomplishes the following:

- Provides timely and flexible hazardous materials support for all missions at AAFB.
- Supports processes to protect the health and safety of workers using hazardous materials at AAFB.
- Supports processes to ensure environmental stewardship at AAFB.
- Educates all AAFB personnel on appropriate processes that support sound management of hazardous materials.
- Reduces use of hazardous materials and generation of hazardous waste at AAFB.
- Provides hazardous materials data for all regulatory reporting requirements.
- Meets the goals and objectives of DOD, Air Force and AMC for the operation of an effective and efficient Hazardous Materials Pharmacy Program at AAFB.
- Establishes policies and processes that ensure the long-term success of the AAFB Hazardous Materials Pharmacy Program.
- Advocates for resources necessary to carry out the AAFB Hazardous Materials Pharmacy

Program.

Approval:

_____//signed//_____
DANE R. MARTIN, Colonel, USAF
Vice Commander, 89th Airlift Wing

____15 April 02_____
Date

Attachment 4

STANDARD PROCESS FLOW FOR PERSONNEL OBTAINING HAZMAT

