

Installation Hazardous Materials Program (IHMP)

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.6

JBLE-EUSTIS



25 June 2020,

(Revised 08 July 2022)

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA

OFFICE OF THE COMMANDER

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.
 - a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.
 - b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.
2. JBLE-Eustis personnel may access these EMPs electronically via the Environmental Management Procedures section of the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/> under Environmental Management Procedures (EMPs), EMP Library.
3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).
4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

COL HUNG Digitally signed by COL HUNG
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HARRY D. HUNG, Colonel, USA
Vice Commander

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Environmental Management Procedure (EMP) 4.4.6.6

SUBJECT: Installation Hazardous Materials Program (IHMP)

PURPOSE: This document establishes the Installation Hazardous Materials Program (IHMP) procedures.

SCOPE: This EMP applies to all Activities and personnel who work for or on behalf of the installation, including military, civilians, vendors, suppliers, and contractor personnel working directly for the installation or as a tenant.

DOCUMENT CONTROL: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Documents should be checked against the file version before use on the following:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Environmental/>

REFERENCES:

- A. AFI 90-201, *Air Force Inspection System*
- B. AFI 32-7001, *Environmental Management*
- C. AFMAN 32-7002, *Environment Compliance and Pollution Prevention*
- D. AFI 90-821, *Hazard Communication (HAZCOM) Program*
- E. AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*
- F. AFMAN 23-122, *Material Management Procedures*
- G. AFI 64-117, *Government Purchase Card Program*

SECTION: 4.4.6.6.1

SUBJECT: HazMart Operations

PURPOSE and POLICY:

- A. Purpose: This EMP establishes the procedures to implement a policy for the proper approval, tracking, and purchasing of Hazardous Material (HMs).
- B. Policy: Comply with legally applicable Federal, State, and local requirements, both substantive and procedural, for managing HMs, by reducing the acquisition and use of

HMs through purchase restrictions, centralized inventory control, substitution, and elimination actions, and reuse, recycling, and enhanced shelf-life management.

- (1). **No one may bring HMs onto the installation or use HMs on an installation until they receive all required authorizations.**
- (2). HazMart: A “customer service desk” for the Installation Hazardous Materials Management Program (IHMMMP), the HazMart is the only entity on an installation to issue final approval for the purchase of HMs and where HMs are managed and tracked. **The final approval is complete when the item has been added to the Authorized Use List (AUL).**
- (3). The primary HazMart is established by, and accountable to, the 733 Logistics Readiness Squadron (LRS). There may be more than one daughter HazMart as required and approved by 733 LRS and 733 Civil Engineer Squadron (CES).

ROLES and RESPONSIBILITIES:

A. LRS will:

- (1). Provide resources for managing and distributing government-owned HMs hazardous materials used on the Base and issue final approval for the purchase of HMs
- (2). Provide for the operation of the JBLE-E HazMart, which provides a distribution facility for HMs.
- (3). HazMart Functions:
 - (a). Manages the oversight of receipt, storage, issue, inspection, distribution, and tracking of HMs, in conjunction with CES/CEIE, in the Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS) tracking system (EESOH-MIS).
 - (b). Ensure that all HMs have been added to the AUL before authorizing an Activity to purchase.
 - (c). Enter HMs transactions into the EESOH-MIS tracking system as required:
 - i. It is the responsibility of the Activity to ensure that all HMs purchases are on the AUL or approved on the installation’s Exemption list.
 - ii. This includes, but is not limited to, Government-wide Purchase Card (GPC), contractor purchased/used, contracting purchased transactions, and supply system transactions.

- iii. It is the responsibility of GPC holders to ensure that all GPC HMs purchases are on the AUL.
 - iv. It is the responsibility of contractors to report HMs brought onto or used on the installation to the Project Manager, COR, and the Contracting Officer. In turn, personnel or the contractor will notify the HazMart.
- (d). Minimize HMs usage or waste by reusing/redistributing excess HMs on base or through the DLA Reutilization, Transfer, Donation, and Sales (RTDS) program. Before ordering or purchasing HMs, determine if it is possible to obtain the HMs from the installation free-issue, reuse, and redistribution program, as the preferred HMs source.
 - (e). Use the Class I ODS Requisition SAO Approval process to requisition Class I ODS.
 - (f). Assist Activities in identifying HMs stock numbers and part numbers and finding appropriate SDS.
 - (g). The HazMart may not issue HMs from the free issue inventory to an Activity unless the product is on the AUL.
 - (h). Hazmart will track and maintain installation's HM approved Exemption List. Approved list will be a living document and be located on the CES environmental webpage, <https://www.jble.af.mil/Units/Army/Eustis-Environmental/>. (Exempted HM shall be a consumer commodities and be used in non-industrial processes i.e. cleaning office, cleaning mirror. Unit must not obtain or store quantities grater that a case at a time.)
 - (i). Submit required changes for the EESOH-MIS tracking system to the CFT's IHMMP Team for review and possible validation.
 - (j). Creates and issues Shop Codes to Units.

B. CES/CEIE will:

- (1). Provide environmental compliance management oversight of the EESOH-MIS approval and tracking system.
- (2). Appoint one primary Reviewer and at least one alternate Reviewer for EESOH-MIS.
- (3). Review requests for Hazardous Materials acquisition from Activities.
- (4). Coordinate with Fire and Emergencies Services Flight for requests for HMs acquisition from Activities.

- (5). Manages the oversight of receipt, storage, issue, inspection, distribution, and tracking HMs in EESOH-MIS. This is currently provided on behalf of CES/CEIE by the Fence-to-Fence Contractor.
- (6). Provide training to Activity personnel (HMMs, CORs, etc.) on the EESOH-MIS tracking system. Training is currently provided on behalf of CES/CEIE by the Fence-to-Fence Contractor.

C. Installation Safety Office will.

- (1). Review requests for HMs acquisition from Activities.
- (2). Appoint one primary Reviewer and at least one alternate Reviewer for EESOH-MIS.

D. Department of Public Health's Industrial Hygiene Office will.

- (1). Review requests for HMs acquisition from Activities.
- (2). Appoint one primary Reviewer and at least one alternate Reviewer for EESOH-MIS.

E. Activities will:

- (1). Provide resources for properly managing Hazardous Materials IAW EMP 4.4.6.6 Installation Hazardous Materials Program.
- (2). Ensure primary and alternate Hazardous Materials Manager (HMM) are appointed and trained IAW EMP 4.4.2 Environmental Awareness & Competency Training and Section 4.4.2.1 Job Titles, Duty Descriptions, and Responsibilities of Key Positions. Some Activities with multiple sources for HM purchasing may require more than one HMM.
- (3). Ensure primary and alternate Activity Environmental Coordinators (AECs) are appointed IAW EMP 4.4.2.
- (4). Ensure that all Hazardous Materials are funded for purchase and added to the AUL before purchase or being brought onto the Installation.
- (5). Submit hazardous materials to be exempted to Hazmart if not already on approved Exemption List
- (6). Set up EESOH-MIS accounts.

PROCEDURES:

A. General HazMart Operations:

(1). Location and Hours of Operation:

(a). HazMart is located in Building 1205.

(b). HazMart is open Monday through Friday from 0730 to 1600 hours.

(2). Hours of operation are subject to change without notice due to mission requirements. HazMart is closed on all federal holidays.

B. HazMart EESOH-MIS Assisted Ordering. HazMart will:

(1). Assist Activities in setting up an EESOH-MIS account. This is a multistep and required process:

(a). Activity requested access by:

- i. Submitting the most current DD Form 2875, MAY 2022 SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) requesting access to EESOH-MIS to the HazMart
- ii. Providing an AF Portal ID.

(b). Activity requested AF Portal ID:

- i. Go to (www.my.af.mil) to [Register for a new AF Portal Account w/ your CAC](#)
- ii. Follow the instructions.

(2). Authorize EESOH-MIS account:

- i. Read-Only Access to EESOH-MIS. This will allow you to Review your AUL and research SDSs.
- ii. Training for this level will be provided by HazMart.

(3). Full EESOH-MIS Access:

- i. The HMM will receive additional training on EESOH-MIS and then be granted full access.
- ii. Manual ordering as in B below will no longer be authorized or provided by the HazMart.
- iii. Full access is required by all shops.

- C. All Contractors and Subcontractors are considered to be an Activity by definition.
- (1). Construction /short-term Contractors must use Contractor HazMart Registration Form FEVA Form 32-682, located on the CES/CEIE EMP Library Home Page (<https://www.jble.af.mil/About-Us/Units/Ft-Eustis/Eustis-Environmental/EMPs/>) under the Forms Section, to perform supply functions of ordering, receiving, stocking, and storing HMs.
 - (2). Service contracts/Long-term Contractors require an EESOH-MIS account to coordinate with HAZMART.
 - (3). Contractors must submit to the Contracting Office the information and supporting documentation, including SDS, necessary to obtain HMs usage authorization. The Contracting Office/COR or government AEC/UEC/HWC will transmit the contractor submittal to the HazMart for processing and sign off on the FEVA Form 32-682 before being delivered to the HazMart. If HMs are a Class I ODS, the contracting officer must also have a copy of the applicable and current SAO approval of the Class I ODS requirements.
 - (4). Report data on the HMs used during the performance of the contract at intervals and in the format specified by the HMMP team.
 - (5). Use the Contractor HazMart Registration Form FEVA Form 32-682 to identify HMs being brought on to and used for the installation. Any products removed from the installation must be reported.
 - (6). If the contractor needs to bring new or additional materials to the installation that was not included in the original HMs listing, the contractor must first notify the Contracting Office/COR or government AEC/UEC/HWC and then obtain prior authorization IAW paragraph (1) above.
 - (7). Contracting Office/COR or government AEC/UEC/HWC will provide the HazMart an “End Date” when the project is complete.
- D. HazMart Inspections:
- (1). HazMart will conduct announced and unannounced inspections to ensure HMs are properly approved.
 - (2). Activities found with HMs not approved will be referred to the IHMMP CFT for appropriate action.
- E. HMs Authorizing Offices (CEIE, Safety, and IH) will:
- (1). Ensure processing time limits are met:

- (a). CEIE - Review Hazardous Materials requests and enter determination into EESOH-MIS within two days.
 - i. Coordinate with Fire and Emergency Services (F&ES) Flight during this period
 - ii. Grants final approval before retuning approvals to the HazMart
 - (b). Preventive Medicine Industrial Hygiene - Review Hazardous Materials requests and enter determination into EESOH-MIS within two days.
 - (c). Installation Safety Office - Review Hazardous Materials requests and enter determination into EESOH-MIS within two days.
- (2). Ensure Processing requirements are met:
- (a). When a process-specific authorization is required, the Authorizing Offices may only approve the use of that HMs if a suitable material reduction or substitution is not feasible.
 - (b). The request is denied if any Authorizing Office does not have authorization. The Activity must comply with all restrictions specified by the Authorizing Offices.
 - (c). Once the Authorizing Offices have agreed on the least hazardous, from an integrated ESOH perspective of the available materials, the HazMart will be notified.
- (3). Contractor-identified HMs:
- (a). Requires CEIE authorization for environmental, fire protection concerns, and emergency response purposes only.
 - (b). The Safety and IH reviews are “for information purposes only” and do not involve evaluating and approving the contractor’s safety and health programs.
 - i. The purpose of these reviews is to identify potential risks to government personnel and resources
 - ii. CEIE and the Contracting Office on how to mitigate identified hazards from planned contractor HMs usage.
 - (c). If the HM is a Class I ODS, CEIE must ensure there is an applicable and current SAO approval for the contract Class I ODS requirements.

- (d). It is the responsibility of contractors to report HMs brought onto or used on the installation to the Project Manager, COR, and the Contracting Officer. In turn, personnel or the contractor will notify the HazMart.
- F. Activities found to be acquiring HMs without first being added to the AUL or not following reordering procedures will be subject to the following actions as determined by the IHMMP CFT:
- (1). One or more of the following actions will be taken for HM found in Activity areas:
 - (a). Have the unapproved HMs removed from their areas for Military and Civilians Activities to the HazMart free issue area. An Activity may request an issue from the free issue area once the item has been added to their AUL. This could result in the unauthorized purchase being issued to another Activity.
 - (b). The appropriate AEC and Commander/Director will be notified of the infraction.
 - (c). The appropriate Contractor AEC and Contracting Officer or COR will be notified for corrective action.
 - (d). If deemed appropriate, a notice will be sent through Command Channels for Military and Civilians Activities or the Contracting Officer for Contractors.
 - (2). HM received by the HazMart Not on an AUL: (Usually as a result of an order placed through the supply system)
 - (a). HazMart will attempt to identify the Activity and notify the HMM or AEC once.
 - (b). If the POC is found, HazMart will Email the POC to close the transaction. The Unit has 30 calendar days to add the HM to the AUL and close the transaction.
 - (c). If the transaction is not closed within the period, the HM will be transferred to the Free Issue Area.
 - (3). Appropriate penalties for the contractor or military and civilians administrative and disciplinary action for non-compliance will be enforced as deemed appropriate.
- G. Activities will:
- (1). Ensure that all Hazardous Materials are added to the AUL before purchase or being brought onto the Installation. AULs are specific to each Shop Code. Hazardous Materials may be approved for purchase if identified on the the Installations Exempt list.**
 - (2). Set up an EESOH-MIS account IAW paragraph 5.E. (4) above. This is a mandatory requirement.**

- (3). Ensure only **ONE** Shop Code per Unit except for those Activities having paint booths, pesticide applications operations, for example. Coordination with the HazMart is required.
- (4). **Have any HMs delivered by the vendor to the HazMart, B1205 Taylor Ave. Vendors cannot deliver directly to the Unit shop unless approved by the HazMart. Bulk deliveries are usually an exception.**
- (5). Appointed HMM IAW EMP 4.4.2 Environmental Awareness & Competency Training. At the minimum, the HMM will:
- i. Enter all Unit approvals and purchases into EESOH-MIS.
 - ii. Ensure all HMs approvals have been added to the Unit's AUL before purchases are executed.
 - iii. Ensure all HMs received are Bar Coded with the Bar Codes supplied by the HazMart within three business days.
 - iv. Ensure all open transactions in EESOH-MIS are closed (bar coded by HazMart) once the HM materials are received within three business days.
 - v. Assist the UEC with the monthly HM site inspections. Any HM not having the bar codes issued by HazMart are properly Bar Coded and, if required, added to the Unit's AUL.
 - vi. Assist the UEC with providing information to complete and update Activity Facilities and Operations Inventory FEVA Form 32-600. The UEC must coordinate this information with the AEC as the AEC maintains this EMP.
 - vii. Conduct an annual review of the Unit's AUL to ensure HM is no longer being required or used are removed from the AUL in coordination with the UEC and HazMart.
 - viii. Maintain HM files for at least three years.
 - ix. Ensure GPC holder's purchases of HM purchased are on the Unit's AUL.
 - x. Maintain only minimal quantities of HMs in the work area and turn in excess HMs to the HazMart as soon as possible for reuse or redistribution. This is usually called the 7-day supply. Activities must avoid storing excess or expired products at the job site or work area.
- (6). Re-Deployment Requirements. The UEC will coordinate with the HMM to:

- i. Ensure any serviceable HM returned to the installation is on the AUL. Any non-servable HMs should be wasted out at the deployed station. HWs are not allowed to be brought back from a deployed station.
 - ii. Ensure proper disposition of excess HMs.
- (7). Document numbers with a Material stock number (MSN) will be processed through GCSS-Army, PBUSE, SAMS-E, ULLS A, or S4 USE once HAZMART has added the HM to the Unit's AUL. Customers will receive status from PBUSE, SAMS-E, ULLS A, or S4 USE. If a customer needs assistance with a document number, they can call 878-2106 or 878-5963.

SECTION 4.4.6.6.2

SUBJECT: Hazardous Materials Storage and Container Management

ROLES AND RESPONSIBILITIES:

A. CESCEIE will:

- (1). Provide environmental management oversight of the Hazardous Material Program, the HazMart, and overall usage of HMs by Activities.
- (2). Coordinate with other installation organizations having requirements for the storage and accumulation of HM. Report findings from inspections to other appropriate organizations. These include, but are not limited to:
 - (a). 633 ABW Safety Office.
 - (b). F&ES Flight.
 - (c). Department of Public Health, Industrial Hygiene Office.
- (3). Inspect HM storage areas periodically to ensure proper HM management and compliance.

B. Activities will:

- (1). Provide resources for management and storage of HM.
- (2). Establish, inspect, and maintain storage areas for HM.
- (3). Establish, inspect, and maintain containers of HM.

- (4). Ensure HM containers are in good condition and properly stored.
- (5). Ensure all areas meet all applicable health, safety, and fire rules and regulations. Personnel should contact the Safety Office and the F&ES Flight for specific requirements.
- (6). Ensure all Activity's HM have been approved through the HazMart.

PROCEDURES:

A. Hazardous Materials Storage Areas:

(1). Site Locations:

- (a). Must be correctly cited where a spill or leak of HM would not constitute a discharge of wastes to surface waters, storm drains, or the sanitary sewage system.
- (b). Must contain sufficient capacity to hold 110% of the largest volume of a single container.
- (c). Sites will be protected from the elements. Collecting rainwater and HMs in containment unit must be containerized and treated as an HW until otherwise determined.
- (d). Containment systems will be kept clean and dry at all times.
- (e). Ensure each storage location is identified on the Activity Facilities and Operations Inventory FEVA Form 32-600.
- (f). All Activities using or installing any outside free-standing storage facility/shed MUST submit an AF Form 332 (Base Civil Engineer Work Order Request); AF IMT 813 (Request for Impact Environmental Analysis); and a map showing the location package for "Site Approval," to be reviewed and approved through the 733 CES Project Review Board (PRB). If Site Approval is granted through the 733 CES PRB, the outside/free standing storage facility/shed is not real property and is the user's sole cost and responsibility.

(2). Required equipment:

- (a). An internal communication or alarm system that provides immediate emergency instructions to Activity personnel.
- (b). Telephone or hand-held two-way radio capable of summoning emergency assistance from the Security Forces Squadron (SFS) Police.

(c). Portable fire extinguishers or fire control equipment.

- i. Portable fire extinguishers must be installed, inspected, and maintained IAW the National Fire Protection Association (NFPA) Standard # 10 *“Standard for Portable Fire Extinguishers.”* The Ft Eustis Fire & Emergency Services is the authority having jurisdiction over the selection, installation, and determination if inspected and appropriately maintained.

NOTE: CO₂, Purple K, Water, Halon, or BC are not approved for use.

- ii. Portable fire extinguishers must be installed in IAW NFPA 10 and generally a minimum of 10 lb. ABC Dry Chemical type extinguisher is required. Dining facilities with wet chemical hood systems shall have extinguishers installed IAW NFPA 10, 17A, and 96 in the immediate area around the hood system, generally a 6 liter Class K Portable Fire Extinguisher.
- iii. A monthly inspection shall be conducted and documented by the facility manager (or designated representative) for each portable fire extinguisher IAW NFPA 10.
 - a. The F&ES Fire Prevention Office can conduct an annual inspection of portable fire extinguishers attached to a registered building on the post. The portable fire extinguisher must be current with its six and 12yr maintenance to allow the F&ES Personnel to tag the extinguisher.
 - b. All portable fire extinguishers not part of a building requirement must be annual, every 6 and 12 tags attached by a certified inspection company. This is the responsibility of the facility manager/owner of the item.
 - c. If monthly inspection stickers “only” are required, the facility manager can go to the F&ES Fire Prevention Office to obtain stickers for monthly inspections only.
 - d. If any portable fire extinguisher should fail an inspection or maintenance action, it must be replaced immediately.
- iv. Each portable fire extinguisher shall have its annual, 6, and 12-year maintenance performed by certified maintenance personnel IAW NFPA 10.
 - a. The F&ES Fire Prevention Office can conduct an annual inspection of portable fire extinguishers attached to a registered building on the post. The portable fire extinguisher must be current with its six and 12-year maintenance to allow the F&ES Personnel to tag the extinguisher.
 - b. All portable fire extinguishers not part of a building requirement must be annual, every 6 and 12 tags attached by a certified inspection company.

This is the responsibility of the facility manager/owner of the item.

- c. If monthly inspection stickers “only” are required, the facility manager can go to the F&ES Fire Prevention Office to obtain stickers for monthly inspections only.

NOTE: If any portable fire extinguisher should fail an inspection or maintenance action, it must be replaced immediately.

- v. Portable fire extinguishers must be installed IAW NFPA 10 depending on the hazard protected (which could be 30 or 50 feet).
 - a. If the portable fire extinguisher is not readably noticeable from the storage area, a sign within view of the storage area must be placed above the fire extinguisher station
 - b. Fire extinguishers must be mounted IAW NFPA 10, which usually means no closer than 4 inches from the floor to the bottom of the fire extinguisher, so the top of the fire extinguisher is not more than 5 feet from the floor.
 - c. Portable fire extinguishers must be located at the site. It can be inside or outside of the containment device.
- (d). Spill kit and decontamination equipment. It has to be capable with HM stored aof adequate to absorb the largest volume of HM.
- (e). Proper Personal Protection Equipment (PPE).
- (f). Eye washing facilities as required.
- (3). Water, at adequate volume and pressure, to supply expected fire demands, foam producing equipment, automatic sprinklers, or water spray equipment.
- (4). All areas will have signs indicating (must be readable from 50 feet for outdoor locations):
 - (a). “Hazardous Materials Storage Area.”
 - (b). “No Smoking.”
 - (c). “Unauthorized Personnel Keep Out.”
- (5). Emergency Response Information: “Points of Contact” and “Telephone Numbers” will be posted at each site.

- (6). Each area will have a site-specific Contingency Plan (CP) IAW EMP 4.4.7.6.C.
- (7). All sites will maintain a copy of the “Incompatible Materials Chart.” Copies of this chart may be obtained from the HWAF.
- (8). Flammable storage lockers.
 - (a). Are not authorized for use outside unprotected from the environment.
 - (b). No more than three lockers can be adjacent, and sets of 3 must be separated by at least 100 feet.
 - (c). Must have 3-point hitch doors.
 - (d). If the lockers have been physically altered, it is no longer approved for flammable storage use.
 - (e). To meet fire regulations, flammable storage lockers must also have signs “Flammable - Keep Fire Away.”
- (9). All materials will have adequate aisle space. Sufficient aisle space will allow the unobstructed movement of fire protection, spill control, decontamination equipment, and personnel in an emergency to the problem container(s) within a storage area.
- (10). All storage areas will be inspected at least monthly using the Monthly Hazardous Material Site Inspections FEVA Form 32-680
- (11). An SDS will be available on-site (work area) and be easily accessible to employees for each HM stored and used by that activity.
 - (a). Safety Data Sheet (SDS) management is the responsibility of all Activities that store or use Hazardous Materials. These documents must be:
 - (b). Immediately available to employees, not locked up or at another location.
 - (c). BOUND, not in a box or bag, (e.g., in notebooks in the work area(s)).
 - (d). Indexed with a Table of Contents that depicts HOW the book is organized.
 - (e). Training log in the book.
 - (f). Updated annually and for chemicals no longer present in the area removed from the book and archived elsewhere.
 - (g). The bottom of the page must be dated... either by hand or computer... when the NEW sheet is added to the book. The date of preparation by the MFG maybe ten

years old, and this is not what we go by to ensure it has been updated. SDS must include the date of preparation of the material safety data sheet or the last change to it.

- (h). A Hazardous Chemical list must be maintained in each work area. All personnel who work at the site will sign and date the list annually, indicating that they are aware of the hazards associated with these products.
- (i). An up-to-date AUL may be used as the list. An inventory by quantity is not required.

(12). Good housekeeping will always be maintained.

B. Container usage and storage:

- (1). All containers must always be labeled appropriately.
 - (a). Labels must conform to OSHA, DOT, and Post Safety standards as required. The Post Safety Office can provide information on proper labeling requirements.
 - (b). The trade name on the label should match the trade name on the Safety Data Sheet (SDS). If you do not have an SDS for the product, request one from the HazMart or the supplying organization when you order the HMs.
 - (c). Labels must remain on containers until they are sufficiently cleaned of residues and purged of vapors to remove any potential hazards. They are sometimes referred to as “DOT or OSHA” Empty. Not to be confused with “RCRA” empty.
 - (d). Labels and markings no longer applicable to the contents will be removed, defaced to make them unreadable, or painted over.
 - (e). Labels and markings must be replaced if they become damaged or lost.
 - (f). Containers of hazardous materials not properly labeled should not be accepted by the requisitioning Activity.
 - (g). Containers of hazardous materials must be Bar Coded with current Bar Codes issued by the HazMart.
- (2). Containers will be stored in such a manner that allows for easy access to container labels. Under no circumstances should containers have to be moved to read any label or opened to determine container contents.
- (3). If a container holding materials is not in good condition (signs of bulges, damage, corrosion, etc.) or begins to leak, the contents will be transferred to an approved serviceable container immediately.

- (4). A container must always be closed during storage except when adding or removing materials or wastes is necessary.
- (5). A container shall not be opened, handled, or stored in a manner that may rupture the container or cause it to leak.
- (6). Containers of liquids must not be overfilled. Containers must have 3 to 4 inches of head space (ullage) to allow for expansion to temperature changes.
- (7). Containers must be compatible with the materials being contained.
- (8). Containers will not be reused for other purposes until “DOT or OSHA” is Empty.
- (9). Containers of materials incompatible with other containers of materials or wastes stored nearby will be separated or protected from the incompatible materials using a dike, berm, wall, or another device to prevent the mixing of incompatible materials if contents leak or are spilled.
- (10). Containers must be kept on pallets if not using containment pallets or “HazMat Storage Buildings” with containment.
- (11). Containers must be protected from the environment (rain, snow, etc.).
- (12). Serviceable products will not be stored with waste. Wastes must be physically separated from other materials, e.g., chains or ropes with signs, fences, walls, etc.
- (13). Temperature-sensitive materials will be stored to prevent exposure to temperature extremes.
- (14). HM will be stored in well-ventilated areas.

C. Transportation of HM:

- (1). Transportation of HMs is highly regulated by DOT and must meet stringent requirements. LRS, Transportation Squadron should be contacted for additional on-post and off-post transportation requirements.
- (2). On-Post transportation must meet the following requirements:
 - (a). Only government-approved or licensed contractor vehicles should be used. HazMart will not issue HMs to personnel in POVs.
 - (b). Vehicles will have fire extinguishers appropriate for the type of materials being moved.

(c). If containers have free liquids, a spill kit will be carried.

(d). Containers will be secured to prevent movement of containers or spills.

D. Disposition:

(1). Disposition of HMs does not necessarily imply disposal, which is a waste operation.

(2). HMs no longer needed for the original process may be reused for another process.

(3). HMs may be returned to the HazMart for restocking. The HazMart will decide based on several factors, for example, condition, date, demand, etc., to determine if the HMs can be re-stocked.

(4). In a limited number of cases, HMs may be recycled.

(5). HMs may have to be “wasted out” as Hazardous Wastes or Non-Hazardous Wastes.

(6). A container shall not be opened, handled, or stored in a manner that may rupture the container or cause it to leak.

(7). Containers of liquids must not be overfilled. Containers must have 3 to 4 inches of head space (ullage) to allow for expansion to temperature changes.

SECTION: 4.4.6.6.3

SUBJECT: Installation Hazardous Materials Management Process (IHMMMP) Cross-Functional Team (CFT) Charter

PURPOSE and POLICY:

A. Purpose:

(1). The Installation Hazardous Materials Management Process (IHMMMP) Cross-Functional Team (CFT) Charter IAW EMP 4.4.6.6 Installation Hazardous Materials Program (IHMP).

(2). Procedures to implement policy and operational procedures for the IHMMMP CFT.

B. Policy: Comply with legally applicable Federal, State, and local requirements, both substantive and procedural, for managing HMs, by reducing the acquisition and use of HMs through purchase restrictions, centralized inventory control, substitution, and elimination actions, and reuse, recycling, and enhanced shelf-life management.

SCOPE:

This EMP applies to all Activities and personnel who are standing members or requested members of the IHMMP CFT.

ROLES and RESPONSIBILITIES:

A. Environmental, Safety, and Occupational Health Committee (ESOHC) Chair will:

- (1). Establish the IHMMP CFT via Charter.
- (2). Provide oversight for the IHMMP CFT.

B. The IHMMP CFT Membership:

(1). Mandatory Standing Membership:

(a). 733 Civil Engineer Squadron (CES) will:

- i. Appoint the CES Hazardous Materials Manager (HMM), the Installation Materials Manager (IHMM), as the IHMMP CFT Lead.
- ii. Manage the user access authorization and system access privileges for EESOH-MIS.
- iii. Provide personnel, as appropriate, with operator training on EESOH-MIS. Allow contractor personnel to attend EESOH-MIS user training courses.
- iv. Ensure HAZMAT on the installation is tracked at a level sufficient to meet environmental reporting requirements and support fire protection, ESOH, and disaster response efforts.
- v. Complete installation EPCRA reporting requirements using data from EESOH-MIS, as appropriate.
- vi. Designate a person from the F&ES Flight as a member.
- vii. Designate HazMart Data Manager (Steward) as a member.

(b). Logistics Readiness Squadron (LRS)

- i. Designate a member from the Supply Division.
- ii. Designate a member from the Maintenance Division.
- iii. Designate the HazMart Supervisor as a member.

iv. Designate the Installation Supply Division Site Supervisor as a member.

(c). Safety Office:

- i. Designate a member.
- ii. Use EESOH-MIS for tracking and authorization purposes.
- iii. Ensure appropriate SE personnel receive operator training on EESOH-MIS.
- iv. Assess, at a minimum, safety risks of and control options for material and process authorizations.

(d). MEDDAC, Preventive Medicine Industrial Hygiene:

- i. Designate a member.
- ii. Use EESOH-MIS for tracking, reporting, and IH authorization purposes.
- iii. Ensure appropriate IH personnel receive operator training on EESOH-MIS and maintain EESOH-MIS access.
- iv. Assess, at a minimum, health risks of, and control options for, material and process authorizations.
- v. Advocate and consult medical logistics and their leadership on incorporating HazMat data into EESOH-MIS.
- vi. Serve as the installation OPR for SDS IAW AFI 90-821.

(e). Legal (JA): Designate a member.

(f). Contracting Offices (All):

- i. Designate a member.
- ii. Work with the installation HMMP team to appropriately tailor the performance-based work statement (PWS) template (see the HazMat management playbook) to ensure contractor compliance with local HazMat monitoring, determination, authorization, tracking, and reporting requirements.
- iii. Before contract closeout, contact the CE HMMP team lead and the contract Quality Assurance Personnel to ensure the contractor has fulfilled all contract HAZMAT requirements.

iv. Ensure that HazMat authorization and tracking requirements are included in local Government Purchase Card (GPC) guidance and training.

v. Ensure that contract Quality Assurance Personnel training includes the local installation HazMat management contractor procedures.

(g). Army Material Command: 406 Army Field Support Brigade, Maintenance Division, Logistics Readiness Center JBLE provides a member to the IHMMP Team.

(2). Optional Membership: Participate in the IHMMP CFT as necessary.

(a). Public Affairs

(b). Security Forces Squadron (SFS).

(c). NEC

(d). Activity Coordinators (AECs, HWCs. UECs)

C. IHMMP CFT will:

(1). Oversee and coordinate the IHMMP tasks.

(2). Incorporate HMMP requirements into installation-level procedures, operating instructions, agreements, and training.

(3). Develop installation-specific procedures and contract requirements (for inclusion in contract documents) to ensure HM brought onto the installation by contractors are appropriately authorized, managed, and tracked.

(4). Ensure HMMP requirements are integrated into support agreements IAW procedures outlined in AFI 25-201.

(5). Ensure that any outsourcing initiatives involving any HMMP CFT functional responsibilities explicitly spell out responsibilities as requirements in the contract.

(6). Designate an SDS gatekeeper to ensure SDSs not loaded into EESOH-MIS are forwarded to the approved Air Force EESOH-MIS SDS Data Steward.

(7). As requested, collect data and report HMMP metrics to senior leadership.

(8). Establish and maintain a management effort to ensure the installation's HMMP data quality.

- (9). Identify and resolve installation program issues, particularly in policy and resource guidance; cross-feed smart procedures; evaluate program performance, and validate and prioritize strategies that support and enhance these initiatives.
- (10). Ensure that relevant information on HMMP projects or metrics with potential community or media interest is provided to Public Affairs.

PROCEDURES: IHMMP CFT

- A. Will meet:
 - (1). Quarterly - This is a full Team meeting attended by **all standing members**.
 - (2). Monthly – Monthly (Mini Team) meetings that are not considered Quarterly meetings will be attended by all HazMart and approving members (Safety, IH, CES/CEIE) as required. The purpose of these meetings is to:
 - (a). Address minor issues.
 - (b). Identify issues and development agenda for the Quarterly meetings.
- B. Is a standing Working Group to the Environmental Management System (EMS) Cross-Functional Team (CFT).
- C. Will report to the EMS CFT every quarter.
- D. IHMMP CFT Problem Resolution Process. The IHMMP CFT chain of command is structured to ensure senior leadership insight into the HMMP and involvement in resolving HMMP issues that the team has not been able to resolve.
 - (1). The IHMMP CFT is responsible for first trying to resolve issues within the team itself.
 - (2). If this is not possible, the IHMMP CFT is responsible for going to the ESOHC chair for assistance. Individual team members must first inform their chain of command for the IHMMP CFT and present the issue to the ESOHC chair.
 - (3). If the ESOHC chair cannot resolve the issue, the IHMMP CFT, with the approval of the ESOHC chair, should refer the issue to the IHMMP CFT at the next level of command.
- E. Establish and implement procedures for HazMat reduction, recycling, reuse, or shelf-life control to minimize the generation of HW. This includes reducing HazMat disposal through reduction, recycling, reuse, shelf-life management, etc.
- F. Assess customer satisfaction periodically and make improvements whenever possible.

- G. Ensure that any contracting initiatives involving any aspect of the IHMP specifically define responsibilities for executing the affected IHMMP elements.
- H. Develop local GPC procedures for HazMat purchases. Ensure the Contracting Office implements these procedures and includes them in the GPC training and guidance.
- I. Determine and document the procedures for effectively tracking HazMat from the cradle to the grave, facilitating work center inspections for unauthorized HazMat, and supporting the free issue of unused HazMat. The preferred method of barcoding coding, but the installation of IHMMP CFT may develop and document alternative local procedures.
- J. Develop and execute procedures to ensure all contractors' hazardous materials brought onto the installation are appropriately managed IAW EMP 4.4.6.6 Installation Hazardous Materials Program (IHMP).
- K. The IHMMP CFT will work with the Contracting Office to develop and implement procedures to:
 - (1). Ensure that contracts for HazMart operations or that involve the use of HazMat on the installation include FAR clause 52.223-3, AFFARS clause 5352.223.9003, and appropriate installation-specific contract requirements. NOTE: This requirement includes any effort to contract out any HMMP responsibilities.
 - (2). Provide inputs on appropriate HazMat requirements to the Contracting Office for inclusion in the contract Quality Assurance Surveillance Plans and the contract Quality Assurance 2.10.1.15. Ensure that HazMat has an installation-wide free-issue, reuse, and redistribution program.
- L. Support LRS in developing and implementing HazMat transportation security plans and training.

