Environmental Management Procedure (EMP) 4.4.6.6

Subject: Installation Hazardous Materials Program (IHMP)

1. Purpose and Policy:
   
   A. Purpose: This EMP establishes the procedures to implement policy for the proper management of Hazardous Material (HMs) through the HM Management Process (HMMP).
   
   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.
   
   C. Specific Objectives of the HMMP:
      
      (1). Collect and maintain HazMat data in the Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS) tracking system.
      
      (2). Support compliance with applicable HazMat management laws, regulations and EOs, especially EO 13423 and EO 13514, which require federal agencies to comply with Emergency Planning and Community Right-to-Know Act (EPCRA) sections (§§) 301-313 and to minimize the use of HazMat.
      
      (3). Support compliance with Department of Defense (DOD) and Air Force EPCRA implementing guidance.
      
      (4). Key part of the installation’s Waste Minimization Program to meet Resource Conservation and Recovery Act (RCRA) requirements.
      
      (5). Serve as a key information resource allowing the AF EMS at all levels to develop plans; establish aspect inventories; identify impacts; set objectives and targets; and monitor implementation of corrective actions.
      
      
      (7). Protect the safety and health of personnel on the installation and communities surrounding the installations from Air Force misuse of HazMat.
      
      (8). Minimize the use of HazMat consistent with mission requirements.
      
      (9). Manage mission critical requirements for Class I Ozone Depleting Substances (ODS).
      
      (10). Provide the work area supervisor with information necessary to comply with applicable hazardous material risk communication requirements, especially the Occupational Safety and Health Administration (OSHA) Hazard Communication (HAZCOM) Standard.
      

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:
      
3. References:
   A. JBLE-I 32-101, Environmental Management
   B. EMP 3.0 EMP Dictionary
   C. EMP 4.4.6.6 Tab 1 Hazardous Materials Storage and Container Management
   D. EMP 4.4.6.6 Tab 2 Form - Monthly Hazardous Material Site Inspections FEVA Form 32-680
   E. EMP 4.4.6.6 Tab 3 Installation Hazardous Material Management Process (IHMMP) Team Charter
   F. EMP 4.4.6.6.1 HazMart Operations
   G. EMP 4.4.6.6.1 Tab 1 HazMart Authorization and Order Form FEVA Form 32-681
   H. EMP 4.4.6.6.1 Tab 2 Shop Codes & Names
   I. EMP 4.4.6.6.1 Tab 3 Process List
   J. EMP 4.4.6.6.1 Tab 4 Contractor HazMart Registration Form FEVA Form 32-682
   K. EMP 4.4.6.6.1 Tab 5 HazMart Inspection Checklist FEVA Form 32-683

4. Scope: This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis. The definition of an Activity can be found in JBLE I 32-101.

5. Roles and Responsibilities:
   A. Environmental, Safety, and Occupational Health Council (ESOHC) Chair will:
      (1). Establish a cross-functional Installation Hazardous Material Management Process (IHMMPP) Team via formal charter (EMP 4.4.6.6 Tab 3 Installation Hazardous Material Management Process (IHMMPP) Team Charter
      (2). Appoint Civil Engineer Directorate as the IHMMP Team Lead.
      (3). Ensure that all installation organizations that use HazMat, including non-appropriated fund activities, tenants, and contractors, participate in the IHMMP.
      (4). Periodically review the installation IHMMP to ensure that all functional areas are adequately resourced and are executing IHMMP responsibilities.
   B. Logistics Readiness Squadron (LRS) will:
      (1). Provide resources for managing, storing, and distributing all hazardous materials used on the Base.
      (2). Be a member of the IHMMP Team.
      (3). Provide for the operation of the JBLE-E HazMart which provides a centralized tracking, storage, and distribution facility for Hazardous Materials.
      (4). HazMart Supervisor will be a member of the IHMMP Team.
      (5). Provide Hazardous Material data for legally required reports.
(6). Maintain the Installation HazMat Transportation Security Plans

C. Civil Engineer Directorate (CED):

(1). Provide Chair for the IHMMP Team

(a). Civil Engineer Directorate (CED); Environmental (CEIE) will be a member of the IHMMP Team.

(b). Fire & Emergency Services Flight will be a member of the IHMMP Team.

(2). CEIE will:

(a). Appoint the HM Program Manager as the Installation HM Manager (IHMM) which is the IHMMP Team Lead.

(b). Provide environmental compliance management oversight of the IHMP, the HazMart, and overall usage of Hazardous Materials by JBLE-E Activities.

(c). Prepare and submit legally required Hazardous Material program reports (e.g. EPCRA), documents, and maintain report records.

(d). Coordinate with other Base organizations having requirements for the storage of materials. These include, but are not limited to:

   i. Installation Safety Office.

   ii. Fire and Emergencies Services Flight.

   iii. Preventive Medicine and Industrial Hygiene.

   iv. Safety Office

D. Safety Office (SE) will:

(1). Be a member of the IHMMP Team.

(2). Review requests of Hazardous Materials acquisition from Activities through the EESOH-MIS tracking system.

E. MEDDAC: Preventive Medicine Industrial Hygiene will:

(1). Be a member of the IHMMP Team.

(2). Review requests of Hazardous Materials acquisition from Activities through the EESOH-MIS tracking system.

F. Legal (JA): Support the IHMMP Team.

G. Contracting Offices will:

(1). Ensure that all contracts include all appropriate Federal Acquisition Regulation (FAR) clause.

(2). Ensure the Technical Exhibit XX: EMP 4.4.6.16 Tab 1 JBLE-Eustis Assessment Management Special Conditions and Affirmative Procurement is in all contracts.
(3). Support the IHMMP Team.

H. Army Material Command: 406 Army Field Support Brigade, Maintenance Division, Logistics Readiness Center JBLE provide a member to the IHMMP Team.

I. Activities will:

(1). Provide resources for the proper management, acquisition, storage, usage, disposition, and pollution prevention of hazardous materials.

(2). Ensure personnel managing these HMs have the appropriate training IAW EMP 4.4.2.

(3). Ensure all areas must meet all applicable health, safety, and fire rules and regulations. Personnel should contact Post Safety and the Fire & Emergency Services for specific requirements.

(4). Provide a member to the IHMMP Team when requested.

6. Procedures:

A. Environmental, Safety, and Occupational Health Council (ESOHC) Chair will formally charter the IHMMP Team IAW EMP 4.4.6.6 Tab 3 Installation Hazardous Materials Management Process (IHMMP) Team Charter.

B. Contracting Offices will:

(1). Ensure that all contracts include the following appropriate Federal Acquisition Regulation (FAR) clauses at a minimum:

(a). FAR Clause 52.223-3, Hazardous Material Identification and Material Safety Data.

(b). FAR Clause 52.223-5, Pollution Prevention and Right-to-Know Information.

(c). FAR Clause 52.223-19, Compliance with Environmental Management Systems.

(d). AFFARS Clause 5352.223-9001, Health and Safety on Government Installations.

(e). FAR Clause 52.223-7, Notice of Radioactive Materials.

(2). Coordinate with supported Activities to ensure contracts have the Technical Exhibit XX: EMP 4.4.6.16 Tab 1 JBLE-Eustis Assessment Management Special Conditions and Affirmative Procurement added to Performance Work Statements and other contract documents.

C. The HazMart will:

(1). Effectively manage the acquisition of Hazardous Materials to assist Activities in reducing both volume and toxicity of the HMs being procured when possible.

(2). Provide for bar code labeling of each container of HMs. This label must be present to document that the items were obtained through the HazMart.

(3). At least annually, conduct assessments and inspections of the HM program.

D. CEIE will:
(1). Manage the tracking and reporting of all HMs on the Base.

(2). Periodically conduct assessments and inspections of the HM program.
   
   (a). Inspect containers, usage, storage areas, and records on a periodic basis to ensure compliance.
   
   (b). Report findings to other appropriated organizations.

(3). Evaluate and approve HM procurement through EESOH-MIS tracking system.

E. Activities will:

(1). Ensure all HMs are added to the Authorized Use List (AUL) before any HM are purchase, brought on the installation, or used. Regardless of the method of purchase (government credit cards, contracts, or supply system) or the source of purchase (on or off the installation).

(2). Must have a Notice of Delegation of Authority – Receipt for Supplies, DA Form 1687 date Nov 2015 or later on file with the HazMart.

(3). Ensure that the Hazardous Materials Managers (HMM) are appointed and trained on the Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS).

(4). HMMs MUST use the EESOH-MIS to request items to be added to the AUL and to request additional purchases.

(5). Maintain an accurate and up to date AUL. Remove items from the AUL that will no longer be used.

(6). All HMs must have a bar code issued only by the HazMart on each item.

(7). Maintain Supply Functional Area Continuity Book IAW EMP 4.4.4 Tab 1 Activity Functional Area Continuity Book (FACB) to maintain accountability for and document the flow of HM from being added to the AUL; purchasing; point of receipt; and to the point of turn-in for disposal.

(8). Evaluate the requirements for each HM procured to determine if less toxic materials may be used and to ensure only the required quantities are purchased. Not more than a 7 day supply in most cases. Appropriate AEC/UEC/HWC will maintain records to document this evaluation. This process will be specified in the FACB.

(9). Provide employees with effective information and training IAW EMP 4.4.2 on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area.

(10). Establish and maintain storage sites and containers for Hazardous Materials (HMs) IAW EMP 4.4.6.6. Tab 1.

(11). Inspect HMs storage sites and containers monthly utilizing EMP 4.4.6.6 Tab 2.

(12). Maintain HM records for at least 3 years.

(13). **DO NOT** obtain or use pesticides or herbicides including over the counter products. Service orders must be submitted to CED for this support.

(14). Upon redeployment, HMs purchased from other sources brought on to the Base must be added to the AUL to the HazMart utilizing EESOH-MIS.
(15). Ensure all areas must meet all applicable health, safety, and fire rules and regulations. Personnel should contact Post Safety and the Fire & Emergency Services for specific requirements.

(16). Ensure each storage location identified on the Activity’s Facilities and Operations inventory (EMP 4.5.2.3. Tab 2) will be identified on a strip map of that area.

F. Munitions Expenditure Reports:

(1). Activities managing ranges must provide reports.

(2). Military munitions include all types of munitions utilized for military purposes. Examples include but not limited to ammunition for individual and collective weapon systems, blank rounds, pyrotechnics, smoke grenades, CS grenades, CS capsules, demolitions devices, and others.

(3). The Munitions Expenditure Report includes the following information for all military munitions expended, fired, detonated, exploded or otherwise used on ranges and training areas:

   (a). Proper nomenclature.

   (b). National Stock Number.

   (c). DODIC.

   (d). Number of munitions expended.

   (e). Do not include munitions that remain in storage and have not been expended, fired, detonated, exploded or otherwise used.