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PACIFIC AIR FORCES**



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Supplement 1**

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Civil Engineering

HAZARDOUS MATERIALS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements Air Force Instruction 32-7086, Hazardous Material Management. It establishes procedures and standards that govern management of hazardous materials (HAZMAT) throughout the Pacific Air Forces (PACAF). It applies to all Air Force personnel (at classified and unclassified operations) who authorize, procure, issue, use, or dispose of HAZMAT; and to those who manage, monitor, or track any of the preceding activities.

SUMMARY OF REVISIONS

This revision incorporates new requirements contained in Air Force Instruction (AFI) 32-7086, as well as feedback and comments recommended by hazardous material management functional areas. The PACAF Supplement has been organized by functional areas in order to better parallel AFI 32-7086.

AFI 32-7086, 1 August 1997, is supplemented as follows:

1.9.1. The installation EPC or ESOH chair may elect to designate the Support Group Deputy (or 18 CEG Deputy at Kadena only) as the HMMP Team leader. The intent is for the CE squadron commander or Deputy who has environmental quality responsibilities to lead the HMMP team. Based on local conditions, the installation EPC or ESOH chair may elevate the leadership to the next higher level within the CE chain of command.

1.9.2.3. The HMMP team will review and validate HMMP-related funding requirements, in accordance with PACAF HMMP funding policy in Attachment 1, Table A1.1. General Office Supplies are a unit responsibility. TDYs listed are P2 funds eligible but actual funding will be based on conference/workshop agenda.

1.9.3. The HMMP Team will consolidate all unauthorized usage of HAZMAT and report findings to the EPC.

2.2.5. The host HAZMART will track all HAZMAT by process and facility location, to include satellite locations and sister-service tenants.

2.3. The HAZMART office will be aligned under the Chief of Supply at PACAF installations.

2.3.4.1. The AF Form 3952 will be coordinated with appropriate CE, SE, and SG office for authorization by the work area supervisor.

2.3.4.4. The SG will forward an updated Authorized Users List (AUL) to the HAZMART as soon as changes are processed.

2.3.4.5. The HAZMART will maintain all completed AF Forms 3952 for a minimum of two years.

2.6.1.2. The HMMP team will validate funding requirements. HAZMAT Pharmacy Program (HPP) environmentally-related requirements will be prioritized and forwarded to the installation EPC Pollution Prevention Subcommittee for consolidation and prioritization with other pollution prevention funding requirements. The installation EPC will validate and prioritize all environmentally related funding requirements prior to forwarding to HQ PACAF Environmental Quality Division.

2.6.2.1. The CE squadron commander or Deputy with environmental quality responsibilities will chair the HMMP team meetings. At the discretion of the installation EPC or ESOH chair, the HMMP team chair may be elevated to the Support Group Deputy (18 CEG Deputy at Kadena only).

2.6.2.3. Air Force - Environmental Management Information System (AF-EMIS) is a DESCIM-approved HAZMAT tracking system. CE will provide management oversight to the DESCIM-approved HAZMAT tracking system. CE will be the system administrator, with the HAZMART providing assistance by performing daily backup and day-to-day operations. Should a problem with the DESCIM-approved HAZMAT tracking system arise that cannot be fixed by HAZMART personnel or the CE system administrator, CE will engage DESCIM and AFCEE for assistance in correcting the problem. The DESCIM-approved HAZMAT tracking system server will reside in the HAZMART.

2.6.2.5. CE will review AF Form 3952 to identify HAZMAT that may generate hazardous waste (HAZWASTE), special waste or require recycling using the Standardized List of Issue Exception (SLIX) codes at Attachment 2, Table A2.1.

2.6.2.7. CE will provide feedback to customers on the status of funding requirements to include, but not limited to, additional information required, acceptance or rejection.

2.6.2.7.1. (Added) CE will manage the HAZWASTE program.

2.6.2.9. (Added) CE will evaluate with SG all issues of HAZMAT declared mission essential by the work center supervisor. If HAZMAT was inappropriately used, it will be reported to the work area unit commander.

2.6.3.2. The HAZMART Office will be aligned under the Chief of Supply.

2.6.4.1. The HazMart Supervisor will attend HMMP team meetings.

2.6.4.4. The HazMart will assist the CE DESCIM-approved HAZMAT tracking system administrator in providing daily backup and day-to-day operations. Should a problem arise that cannot be fixed by HAZMART personnel, the CE system administrator will be notified and assistance requested.

2.6.4.5. The HAZMART supervisor will submit any DESCIM-approved HAZMAT tracking training requirements to CE and SG and forward a copy to HQ PACAF Supply Procedures.

2.6.4.8. The HAZMART will prepare and affix standard bar-code labels to track each HAZMAT prior to issue (reference Attachment 2, Table A2.1.). Radioactive material is a HAZMAT under Federal Standard 313D.

2.6.4.9. If a customer request is not on the authorized user list (AUL), work center supervisor will initiate an AF Form 3952. To avoid mission degradation, a priority hazardous material initial issue request will be honored immediately upon confirmation by the work area supervisor that the item is mission essential. SE, CE, SG will validate the priority hazardous material initial request as soon as possible.

2.6.4.10. The HAZMART supervisor will ensure supply requisition exception (REX) and SLIX codes pertaining to HAZMAT are appropriately loaded. The Chief of Supply may place the HAZMAT stock control and receiving responsibilities within the HAZMART.

2.6.4.11. The HAZMART will provide an adjunct (-1) record on NSNs received in bulk that will be issued in smaller units of issue. HAZMART personnel will not recontainerize bulk materials for issue.

2.6.4.14. The HAZMART will ensure customers review the availability of free issue materials prior to placing an order. Residue and free issue materials should be issued prior to filling orders with new materials, whenever possible and feasible.

2.6.4.14.1. (Added) The HAZMART will only process and accept HAZWASTE generated by Supply (i.e., expired shelf life, damaged material at receipt, etc). Customers having empty containers will clear barcode labels through the HAZMART and CE will determine final disposition of the containers. Any units generating HAZWASTE will be referred to CE for disposal in accordance with the installation's approved Hazardous Waste Management Plan.

2.6.4.16. The HAZMART will provide a copy of all HAZMART funding requirements to HQ PACAF Supply Procedures for validation and track requirements with project numbers provided from CE. Consolidate SE and SG DESCIM computer requirements for input into the A-106 system.

2.6.4.17. (Added) Non-environmental requirements will be funded with unit O&M procedures.

2.6.6.1. SG will ensure Bioenvironmental Engineer attends HMMP Team meetings.

2.6.6.5. SG will be the installation manager for Attachment 2, Table A2.1., to assign code from the Standardized List of Issue Exception (SLIX) for each item tracked by the HMMP. Industrial processes will be assigned with the DESCIM-approved HAZMAT tracking system-coding system. AF-EMIS process codes will be used.

2.6.6.7. In conjunction with work-area supervisors, SG will establish the maximum allowable quantities (quantity per day, week, etc.) for each hazardous material within the work place.

2.6.6.9. (Added) SG will maintain Command Core System (CCS) server as system administrator and assign codes to facilitate HMMP team use.

2.6.6.10. (Added) SG will evaluate with CE all issues of HAZMAT declared mission essential by the work center supervisor. If HAZMAT was inappropriately used, it will be reported to the work area unit commander. The BE will consolidate and report all recommendations of any unauthorized HAZMAT issue to the unit commander and quarterly to the EPC.

2.6.6.11. (Added) BE is the point of contact for radioactive material (RAM) on the installation. SG will maintain an inventory of items containing RAM. At the option of the Chief of Supply the process for RAM storage will either be in Storage and Issue Section or HAZMART.

2.6.7.1. The Ground Safety Manager or designated (ISOX1) will attend meetings. Other safety disciplines will attend as required.

2.6.7.3. SE will submit any DESCIM-approved HAZMAT tracking system training requirements to CE and SG and forward a copy to HQ PACAF/SEG.

2.6.7.5. SE will brief inspection/assessment results at HMMP Team meetings.

2.6.7.8. SE will provide a copy of all HAZMART funding requirements to the HAZMART supervisor and forward to HQ PACAF/SEG for validation.

2.6.8.4. Work area supervisor will give coordinated AF Form 3952 to HAZMART.

2.6.8.5. The completed AF Form 3952 will be routed such that SG will be the final approval for the SLIX codes.

2.6.8.12. Only serviceable material will be accepted by the HAZMART. Any unserviceable material will be processed through CE as HAZWASTE. If the material's serviceability is questionable, the customer will contact the HAZMART for further instructions.

Attachment 1 - Terms

HAZMART -- The facility on an Air Force installation where LGS personnel stock, store, issue, and distribute HAZMAT using the standard base supply system.

Serviceable (Added) -- New, used material which is issuable to all customers for its intended purpose without limitations. Material must have at least 6 months of shelf life remaining.

Unserviceable (Added) -- Contaminated material with expired shelf life which cannot be extended or has failed test.

Attachment 2

Attachment 2, Section III. MSDS will be attached to the AF Form 3952, unless HMIS is already available at CE, SE, and SG offices. MSDS must be attached to the AF Form 3952 for all local purchase HAZMAT items.

Attachment 1

HAZMART FUNDING ELIGIBILITY CRITERIA

Table A1.1. PACAF HAZMART Requirements Funding Policy

REQUIREMENTS	ITEM DESCRIPTION	FUNDING	
		INITIAL	RECURRING
Equipment - Computer	Barcode - Labeler (1)	CEV	CEV
	Barcode - Reader (1)	CEV	CEV
	Desktop Computers/Upgrades (2)	CEV	CEV
	EMIS/HSMS Server	CEV	CEV
	Laptop Computer - HAZMART Deployment	CEV	LGS
	Printers	CEV	CEV
	Software	CEV	LGS
Equipment - Individual	Coveralls	LGS	LGS
	Ear Protection	LGS	LGS
	Steel-Toe Shoes	LGS	LGS
	Work Gloves	LGS	LGS
Equipment - Office	Cabinets - File	LGS	LGS
	Copier	CEV	LGS
	FAX	CEV	LGS
	Furniture	LGS	LGS
Equipment - Warehouse	Drum De-Header	CEV	LGS
	Emergency Shower	CEV	LGS
	Emergency Eye Wash Stations	CEV	LGS
	Equipment Fuel	LGS	LGS
	Fire Extinguishers	CEF	CEF
	Forklift	LGS	LGS
	Material Handling Equipment	CEV	LGS
	Material Storage Aids	CEV	LGS
	Pallets - Regular	LGS	LGS
	Pallets - Secondary Containment	CEV	LGS
	Scales	CEV	LGS

		FUNDING	
REQUIREMENTS	ITEM DESCRIPTION	INITIAL	RECURRING
	Shelving	CEV	LGS
	Spill Kits	LGS	LGS
	Tarps	LGS	LGS
	Explosion Proof Electrical	CEV	LGS
	Fire Detection	CEV	LGS
	Fire Suppression	CEV	LGS
Supplies	Labels - Barcode (1)	CEV	CEV
		FUNDING	
REQUIREMENTS	ITEM DESCRIPTION	INITIAL	RECURRING
	All Other Supplies	LG/SE/SG	LG/SE/SG
TDY (3)	HM Management Workshops	CEV	CEV
	Joint Service P2 Conference	CEV	CEV
	PACAF HAZMART Workshops (4)	CEV	CEV
	PACAF CEV Workshops	CEV	CEV
	Tiger Team Meetings - EMIS/HSMS	CEV	CEV
Training	EMIS/HSMS	CEV/SG	CEV/SG

NOTES:

1. Barcode Equipment and Labels are P2 eligible until barcoding becomes a standard practice within Base Supply.
2. Include one each every four years, if required, for SE and SG as required to communicate with the DESCIM-approved tracking system.
3. Eligible P2 TDYs. Actual funding will be based on conference/workshop agendas.
4. PACAF HAZMART Workshop will be held every three years.

Attachment 2

HAZMAT CODE AND BARCODE CRITERIA

Table A2.1. PACAF Standardized List of Issue Exception Codes

CATEGORY OF ITEM	PACAF SLIX CODES	BAR CODES
Radioactive	R	Yes
Ozone-Depleting Substance	M	Yes
Significant Health Hazard * with Emissions #	S	Yes
Significant Health Hazard No Emissions	9	Yes
Moderate Health Hazard with Emissions	T	Yes
Moderate Health Hazard No Emissions	8	No
Insignificant Health Hazard with Emissions	7	No
Recyclable	P	No
Other Health & Safety (i.e., respirator, PPE, etc.)	K	No
Reviewed, No Special Tracking Required	H	No

* Health hazards imply a worker exposure concern.

Emissions imply hazardous waste generators for now, with possible inclusion of air emission generators in the future.

Definitions:

R -- Material or equipment items that contain radioactive components to include as applicable: smoke detectors, compasses, electron tubes, radiacs with check sources.

M -- Class I, Ozone Depleting Chemicals or Substances.

S -- Potential significant health hazards to workers which also generate hazardous waste. Significant health hazards shall include materials containing more than 1% by weight of an ingredient with an OSHA-specific standard, that is a confirmed human carcinogen, teratogen, tumorigen, or mutigen, or sensitizer. If exposed to the hazardous ingredient(s) is extremely unlikely during normal use (such as NiCd batteries and fluorescent lights) see SLIX 7.

9 -- Potential significant health hazard to workers (see S above) that are used up in process, rendered non-hazardous by the process, or generate non-regulated wastes.

T -- Moderate health hazard to workers which also generate hazardous waste. Moderate health hazards includes materials which are acidic, alkali, asphyxiant, compressed gas, cryogenic, explosive, flammable, irritant, reactive, or toxic.

8 -- Moderate health hazard to workers (see T above) that are used up in process, rendered non-hazardous by the process, or generate non-regulated wastes.

7 -- Material of insignificant hazard to workers which generate a hazardous waste due to contamination during a process (such as walnut shells or spent plastic bead media) or is a regulated waste.

P -- Recyclable material indicates that this item has been identified for reuse or turn-in for recycling. Local markets and DRMOs may influence the application of this code.

K -- Other health and safety items are any that require tracking or special controls. For example, workers are not authorized to have respirators without meeting requirements of the base Respiratory Protection Program.

H -- Review complete and no special tracking required.

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