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**Civil Engineer**



**HAZARDOUS MATERIALS (HAZMAT)  
MANAGEMENT PROCESS (HMMP)**

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This instruction implements Air Force Instruction 32-7086, *Hazardous Materials Management*, 1 August 1997, and AMC Supplement 1, 1 December 1998. It establishes the procedures and assigns responsibilities for implementing the Hazardous Materials (HAZMAT) Management Process (HMMP) at MacDill Air Force Base (AFB). Organizational responsibilities for HAZMAT management are delineated and the “cradle to grave” management process is defined. It applies to all 6th Air Mobility Wing (6 AMW) units including Nonappropriated Funds (NAF) activities and all Department of Defense (DoD) contractor and tenant units that procure, store, package, handle, or use hazardous materials.

**1. General Information.** AFI 32-7086 contains information on general procedures and HMMP program requirements. This instruction supplements and implements AFI 32-7086.

**2. Concept of Operations – Organizational Relationships.**

2.1. The Base Hazmart Pharmacy serves as the primary hazardous materials retail outlet for the HMMP. The Hazmart Pharmacy is aligned within the 6th Logistics Readiness Squadron (6 LRS), under the 6th Mission Support Group (6 MSG), and is operated by the Winston-Salem Institute for the Blind (WSIB) through a Memorandum of Agreement (MOA). MacDill AFB utilizes the Air Force Environmental Management Information System (AF-EMIS) as the Defense Environmental Security Corporate Information Management (DESCIM) approved tracking system to track HAZMAT on the installation. All applicable base functional areas and work centers that purchase and use HAZMAT will be enrolled in AF-EMIS. The AF-EMIS HMMP Coordinator, 6th Civil Engineer Squadron, Environmental Engineering Flight (6 CES/CEV), serves as the focal point for the submission of HAZMAT Authorization Requests and data entries to AF-EMIS necessary to create an authorization record. In addition, the AF-EMIS HMMP Coordinator manages the free-issue program and acts as final authority for determining if an item qualifies for inclusion in the free-issue inventory. Contractors, transient aircraft, and temporary duty (TDY) personnel bringing HAZMAT onto the installation must also comply with portions of this instruction.

2.2. HAZMAT Chemical Staging Areas (CSA). CSA is synonymous with Installation Source of Supply (SOS), AFI 32-7086, paragraph 2.6.5., and Hazardous Materials Control Center (HMCC), AMC Supplement 1, AFI 32-7086, paragraph 2.6.5. (Added).

2.2.1. The Base Hazmart Pharmacy (WSIB operated Paperclips Etc. store) is the primary CSA on MacDill AFB and is designated in AF-EMIS as CSA 99. Paperclips Etc. is available to provide HAZMAT requisitioning support to all MacDill AFB HAZMAT customers.

2.2.2. The Joint Communications Support Element (JCSE) is designated in AF-EMIS as CSA 01 and provides HAZMAT support for JCSE and the 290th Joint Communications Support Squadron (JCSS). Purchases of HAZMAT through the JCSE CSA are tracked and managed internally by JCSE. Although JCSE operates an independent acquisition program, that does not prevent JCSE/JCSS work centers from utilizing CSA 99 as a source of supply for authorized HAZMAT requirements.

2.2.3. The 6 CES Contractor Operated Civil Engineer Supply Store (COCESS) is designated in AF-EMIS as CSA 02 and managed by the CE Logistics Flight. The 6 CES manages HAZMAT procurement and tracking internally. The Pollution Prevention Program Coordinator (AF-EMIS HMMP Coordinator) is the focal point for managing 6 CES HAZMAT authorizations and posting shop inventory reconciliations. Although 6 CES operates an independent acquisition program, this does not prevent 6 CES work centers from purchasing authorized HAZMAT from CSA 99.

2.2.4. The 6th Logistics Readiness Squadron, Vehicle Management Flight (6 LRS/LGRV) Contractor Operated Parts Store (COPARS) is designated in AF-EMIS as CSA 03. Purchases of HAZMAT through the COPARS CSA are tracked and managed internally. Although LGRV operates an independent acquisition program, that does not prevent LGRV work centers from purchasing authorized HAZMAT from CSA 99.

2.2.5. The 6th Maintenance Squadron (6 MXS) operates the "Flightline Hazmart" and is designated in AF-EMIS as CSA 04. CSA 04 is a forward satellite pharmacy in direct support of flightline HAZMAT requirements. CSA 04 purchases HAZMAT from both CSA 99 and other sources as necessary, maintaining sufficient balances for uninterrupted flightline mission support. HAZMAT issued by CSA 04 is tracked and managed internally by flightline Hazmart personnel.

2.2.6. The 6th Services Squadron (6 SVS) procures HAZMAT using NAF and purchases HAZMAT from both CSA 99 and other sources as necessary.

2.2.7. Each CSA is responsible to ensure HAZMAT purchased by their activity is authorized, processed, bar coded, and tracked through AF-EMIS.

2.2.8. Additional CSAs can be added to AF-EMIS to manage HAZMAT procured by independent acquisition programs. When a requirement exists for the addition of a CSA, the requesting organization will coordinate with the 6 CES AF-EMIS HMMP Coordinator.

2.3. Each group within the wing will appoint in writing a group environmental manager (EM). Appointment letters will be forwarded to 6 CES/CEV and be updated at least annually. Group EM responsibilities are contained in roles and responsibilities.

### **3. Roles And Responsibilities.**

3.1. Environmental Protection Committee (EPC) Chair:

- 3.1.1. Provides all necessary resources to include manpower, facilities, and equipment needed to effectively and efficiently run the HMMP.
  - 3.1.2. Charters an HMMP Team as a subcommittee of the installation EPC to recommend policies and procedures for control of HAZMAT on MacDill AFB.
  - 3.1.3. Ensures that all base agencies, tenants, and contractors using HAZMAT on MacDill AFB are active participants in the HMMP.
  - 3.1.4. Promotes and supports the HMMP.
- 3.2. 6th Mission Support Group (6 MSG):
- 3.2.1. Provides the necessary resources and support for the successful operation of the Base Hazmart Pharmacy (CSA 99).
  - 3.2.2. Overall responsible for the management and operation of the Base Hazmart Pharmacy (CSA 99).
  - 3.2.3. 6 MSG Environmental Manager (6 MSG/EM):
    - 3.2.3.1. Participates as a permanent member of the Hazardous Materials Management Process Team.
    - 3.2.3.2. Responsible to the 6 MSG Commander for the administration, management, and continuous conformity of the Environmental Compliance and Management Assessment Program (ECAMP).
    - 3.2.3.3. Ensures 6 MSG compliance with all Federal, State, Local, DoD, and Air Force environmental regulations.
    - 3.2.3.4. Monitors storage, management, inventory, and reporting of hazardous materials for the 6 MSG.
    - 3.2.3.5. Monitors the AF-EMIS database and identifies to the HMMP Team expired hazardous materials authorization records.
    - 3.2.3.6. Assists all 6 MSG assigned activities in the proper use of AF-EMIS, provides reports when requested, and performs data entry inputs to maintain current and accurate AF-EMIS data records.
    - 3.2.3.7. Assists the 6th Logistics Readiness Squadron Commander (6 LRS/CC), Base Hazmart Pharmacy personnel, Vehicle Management Flight Hazmart personnel, and the AF-EMIS HMMP coordinator with the management of the AF-EMIS.
    - 3.2.3.8. Assists the AF-EMIS HMMP Coordinator with data entries required to establish authorization records in the AF-EMIS database.
  - 3.2.4. 6 LRS Management and Systems Flight (6 LRS/LGRS):
    - 3.2.4.1. Performs Quality Assurance oversight for Hazmart (CSA 99) operations as prescribed in the Memorandum of Agreement, Winston-Salem Industries for the Blind, Inc. and MacDill AFB, 19 Jul 00 (OPR: 6 LRS/CC).
    - 3.2.4.2. Provides written reports of Quality Assurance evaluations related to WSIB to the HMMP Team.

3.2.5. 6 LRS Material Management Flight (6 LRS/LGRM):

3.2.5.1. Provides flammable and corrosive storage space for the free issue inventory.

3.2.5.2. Grants warehouse access/space in building P-49 to 6 CES/CEV for the purpose of managing the free issue inventory.

3.2.6. 6th Contracting Squadron (6 CONS):

3.2.6.1. Provides Air Force Government Wide Purchase Card cardholder and billing official training consistent with the requirements set forth in AFI 64-117, *Air Force Government-Wide Purchase Card Program*.

3.2.6.2. Provides the AF-EMIS HMMP Coordinator a schedule of training dates, times, and locations.

3.2.6.3. Performs annual surveillance of billing officials as prescribed in AFI 64-117 and reports to the HMMP Team any unauthorized HAZMAT purchases noted.

3.2.6.4. Ensures that all contracts under the control of 6 CONS that may require or result in contractors using HAZMAT on MacDill AFB contain Federal Acquisition Regulation contract clauses 52.223-3 and 52.223-5. (**NOTE:** Information required to comply with section 312 of EPCRA includes quantities of Hazmat used during contract period.)

3.2.6.5. Participates in the HMMP Team as necessary.

3.2.7. 6th Civil Engineer Squadron (6 CES):

3.2.7.1. Provides the necessary resources and support for the successful operation of the CE CSA (CSA 02).

3.2.7.2. Responsible for the management and operation of the CE CSA.

3.2.7.3. Advocates for funding and support of the HMMP to Headquarters, Air Mobility Command (HQ AMC), Installation Wing leadership, and assigned tenant units.

3.2.7.4. Ensures that all contracts under the control of 6 CES/CELC, Contracts Branch, that may require or result in contractors using HAZMAT on MacDill AFB contain Federal Acquisition Regulation contract clauses 52.223-3 and 52.223-5. (**NOTE:** Information required to comply with section 312 of EPCRA includes quantities of Hazmat used during contract period.)

3.2.7.5. 6 CES/CEV:

3.2.7.5.1. Chairs the HMMP Team.

3.2.7.5.2. Reviews HAZMAT authorization requests to identify all impacts to the environment the proposed use of the HAZMAT may cause, i.e., Air Emissions, Storm Water, Wastewater Treatment, Hazardous Waste, etc.

3.2.7.5.3. Programs authorized funding requirements for all CSAs, i.e., training, equipment, Automated Data Processing Equipment, etc., through the A-106 process.

3.2.7.5.4. Serves as the AF-EMIS HMMP Coordinator for the submission and data entry of new HAZMAT authorization requests.

3.2.7.5.5. Manages the free issue program and inventory.

3.2.7.5.6. Manages the HMMP pre-approval process for Air Force Government-Wide Purchase Card HAZMAT purchase requests.

3.2.7.5.7. In conjunction with 6 CONS (LGC), conducts Air Force Government-Wide Purchase Card cardholder and billing official training for MacDill's HMMP.

3.2.7.5.8. Assists all CSAs in managing their HAZMAT data management duties and assists in resolving discrepancies when requested.

3.2.7.5.9. Serves as the HMMP Team point of contact for the 6 LRS/LOGNET AF-EMIS System Administrator for all AF-EMIS Server requirements.

3.2.8. 6th Communications Squadron (6 CS):

3.2.8.1. Maintains necessary network connectivity for agencies identified by the HMMP Team that require access to AF-EMIS.

3.2.8.2. Participates in the HMMP as necessary.

3.2.9. Hazmart Manager (CSA 99):

3.2.9.1. Participates in the HMMP.

3.2.9.2. Ensures HAZMAT issued by CSA 99 is authorized, processed, bar coded, issued, and tracked through AF-EMIS.

3.2.9.3. Complies with the additional responsibilities defined in the Memorandum of Agreement, Winston-Salem Industries for the Blind, Inc., and MacDill AFB, 19 Jul 00 (OPR: 6 LRS/SUPS).

3.3. 6th Maintenance Group (6 MXG):

3.3.1. Provides the necessary resources and support for the successful operation of the Flight Line Hazmart (CSA 04).

3.3.2. Overall responsible for the management and operation of the Flight Line Hazmart (CSA 04).

3.3.3. 6 MXG Environmental Manager (6 MXG/EM).

3.3.3.1. Participates as a permanent member of the Hazardous Materials Management Process Team.

3.3.3.2. Responsible to the 6 MXG Commander for the administration, management, and continuous conformity of the Environmental Compliance and Management Assessment Program (ECAMP).

3.3.3.3. Ensures 6 MXG compliance with all Federal, State, Local, DoD, and Air Force environmental regulations.

3.3.3.4. Monitors storage, management, inventory, and reporting of hazardous materials for the 6 MXG.

3.3.3.5. Assists all 6 MXG assigned activities in the proper use of AF-EMIS, provides reports when requested, and performs data entry inputs when required to maintain current and accurate AF-EMIS data records.

- 3.3.3.6. Assists the 6th Maintenance Squadron Flight Line Hazmart personnel and the AF-EMIS HMMP coordinator with the management of the AF-EMIS.
- 3.3.4. 6th Maintenance Operations Squadron, Logistics Network Office (6 MOS/LOGNET).
  - 3.3.4.1. Performs System Administrator duties for the AF-EMIS server.
  - 3.3.4.2. Coordinates with 6 CES/CEV for equipment/software support requirements (see paragraph 3.2.6.5.3. above).
  - 3.3.4.3. Coordinates with 6 CES/CEV for scheduled server down time.
  - 3.3.4.4. Maintains AF-EMIS on client systems and provides client systems access/connectivity to the Hazardous Materials Information System (HMIS).
  - 3.3.4.5. Participates in the HMMP as necessary.
- 3.4. 6th Operations Group
  - 3.4.1. Appoints, by submission of appointment letter to 6 CES/CEV, a Group Environmental Manager.
  - 3.4.2. 6th Operations Group, Environmental Manager (6 OG/EM).
  - 3.4.3. Participates as a member of the Hazardous Materials Management Process Team on an as required basis.
  - 3.4.4. Responsible to the Operations Group Commander for the administration, management, continuous conformity and participation in the Environmental Compliance Assessment and Management Program (ECAMP).
  - 3.4.5. Ensures the Operations Group compliance with all Federal, State, Local, DOD and Air Force environmental regulations.
  - 3.4.6. Monitors storage, management, inventory and reporting of hazardous materials for the Operations Group.
- 3.5. 6th Medical Group.
  - 3.5.1. Appoints, by submission of appointment letter to 6 CES/CEV, a Group Environmental Manager.
  - 3.5.2. 6th Medical Group Environmental Manager (6 MDG/EM).
  - 3.5.3. Participates as a member of the Hazardous Materials Management Process Team on an as required basis.
  - 3.5.4. Responsible to the Medical Group Commander for the administration, management, continuous conformity and participation in the Environmental Compliance Assessment and Management Program (ECAMP).
  - 3.5.5. Ensures the Medical Group's compliance with all Federal, State, Local, DOD and Air Force environmental regulations.
  - 3.5.6. Monitors storage, management, inventory and reporting of hazardous materials for the Medical Group.
- 3.6. Bioenvironmental Engineering, 6th Aerospace Medicine Squadron (6 AMDS/SGPB).

- 3.6.1. Be a permanent member of the HMMP Team.
- 3.6.2. Reviews HAZMAT authorization requests to identify all potential health concerns the proposed use of the HAZMAT may cause, i.e., Personal Protection Equipment (PPE) requirements, engineering controls, etc.
- 3.6.3. Serves as the primary focal point for MSDSs, evaluate MSDSs for adequacy of information, and research and/or obtain any missing data with the assistance of the hazardous material requestor.
- 3.6.4. Maintains the installation's master HAZMAT authorization request file.
- 3.6.5. Evaluates materials on hand in each shop during workplace Activity Assessments, aka Industrial Hygiene (I.H.) surveys, as prescribed in AFI 48-145, *Occupational Health Program*, to ensure stockpiling is not taking place and each HAZMAT found is authorized in AF-EMIS.
- 3.6.6. Evaluates data contained in AF-EMIS Shop records for accuracy during I.H. surveys and update AF-EMIS shop records as required.
- 3.6.7. Reports findings of I.H. surveys to the SGPB HMMP Team representative.
- 3.7. 6th Air Mobility Wing Safety Office (6 AMW/SE).
  - 3.7.1. Be a permanent member of the HMMP Team.
  - 3.7.2. Reviews HAZMAT authorization requests to identify all potential safety concerns associated with the proposed use of the HAZMAT, i.e., special storage requirements, safety equipment, etc.
  - 3.7.3. Identifies during periodic ground safety inspections any noted use of unauthorized HAZMAT and report such use to the HMMP Team.
- 3.8. 6 AMW HMMP Team.
  - 3.8.1. The HMMP Team is comprised of representatives from 6 CES/CEV (team leader), 6 AMDS/SGPB, 6 AMW/SE, 6 AMW/JA (as required), and 6 AMW/PA (as required). The HMMP Team reports directly to the EPC chairperson.
  - 3.8.2. Meets weekly to review new HAZMAT authorization requests submitted to the AF-EMIS HMMP Coordinator.
  - 3.8.3. Periodically reviews this instruction and updates as necessary.
  - 3.8.4. Develops metrics to indicate how well the HMMP is serving the customers' needs and meeting the requirements of the HMMP.
  - 3.8.5. Provides briefings on the status of the MacDill AFB HMMP to the Wing Environmental Protection Committee (EPC).
  - 3.8.6. Annually reviews shop authorizations to determine if authorizations reflect actual needs.
  - 3.8.7. Provides customers assistance in completing HAZMAT Authorization Requests and assists in obtaining MSDSs for HAZMAT products.
- 3.9. Work Center Supervisors.

- 3.9.1. Responsible for the control, implementation, and management of the HMMP within their work center.
  - 3.9.2. Appoint a primary and alternate HM point of contact (POC) and provide this information to the SGPB HMMP Team representative. Update POC information as necessary.
  - 3.9.3. Ensure all HAZMAT used in the work center is authorized, processed, and tracked through AF-EMIS. This includes HAZMAT purchased via the Air Force Government-Wide Purchase Card.
  - 3.9.4. Ensure that bar code information for consumed HAZMAT is provided to either the 6 CES/CEV AF-EMIS HMMP Coordinator or the CSA where the materials were obtained.
  - 3.9.5. Maintain an AF-EMIS authorization list and MSDSs for HAZMAT authorized for the work center.
  - 3.9.6. Participate in the free issue program by coordinating with the AF-EMIS HMMP Coordinator when excess serviceable HAZMAT is identified (see paragraph 2.1. and paragraph 9.).
  - 3.9.7. Contact the AF-EMIS HMMP Coordinator prior to purchasing new HAZMAT so that the HMMP Coordinator can check for the availability of free issue materials to satisfy the request.
  - 3.9.8. Maintain no more than a 10 working day supply of HAZMAT within the work center (as practicable) unless authorized by the HMMP. This applies only to unopened containers.
- 3.10. TDY/Deployed Units.
- 3.10.1. Units deploying to MacDill AFB with HAZMAT in their deployment kits will be required during the pre-deployment discussions to provide the following information on HAZMAT in the kits to their host unit at MacDill AFB:
    - 3.10.2. National Stock Number (NSN) for each HAZMAT item in the kit.
    - 3.10.3. MSDS for each HAZMAT in the kit.
    - 3.10.4. Quantity of each HAZMAT in the kit.
    - 3.10.5. The unit host at MacDill will maintain a copy of the list and provide a copy to 6 CES/CEV.
    - 3.10.6. Not later than the conclusion of the deployment, the MacDill AFB host unit will identify to 6 CES/CEV the items and quantities of HAZMAT used during the deployment.

#### **4. Hazardous Materials Management Functions.**

- 4.1. AF-EMIS Processing and Inventory Management:
  - 4.1.1. The following procedures apply to all CSAs.
    - 4.1.2. AF-EMIS for MacDill AFB is configured to assign a bar code number upon receipt. This allows for items in the CSA inventory to be bar coded prior to issuing the items to the customer. CSA workers use the "Staging Area" menu in AF-EMIS to process a "receive from off base" transaction in order to add the item(s) to the CSA inventory.
    - 4.1.3. Bar codes are assigned manually by each CSA. Bar code number configuration consists of the current days' Julian date followed by a three to four-position serial number. Serial numbers are assigned to CSAs as follows:

Hazmart Pharmacy	CSA 99	001 through 999
JCSE	CSA 01	1000 through 1999
Civil Engineering	CSA 02	3000 through 3999
6 LRS/LGRVM	CSA 03	2000 through 2999
6 MXS	CSA 04	4000 through 4999
6 SVS	CSA 05	5000 through 5999

**EXAMPLE:** The Julian date for the 31st of January 2002 is 2031. The first item of the day received by CSA 02 on that date would be assigned bar code number 20313000.

4.1.4. CSAs will maintain a log for tracking their bar code numbers. The log will contain as a minimum, the name of the item, the NSN or Local Stock Number (LSN), and the bar code number assigned. Additional information such as the AF-EMIS Shop Code for issues or the word “Stock” for inventory replenishment items can be added at the discretion of the CSA supervisor.

4.1.5. All CSAs will reconcile their inventory at least annually to verify items on hand match inventory records in AF-EMIS. More frequent reconciliations may be warranted (and are encouraged) for CSAs with a high volume of transactions. Results of the inventory reconciliation will be summarized and forwarded to the HMMP EMIS Coordinator.

4.1.6. Transfer of Items Between CSAs:

4.1.6.1. HAZMAT purchased from a CSA is transferred from the issuing CSA inventory to the receiving CSA inventory. This is accomplished by the issuing CSA personnel using the “staging area” menu, issue to Chemical Staging Area screen. Subsequently, the receiving CSA personnel use the “staging area” menu, receive materials from Chemical Staging Area screen to receive the item(s). This completes the transfer of the item(s) and the receiving CSA personnel can then process an issue to the shop (if required). (**NOTE:** On transfers of HAZMAT between CSAs, the receiving CSA must process the receive materials from Chemical Staging Area to complete the transaction in AF-EMIS.. This applies regardless of the CSAs involved.)

## 5. Data Base Management and User Access.

5.1. Agencies requiring access to AF-EMIS submit requests to the HMMP Team. User access levels are assigned by the HMMP Team commensurate with the duties assigned to the user.

5.2. Agencies with user access to AF-EMIS will notify the HMMP Team of personnel changes to ensure that departing individuals are removed from the users table.

5.3. Nightly back up routines will be performed by the AF-System Administrator to ensure that, in case of server failure, no more than one day’s data will be lost.

5.4. The AF-System Administrator will perform software and hardware upgrades to the AF-EMIS server and, with the assistance of CES/CEV, perform client software updates as required.

## 6. Authorization Process.

6.1. Requests for new authorizations are submitted on AF Form 3952, **Chemical Hazardous Material Request/Authorization**, AF-EMIS Electronically generated AF Form 3952 or AF-EMIS Elec-

tronically Generated Authorization Request Worksheet. Requestors complete the document, sign, and obtain the signature of the Shop Certifying Official. Requestors and certifying officials can be the same person provided the individual is identified on the AF-EMIS shop record as a certifying official. Requestors can also go to 6 CES/CEV, Bldg. 147, room 309, with all the necessary information (NSN, LSN, Mfg. Part #, MSDS, etc.) and have an electronically prepared AF Form 3952 generated. Forward completed forms to 6 CES/CEV for review and data entry.

6.2. Requests for new authorizations are reviewed weekly (normally on Thursdays at 0800) by HMMP Team approving officials. Requestors with immediate requirements can walk through completed requests to each of the HMMP Team approving officials for review/approval (SGPB/SE/CEV).

6.3. Requests for new authorizations must be accompanied by the manufacturer's specific MSDS. MSDSs can be obtained from a number of sources such as the retail establishment, the manufacturer or manufacturer's web site, Bioenvironmental Engineering, Paperclips Etc., and the HMMP Coordinator.

## 7. Issue and Tracking Process.

7.1. All CSAs will bar code all HAZMAT issued using the bar code numbering system described in paragraph 4.1.3. above (exceptions are cited in paragraph 7.4. below and Attachment 2). Issue quantities can be for all or part of the authorized quantity as long as multiple issues do not exceed the shop's authorized quantity. Requests for HAZMAT in excess of authorized quantities will be evaluated by the HMMP Team on a case-by-case basis. CSA personnel will check the shop's current inventory balance prior to processing an issue to determine current inventory balances. This is accomplished using the "staging area" menu and the receive materials from shop, empty containers screen. If the database reflects a current quantity for the requested item and the requestor indicates he no longer has the item, the requestor will be instructed to provide an inventory usage update prior to the issue being processed.

7.2. Work centers that receive HAZMAT delivered directly from vendors for items such as compressed gases will notify their servicing CSA to ensure the quantities are properly issued through AF-EMIS, and previously issued quantities are processed as consumed (see paragraph 7.4.).

7.3. Work centers will periodically report consumed HAZMAT items to either the HMMP Coordinator or the CSA from where the items were issued. This action completes the "grave" portion of "cradle to grave" tracking. Information will include, at a minimum; AF-EMIS Shop Code, NSN, and bar code number. Frequency of reporting will be dependent on frequency of consumption but will be submitted at least monthly. Contact the HMMP AF-EMIS coordinator for an automated usage reporting log sheet and shop inventory printout.

### 7.4. Special processing procedures.

7.4.1. Batteries: It is not practical to track a battery throughout its service life. Therefore, batteries will be processed through AF-EMIS using the following procedures, provided the shop requesting the battery has a valid authorization as cited in paragraph 6. above:

7.4.1.1. Using the "staging area" menu, process a receive materials from off base and assign a bar code number as cited in paragraph 4.1.3. above.

7.4.1.2. Using the "staging area" menu, process an issue to the shop or CSA as applicable.

7.4.1.3. Once the battery(s) has been issued to the shop, use the "staging area" menu and pro-

cess a receive materials from shop empty container.

7.4.2. Compressed gases: Cylinders of compressed gases are often delivered directly to the requestor by a vendor and therefore often outside the normal visibility of the hazardous materials management process. To ease the administrative burden on both the user and the vendor, the following procedures will be used to track compressed gases. The requesting shop must have a valid authorization as cited in paragraph 6. above.

7.4.2.1. The requestor will notify the servicing CSA when delivery/refill of gas cylinders occurs.

7.4.2.2. The servicing CSA, using the “staging area” menu, will process a receive from shop empty containers transaction to remove the previously issued quantity (if any). Using the “staging area” menu, process a received from off base for the new quantity and then process an issue to the shop for the requested compressed gas in the applicable size. The bar code will then remain in the shop’s AF-EMIS inventory record until replenishment occurs. (Printed labels will be provided to users when requested.)

## **8. Air Force Government-Wide Purchase Card Procedures.**

8.1. HAZMAT items purchased with the Government-Wide Purchase Card (hereafter referred to as the purchase card) are subject to the same pre-approval and tracking requirements cited in paragraphs 2.2. and 6.1. above. Prior to purchasing any HAZMAT using the purchase card, the user will contact the HMMP Coordinator to verify that a valid authorization exists and that the material is not available in the free issue inventory. (Recurring authorized purchases from Paperclips Etc. only require coordination for availability of requested materials in free-issue.)

8.2. If a valid authorization does not exist in AF-EMIS, the requestor will follow the procedures in paragraph 6.1. above.

8.3. Once a valid authorization is established in AF-EMIS, the requestor contacts the HMMP Coordinator for a HAZMAT purchase authorization number (except second and subsequent purchases from Paperclips Etc.). Immediately after purchasing the HAZMAT from a source other than Paperclips Etc., the requestor will go to Paperclips Etc. for AF-EMIS processing and bar coding (reference AFI 32-7086, Chapter 2, paragraph 2.6.4.12.). No HAZMAT obtained from the use of the purchase card will be taken to the work center until after AF-EMIS processing and bar coding. Any exceptions must be approved by the HMMP Coordinator.

8.4. Usage reporting for HAZMAT acquired with the purchase card will be accomplished as cited in paragraph 7.3. or 7.4. above.

8.5. The HMMP Coordinator will notify the 6th Contracting Squadron’s purchase card program manager of any unauthorized deviations from these procedures.

## **9. Free Issue Management.**

9.1. The concept of a free issue inventory was devised to divert excess serviceable HAZMAT from management as hazardous waste. Certain excess serviceable HAZMAT may qualify for inclusion in the free issue inventory for subsequent re-issue. Qualification is contingent on the conditions cited below.

9.2. Excess HAZMAT must be serviceable as determined by user knowledge, the HMMP Coordinator's assessment, or both. Materials must have at least 60 days shelf life remaining. Container labels must be completely legible. Containers must be at least half full. There must be at least two authorized users loaded in AF-EMIS.

9.3. The free issue inventory will be stored in the appropriate storage bay, based on hazardous characteristics, in Building P49, 6 LRS/LGRM. The inventory will be physically segregated from the Paperclips Etc. owned HAZMAT inventory and will be stored in compliance with all appropriate regulations.

9.4. The HMMP Coordinator will manage the free issue inventory and be available to accept qualified materials at least once weekly and more often as necessary. Free issue HAZMAT items are subject to all of the management requirements as non-free issue HAZMAT. The HMMP Coordinator will determine at what point in time a free issue HAZMAT item will be turned over to the MacDill AFB Hazardous Waste manager for disposal as waste.

9.5. HAZMAT items accepted into the free issue inventory that are void of a bar code will be assigned a bar code number as described in paragraph 4.1.3. above, using serial numbers 9000-9999. In addition, non-bar coded turn-ins will be documented and tracked by the HMMP EMIS coordinator to identify organizations that exhibit trends in unauthorized purchasing.

## **10. HAZMAT Reports.**

### **10.1. CSA Required Reports.**

10.1.1. CSA personnel utilize the AF-EMIS Report Generator to generate reports required to manage their respective inventories. Reports used to accomplish this include but are not limited to Staging Area, Inventory, Current Inventory Listing; Staging Area, Bar Code Reports, and Inventory.

10.1.2. CSA and shop personnel can contact the HMMP EMIS Coordinator to request reports.

BRIAN T. KELLY, Colonel, USAF  
Commander

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

AFI 32-7045, *Environmental Compliance Assessment and Management Program (ECAMP)*

AFI 32-7086, *Hazardous Materials Management*

AFI 32-7086/AMC Sup 1, *Hazardous Materials Management*

AFI 48-145, *Occupational Health Program*

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

MACDI 48-104, *Hazard Communication (HAZCOM) Program*

***Terms***

**AF-EMIS**—Air Force Environmental Management Information System. A server based automated database specifically designed to manage, track, and generate reports specific to the use of hazardous materials on Air Force installations.

**AUTHORIZATION**—A record maintained in AF-EMIS to identify the manner, quantity, frequency, and task associated with the use of a hazardous material within a shop. A valid authorization record must exist before HAZMAT can be issued to the shop through AF-EMIS.

**BAR CODE NUMBER**—A number assigned as cited in paragraph 4.1.3. that records a specific unit of hazardous materials as an inventory record in AF-EMIS.

**BAR CODE LABEL**—A label that contains the NSN/LSN and Bar Code Number that is affixed to a hazardous material for tracking purposes.

**CSA**—Chemical Staging Area. A location where procurement of HAZMAT occurs. CSAs may or may not maintain an inventory of hazardous materials on hand to meet recurring customer requests. CSAs that store hazardous materials must ensure all applicable storage requirements are complied with.

**DESCIM**—Defense Environmental Security Corporate Information Management.

**ECAMP**—Environmental Compliance Assessment and Management Program. Air Force internal audit program to assess an installation's environmental compliance status. (See AFI 32-7045, *Environmental Compliance Assessment and Management Program (ECAMP)*.)

**FREE ISSUE INVENTORY**—An inventory of excess, serviceable HAZMAT available to authorized users at no cost. Access/submission of items to the MacDill free issue inventory is controlled by 6 CES/CEV.

**HAZMAT (HAZARDOUS MATERIAL)**—An item considered hazardous by Federal, State, or local regulations. See AFI 32-7086, Attachment 1, for a more complete definition of HAZMAT.

**HAZMART PHARMACY**—The central facility on an Air Force installation, assigned to the Mission Support Group, where personnel stock, store, issue, and distribute HAZMAT. The MacDill AFB Hazmart Pharmacy is operated by the Winston-Salem Institute for the Blind, Paperclips Etc. office.

**HMIS**—Hazardous Materials Information System. Automated material safety data sheet (MSDS) database.

**SHOP CODE**—A unique five-position number assigned to shops enrolled in the HMMP and a primary index record loaded in AF-EMIS. Synonymous with AF-EMIS “account number”.

**Attachment 2****EXEMPTIONS**

**A2.1.** The following items are exempt from AF-EMIS tracking under the circumstances cited. This does not eliminate these items from the requirements set forth in the Hazardous Communications (HAZCOM) program as defined in MACDI 48-104, *Hazard Communication (HAZCOM) Program*, or disposal rules promulgated in the Resource Conservation Recovery Act and Florida Department of Environmental Protection Laws. This exemption applies only to the AF-EMIS Hazardous Materials Management Process Program.

**A2.2.** These items do not require authorization and/or AF-EMIS bar code tracking provided they are ordered and stored in quantities one could reasonably expect to be commensurate with a normal consumer. It is required that shops have an MSDS on hand for these items for HAZCOM program compliance.

A2.2.1. Commercial household cleaning items used to maintain facilities:

- Bleach
- Floor Wax
- Floor Stripper
- Windex/Window Cleaner
- Restroom Cleaning Products
- Tile Cleaner

A2.2.2. Office Supplies/Products:

- Shredder Oil
- Printer Cartridges
- Printer Toner
- Desiccant

A2.2.3. Vehicle Care Products:

- Windshield Cleaner
- Armor All/Tire Care Products
- Car Soap/Wax

A2.2.4. Laboratory Use: Items used in a research laboratory under the direct supervision of a qualified laboratory technician are exempt.