

## Environmental Management Procedure (EMP) 4.4.6.6.1

### Subject: HazMart Operations

1. Purpose and Policy:
  - A. Purpose: This EMP establishes the procedures to implement 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 (IHMP), the HazMart is the only entity on an installation to issue final approval for 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 Logistics Readiness Squadron (LRS). There may be more than one daughter HazMart as required and approved by LRS and CED.
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Environmental/>
3. References:
  - A. JBLE-I 32-101, Environmental Management
  - B. EMP 3.0 EMP Dictionary
  - C. EMP 4.4.6.6 Installation Hazardous Materials Program (IHMP)
  - D. EMP 4.4.6.6.1 Tab 6 Hazardous Materials Manager (HMM) Appointment FEVA Form 32-684
  - E. EMP 4.4.6.6.1 Tab 1 HazMart Authorization and Order Form FEVA Form 32-681
  - F. EMP 4.4.6.6.1 Tab 2 Shop Codes & Names
  - G. EMP 4.4.6.6.1 Tab 3 Process List
4. 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 working as a tenant on the installation.
5. Roles and Responsibilities:
  - A. Logistics Readiness Squadron (LRS) will:

- (1). Provide resources for managing and distributing government-owned HMs hazardous materials used on the Base and issue final approval for purchase of HMs
  - (2). Provide for the operation of the JBLE-E HazMart which provides a distribution facility for Hazardous Materials.
  - (3). HazMart Functions:
    - (a). Manages the oversight of receipt, storage, issue, inspection, distribution, and tracking of HMs in EESOH-MIS.
    - (b). Ensures that all HMs have been added to the AUL prior authorizing an Activity to purchase.
    - (c). Provide training to Activity personnel (HMMs, CORs, etc.) on the Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS) tracking system.
    - (d). Enter HMs transactions into the Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS) tracking system as required:
      - i. It is the responsibility of the Activity to ensure that all HMs purchases are on the AUL.
      - 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/or the Contracting Officer. In turn these personnel or the contractor will notify the HazMart.
    - (e). 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.
    - (f). Use the Class I ODS Requisition SAO Approval process to requisition Class I ODS.
    - (g). Assist Activities in identifying HMs stock numbers and/or part numbers, and finding appropriate SDS.
    - (h). The HazMart may not issue HMs from the free issue inventory to an Activity unless the product is on the AUL.
    - (i). Submit required changes for the EESOH-MIS tracking system to the IHMMP Cross Functional Team (IHMMP CFT) for review and possible validation.
    - (j). Creates and issues Shop Codes to Units.
- B. Civil Engineer Directorate (CED); Environmental (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 Hazardous Materials acquisition from Activities.
- C. Installation Safety Office will.
- (1). Review requests for Hazardous Materials acquisition from Activities.
  - (2). Appoint one primary Reviewer and at least one alternate Reviewer for EESOH-MIS.
- D. Preventive Medicine Industrial Hygiene will.
- (1). Review requests for Hazardous Materials acquisition from Activities.
  - (2). Appoint one primary Reviewer and at least one alternate Reviewer for EESOH-MIS.
- E. Activities will:
- (1). Provide resources for the proper management of Hazardous Materials IAW EMP 4.4.6.6 Hazardous Materials Management (HMM).
  - (2). Ensure primary and alternate Hazardous Materials Manager (HMM) are appointed and trained IAW EMP 4.4.2 Environmental Awareness & Competency Training and EMP 4.4.2 Tab 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). Set up EESOH-MIS accounts.
6. 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 a DD Form 2875 SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) requesting access to EESOH-MIS to the HazMart
- ii. Providing an AF Portal ID. If you do not have an AF Portal ID, go to (b) below.

(b). Activity requested AF Portal ID:

- i. Go to [Register for a new AF Portal Account w/ your CAC](#)
- ii. Follow the instructions.
- iii. If you do not have an AF CAC, you may be required to submit another DD Form 2875 to request AF Portal access. Be prepared for this.

(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 the HazMart.
- iii. Read only access is required by all shops.

(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. Contractors are required to use EMP 4.4.6.6.1 Tab 4 Contractor HazMart Registration Form FEVA Form 32-682 to perform supply functions of ordering, receiving, stocking, and storing HMs.

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 2 days.
  - i. Coordinate with F&ES Flight during this time period.
  - ii. Grants final approval before returning approvals to the HazMart
- (b). Preventive Medicine Industrial Hygiene - Review Hazardous Materials requests and enter determination into EESOH-MIS within 2 days.

- (c). Installation Safety Office - Review Hazardous Materials requests and enter determination into EESOH-MIS within 2 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). If any Authorizing Office does not authorize, then the request is denied. 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 evaluation and approval of 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/or the Contracting Officer. In turn these 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 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/or Commander/Director will be notified of the infraction.
  - (c). The appropriate Contractor AEC and/or Contracting Officer or COR will be notified for corrective action.
  - (d). A notice will be sent through Command Channels for Military and Civilians Activities or the Contracting Officer for Contractors if deemed appropriate.
- (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 AEC is found, then the HazMart will Email the AEC to close the transaction. The AEC has 30 calendar days to add the HM to the AUL and close the transaction.
  - (c). If the transaction is not closed within the time period, then the HM will be transferred to the Free Issue Area.
- (3). Appropriate penalties for the contractor or for military and civilians administrative and disciplinary action for non compliance will be enforced as deemed appropriated.

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.**
- (2). **Set up an EESOH-MIS account IAW paragraph 5.E. (4) above. This is a mandatory requirement.**
- (3). **Must have a Notice of Delegation of Authority – Receipt for Supplies, DA Form 1687 dated Nov 2015 or later on file with the HazMart. This is a mandatory requirement.**
- (4). Ensure only **ONE** Shop Code per Unit except for those Activities having paint booths, pesticide applications operation for example. Coordination with the HazMart is required.
- (5). **Have any HMs being delivered by the vendor delivered to the HazMart, B1205. Vendors are not allowed to deliver directly to the Unit shop unless specifically approved by the HazMart. Exceptions are usually only for bulk deliveries.**
- (6). Appoint a Hazardous Materials Manager (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 3 business days.
  - iv. Ensure all open transactions in EESOH-MIS are closed (bar coded by HazMart) once the HM materials are received within 3 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 EMP 4.5.2.3 Tab 2 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 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 3 years.
  - ix. Ensure GPC holders 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 normally called the 7 day supply. Activities must avoid storing excess or expired products at the job site or in the work-area.

(7). Re-Deployment Requirements. The UEC will coordinate with the HMM to:

- i. Ensure any serviceable HM being brought back to the installation are 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.

(8). Document numbers that have a national stock number (NSN) 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.

H. All Contractors and Subcontractors are considered to be an Activity by definition. The following procedures apply to Contractors and Subcontractors which have contracts which are less than 1 year in duration to include option years.

- (1). 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 the HMs is 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.
- (2). Report data on the HMs used during the performance of the contract at intervals and in the format specified by the HMMP team.
- (3). Use the EMP 4.4.6.6.1 Tab 4 Contractor HazMart Registration Form FEVA Form 32-682 to identify HMs being brought on to and used the installation. Any products remove from the installation must be reported.
- (4). If the contractor needs to bring a new or additional materials on 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.
- (5). Contracting Office/COR or government AEC/UEC/HWC will provide the HazMart an "End Date" when the project is complete.