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CIVIL ENGINEERING

HAZARDOUS MATERIALS MANAGEMENT

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Air Force Instruction (AFI) 32-7086, *Hazardous Materials Management*, 1 Nov 2004, is supplemented as follows. This supplement applies to the Air National Guard (ANG), associated subordinate units, and to all organizations and personnel who authorize, procure, issue, use, or dispose of hazardous materials (HAZMAT), and to those who manage, monitor, or track any of these activities. This supplement describes ANG's procedures for use in conjunction with the basic AFI. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Records Disposition Schedule (RDS) which may be found on-line at <https://webrims.amc.af.mil>.

1.4.1. Hazardous Materials Management Program (HMMP) Team Chain of Command. At each level (HQ USAF, MAJCOM, and installation), the Environmental Protection Committee (EPC) or Environmental, Safety, and Occupational Health Committee (ESOHC) chair will establish via formal charter, a cross-functional HMMP team. The HMMP team will be chaired by a member of the ESOHC, and given authority to direct the HMMP team as needed. Suggested chairs would be a group commander or their deputy. (See **Attachment 4** for an example charter.) Civil Engineer (CE) will lead the HMMP Team. Leading the HMMP team will be limited to administrative functions, i.e. organizing meetings, writing and distributing agendas, minutes, policy, procedures, and other administrative functions. The team will report to the EPC or ESOHC chair. Individual members are also responsible for reporting to their functional chain of command on HMMP issues.

1.4.1.1. (Added) For the purposes of this supplement, references to the installation environmental management function within CE will be synonymous with the ANG installation Environmental Manager (EM) function regardless of the organizational relationship to CE, unless otherwise specified.

1.4.2.1. (Added) The core HMMP Team are functionals from EM (environmental), CE (fire protection and emergency response), Surgeon General (SG) (Bioenvironmental Engineering or BE), Safety (SE), Logistics (LRS), and Aircraft (or other weapon system) Maintenance. Attendance of this core team is mandatory at all HMMP Team meetings. The core team ensures the effective day-to-day management of hazardous materials. Other representatives listed above may be required to fulfill the functions as stated below in 1.4.3.

1.4.3.5.1. (Added) The core HMMP team will request other HMMP Team members as required to address issues at scheduled meetings.

1.10.2.7.1. (Added) NGB HMMP will define installation metrics & assign appropriate installation HMMP team member responsible for each metric. The EM will be the focal point to collect and forward these to NGB/A7CVN.

1.10.2.8. (Added) NGB HMMP Team will identify each field in the HAZMAT (HM) tracking database and assign responsibility of each field to a HMMP Team functional office.

1.10.2.8.1. (Added) Installation deviations will be documented and must be approved by the NGB HMMP Team.

1.10.6.6. (Added) Ensure installation Contracting Offices identify an ESOH point of contact.

1.10.6.7. (Added) Ensure installation Contracting Offices establish a policy and system to track all installation contracts including those not managed by that office and provide that information to the installation HMMP.

1.10.6.8. (Added) NGB Contracting team will provide written guidance to installation Contracting Offices describing methods and templates to capture contractor data.

1.11.2.8.1. (Added) Metrics will be submitted as requested to NGB, and can be included in meeting minutes.

1.11.2.8.2. (Added) Suggest metrics to MAJCOM and provide rationale and reason for the metric. MAJCOM HMMP Team can accept or reject metric suggestions.

1.11.2.9.1. (Added) This information should also include that other ANG service or support initiatives are addressed similarly including but not limited to MOAs, MOUs, Cooperative Agreements, etc.

1.11.2.12. (Added) Installations will courtesy copy final meeting minutes to NGB for distribution across the command if appropriate.

1.11.3. (Added) ANG tenant units on Air Force installations will ensure they are members on the host's HMMP team, and ensure NGB GPC training is accomplished in accordance with host's requirements.

2.2.9. (Added) Ensure all procedures are documented and comply with Environmental Management System (EMS) or ESOH Management System (ESOH-MS) document control procedures.

2.2.10. (Added) Ensure all tenant, Non Government organizations, and contractor units (Air Force and non-Air Force) are incorporated into the IHMP and their status is documented.

2.3.1.1. (Added) The HAZMART(s) will provide customer service related to procurement, stocking, issuing, and shelf-life management of HAZMAT for those shops they service. All HAZMAT (government and non-government) entering an installation must be tracked through an assigned HAZMART, to include GSUs.

2.4.2.1. (Added) If your installation has implemented the Enterprise ESOH-Management Information System (EESOH-MIS), the following instructions apply to you. When a requested material is not loaded in EESOH-MIS, the IHMP or HAZMART should thoroughly research available resources such as EESOH-MIS, FEDLOG or D043 Master Item Identification Control System to determine if a Material Stock Number (MSN) is available for the requested material. After performing the research, an electronic request to the EESOH-MIS data steward is made to add the MSN or to create the MSN in EESOH-MIS. Installations will document their specific procedures for researching and requesting new MSNs.

2.4.3.1. (Added) Requesters will route authorization requests through the EESOH-MIS process authorization workflow. The HAZMART may optionally be included in the workflow as a reviewer or for notification.

2.4.6.1. (Added) Materials issued through free-issue, re-use, or re-distribution programs must be managed, tracked, and authorized in the same manner as all other HAZMAT, but installations should develop procedures that could speed up procedures to allow reuse of material in process other than its original issued process.

2.4.12.1. (Added) Identify any deviation from NGB or system defined fields and identify corresponding functional office accepting responsibility IAW **1.10.2.8.1. (Added)**.

2.4.15.1. (Added) Forward copies of MSDSs not in the HM Tracking Database to the Data Stewards responsible for managing this data for the Air Force.

2.5.2. Automated electronic submittal using the HM Tracking database is the preferred method for submitting new process authorization requests. Alternate methods to submit Hazmat requirements can be used when connectivity is limited or not practical. Further references in this AFI to the AF Form 3952 refer to functionality in EESOH-MIS or AF-EMIS.

2.5.3.1.1.1. (Added) This process is automated in EESOH-MIS when requesting a process authorization or adding new materials, and a prior check is not required. If a material is exempt from tracking, the requestor will be notified and no further action is required before procurement action. If the item is blanket authorized by one or more ESOH functional offices, EESOH-MIS will auto-approve for that function(s) and the item is tracked in EESOH-MIS. Until EESOH-MIS is implemented, the IHMP Coordinator may support this action.

2.5.3.1.4.1. (Added) All pesticides used on ANG installations must be pre-approved by NGB/A7CV Pest Management Consultant. Authorizations are issued for a period of one year, unless otherwise explicitly granted. Annually, each installation must submit a pesticide use proposal via CNR (<https://www.ang.af.mil/cnr>) for NGB/A7CV authorization prior to any pesticide applications. Approved pesticides must be included within an Installation Integrated Pest Management Plan (IPMP) pest-specific strategy. Requests for additional pesticides must be submitted to NGB/A7CVP Pest Management Consultant via the CNR website (<https://www.ang.af.mil/cnr/>) and coordinated with the installation EPC or ESOHC. Installations shall preferentially nominate only those pesticides listed on the current Armed Forces Pest Management Board (AFPMB) Standard Pesticides List Available to DoD Components and Agencies (available at: <http://www.afpmb.org/standardlist.htm>). The approval will be attached electronically into the EESOH-MIS tracking system justification tab. Self Help Store will operate IAW Self Help Pest Management Program under the Installation IPMP.

2.5.3.1.5.1. (Added) All material substitutions should be coordinated between the ESOH reviewer and requester; the HAZMART will provide assistance with material availability and proper unit of issue to support the process.

2.5.3.1.6.1. When the justification document such as an owner's manual, work specification, warranty, etc. requires the use of a specific hazardous material and substitution of that material could void the warranty or negatively impact the process then only that material may be authorized. If there is a significant ESOH concern, it should be elevated to the process owner (if it is a weapons system requirement, please refer to chapter 3 of this AFI).

2.5.3.1.8.1. (Added) The coordinated HAZMAT approval will be reflected on the process authorization in the EESOH-MIS tracking system. The Federal Supply system generally does not support procurement of preferred manufacture/product under an NSN. HAZMATs with a sole source requirement must be exception-processed each time the material is requested. If the specific manufacture/product is not available from the source of supply, then it must be locally procured and coordinated with the HAZMART. No substitution is allowed for pesticide procurement, only specific products pre-authorized by NGB/A7CV Pest Management Consultant may be acquired and used. Pesticides with different EPA Registration numbers may not be substituted without prior authorization from NGB/A7CV Pest Management Consultant [see also Section **2.5.3.1.10. (Added)**].

2.5.3.1.10. (Added) Advance approval for purchasing pesticides. The Armed Forces Pest Management Board (AFPMB) provides to all AF pest management shops a periodically updated list of standard pesticides complete with NSN. Installations shall preferentially nominate only those pesticides listed on the current Armed Forces Pest Management Board (AFPMB) Standard Pesticides List Available to DoD Components and Agencies (available at: <http://www.afpmb.org/standardlist.htm>). Requests for pesticides not already included within the Installation Integrated Pest Management Plan (IPMP) must be submitted to NGB/A7CVP Pest Management Consultant via the CNR website (<https://www.ang.af.mil/cnr/>). Authorizations are issued for a period of one year, unless otherwise explicitly granted. Approvals from the NGB/A7CVP Pest Management Consultant must be electronically added to the authorization under the justification tab to maintain a record. If the method of procurement is through base supply, AFI 32-1053 section 4.5.3 requires that advice code 2B is used on the ordering documents so that supply may not substitute the pesticide with another product (EPA Registration number must be noted for each approved pesticide).

2.5.3.1.11. (Added) Authorization & procurement of pesticides for shops other than AF Pest Management or Grounds Maintenance Offices and their agents will not be authorized, unless it is procured IAW Self Help Pest Management Program of the Installation IPMP, specifically authorized by HQ ANG.

2.5.3.2.1. Additional restrictions are specific conditions of use beyond handling procedures listed on the MSDS and are added by exception as required, and will be based on the process or omissions on the MSDS.

2.5.3.2.2. The EESOH-MIS tracking does not currently support limits on draw amounts when materials are blanket authorized. Authorizing offices must take this into consideration when blanket authorizing materials.

2.5.3.3.1. (Added) HAZMARTs should electronically save a backup of an AUL for their organizations at least monthly as a contingency to EESOH-MIS tracking system malfunctions.

2.5.3.6.1. (Added) Installation HMMP Team will develop local contingency plans in the event the HM tracking system is unavailable. As a minimum the plan will ensure complete data collection and input of the data into the electronic HM Tracking system once it becomes available.

2.5.3.7.1. (Added) Recurring authorizations will remain active as long as there is no change in the process (location, equipment, or method), material (MSDS or MSN), or increases in maximum amount on hand of the hazmat. These types of changes will trigger a new review and can be initiated by the shop or any of the review offices. One-time authorizations will expire at the end date.

2.5.3.8.1. (Added) Supervisors will submit a proposed change to a valid authorization through the EESOH-MIS tracking system, which will initiate an authorization review. Notification to the HAZMART

is accomplished when the EESOH-MIS tracking system process authorization workflow is configured to notify the HAZMART.

2.5.5. HAZMAT Determinations and Authorization Procedures for Contractors. This section will apply to long-term contractors as defined as those contract or non-government entities operating on the installation replacing an inherently organic government operation, and will be referred to as long-term contractors or long-term non government organizations. Short-term contractors or transient organizations will comply with paragraph **2.5.5.3. (Added)**, and are defined as those that come on the installation for a limited time performing one or more projects but are not replacing a government operation.

2.5.5.2.3. IAW FAR Clause 52.223-3 and FAR Clause 52.223-5, each offeror must provide the Contracting Office with a list of proposed HAZMAT that it plans to use on the installation during the performance of the contract. IAW FAR Clause 52.223-5, contractors must provide all the information needed to comply with EPCRA, and must obtain Air force authorization prior to using HAZMAT on an Air Force Installation, and must report the storage and usage data to the HAZMART or locally designated office.

2.5.5.2.4.1. (Added) The contractor submittal will be forwarded to the core HMMP Team for review and/or approval. Installations may create a local authorization form to review intended contractor use, however, it must contain at a minimum, the material to be used, material unit of issues, quantities, frequency, locations of use, process description, intended disposal, and storage locations if on base. Each request must be accompanied with the MSDS.

2.5.5.2.6.1. (Added) The core HMMP Team will identify those items that require tracking and notify the contracting officer providing detailed reporting instructions for the contractor. The HMMP will designate or create a HAZMART (based on contract OPR) to support the contractor and coordinate their actions with the contracting officer.

2.5.5.2.8.1. (Added) Contractors will provide this data to the contracting office and the HAZMART (or locally defined office as determined by the HMMP) periodically (at least monthly or more frequently as determined by the core HMMP Team) or at the end of their contract, which ever occurs first, in the format specified in para 2.5.5.2.4

2.5.5.2.8.2. (Added) The installation will develop and document procedures to record material transactions for transient organizations that are not identified as a shop or tracked within the HM tracking database. These procedures must be approved by the NGB HMMP team.

2.5.5.3. (Added) Installations must develop written procedures to facilitate the authorization and tracking of hazardous materials used by short-term contractors or transient organizations. This information must be adequate to address all regulatory reporting requirements, as well as provide enough information to ensure the health and safety of government employees.

2.9.4.1. Provide representatives, support and funding as requested to support and participate in the Focus Working Groups (FWG) and Functional User Groups (FUG) in support of the standardized Air Force HAZMAT tracking system CCB, including the EESOH-MIS.

2.10.1.9.1. (Added) Authorizations in EESOH-MIS will remain active as long as there is no change in the process (location, equipment, or method), material (MSDS or MSN), or increases in maximum amount on hand of the HAZMAT. These types of changes will always trigger a new review. One-time authorizations will expire at the end date. Any review office can also trigger a review based on their requirements.

- 2.10.1.15.1. (Added) Each installation HAZMART will identify potential customers for all accepted free issue items. Prior to not accepting an item, the HAZMART will document steps taken before turning material in for disposition instructions.
- 2.10.1.15.2. (Added) The installation HMMP team will establish expedited authorization procedures to allow shops to use and receive free-issue items not already authorized.
- 2.10.1.16. Ensure HMMP requirements are integrated into Host-Tenant Support Agreements according to AFI 25-201, Support Agreement Procedures.
- 2.10.2.1.1. (Added) Leading the HMMP team will be limited to administrative functions, i.e. organizing meetings, writing and distributing agendas, minutes, policy, procedures, and other administrative functions.
- 2.10.2.4.1. (Added) Identify any deviation from NGB or system defined fields and identify corresponding functional office accepting responsibility IAW **1.10.2.8.1. (Added)**.
- 2.10.5.8.1. (Added) Identify any deviation from NGB or system defined fields and identify corresponding functional office accepting responsibility IAW **1.10.2.8.1. (Added)**.
- 2.10.6.7.1. (Added) Identify any deviation from NGB or system defined fields and identify corresponding functional office accepting responsibility IAW **1.10.2.8.1. (Added)**.
- 2.10.6.8. (Added) Incorporate HMMP requirements into existing surveillance checklists. Findings will be submitted to the HMMP for follow up and corrective action.
- 2.10.7.4.1. (Added) Time Compliance Technical Order Kits containing HAZMATs must be authorized IAW para 2.5.
- 2.10.7.7.1. (Added) When using EESOH-MIS, changes to a process authorization will trigger the reauthorization process thus notifying the appropriate reviewers and no additional notification is necessary.
- 2.10.7.12.1. (Added) The maximum quantity allowed to be stored in each shop will be decided by the HMMP Team when establishing the "Max on Hand" quantity for each HAZMAT in EESOH-MIS. EESOH-MIS will then by default limit issues to keep stocks in each shop under that amount.
- 2.10.7.13.1. (Added) Contract QAEs, CORs, COTRs, or similar functions will periodically ensure that only declared/authorized HAZMATs are used and that stored HAZMATs do not exceed the maximum allowed on hand. Short term contractors who do not store HAZMATs on base overnight are not subject to a maximum allowed on hand.
- 2.10.8.3. (Added) Ensure all unit organizations, including contracted activities, who use a hazardous material, are tracked through the approved hazardous materials tracking system
- 2.10.9.2. Include FAR Clause 52.223-3, 52.223-5, and installation-specific contract requirements in each contract vehicle (contract, purchase order, blanket purchase agreement (BPA), etc.) in which processes require the use, storage, and/or distribution of HAZMAT on an installation.
- 2.10.9.2.2. Before contract closeout, contact the HAZMART or locally designated OPR and the contract Quality Assurance Personnel to ensure the contractor has fulfilled all contract HAZMAT requirements. As a minimum, this must include identifying the amount of hazardous material stored, used and any additional ESOH requirements identified for this contract.

4.4.2.7.1.1. (Added) The Halon Management Plan will also identify specific procedures used to track the storage and use of Halon within the standardized HM tracking database. This tracking will include Halon reserves used to service fire suppression systems as well as the Halon within the fire suppression systems.

4.4.2.7.2.1. (Added) The Refrigerant Management Plan will also identify specific procedures used to track the storage and use of refrigerants within the standardized HM tracking database. This tracking will include refrigerant reserves used to service HVAC systems as well as the refrigerants within the specific systems.

4.11.3.2.1. (Added) Both the Halon and Refrigerant Management Plans will identify the specific procedures used to track the storage (including Halon and refrigerants used in systems, e.g. Halon within fire suppression systems and refrigerants within HVAC systems) and use (i.e. releases and leaks) within the standardized HM tracking database.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

EESOH-MIS—Enterprise Environmental, Safety, and Occupational Health Management Information System

Terms

Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS) Hazardous Materials Module—The Air Force approved standard hazmat tracking system scheduled to replace the current Air Force Environmental Management Information System (AF-EMIS).

Non-Standard Pesticide—The Armed Forces Pest Management Board (AFPMB) provides to all AF entomology and pest management shops a periodically updated Standard Pesticides List Available to DoD Components and Agencies, complete with NSN information. This standard list can be found at: <http://www.afpmb.org/standardlist.htm>. If a pesticide is nominated for use that is not on the AFPMB-approved list, it is considered a non-standard pesticide. All pesticides, whether standard, non-standard, restricted-use, general-use or non-restricted-use, must be annually approved for use on installation.

Attachment 2

A2.1. (Added) The automated HM tracking system will be used whenever practical in lieu of the AF Form 3952 paper version. Bases also have the option of developing a worksheet for work area supervisors to initiate a request.

Attachment 4**A4.1. (Added)** Sample NGB HMMP Team Charter Template.

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Hazardous Materials Management Process (HMMP) Team Charter

1. This serves as the formal charter for the XXXXXXXX Air National Guard Base HMMP Team as required by paragraph 1.1.2.1 of AFI 32-7086, *Hazardous Material Management*.
2. The cross-functional HMMP Team will support the base Environmental, Safety, and Occupational Health Council (ESOHC) as specified in AFI 32-7086 and associated supplements or operating instructions. With the approval of the ESOHC, the team will develop and execute a detailed action plan to implement the AFI and supplement. The HMMP Team will provide oversight for the three major areas covered in the HMMP: the Installation Hazmat Management Program (IHMP), the Air Force Weapons System Hazardous Materials (HAZMAT) Program (WSHP), and the Air Force Ozone Depleting Substances (ODS) Program (ODSP). The HMMP Team will evaluate performance of the HMMP and provide recommendations to the ESOHC. The HMMP Team will evaluate and recommend hazardous materials management initiatives that integrate with existing business practices and validate and prioritize strategies that support and enhance the hazardous materials management program. The team shall communicate policy goals and objectives to other base units and develop efficient hazardous materials management procedures.
3. The following organizations will designate representatives as permanent members of the HMMP Team:
 - HMMP Chair: (Office Symbol, e.g., 145 MSG/EM)
 - (Office Symbol)
 - (Office Symbol)
 - (Office Symbol)
 - ...etc
4. Add other team details, as needed.
5. The effective date of this charter shall be the signature date of the ESOHC Chair. This charter may be amended by a majority vote or a quorum of the membership at any HMMP Team meeting and approved by the ESOHC Chair. This charter may be terminated upon unanimous concurrence of the HMMP Team and approved by the ESOHC Chair.

HMMP Team Chair

Signature Block

1st Ind, (ESOHC Chair Office Symbol, e.g., 145 AW/CV)

CRAIG R. MCKINLEY, Lieutenant General, USAF
Director, Air National Guard