

*Installation Hazardous Materials Program (IHMP)*

**ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.6.6**

**JBLE-EUSTIS**



*25 June 2020,*

(Revised 20 Dec 2024)



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

25-Oct-24

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

FROM: 633 ABW/CD

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 JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>.

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 All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

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STEVEN P. DILLENBURGER, Colonel, USAF  
Deputy Installation 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, purchasing and tracking of Hazardous Materials (HMs).
- B. Policy: Comply with legally applicable Federal, State, and local requirements, both substantive and procedural for managing HMs. Reducing the unnecessary procurement

and use of HMs through material restrictions, centralized inventory control, material substitution, elimination actions, reuse/recycling, and enhanced shelf-life management.

- (1). No HM procurement and use shall occur on the installation unless all required authorizations are received.
- (2). HazMart: An onsite “customer service desk” for the Installation Hazardous Materials Management Program (IHMMMP). The HazMart is the only entity on an installation that issues final approval for the purchase, management and tracking of HMs. The final approval is complete when the material 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 reviewer for HazMart as required and approved by 733 LRS and 733 Civil Engineer Squadron (CES).

## **ROLES and RESPONSIBILITIES:**

### **A. LRS:**

- (1). Provides resources for managing and distributing government-owned HMs used on the Base and issue final approval for the procurement of HMs.
- (2). Provides for the operation of the JBLE-E HazMart, which provides a distribution facility for HMs.
- (3). HazMart Functions:
  - (a). Manages the receipt, storage, issue, inspection, distribution, and tracking of HMs, in conjunction with CES/CEIE, in the electronic tracking system; Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS).
  - (b). Ensures that all approved requested HMs for activities have been added to the AUL.
  - (c). Enter HMs transactions into the EESOH-MIS tracking system as required:
    - i. Activities must ensure that all HMs purchases are on the AUL.
    - ii. This includes, but is not limited to, Government-wide Purchase Card (GPC), contractor procured and supply system transactions.
    - iii. GPC holders must ensure that all GPC HMs purchases are on the AUL.

iv. Contractors must 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 Hazardous Material Manager and 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, part numbers and obtaining the proper SDS.
- (g). Free issue inventory may not be issued to an Activity by the HazMart unless the product is on the AUL.
- (h). Submit required changes for the EESOH-MIS tracking system to the CFT's IHMMP Team for review and validation.
- (i). Creates and issues Shop Codes to Units.

B. CES/CEIE:

- (1). Provides environmental compliance management of the EESOH-MIS approval and tracking system.
- (2). Appoints 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 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:

- (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:

- (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 Unit Environmental Coordinators (UECs) are appointed IAW EMP 4.4.2.
- (4). Ensure that all HMs are funded and added to the AUL prior purchase or being brought onto the Installation.
- (5). Set up EESOH-MIS accounts and are properly trained.

**PROCEDURES:**

**A. General HazMart Operations:**

- (1). Location and Hours of Operation:
  - (a). HazMart is located within 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:**

- (1). Assist Activities in setting up an EESOH-MIS account. This is a multi-step and required process:
    - (a). Receive EESOH-MIS access by:
      - i. Submitting the DD Form 2875, 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](http://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. Once the HMM receives additional training on EESOH-MIS access will be granted.
    - ii. Manual ordering is not authorized or provided by the HazMart.
    - iii. Full EESOH-MIS access is required by all shops.
- C. All Contractors and Subcontractor work is an Activity:
- (1). Construction /short-term Contractors must use Contractor HazMart Registration Form FEVA Form 32-682, to perform supply functions of procurement and storing HMs. The form is located <https://www.jble.af.mil/About-Us/Units/Ft-Eustis/Eustis-Environmental/EMPs/> under the Forms Section.
  - (2). Service contracts/Long-term Contractors require an EESOH-MIS account. Must coordinate with HazMart.
  - (3). Contractors must submit the required information, supporting documentation to including SDS's, and additional necessary to obtain HMs usage authorization. The Contracting Office/COR or government UEC/HWC will transmit the contract 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 HMs data used during the performance of the contract at intervals and in the format specified by the HMMP team. Data shall be supplied to Contracting Office/Project Manager/CEIE IAW EMP 4.4.6.16 Contracting JBLE-Eustis Environmental Special Conditions.
- (5). Use the Contractor HazMart registration 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 contractor requires additional materials to the installation that was not included in the original HMs listing, the contractor must notify the Contracting Office/COR or government UEC/HWC and obtain prior authorization IAW paragraph (1) above.
- (7). Contracting Office/COR or government UEC/HWC will provide the HazMart an “End Date” when the project is complete.

D. HazMart Inspections:

- (1). HazMart will conduct monthly announced 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):

- (1). Ensure processing time limits are met:
  - (a). CEIE - Review HM 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 review before returning approvals to the HazMart.
  - (b). Preventive Medicine Industrial Hygiene - Review HM 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 HM if a 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 material, 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 situational awareness 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 work together 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). Contractors must report HMs brought onto and/or used on the installation to the Project Manager, COR, and the Contracting Officer. In turn, personnel or the contractor will notify CEIE.

F. Activities found to have HMs not present on the AUL or not following ordering procedures will be subject to the following actions:

- (1). One or more of the following actions will be taken for unauthorized HM found in Activity areas:
  - (a). Have the unauthorized HMs removed from their areas for Military and Civilians Activities to the HazMart free issue area. Any Activity may request a HM from the free issue area once the item has been added to their AUL. This could result in the unauthorized material being issued to another Activity.
  - (b). The appropriate UEC and Commander/Director will be notified of the infraction.

- (c). The appropriate Contractor UEC 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 present on an AUL:
- (a). HazMart will attempt to identify the requesting Activity and notify the appropriate HMM or POC.
  - (b). HazMart will notify the appropriate HMM/POC. The Unit has 30 calendar days after notification to add the HM to the AUL and close the transaction.
  - (c). Transactions not closed within the timeframe will be transferred to Free Issue.
- (3). Contractor, military, and civilian administrative and/or disciplinary action for non-compliance will be enforced as deemed appropriate.

G. Activities will:

- (1). Set up the mandatory EESOH-MIS account IAW paragraph 5.E. (4) above.
- (2). Ensure that prior to purchase and being brought onto the installation all HMs are funded and added to the shop specific AUL.
- (3). Ensure individual Shop Code per Unit is utilized; except for those Activities containing paint booths, pesticide applications operations, etc. Coordination with the HazMart is required.
- (4). Ensure all HMs are delivered to the HazMart, B1205 Taylor Ave location. HMs shall not be delivered directly to shops. If direct delivery is necessary, HazMart approval is required.
- (5). Appointed HMM IAW EMP 4.4.2 Environmental Awareness & Competency Training. The HMM will:
  - i. Enter all Unit approvals and purchases into EESOH-MIS.
  - ii. Ensure all HM approvals have been added to the Unit AUL prior to purchasing.
  - iii. Ensure all HMs received are Bar Coded with the Bar Codes supplied by the HazMart within three business days of receipt when applicable.
  - iv. Ensure all open transactions in EESOH-MIS are closed within three business

days of the HM material being received.

- v. Assist the UEC with monthly HM site inspections. During inspections HM not containing the bar codes issued by HazMart shall be properly Bar Coded and, if required, added to the Unit's AUL.
- vi. Assist the UEC to complete and update Activity Facilities and Operations Inventory FEVA Form 32-600.
- vii. Conduct an annual review of Unit's AUL to ensure HMs no longer utilized are removed from the AUL in coordination with the UEC and HazMart.
- viii. Maintain HM files for at least three years.
- ix. Ensure all purchases of HM are included on the Unit's AUL; this includes GPC purchases.
- x. Activities shall utilize 7-day supply which avoids storing excess or expired products at the job site or work area. Ensure expired and unused HM are properly turned into to HazMart or Hazardous Waste for redistribution or proper disposal.

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

- i. Ensure any serviceable HMs are returned to the installation if on the AUL. Any non-servable HMs should be wasted out at the deployed station. Hazardous wastes are not permitted to be brought back from a deployed station.
- ii. Ensure proper disposal 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 HMs to the Unit's AUL. Customers will receive status from PBUSE, SAMS-E, ULLS A, or S4 USE. If document number assistance is required call 757-878-2106 or 757-878-5963.

## **SECTION 4.4.6.6.2**

**SUBJECT: Hazardous Materials Storage and Container Management**

**ROLES AND RESPONSIBILITIES:**

A. CES/CEIE:

- (1). Provide environmental management of the Hazardous Material Program, the HazMart, and usage of HMs by Activities.
- (2). Coordinate with other installation organizations for requirements for the storage and accumulation of HM. Report findings from inspections to following appropriate organizations.
  - (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 HM storage areas. Ensure HM are properly maintained.
- (3). Establish, inspect, and maintain HM containers. Ensure HM containers are in good working condition.
- (4). Ensure all areas meet applicable health, safety, and fire rules and regulations. Personnel shall contact the Safety Office and the F&ES Flight for specific requirements.
- (5). Ensure all Activity's HM have been approved through the HazMart and are on the AUL.

**PROCEDURES:**

A. Hazardous Material Storage Areas:

- (1). Site Locations:
  - (a). Must be in a location that would not create a HM discharge to surface waters,

storm drains, or the sanitary sewage system.

- (b). Pallets and lockers must contain the capacity to sufficiently hold 110% of the largest volume of a single container to prevent discharges.
  - (c). Sites shall be protected from the elements. Containment systems shall always be kept in good working condition.
  - (d). Ensure each storage location is identified on the Activity Facilities and Operations Inventory FEVA Form 32-600.
  - (e). All Activities using or installing any outside free-standing storage facility/shed shall 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 through the 733 CES Project Review Board (PRB). Once approval is granted through the 733 CES PRB, the outside/free standing storage facility/shed is the user's sole cost and responsibility. Real property is not responsible.
- (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 portable fire extinguisher inspection shall be conducted and documented by the facility manager (or designated representative) 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 installation. The portable fire extinguisher must be current with its maintenance to allow the F&ES personnel to tag the extinguisher.
  - b. All portable fire extinguishers not part of a building requirement must be inspected annually, every 6 and 12 tags attached by a certified inspection company. This is the responsibility of the facility manager/owner of the item.
  - c. When only a monthly inspection is required, the facility manager can contact the F&ES Fire Prevention Office to obtain proper labels.
  - d. Any failed inspections or maintenance actions the fire extinguisher shall be immediately removed from service.
- 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 installation. The portable fire extinguisher must be current with its maintenance to allow the F&ES personnel to tag the extinguisher.
  - b. All portable fire extinguishers not part of a building requirement must be inspected annually, every 6 and 12 tags attached by a certified inspection company. This is the responsibility of the facility manager/owner of the item.
  - c. When only a monthly inspection is required, the facility manager can contact the F&ES Fire Prevention Office to obtain proper labels.
  - d. Any failed inspections or maintenance actions the fire extinguisher shall be immediately removed from service.
- v. Portable fire extinguishers must be installed IAW NFPA 10 depending on the hazard protected (which could be 30 or 50 feet).
- a. If a portable fire extinguisher is not readably accessible from the storage area, a sign within view of the storage area must be placed above the fire extinguisher station identifying its location.
  - b. Fire extinguishers must be mounted IAW NFPA 10, which means no closer than 4 inches from the floor to the bottom of the fire extinguisher, the top of the fire extinguisher is no more than 5 feet from the floor.

- c. Portable fire extinguishers must be located at the site. Location can be inside or outside of the containment area.
  - (d). Spill kit and decontamination equipment must be capable with HM stored and adequate quantity to absorb the largest volume of HM.
  - (e). Proper Personal Protection Equipment (PPE).
  - (f). Eye washing facilities as required.
- (3). Water, with adequate volume and pressure, to supply expected fire demands, foam producing equipment, automatic sprinklers, or water spray equipment.
- (4). All storage areas will have legible signs, from 50 feet away (outdoor) indicating:
- (a). “Hazardous Materials Storage Area.”
  - (b). “No Smoking.”
  - (c). “Unauthorized Personnel Keep Out”
  - (d). “Flammable - Keep Fire Away”
- (5). Emergency response information will be posted at each location:
- (a). “Points of Contact” and
  - (b). “Telephone Numbers”
- (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 lockers must be separated by at least 100 feet.
  - (c). Must have 3-point hitch doors.
  - (d). Lockers must not be physically altered in any way. Lockers that have been altered are no longer approved for flammable storage use. Alterations can include but not

limited to; drilled holes, adding locks, door track modifications, etc.

- (9). All materials shall have adequate aisle space. Adequate aisle space will allow the unobstructed movement of fire protection, spill control, decontamination equipment, and personnel in an emergency.
- (10). All storage areas shall be inspected at monthly using the Monthly Hazardous Material Site Inspection FEVA Form 32-680
- (11). An SDS shall be available on-site (work area) and be easily and immediately accessible to employees for each HM stored and used by that activity.
  - (a). Document and Safety Data Sheet (SDS) management is the responsibility of all Activities that store or use Hazardous Materials. These documents must be:
    - i. Immediately available to employees. Shall not be locked up or placed in a separate location.
    - ii. BOUND, not in a box or bag, (e.g., binder(s) in the work area(s).
    - iii. Appropriately organized; recommend indexing with a Table of Contents.
    - iv. Employee training log must be present.
    - v. SDS documents must be updated annually to ensure all HMs have an SDS and to remove chemicals no longer being utilized in the area. SDS's removed from the book shall be archived separately.
    - vi. SDSs must include the date of preparation or documents last revisions. Data of preparation/revision shall be no older than ten years old. Recommend dating pages when added to binder/notebook.
    - vii. A hazardous chemical list must be maintained in each work area. All personnel who work at the site shall review the chemical hazardous annually and sign and date in acknowledgement of hazards. AULs may be used as the list.
- (12). Good housekeeping of documents and HM shall be maintained.

B. Container usage and storage:

- (1). Containers shall always be labeled appropriately.
  - (a). Container labels must adhere to OSHA, DOT, and Installation Safety standards as required. The Installation Safety Office shall provide additional information on proper labeling requirements.

- (b). The chemical label name shall match the trade name on the Safety Data Sheet (SDS).
  - (c). Labels and markings must always remain legible. Replace if they become illegible, damaged, or lost. Labels must remain on containers until the HM is deemed empty.
  - (d). Labels and markings no longer needed or applicable to the contents shall be removed or painted over to make them illegible.
  - (e). Requisitioning Activity shall not accept containers of hazardous materials not properly labeled.
  - (f). Containers of hazardous materials must be Bar Coded with Bar Codes issued by the HazMart.
- (2). Containers shall be stored in a manner that allows for access to container labels. Containers should not have to be moved, opened, or removed to determine the contents.
  - (3). The contents of a damaged container shall be immediately transferred to an approved serviceable container. Containers shall be in good condition and not have signs of bulging, damage, corrosion, etc.
  - (4). A HM container must be closed except when adding or removing materials.
  - (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 must have 3 to 4 inches of head space to allow for expansion. Liquid containers shall not be overfilled.
  - (7). Containers must be compatible with the materials being contained within.
  - (8). Containers shall not be reused for other purposes until deemed empty.
  - (9). HMs incompatible with other materials shall be separated or protected from each other using a dike, berm, wall, or other separation device to prevent the mixing of incompatible materials in case of emergency.
  - (10). Containers must be kept on pallets if not using containment pallets or “HazMat Storage Buildings” with containment.
  - (11). HM and serviceable products shall not be stored with wasted material. Wastes must be physically separated from other materials, e.g., chains, ropes with signs, fences,

walls, etc.

(12). HM containers must be protected from the environmental elements (rain, snow, etc.).

(13). HM must be stored in well-ventilated areas. Temperature-sensitive materials shall be stored to prevent exposure to temperature extremes.

C. Transportation of HM:

(1). LRS, Transportation Squadron shall be contacted for all additional on-post and off-post transportation requirements.

(a). Transportation of HMs is highly regulated by DOT and must meet stringent requirements.

(2). On-Post transportation must meet the following requirements:

(a). Only government-approved or licensed contractor vehicles shall be used.

(b). HazMart will not issue HMs to personnel in POVs.

(c). Vehicles shall have appropriate fire extinguishers for the type of materials being transported.

(d). If containers have free liquids, an appropriate spill kit shall be carried.

(e). Containers shall be properly secured to prevent movement of containers or spills during movement.

D. Disposition:

(1). HMs no longer required for the original process may be reused for another process.

(2). Unused HMs shall be returned to the HazMart for restocking. The HazMart shall determine if the HMs are eligible to be re-stocked.

(3). HMs may have to be “wasted out” as hazardous waste or non-hazardous waste. The HWWAF shall be contacted to properly dispose of HMs.

**SECTION: 4.4.6.6.3**

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

**PURPOSE and POLICY:**

A. Purpose:

- (1). The Installation Hazardous Materials Management Process (HMMP) 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 IHMMP 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):

- 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, ESOHC, and disaster response efforts.
  - v. Complete installation EPCRA reporting requirements using data from EESOH-MIS, as appropriate.
  - vi. Designate an individual from the F&ES Flight as a member.
  - vii. Designate HazMart Data Manager (Steward) as a member.
- (b). Logistics Readiness Squadron (LRS):
- i. Designate an individual from the Supply Division as a member.
  - ii. Designate an individual from the Maintenance Division as a member.
  - 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). Unit Coordinators (HWCs and UECs)

C. IHMMP CFT:

(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 necessary. 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 manager 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.