

**BY ORDER OF THE COMMANDER  
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION  
32-7003**



**9 AUGUST 2013**

**Civil Engineering**

**HAZARDOUS MATERIALS PHARMACY  
(HMP) PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-70, *Environmental Quality*, and Air Force Instruction (AFI) 32-7086, Hazardous Materials Management. It establishes procedures and standards that govern the management of hazardous materials (HAZMAT) on Westover Air Reserve Base (ARB). The guidance and procedures outlined in this instruction apply to all 439th Airlift Wing organizations, tenants, and all contractors that store and /or use HAZMAT on Westover ARB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 MSG/CEV, 250 Patriot Ave, Box 35, Westover ARB, Chicopee MA, 01022-1670.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: removal of AW Form 15, AF-EMIS Authorization Request, and replaced with Process Authorization in EESOH-MIS, mandate the use of the EESOH-MIS-specific DD Form 2875, System Authorization Access, replaced "SBSS" with "ESS", replaced the term "IMPAC" with "GPC", replaced "NSN" with "MSN" and replaced AFOSH Std 161-21 with AFI 90-821, Hazard Communication.

**1. General.** The Air Force Pollution Prevention Program goal is to reduce pollution by reducing the use of hazardous materials. The Hazardous Materials Management Process (HMMP) is a tool to achieve this goal by serving as a single point of control, referred to as the Hazardous Materials Pharmacy (HMP) for tracking the ordering, distribution, storage, use and disposal of HAZMAT. The HMMP team support staff will consist of representatives from the Safety Office (SEG), Contracting (LGC), HAZMAT Pharmacy (LGRDMH), Bioenvironmental Engineering (SGPB), and Environmental Management (CEV). The HMMP team members will research requests to find less hazardous substitute items when necessary. The HMMP team will authorize HAZMAT to a specific shop for a specific process and will authorize only the minimum quantity required. HMMP team members will be involved throughout the life cycle of the product, from product evaluation and authorization through issue, use and disposal. The full implementation of the HMP will serve to protect WARB personnel, the surrounding community and the environment. HMMP team members will ensure that all applicable supply, environmental, safety and health regulations which apply to the HMP are followed.

## **2. Responsibilities.**

2.1. HMMP team members will:

2.1.1. Work together as a team to operate the HMP in accordance with this instruction and AFI 32-7086, *Hazardous Materials Management*, with each organization assuming responsibilities detailed in this section.

2.1.2. Evaluate purchase requests and shop stock authorization.

2.1.3. Input data and maintain records in the Enterprise Solution-Supply (ESS) in accordance with AFMAN 23-110, *USAF Supply Manual*, and the Defense Environmental Security Corporate Information Management (DESCIM)-approved HAZMAT tracking system currently Enterprise Environmental Safety Occupational Health Management Information System (EESOH-MIS).

2.1.4. Determine which HAZMAT will be considered HMP managed assets.

2.1.5. Manage, secure and inspect all HMP storage areas. Conduct periodic visits to HMP customer HAZMAT storage and usage areas.

2.1.6. Provide training and guidance to all HAZMAT users regarding HMP operations and procedures as needed, and develop information for distribution (e.g., brochures, e-mails) to HMP customers to ensure continuous awareness of HMP procedures.

2.1.7. Upon request for large quantities of HAZMAT, confirm with the customer that only the necessary amount of HAZMAT has been ordered.

2.1.8. Assist in collecting the following shop information for input into the HMP computer system:

2.1.8.1. Shop and organization code.

2.1.8.2. Specific HAZMAT and maximum quantities which the shop is authorized to use.

2.1.8.3. HAZMAT to be kept in shop (shop stock).

2.1.9. Inspect all DoD-operated shop storage areas to verify inventory and ensure that the HAZMAT present are authorized and bar-coded for that particular shop.

2.1.10. Inspect Base Operating Service (BOS) and external contractor storage areas to ensure that HAZMAT has been reviewed and bar-coded.

2.1.11. It should be noted that the HMMP team has the authority to deny the use of certain HAZMAT that are not in compliance with health, safety and environmental regulatory programs including, but not limited to, Class I and II ozone depleting substances (ODS), EPA 17 substances, extremely hazardous substances (EHS), suspected and confirmed human carcinogens, etc.

2.1.12. Ensure all users of Enterprise Environmental, Safety and Occupational Health Management Information System (EESOH-MIS), have completed an EESOH-MIS specific DD Form 2875 (Contact CEV)

2.2. Base Supply (LRS) will:

2.2.1. Manage the HMP.

2.2.2. Process HAZMAT requests through the ESS in accordance with AFMAN 23-110, and EESOH-MIS, and issue HAZMAT only to authorized users (customers who have submitted electronic Process Authorizations, for the particular HAZMAT and have been authorized by SGPB, SEG and CEV.)

2.2.3. Process backorders or requisitions of HAZMAT, when necessary, in accordance with AFMAN 23-110.

2.2.4. Deliver HAZMAT with proper Material Data Safety Sheet (MSDS) to customers after processing through the EESOH-MIS and the ESS (if applicable, free issues, GPC, Contract purchases, and construction contractors are the only ESS exceptions). Delivery must be accomplished in accordance with AFMAN 23-110.

2.2.5. Store and segregate HAZMAT in accordance with Air Force Joint Manual (AFJMAN 23-209, *Storage and Handling of Hazardous Material* and AFMAN 23-110.

2.2.6. Process turn-in of excess HAZMAT through ESS in accordance with AFMAN 23-110 and create a free-issue area (for items not processed through ESS) within the HMP for items picked up by HMP personnel due to excess quantities or because the container(s) is/are less than full.

2.2.7. Update HMP database EESOH-MIS with usage data.

2.2.8. Provide ESS data for reporting purposes.

2.2.9. Provide an approved, secure area for storage of HMP managed HAZMAT and manage in accordance with all applicable instructions.

2.2.10. Perform all required inventories on HMP-managed items.

2.2.11. Receive all HMP controlled items in accordance with AFMAN 23-110.

2.2.12. Label (if not properly labeled in accordance with AFI 90-821, *Hazard Communication*, and Federal Standard 313D, *Material Safety Data, Transportation Data*

*and Disposal Data for Hazardous Materials Furnished to Government Activities*) and code each container of HAZMAT and input into HMP database all items received.

2.2.13. Maintain MSDSs for all items stored in the HMP. Provide most current available MSDS to customer with each issue.

2.2.14. Ensure that HAZMAT issued is not retained longer than the draw frequency (from process authorization) for said HAZMAT by customers. This is to be accomplished every six months by printing out a shop inventory/container search report from EESOH-MIS and providing it to the shop HAZMAT point of contact.

2.2.15. Upon receipt of damaged HAZMAT, follow the present practice for containment, refusal (SF Form 364, *Report of Discrepancy*), action and/or disposal.

2.2.16. Maintain a shop stock listing, including nomenclature of product, material stock number (MSN) and quantity authorized as shop stock.

2.2.17. Maintain a log for GPC purchases of HAZMAT (EESOH-MIS recorded data will suffice), including material nomenclature, user name, shop name, quantity authorized/purchase, MSN, date authorized/purchased. GPC HAZMAT purchases will only be allowed for materials which the Supply system is unable to meet customer needs, and for which a process authorization has been approved by SGPB, SEG and CEV.

2.2.18. Maintain and update all supply-related HAZMAT data fields in EESOH-MIS.

2.2.19. Pick-up all used HAZMAT containers from shops (tenant units are responsible to drop off used containers at HAZMAT building) and clear barcodes in EESOH-MIS.

2.2.20. Handle, store, process and manage the hazardous waste generated from the HMP (aerosol cans, expired shelf-life HAZMAT, etc.) in accordance with 40 CFR 260-265, *Protection of Environment*, and 310 CMR 30, *Hazardous Waste Regulation*.

2.2.21. Accept rechargeable batteries and fluorescent lamps (Universal Wastes) from walk in customers and place in appropriate storage locations within the HAZMAT building (1301).

### 2.3. SGPB will:

2.3.1. Conduct routine and special industrial hygiene surveys on Westover DoD and tenant industrial shops as directed in specific Host Tenant Support Agreements (HTSAs).

2.3.2. Contribute to HMP in the development of procedures, training, and changes in instructions.

2.3.3. Inform HMP of pertinent changes in applicable local, state and federal regulations concerning HAZMAT.

2.3.4. Consult and coordinate on projects involving the physical management of HAZMAT and hazardous waste.

2.3.5. Review in a timely manner all process authorization requests through EESOH-MIS for HAZMAT that have not been previously used by an organization and authorize products based upon health hazard under conditions of use, and prescribe appropriate personal protective equipment (PPE). Inspect DoD shops as necessary to ensure that

HAZMAT requested will not pose a health hazard. Provide revisions to HAZMAT authorizations to HMP.

2.3.6. Perform annual facility inspection of the HMP facility.

2.3.7. Utilize EESOH-MIS for chemical tracking and authorization purposes.

2.3.8. Extract information from the HMP database to meet Air Force, state, local, and federal reporting requirements.

2.3.9. Input assigned process codes, commercial and government entity code (CAGE) data and other information as necessary to authorize HAZMAT.

2.3.10. Provide technical assistance in determining which HAZMAT intended for use by 439th AW organizations, contractors and tenants must be HMP controlled items. Follow prescribed process for review of external (non BOS) contractor MSDSs.

2.3.11. Provide technical assistance in determining which HAZMAT must be registered at the HMP.

2.3.12. Review all electronic HAZMAT process authorizations periodically in EESOH-MIS to ensure continued adherence to all occupational health regulations.

2.3.13. Provide HMP prescription lists to all shops (DOD, BOS and tenants) at least annually.

#### 2.4. CEV will:

2.4.1. Participate in and lead the HMMP team.

2.4.2. Evaluate process authorizations in EESOH-MIS for environmental concerns and recommend authorization (with conditions, if applicable) or review status of the HAZMAT.

2.4.3. Maintain and update CE-related HAZMAT data fields in EESOH-MIS.

2.4.4. Provide guidance for hazardous waste management, used container recycling/disposal, and pollution prevention to all DOD organizations and tenants, as necessary. Assists LGS, SGPB, SEG in providing training to personnel, as appropriate, on access to, and the use of EESOH-MIS

2.4.5. Consolidate and submit HMMP team-validated, environmental-related HMP funding requirement into the A-106 system.

2.4.6. Extract data from the HMP database to complete required reports.

2.4.7. Contribute to the development of HMP procedures, training and changes in regulations.

2.4.8. Ensure HMP facilities are adequate to support the HMP program.

2.4.9. Assists in the management of EESOH-MIS.

2.4.10. Assist customers in finding appropriate alternative products when authorization may be rejected due to environmental reasons.

2.4.11. Consult and coordinate on projects involving the physical management of HAZMAT and hazardous waste.

2.4.12. Review all electronic HAZMAT process authorizations in EESOH-MIS periodically to ensure continued adherence to all environmental regulations.

2.5. LGC:

2.5.1. Ensure approved waivers are submitted with requests for items containing Class I ODSs.

2.5.2. Require all vendors to submit an MSDS with each HAZMAT order (Contract and local purchase orders).

2.5.3. Ensure that contractor HAZMAT responsibilities are enforced.

2.5.4. Ensure that all HMP procedures are implemented for local and GPC purchases of HAZMAT.

2.5.5. Ensure that HMMP team members are informed about all pre-construction meetings.

2.5.6. LGC will ensure, through contract provisions, external contractors will:

2.5.6.1. Prior to bringing any HAZMAT required for the performance of work onto Westover ARB, submit MSDSs and 439 AW Form 20, *Contractor Information Sheet*, to the HMP through the Contracting officer for review and input into EESOH-MIS.

2.5.6.2. Provide substantiating documentation for any HAZMAT required to complete work, which contains EPA 17 toxic chemicals, Class I and Class II ODS or EHSs (as defined by EPCRA 302), stating that no substitutes exist. This documentation must be submitted to the HMMP team through the Contracting officer for review and approval.

2.5.6.3. After receiving usage approval from the Contracting officer, register HAZMAT with the HMP which includes obtaining barcodes for all HAZMAT containers.

2.5.6.4. Store all HAZMAT in HMMP team-approved storage containers/areas and provide the locations of the storage areas to the Contracting officer for dissemination to the Fire Department (CEF) and the HMP team.

2.5.6.5. Maintain a 439 AW Form 20 that will be made available to the Contracting officer as stated in the terms of the contract. The contractor must provide the HMMP team, through the Contracting officer, with updated 439 AW Form 20s as actual HAZMAT usage is known to ensure proper container tracking.

2.5.6.6. Provide and coordinate a final exit inventory (so that barcodes can be cleared through EESOH-MIS) of HAZMAT with 439 AW Form 20 prior to leaving Westover following the completion of the contract.

2.6. CEC (Construction) will:

2.6.1. Ensure that HMP requirements are written into the General Conditions sections (for contracts less than \$25,000) and into the design sections (for contracts greater than \$25,000) for all HAZMAT. Determination of HAZMAT can be accomplished by contacting HMMP team and/or referring to Federal Standard 313D, 3 April 1996.

2.6.2. Ensure that external contractor's MSDSs and 439 AW Form 20s are forwarded to the HMMP team for input into EESOH-MIS.

2.7. SEG will:

2.7.1. Perform annual inspections of the HMP and customer HAZMAT storage areas to identify safety deficiencies.

2.7.2. Assist HMP team members in evaluating the adequacy of HAZMAT security, warning signs, operating instructions, training requirements, personal protective equipment, HAZMAT storage, and HAZMAT Emergency Response Plan.

2.7.3. Investigate all mishaps and incidents involving HAZMAT to prevent recurrence.

2.7.4. Review all process authorizations through EESOH-MIS for HAZMAT that have not been previously used by an organization and authorize products as appropriate based upon occupational safety risk and control options. **Note:** Per AFI 32-7086, the review will include HAZMAT related work area safety surveys, the identification of condition of use and worker occupational safety training, and identification of processes that require occupational safety analysis in accordance with AFOSH Standard 91-119, *Process Safety Management (PSM) of Hazardous Chemicals* and 29 CFR 1910.119, *Process Safety Management of Highly Hazardous Chemicals*.

2.7.5. Review all HAZMAT process authorizations periodically in EESOH-MIS to ensure continued adherence to all Safety regulations.

2.8. CEF will:

2.8.1. Perform semiannual inspections of the HMP to identify fire protection and chemical compatibility deficiencies.

2.8.2. Provide technical assistance and training to the HMP for fire extinguisher and fire suppression requirements.

2.8.3. Advise HMP facilities of compliance with all applicable OSHA, AFOSH and local standards.

2.8.4. Maintain a chemical inventory of HMP assets for emergency response.

2.9. All DOD HMP customers will:

2.9.1. Purchase all hazardous materials through the HMP when able to, and ensure that all HAZMAT purchased via GPC cards, Contract Requests and DD Form 1348-6, *DOD Single Line Item Requisition System Document*, are pre-approved using the process authorization steps in EESOH-MIS and bar-coded following the purchase.

2.9.2. Bring no HAZMAT onto Westover ARB except through approved purchase mechanisms.

2.9.3. Request access to EESOH-MIS through the HMMP and use all aspects of the system to ensure proper authorization, purchase, tracking, bar-coding, bar code clearing and disposal of HAZMAT.

2.9.4. Coordinate with SGPB for training requirements regarding the handling and use of HAZMAT. Participate in HMP training as necessary.

- 2.9.5. Ensure that all HAZMAT containers in customer's possession are properly labeled, bar-coded and stored.
- 2.9.6. Maintain an MSDS for each HAZMAT stored or in use in the customer shop area.
- 2.9.7. Request a waiver for the purchase of Class I ODS's from HMMP Team when a Class I ODS is required.
- 2.9.8. Order only the specified type and minimum amount of HAZMAT needed to perform a task. Use HAZMAT only for the process(es) for which they were authorized.
- 2.10. BOS contractor will:
  - 2.10.1. Ensure that all BOS shops participate in the HMP program.
  - 2.10.2. Purchase all hazardous materials through the HMP when able to, and ensure that all HAZMAT purchased via credit cards, Contract requests and AF 1348-6, *DOD Single Line Item Requisition System Document*, are pre-approved using the process authorization steps in EESOH-MIS and bar-coded following the purchase.
  - 2.10.3. Bring no HAZMAT onto Westover ARB except through approved purchase mechanisms.
  - 2.10.4. Request access to EESOH-MIS through the HMP and use all aspects of the system to ensure proper authorization, purchase, tracking, bar-coding, bar code clearing and disposal of HAZMAT.
  - 2.10.5. Assign a qualified, occupational safety, health and environmental representative to review and authorize every BOS process authorization request prior to HMMP team review.
  - 2.10.6. Ensure that all HAZMAT containers in customer's possession are properly labeled, bar-coded and stored.
  - 2.10.7. Ensure that HMP personnel pick up all used containers so that bar-codes are cleared through EESOH-MIS.
  - 2.10.8. Ensure compliance with all federal, state and local occupational health and safety and environmental regulations.
  - 2.10.9. Request a waiver for the purchase of Class I ODSs from HMMP team when a Class I ODS is required.
  - 2.10.10. Maintain an MSDS for each HAZMAT stored or in use in the BOS shop areas.
  - 2.10.11. Assign a representative(s) to attend the monthly HMMP team/pollution prevention meet-ing.
- 2.11. External contractors will participate in the HMP as defined in paragraph 2.5.6.
- 2.12. Tenants will:
  - 2.12.1. Participate in the HMP program.
  - 2.12.2. Follow procedures for obtaining, storing and using HAZMAT on base.
  - 2.12.3. Provide MSDSs to SGPB for all HAZMAT used or stored by the tenant.

2.12.4. Return all used containers to HAZMAT building (1301).

### **3. Procedures.**

3.1. 439 AW Organizations. DoD, military, authorized tenants and BOS contract customers must submit process authorization requests through EESOH-MIS for every HAZMAT to be used in the shop.

#### **3.2. Ordering HAZMAT.**

3.2.1. Routine Requests. For ordering a new product, the customer will research the product in EESOH-MIS, obtain the MSN, add the MSN, draw amount & frequency to the applicable process, and submit the Process Authorization for review and approval through EESOH-MIS. Once the Process Authorization is approved, the customer will place an order through EESOH-MIS. HMP personnel will process the order through EESOH-MIS and ESS and deliver the material to the customer in accordance with AFMAN 23-110. In the case of a GPC or corporate credit card purchase, HMP employees will enter the approved request into the GPC purchase log and notify the customer that the purchase can be made. For reorders of authorized material from the customer's approved HAZMAT list, the customer will place an order through EESOH-MIS and the material will be ordered by HMP employees and delivered to the customer.

3.2.2. Priority Requests. Customers must check EESOH-MIS to see if the MSN is loaded, load the MSN, draw amount and frequency against the applicable process, submit the Process Authorization for approval and may follow-up with phone calls to SGPB, SEG and CEV so the authorization can be approved quickly. Once the Process Authorization is approved, the customer will order the MSN through EESOH-MIS, HMP employees will order the material through the ESS and deliver the material to the customer in accordance with AFMAN 23-110.

3.2.3. GPC or corporate card purchase of HAZMAT. HAZMAT may be purchased by GPC when the normal supply channels cannot provide the product in a timely manner. All HAZMAT purchases by GPC must be authorized and reviewed through the HMP prior to each GPC purchase. HAZMAT must be previously approved for use for the requesting shop through process authorization steps of EESOH-MIS. If the HAZMAT is a new item for that particular shop, then the process authorization procedures must be followed for addition of the HAZMAT(s). Once approved and reviewed, the customer must provide the necessary product information including: MSN and/or part number, product nomenclature, manufacturer and, if different, the supplier, container size, and quantity to be purchased. After purchasing the HAZMAT, the customer must bring the HAZMAT and the invoice to the Pharmacy so the containers can be bar-coded. Product substitution must also be authorized in EESOH-MIS prior to purchase.

3.2.4. If quantity authorized on a shop's HAZMAT list is insufficient or excessive, shop personnel will use the process authorization steps ("proposing a change to an existing process) to increase/decrease individual HAZMAT quantities.

3.2.5. Contact 557-3535 or Base Supply via two-way radio on the Maintenance net for swing shift requests or the recall roster for non duty hour priority requests.

3.2.6. HMP personnel will deliver HAZMAT (accompanied by an MSDS for the particular product, manufacturer and batch/formula) during normal duty hours after processing in accordance with AFMAN 23-110.

### 3.3. HAZMAT management.

3.3.1. HAZMAT must be stored appropriately. Contact HMP, CEF or SGPB for guidance.

3.3.2. Customer may not have inventory of more than the draw amount of HAZMAT originally requested in the Process Authorization in EESOH-MIS. Customer must maintain an updated copy of their authorized HMP prescription listing, which is accessed through EESOH-MIS.

3.3.3. HAZMAT issued for deployments will automatically receive an extension to the requirement in paragraph 3.3.2. until the HAZMAT is returned to Westover ARB.

3.3.4. Containers must be managed as follows:

3.3.4.1. Containers having a usable quantity of HAZMAT remaining after use will be returned to the HMP for free issue in good condition (i.e., drips are wiped clean, lids are tightly sealed, container integrity is not compromised, barcode is legible, etc.).

3.3.4.2. Customers with containers having remaining quantities of HAZMAT less than usable will contact CEV for a disposal determination. Prior to the turn-in, the customer must call the HMP to clear the container barcode.

3.3.4.3. Used containers will be stored in the shop area until picked up by HMP personnel.

3.3.5. HAZMAT is to be used only for the process for which it was purchased, using required PPE as prescribed by SGPB.

### 3.4. Tenant Customer Purchasing from Host Supply, Dept Supply and GPC

3.4.1. Tenant customers will use EESOH-MIS for all HAZMAT approval, ordering, tracking and bar coding. Non Air Force personnel can and shall request access to the Air Force Portal and supply their AF Portal ID and a completed DD Form 2875 (contact CEV) to HMMP Team for EESOH-MIS access. Tenant customers follow the same procedures identified in paragraphs 3.2.1 – 3.2.4. Tenant HAZMATs are reviewed by SGPB, SEG and CEV solely for environmental tracking purposes. Requirements should be routed through the tenant's internal occupational health, safety and environmental review process prior to submitting an EESOH-MIS request.

3.4.2. Tenant customers will call HMP to find out if the requested HAZMAT is available in the free issue area. The tenant customer must be authorized to use the requested HAZMAT.

3.4.3. If material is not available in free issue, tenant customers shall follow the procedures in paragraphs 3.2.1. – 3.2.4.

3.4.4. When HAZMAT arrives on Westover ARB, the HAZMAT will be delivered by the Pharmacy staff if ordered through the Westover Supply System. If purchased through

an independent supply system or GPC, the customer must bring the HAZMAT and the invoice/associated paperwork to the Pharmacy so the containers can be bar-coded.

3.4.5. Used containers must be returned to the HAZMAT building (1301) for bar code clearing.

3.4.6. All HAZMAT must be stored appropriately. Contact HMP (557-2736/9), CEF (557-3911) or SGPB (557-2918/2447) for guidance.

### 3.5. Not Use.

### 3.6. HMP Procedures.

3.6.1. HMP staff will inspect all HAZMAT stored at the HMP for container integrity and security on a weekly basis.

3.6.2. HMP facilities will be restricted to HMP staff and team members and escorted visitors only.

3.6.3. HMP facilities will be maintained in accordance with all federal, state, local and Air Force HAZMAT storage regulations.

3.6.4. HMP staff will contain and clean up minor HAZMAT spills when identified and follow the requirements in the Westover Hazardous Material Emergency Planning and Response (HAZMAT) Plan.

### 3.7. Contracting Procedures for Purchasing HAZMAT.

3.7.1. For purchase requests not processed through LGS, LGC personnel will verify that all customers have obtained purchase approval from the HMP through EESOH-MIS.

3.7.2. Contracting personnel will make reasonable attempts to find a vendor that will supply the material in the smallest quantity possible that meets the customer's requirement.

3.7.3. Contracting personnel will ensure that HMP-approved requests for Class I ODSs (see AFI 32-7086, Table 4.1, Class I ODSs) are approved.

3.7.4. Contracting personnel will ensure that any contract for the purchase of HAZMAT includes the requirement for the vendor to provide a current MSDS for each shipment of HAZMAT regardless of any previous shipments.

### 3.8. Customer GPC Procedures for Purchase of HAZMAT.

3.8.1. Customer will call HMP to determine if HAZMAT is available in free issue.

3.8.2. Customer will go through the same authorization process as for any HAZMAT. Customer must submit a process authorization request through EESOH-MIS for the particular HAZMAT requested. The process authorization must be reviewed and authorized by SGPB, SEG and CEV prior to purchase.

3.8.3. Customer will provide HMP staff with MSN/part number, quantity and manufacturer of the HAZMAT.

3.8.4. After HMP staff log in the GPC purchase information, customer may purchase HAZMAT. No substitute products or manufacturers are authorized.

3.8.5. Customer must bring the HAZMAT purchased and purchase receipt directly to the HMP immediately following the purchase and prior to bringing the HAZMAT to the shop.

3.8.6. All HMP rules for container management apply to all HAZMAT regardless of purchase method.

3.8.7. Any violation of these procedures may result in a formal recommendation from the HMMP team to LGC that the individual(s) lose all GPC purchase privileges and receive further disciplinary action as directed by the individual's commander.

### 3.9. HMP Procedures for GPC Purchase.

3.9.1. All procedures for authorization and approval will remain the same regardless of method of purchase.

3.9.2. Upon receipt of a GPC request and verification of authorization, HMP staff will enter the request into the GPC log (i.e.; stock number, requester, quantity approved for purchase, date, etc.).

3.9.3. When the customer returns from the supplier with the HAZMAT, HMP staff will verify that the quantity purchased (from the store receipt) does not exceed the quantity authorized. The HMP staff will also verify that the HAZMAT purchased is the same (part number, item name and manufacturer) as the HAZMAT authorized. If the customer does not return to the HMP within 24 hours, HMP staff will contact the customer to request that the HAZMAT and the purchase receipt be brought to the HMP for bar-coding and tracking purposes.

3.9.4. HAZMAT information (e.g.; bar-coding, storage, usage, etc.) will be tracked as it is for any HAZMAT.

## **4. New Employee Training (DoD Civilian, Air Reserve Technician, Reservist and BOS Contractor).**

4.1. New employees will be briefed on HMP procedures as they in-process through the monthly Newcomer's In-brief (reservists) or the periodic Newcomer's In-brief (Air Reserve Technician and DoD civilian). BOS contractor personnel will receive HMP procedural training as needed and requested by BOS contractor personnel.

4.2. Employees tasked to perform HMP duties within a shop will receive in-depth HMP training (on ordering, labeling, bar-coding, used container handling and storage) from HMMP team as needed.

4.3. When required (following major changes to HMP program including usage of new authorization forms) or requested, shop personnel will receive follow-up or refresher HMP training from HMMP team.

STEVEN D. VAUTRAIN, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 23-110, *USAF Supply Manual*, 1 April 2009

AFPD 32-70, *Environmental Quality*, 20 July 1994

AFI 32-7086, *Hazardous Material Management*, 1 November 2004

AFI 90-821, *Hazard Communication*, 30 March 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

AFJMAN 23-209, *Storage and Handling of Hazardous Material*, 13 January 1999

AFOSH Standard 91-119, *Process Safety Management (PSM) of Hazardous Chemicals*, 1 March 1996

29 CFR 1910.119, *Process Safety Management of Highly Hazardous Chemicals*, 1 July 2010

40 CFR 260-265, *Protection of Environment*, 1 July 2007

Federal Standard 313D, *Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities*, 3 April 1996

***Forms Prescribed***

439 AW Form 20, *Contractor Information Sheet*, January 2012

***Forms Adopted***

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