

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING (AETC)**

**AF INSTRUCTION 32-7086
KEESLER AIR FORCE BASE
Supplement 1**



15 August 2000

Civil Engineering

HAZARDOUS MATERIALS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 81 CES/CEV (Teddy James) Certified by: 81 CES/CC (Lt Col Wendell A. Trivette)
Supersedes Keesler AFB Instruction 32-4001, 11 Oct 96. Pages: 9/Distribution: F

AFI 32-7086, 1 August 1997, is supplemented as follows. It applies to all KAFB organizations, KAFB tenants, contractors who use hazardous material on KAFB, and contractors who bring hazardous material onto Keesler AFB.

1.2. Absolutely no hazardous material will be brought onto Keesler AFB until that material is authorized under procedures outlined in this instruction. Proper management and total life-cycle control of hazardous material are necessary to ensure compliance with federal, state, local, and Air Force environmental, safety, and health laws and regulations. The purchase of hazardous material (HM) with the International Merchant Purchase Authorization Card (IMPAC) will only be done with PRIOR approval as outlined in this instruction to include such items as paints, glues, adhesives, bleach, fertilizers, pesticides, etc.

1.9.2.6. (Added) The Hazardous Material Management Team (HMMT) will:

1.9.2.6.1. (Added) Address policy and review enforcement issues. Members of the HMMT will be matrixed to the Hazardous Material Management Office (HAZMO).

1.9.2.6.2. (Added) Meet as required, but at least quarterly. It is responsible for identifying and resolving management concerns related to HM management.

1.9.3. 81 CES will:

1.9.3.1. (Added) Review environmental laws and regulations to ensure base compliance.

1.9.3.2. (Added) Ensure base compliance with all reporting procedures required by directives, executive orders, and policies.

1.9.3.3. (Added) Prepare and submit Tier I/II reports, Toxic Release Inventory Form R reports, plus other HM-related notifications to appropriate agencies to include Emergency Planning and Community Right-to-Know Act requirements and requests from the Environmental Protection Agency (EPA) and higher headquarters.

1.9.3.4. (Added) Provide oversight for all base Hazardous Waste (HW) training. Provide HM emergency response planning and training.

1.9.3.5. (Added) Coordinate with local emergency planning committees and environmental organizations.

1.9.3.6. (Added) Provide oversight for the collection, recycling, and disposal of HW.

1.9.3.7. (Added) Track chemical releases and spills.

1.9.3.8. (Added) 81 CES/CEV will educate the shop on proper procedures to follow when reporting and disposing of HW.

1.9.3.9. (Added) Any workplace that maintains hazardous materials of any type or amount will/must report it to the Fire Department. The Fire Protection Flight may inspect all workplaces and inventory hazardous materials being maintained. It does this to update its hazardous material locator inventory required by the Fire Department to use in responding to fires and hazardous material spills.

1.9.4. 81 CONS/LGC (Contracting Office) will:

1.9.4.1. (Added) Ensure customers coordinate all HM requests and contracts that may involve HM with the HAZMO. The HAZMO will ensure the requesting organizations are authorized the HM and will verify the quantity ordered.

1.9.4.2. (Added) Assist customers with establishing and modifying contracts to support local purchase requirements.

1.9.4.3. (Added) Develop contracting procedures and vehicles to purchase HM in small quantities. Provide short lead times for deliveries of HM to arrive just-in-time. Reconsider standard economical order quantities, taking into account the life-cycle cost of HM (including disposal costs).

1.9.4.4. (Added) Screen manual and automated purchase requests for HM to ensure the statement -- "This requirement does/does not require the contractor to provide hazardous material" -- is included. If the statement is not included, return request to customer so they can obtain certification from 81 MDG/SGPB, Bioenvironmental Engineer (BE).

1.9.4.5. (Added) Provide written notification to contract awardees that it is the responsibility of the awardee to notify the Contracting Office of any HM required to perform the contract. In the event HM will be used in the execution of the contract, the contractor will be required to provide a list of materials, quantities, and Material Safety Data Sheets (MSDS) to the Quality Assurance Evaluator (QAE)/Quality Assurance Representative (QAR). Upon receipt, the QAE/QAR will provide the MSDSs to the HAZMO for approval coordination with 81 MDG/SGPB and 81 CES/CEV prior to bringing the material on KAFB. All tracking requirements will be carried out through coordination with the HAZMO.

1.9.4.6. (Added) Include a statement in all contracts requiring performance on this installation, when HM may be used, that contractors shall comply with the requirements of this instruction.

1.9.4.7. (Added) Ensure contractors are aware of their responsibilities regarding use of HM.

1.9.4.8. (Added) Service Contractors will submit MSDSs to the contracting officer for potential HM they intend to use. Contractors should appropriately dispose of their HM-related material/debris off-base. Air Force QAE inspectors will notify the applicable SOS to update Environmental Management Information System (EMIS). The DOD is required to include language in, or otherwise revise, all future contracts between DOD and its contractors in order to facilitate DOD compliance with all information collection and reporting.

1.9.4.9. (Added) Construction Contractors will provide MSDSs as part of the submittal procedures in accordance with Section 1200 of the standard construction specification format. After the material is used in the process, construction contract inspectors will notify the HAZMO to update the computer database system tracking. Air Force Construction Inspectors will notify the applicable SOS to update EMIS.

1.9.4.10. (Added) Include the requirements of this instruction in the QAE and IMPAC training.

1.9.5. 81 AMDS/SGPB, Bioenvironmental Engineer (BE) will:

1.9.5.1. (Added) Identify all HM requests presenting a health and/or safety hazard.

1.9.5.2. (Added) Determine the authorized users of HM through chemical process evaluations.

1.9.5.3. (Added) Update/validate current shop authorizations. Maintain the installation MSDS master file and issue MSDSs to customers upon request.

1.9.5.4. (Added) Define environmental safety and health control measures for each HM necessary to protect worker safety and health or the environment.

1.9.5.5. (Added) Identify OSHA HAZCOM training requirements for use of the chemical within the shop area and ensure these requirements are addressed to the shop supervisor before item is approved. In those cases where personal protective equipment or specialized training is required

before the chemical can be used, ensure that these requirements are met prior to approving the request.

1.9.5.6. (Added) Establish and maintain, as required, the Health Hazard Approval List (HHAL).

1.9.5.7. (Added) Review HM substitute materials for industrial hygiene consideration.

1.9.5.8. (Added) Annually, HAZMO personnel along with BE will ensure maximum allowable quantities are not exceeded at work areas (including contractors work areas in which the use of HM may affect Air Force employees). They will also validate the adequacy of HM/HW handling procedures and controls.

1.9.6.1. (Added) 81 TRW/SEG (Ground Safety) will review HM storage and handling practices to ensure compliance with the Occupational Safety Program.

1.9.7. (Added) Hazardous Material Management Office (HAZMO). The HAZMO is the central control point and repository for all HM and Ozone Depleting Substance (ODS) information and will consist of an officer in charge, support staff, and the Hazardous Material Management Team (HMMT).

1.9.7.1. (Added) The HMMT involves the following functional areas. Designate personnel from these areas, in writing, as the representative to work HM issues:

1.9.7.1.1. (Added) 81 TRW. Ground Safety and Plans.

1.9.7.1.2. (Added) 81 MDG. Bioenvironmental Engineering and Medical Logistics.

1.9.7.1.3. (Added) 81 SPTG. Support Group representative, Fire Department, Environmental, Services, appropriated/nonappropriated funding activities, Disaster Preparedness, Civil Engineer Material Acquisition, and Small Computer Support Center.

1.9.7.1.4. (Added) 81 TRG representative.

1.9.7.1.5. (Added) 81 LG. Participants will consist of representatives from the 81st Supply Squadron, 81st Contracting Squadron, and 81st Transportation Squadron.

1.9.7.1.6. (Added) Major Tenant Units. 403d Wing, 738th Engineering Installation Squadron, and Defense Reutilization and Marketing Office.

1.11. (Added) Source of Supply (SOS): Depending on the function of the owning organization, individual SOSs may or may not be responsible for initially introducing HM onto the installation or have subordinate shops/clinics. All users of HM must be aligned to a specific SOS.

1.11.1. (Added) SOSs who requisition, receive, or introduce HM onto the installation will:

1.11.1.1. (Added) Receive and process HM issue documents required for their particular system (Standard Base Supply System, Civil Engineer Material Acquisition System, Contract Operated Parts Store, Medical Logistics, nonappropriated funds, etc.) from users and tenants associated with KAFB.

1.11.1.2. (Added) Identify hazardous material as it is received in the SOS's central receiving area. Enter each unit into EMIS to initiate tracking. Do not process issues to unauthorized agencies. Update EMIS upon receipt and issue of all HM.

1.11.1.3. (Added) Ensure that an approved AF Form 3952 is on file before processing any issue transaction.

1.11.1.4. (Added) Identify alternative sources of supply for acquisition of HM in the smallest container available contingent on meeting mission requirement, e.g., purchase single gallon containers versus 5-gallon containers, when warranted, to reduce the amount of potential waste.

1.11.1.5. (Added) Ensure all nonstocked HM has been coded to preclude automatic stock replenishment.

1.11.1.6. (Added) Receive excess (unopened and serviceable) HM from authorized users for storage/reissue as "free-issue."

1.11.2. (Added) SOSs who have subordinate shops/clinics will:

1.11.2.1. (Added) Assign in writing an individual or individuals as unit coordinator. Duties are to identify those shops within the organization who use HM and to schedule each shop for enrollment in the HAZMO program.

1.11.2.2. (Added) Monitor and control each designated issue point.

1.11.2.3. (Added) Review requests and attempt to identify possible nonhazardous substitutes or processes that can be used and coordinate such research activities with the HAZMO.

1.11.2.4. (Added) Assist workplace supervisors in determining the maximum allowable quantity of each HM to be maintained in the shop at any one time. Remove all unopened and serviceable excess HM from the organization. HMs which will not be fully used within 45-60 days or have less than 30 days shelf life remaining are identified as excess.

1.11.2.5. (Added) Evaluate processes to eliminate and reduce HM use, stock management, substitution, and modification of processes.

1.11.2.6. (Added) Check the EMIS for free-issue items as the first source of supply.

1.11.2.7. (Added) Coordinate with 81 CES/CEV to schedule HW pickup.

1.11.2.8. (Added) Participate in periodic (no-notice) visits to the shops aligned to their SOS.

1.11.3. (Added) All SOSs will:

1.11.3.1. (Added) Adhere to all policies and procedures developed by the HAZMO as detailed in this and other official documents.

1.11.3.2. (Added) Use the EMIS and the HHAL to ensure that all employees ordering HM have a current authorization to order material.

1.12. (Added) Shops or elements that use hazardous materials will:

1.12.1. (Added) Manage the HM inventory stored/controlled in their area of responsibility.

1.12.2. (Added) When hazardous material is used, provide the usage information to the SOS.

1.12.3. (Added) Ensure no HM has been assigned to bench stocks.

1.12.4. (Added) Evaluate processes to eliminate and reduce HM use through stock management, substitution, and modification of processes.

1.12.5. (Added) Maintain only the authorized quantity at the shop. Coordinate special HM requirements (mission change, Time Compliance Technical Order requirements, special projects) with the SOS to update the Memorandum of Understanding (MOU). Excess material will not be stored in the workplace.

1.12.6. (Added) Return excess (unopened and serviceable) HM to the SOS for storage/reissue. Identify partially full serviceable containers of excess HM to the SOS for free issue to other authorized individuals.

1.12.7. (Added) Establish a forward shop storage location to be the organization/workcenter issue point for HM control.

1.12.8. (Added) Ensure employees who are required to use HM receive training prior to exposure or handling the HM, in accordance with OSHA HAZCOM standards.

1.12.9. (Added) Maintain copies of the workplace MOU and authorization list and refer to it when ordering HM.

1.12.10. (Added) Perform research action in accordance with applicable directives or guidance to inform the customer of known substitutes and interchangeables already in existence.

1.12.11. (Added) When processing all new HM requests, allow sufficient lead time for proper research, coordination, approval and delivery.

1.12.12. (Added) Ensure that only authorized HM is requisitioned.

1.12.13. (Added) Request only the amounts of HM required by any specific process or application.

1.12.14. (Added) Semiannually review AF Form 3952s to ensure TO/MILSPEC data is still current.

1.12.15. (Added) Process all HM requests through the appropriate SOS.

1.13. (Added) 81 TRW/XP (Wing Plans) will:

1.13.1. (Added) Ensure that plans include procedures for tracking the deployment of HM. When HM is deployed, the HM computer database system must be updated to show the material is no longer on the installation. Units that bring HM back from the deployment must ensure the HM computer database system is updated upon their return.

1.13.2. (Added) Ensure that plans include procedures to enter into the tracking system HM employed on the installation in support of incoming deployments. When this HM is used, released, disposed of, or transferred, the HM computer database system must be updated to show the material is no longer on the installation.

1.14. (Added) 81 CS/SCBB (Network Control Center) will:

1.14.1. (Added) Assure that all computer equipment in the hazardous material computer database system is properly inventoried and accounted for in the Information Processing Management System.

1.14.2. (Added) Assist the HAZMO/SOSs in the installation of the hazardous material computer database system.

1.14.3. (Added) Provide limited technical support to the hazardous material computer database system administrator when the support (help) line is not available.

1.14.4. (Added) Assist the hazardous material computer database system administrator on computer hardware issues.

1.14.5. (Added) Work with the standard system manager (USAF/CEVV) to resolve all software problems.

2.6.1. Organizations will justify the need for all HM used with the AF Form 3952, **Chemical/Hazardous Material Authorization Request**. A separate form must be submitted for each item of HM used, stored, or in any way maintained on KAFB and for each separate process or application of that HM.

2.6.2.5. Preparation of the form is self-explanatory. Complete all sections of the form and submit to appropriate SOS. The form will be forwarded to the HAZMO for authorization review/coordination. The approval process consists of routing to BE, SE, and CEV. Form will be retained by the HAZMO. If approved, a copy of the completed AF Form 3952 will be forwarded to the shop for inclusion into their OSHA HAZCOM program, to their SOS, and to BE.

2.6.2.6. Under normal circumstances, the approval process will take three duty days. In case of emergency, defined as mission failure, new requests may be walked through this approval process. Emergencies (mission failures) involving the procurement of new HM that occur after normal duty hours will require the completion of an AF Form 3952 on the first duty day after the HM is acquired.

2.8. (Added) Initial Enrollment.

2.8.1. (Added) All potential users (shops/clinics) of HM must be enrolled into the HAZMO program to gain approval to operate. Shop personnel must complete AF Forms 3952 and forward them to their SOS.

2.8.2. (Added) Their SOS validates the requirements, researches for non hazardous substitutes, determines maximum on-hand quantities permitted in the shop, and identifies storage location for shop-use items.

2.8.3. (Added) Shop personnel, in coordination with their SOS, will remove all unopened and serviceable HM and turn in to the SOS. Those HMs that will not be fully used within 60 days or have less than 30 days shelf-life remaining or are no longer needed will be identified as excess. Segregate excess HM to be made available for free-issue.

2.8.4. (Added) The SOS will then submit AF Forms 3952 to the HAZMO to request enrollment.

2.8.5. (Added) The HAZMO will coordinate with the SOS, BE, CEV, Ground Safety and the Fire Department representatives to schedule the enrollment visit.

2.8.6. (Added) Shop personnel, in accordance with their SOS policies/procedures, will enter initial inventory data into EMIS.

2.9. (Added) Work Area Evaluations. Work area evaluations will be conducted by representatives from HAZMO, SOS, BE, CEV, and Safety. They will participate in periodic (no-notice) visits to all shops on base that use HM.

2.10. (Added) Metrics. The installation will maintain the following metrics, as a minimum, to establish the effectiveness of the program:

2.10.1. (Added) The EPA 17 toxic compounds (in pounds) purchased by quarter against a 1992 baseline to show percent reduction.

2.10.2. (Added) Emergency Planning and Community Right-to-Know Act (EPCRA) reportable chemicals (in pounds) used by quarter against a 1994 baseline to show percent reduction.

RAY T. GARZA, Colonel, USAF
Vice Commander, 81st Training Wing